

Financial Report for Sandon Parish Council Meeting
10th May 2023

1. The Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2023 - including the completed Certificate of Exemption must be completed and received by the auditors PKF Littlejohn by end June 2023. To enable this, Section 1 (Annual Governance Statement) needs to be completed by the Council tonight with the signature of the Chairman and the Clerk; Section 2 (Accounting Statement) has been completed and signed by the RFO and requires approval of the Council and the signature of the Chairman, Page 4 - the Annual Internal Audit Report has been completed and signed by the Internal Auditor. The meeting minutes must record all these approvals.
2. Analysis of year-on-year significant variances and year end Bank Reconciliation: Following accounts approval by the PC the RFO will prepare these documents for sending to PKF Littlejohn with the completed AGAR.
3. Exercise of Public Rights: In compliance with the Accounts and Audit Regulations 2015 a notice advertising the period for the exercise of public rights during which the Parish Council accounting records can be inspected between 12th June to 21st July 2023 will be posted on the Sandon Parish Council website to which the completed Annual Governance & Accountability Statement will be added following tonight's approval and signature by the Council.
4. Internal Audit Review: To complete the internal audit review for year 2022-23
5. Staff: P60 2022-23 earnings and deductions certificates have been issued to employees via email. With the new payroll system now in use, I ask if the council will agree to the monthly payment of the staff members.
6. Bank Mandate: The bank mandate will need to be renewed with councillors removed and added. I would also like to look into an online banking service, several councils use Unity Bank who specialise in Councils with an understanding of the regulations needed. This would allow us to make BACS payments without the need to wait for the next meeting for items that have been agreed but not yet invoiced.
7. Insurance: We have received our annual renewal, due 1st June 2023. Our previous long term agreement has come to an end and we are being offered another one of £582.53/year for three years from Zurich. Or £626.79 for one year.
8. Assets: At 31 March 2023 year end, gross year end asset value for audit purposes was £25,842.24.
9. Grass cutting & volunteers: I understand that Dave Lock has volunteered to continue mowing Church Green with the PC Mountfield ride on mower and he will pass petrol receipts to the Clerk for reimbursement; volunteer Robert Wornham continues to mow Roe Green. Letters of acknowledgement need to be sent to them both by the Clerk to ensure they are covered for public liability under the PC's insurance policy. It is also my understanding that Mike Ayton has been winding the clock in the church for us without any recent recognition, he will also need a letter of acknowledgment.
10. Financial Regulations, Standing Orders: These were all agreed at the March 2023 meeting, however I would like to get them in line with the beginning of the Council year so will ask to review them again today briefly.
11. Code of Conduct: This was last reviewed in July 2021 and so needs reviewing at the meeting. I have not made any changes.

12. Financial Highlights for the current year to date (10th May 2023):

- Total receipts: ½ precept payment 4,562.34
- Memo: VAT reclaim for £24.80 in process
- Year to date payments: none
- Available balance (Bank a/c less uncleared chq & committed funds) **£16730.62**

May 2023 spend approvals / cheque release authorisations required:

- Clerk and RFO salary's (including PAYE) 347.88
(to be agreed for May and June payments of £347.88/month)
- HAPTC – Annual subscription 295.26
- James Parker (internal auditor fee) 175.00
- Zurich - Ins. premium (due 1/6/22) 626.79 or 582.53
- Coronation mugs 1186.56

Total new expenditure to be approved by PC **£ 2631.49/£2587.23**

Projected Balance following May'23 expenditure: **£14099.13/£14143.39**

Prepared by: Caroline Scott – RFO Sandon Parish Council – 01/05/2023

Relevant files:

AnnualReturnForm2_2022-23 Sandon PC

2022-23 Bank-reconciliation-proforma

2023 03 Sandon PC Asset register

2023 05 SPC Budget & Management Accounts 2023-24

2022-23 SPC VAT

21-Explanation-of-variances-proforma

2023-24 Sandon PC Budget AGREED

internal audit review 2022-23

TO REVIEW 2023 Finance regulations APPROVED 8Mar23

TO REVIEW standing orders 2022-23 APPROVED 8Mar23

TO REVIEW Sandon Parish Council Code of Conduct May 2023