

PARISH COUNCIL 3RD DECEMBER 2019

Agenda item 13

FINANCIAL REPORT

1. **Purposes**

To deal with the following matters:

- (a) Examination of quarterly accounts
- (b) Bank balances at 30th November 2019 and proposed transfers;
- (c) Bank reconciliation at 30th November 2019;
- (d) Invoices for approval;
- (e) Internal audit 2019/20;
- (f) Budget monitoring 2019/20 to 30th November.

2. **Examination of Quarterly Accounts to October 2019**

- 2.1 At the November meeting, it was agreed that Cllr. Narburgh and Cllr. Mrs Potter would examine the quarterly accounts from August to October and report back to the Council at its December meeting (minute 100.4 refers).

The Council is **requested** to receive a verbal report on the outcome of this examination.

3. **Bank balances at 30th November 2019 and Proposed Transfers**

- 3.1 The Parish Council's bank balances at 30th November 2019 are as follows:

| | |
|---|------------|
| HSBC Business Money Manager Account | £6,638.32 |
| HSBC Community Account | £11,789.27 |
| Charities Churches & Local Authorities (CCLA) Account | £65,000.00 |

- 3.2 In order to meet spending commitments for the remainder of this financial year, it is now necessary to transfer £30,000.00 from the CCLA account to the HSBC Community Account.
- 3.3 The Parish Council is **requested** to approve this transfer and to authorise the Chairman and Vice-chairman to sign the transfer document.

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

4. **Bank reconciliation at 30th November 2019**

As at 30.11.19

Prepared 27.11.19

Prepared by D.H. Rawlinson

Balances as at 30.11.19 -

| Bank | | £ |
|------------------------------------|--------|------------------|
| Business Money Manager Account | | 6,638.32 |
| Community Account | | 11,789.27 |
| CCLA Public Sector Deposit Account | | <u>65,000.00</u> |
| | | 83,427.59 |
| Less unpresented cheques - | | |
| | 202164 | 161.04 |
| | 202175 | 200.00 |
| | | <u>83,066.55</u> |

Cash Book

| | | £ |
|------------------------|------------|------------------|
| Opening balances as at | 01/04/2019 | 54,397.00 |
| Add receipts to | 30/10/2019 | 83,578.51 |
| Less payments to | 30/10/2019 | - 54,908.96 |
| | | <u>83,066.55</u> |

4.1 The Parish Council is **requested** to note this information.

5. **Invoices for Approval and Cheques for Signature**

5.1 A schedule of invoices/direct payments is attached.

Recommendation: The Council is **requested** to approve the schedule of invoices/direct payments and to instruct two Councillors to endorse the invoices and sign the cheques to be paid.

6. **Internal Audit 2019/20**

6.1 The Clerk has received a letter from Mrs. Hackett of SDH Accountancy & Audit Services regarding internal audit for 2019/20. Mrs. Hackett is available to carry out this work, although for personal reasons, she will be out of the country after 20th May 2020 and will therefore need to complete her work by then. In addition, Mrs Hackett advises that she will be seeking to minimise the amount of work that she does away from home. Neither of these issues should pose a problem for this Council. Mrs Hackett has quoted £275 for the work; her bill for 2018/19 was £279.80.

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

6.2 It should be noted that Mrs. Hackett has been the Council's internal auditor for several years. 'Best practice' would suggest that the Council should consider retendering for this work in the near future. A change of internal auditor would involve a degree of extra work in the first year.

6.3 The Parish Council is:

- (i) **Recommended** to appoint SDH Accounting as the Council's internal auditor for 2019/20;
- (ii) **Requested** to consider whether to instruct the Clerk to retender for internal audit work from 2020/21.

7. **Budget Monitoring 2019/20 to 30th November**

7.1 The detailed information is attached. The overall position is similar to that reported at the end of September. The overall payments budget has now increased to £92,245 but, because of additional grant income, will only exceed projected income by £9,000, leaving the Council with reserves of £45,000 at the end of the financial year.

7.2 Spending on office expenses is over target because of commitments which were not budgeted for and it is therefore **recommended** that £200 be vired from contingency to miscellaneous expenses.

7.3 Otherwise, and taking account of seasonal spending and one-off payments, spending to date is within target. The only other budget adjustment required at present relates to the staffing budget where as a result of the Parish Council's recent decision, the CiLCA budget needs to be increased to £570. It is therefore **recommended** that £285 be vired from contingency to the Staffing – CiLCA budget.

7.4 Members should note that there will be full monitoring report to the Annual Finance meeting on 21st January 2020.