

**Financial Report for Sandon Parish Council Meeting**  
**8th May 2024**

1. The Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2024 - including the completed Certificate of Exemption must be completed and received by the auditors PKF Littlejohn by end June 2024. 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 3<sup>rd</sup> June to 12<sup>th</sup> July 2024 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 2023-24
5. Staff: P60 2023-24 earnings and deductions certificates have been issued to employees via email. I ask the council to consider putting Caroline Scott (Locum Clerk & RFO) back on 6 monthly pay dates.
6. Bank Mandate: I have spent a year using Unity Bank at Buckland Parish Council, I advise Sandon PC to continue with Santander as there are no banking fees, and there are no payments that are urgently required to be paid between meetings, therefore cheques signed at a meeting is sufficient.
7. Insurance: We have received our annual renewal, due 1<sup>st</sup> June 2024.

a. Clear Council (formerly BHIB) (due 1/6/22)	£493.87
b. Zurich Insurance	£464.00
8. Assets: At 31 March 2024 year end, gross year end asset value for audit purposes was £24,066.67.
9. Grass cutting & volunteers: The Mountfield mower has been retired (as can be seen on the Asset Register) Hugo Jones has taken on the mowing of the Church Green with his own equipment, 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. I would like to thank Mike Ayton for all his volunteering with winding the clock for the past years, he has done a fantastic job and we will be discussing the quotes received from Hills Tower Clocks.

10. Financial Highlights for the current year to date (30<sup>th</sup> April 2024):

- Total receipts: ½ precept payment £4660.97
- Memo: VAT reclaim for £212.76 in process
- Year to date payments:  
(all uncleared cheques at 30/03/2024)
  - Clerk Wages £770.56
  - Cygnets 137grant £200
  - Sandon Gardeners Club £40
  - Herts & Essex Air Ambulance £180
- Available balance (Bank a/c less uncleared chq & committed funds) **£20193.57**

May 2024 spend approvals / cheque release authorisations required:

- Clerk and RFO salary's (including PAYE) if not agreed to 6 monthly payments £347.88
- [HAPTC – Annual subscription](#) £307.08
- James Parker (internal auditor fee), invoice due from HAPTC estimated £187.00
- [Moneysoft Payroll Software](#) £98.40
- [Linards Printing](#) £72.00
- [Clear Council](#) (formerly BHIB) (due 1/6/22) £493.87  
OR [Zurich Insurance](#) £464.00

*Prepared by: Caroline Scott – Clerk/RFO Sandon Parish Council – 01/05/2024*