

Hatherton and Walgherton Parish Council  
4<sup>th</sup> April 2016  
**Finance Report**

<b>1 Income and Expenditure 20/01/2016 to 31/03/2016 and Bank Reconciliation</b>				<b>£</b>	<b>£</b>
Balance b/f as at 20-01-2016					2,933.46
<b>Income</b>					
01-Feb	RBS	Interest		0.82	
01-Mar	RBS	Interest		0.75	
Total income					1.57
					2,935.03
<b>Expenditure</b>					
			presented		
01/02/2016	Post Office - HMRC	PAYE for Dec 15-Jan 16	372	08/02/2016	61.00
01/02/2016	Christine Knibbs	Salary + Expenses Dec-Jan	373	08/02/2016	253.76
01/02/2016	Cllr Rob Tindall	Refund website hosting costs	374	04/02/2016	63.78
					378.54
Balance as at 31-03-2016					<b>2,556.49</b>
Current Account at 31-03-2016					271.45
Deposit Account at 31-03-2016					2285.04
Total Bank Balance as at 31-03-2016					<b>2556.49</b>
No Unpresented Cheques					0.00
Balance at 31-03-2016					<b>2,556.49</b>

## 2. Annual governance statement

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	✓
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have significant financial effect on the ability of the council to conduct its business or its finances	✓
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit regulations	✓
5. We carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	✓
6. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems	✓
7. We took appropriate action on all matters raised in reports from internal and external audit	✓
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements	✓

### 3. Extract from Local Councils Annual Return for year ended 31 March 2016

#### Accounting Statement 2015/16

Year ending	31 March 2015	31 March 2016
	£	£
1. Balances brought forward	3120	2084
2. Annual Precept	2100	3639
3. Total Other receipts	57	160 *
4. Staff costs	1620	1682
5. Loan interest/ capital payments	0	0
6. All other payments	1573	1646
7. Balances carried forward	2084	2556
8. Total value of cash and short term investments	2084	2556
9. Total fixed assets plus long term investments & assets	1640	1640
10. Total borrowings	0	0
11. Trust Funds (inc charitable) disclosure note	No	No

\* Significant variance due to VAT refund of £109.57

### 4. Final Spending against Budget (assuming payments authorised at meeting)

	Budget 15/16	Actual Spend for 15/16 tax year	Actual Variance against budget
Insurance	162	153.86	8.14
CHALC	122	124.16	-2.16
Clerk's Salary	1835	1838.18	-3.18
Hire of Rooms	240	180.00	60.00
Electricity	90	79.76	10.24
Expenses/Postage	170	200.85	-30.85
Audit Fees	110	107.52	2.48
Stationery	170	77.99	92.01
Notice Board Maintenance	50	37.83	12.17
Audlem Community Responders	200	200.00	0.00
Training	150	41.00	109.00
Website Hosting	40	63.78	-23.78
Information Commissioner	40	35.00	5.00
Contingency	300	50.00	250.00
Wybunbury Parochial Church Council	200	200.00	0.00
Neighbourhood Planning	400	0.00	400.00
<b>Total</b>	<b>4279</b>	<b>3,389.93</b>	<b>889.07</b>

## 5 Review of Insurance & Insurance Provider renewal due 1<sup>st</sup> June 2016

	Value	Comment
Public and Employers Liability	£10,000,000	
Money and Fidelity Guarantee	£25,000	
Personal Accident	£2,000,000	Per incident
Cover for Assets road sign	£424	Impact Damage – street furniture
Cover for Assets streetlight	£349	
Cover for Assets noticeboards	£699	
Office Contents	£2500	
All Risks	£2500	
Libel & Slander	£250,000	
Legal Expenses	£100,000	
Claim Excess	£100	
Premium from Zurich Insurance	£153.86	Covers period 31.06.15-31.05.16

## 6 Receipts and Payments Summary and Balance Sheet for the Year 1 April 2015 to 31 March 2016

Summary	Totals £		Payments	Totals £
Opening Current Account	260.56		Insurance	153.86
Opening Deposit Account	1823.92		CHALC affiliation	124.16
<b>Total</b>	<b>2084.48</b>		Salaries/ PAYE	1681.68
			Room Hire	290
			Electricity	79.76
			Exp/Postage	185.1
			Donations	400
			Audit	107.52
			Stationery	77.99
			Notice Board	37.83
			Training	41
			Website	63.78
			ICO	35
			Contingency	50
			<b>Total</b>	<b>3327.68</b>
			Closing Current Account Balance	271.45
			Closing Deposit Account Balance	2285.04
			Cash in the Bank	2556.49
	5884.17			5,884.17

### Receipts

Precept	3639
Grant	40
Interest	11.12
Insurance claim	0
Refund of VAT	109.57
<b>Total</b>	<b>3799.69</b>

## 7 Payments to be authorised

Note: Clerk's annual salary increment to NJC SCP 17 (£9.02/hr) as from 01.03.2016 (assuming satisfactory performance)

Cheshire East BC (room hire Feb/April 2016)	cheque no 375	£50.00
Clerk's net salary/expenses February/March	cheque no 376	£263.13
HMRC (PAYE) February/March	cheque no 377	£62.00
Hankelow Methodist Church (room hire May–July 2015)	cheque no 378	£80.00

## 8 Confirmation of Banking Arrangements and Payment Approval Procedure

Recommendation for the arrangements and payment approval procedure to remain unchanged as defined in the Financial Regulations

## 9 Confirmation of Risk Schedule

Item	Frequency	Last Reviewed & Minute reference	Comments/Actions
1. Parish Council Insurance	Annual	20/04/2015 – 14/74.5	Review again April 2016 meeting
Public and Employers Liability	Annual		
Money and Fidelity Guarantee	Annual		
Personal Accident	Annual		
Cover for Assets	Annual	20/04/2015 – 14/74.10	Review again April 2016 meeting
2. Financial Matters			
Banking Arrangements	Annual	20/04/2015 – 14/74.8	Review again April 2016 meeting
Insurance Provider	Annual	20/04/2015 – 14/74.5	Review again April 2016 meeting
VAT return completed	As required		Last return was 31/03/2015
Budget agreed and monitored	Agreed annually Monitored at each meeting	30/11/2015 15/46.5 01/02/2016 – 15/58.3	
Precept Agreed and Requested	Annual	30/11/2015 – 15/46.6	
Payment Approval Procedure	Annual	20/04/2015 – 14/74.8	Review again April 2016 meeting
Bank reconciliation overseen by Cllrs.	Each meeting	01/02/2016 – 15/58.1	
Clerk's salary reviewed and documented	Annual	19-12-2014 SCP15-20 – 14/51.5	Revised contract – increase in paid working hours
Internal Audit	Annual	19/05/2015 – 15/11.4	
External Audit	Annual	28/09/2015 – 15/35	
Internal Check of Financial Records	Each Meeting	01/02/2016 – 15/58.1	By Clerk
3. Record Keeping			
Minutes properly numbered	On-going	01/02/2016	
Asset Register available/	On-going	20/04/2015 -	

updated		14/74.10	
Financial Regulations available/updated	Every 3 years or earlier if necessary	19/05/2015 – 15/10	Next review - May 2018
Freedom of Information scheme available/updated	On-going	28/09/2015 – 15/34	
Standing Orders available/updated	On-going	19/05/2015 – 15/09	Updated February 2015
Backups taken of computer records	Monthly		Copied onto memory stick and uploaded onto SkyDrive by Clerk
4. Employees and contractors			
Contracts of Employment	On-going	09/12/2014 - 14/51.5	Amended for increase in Clerk's hours from 2.5 to 4 hours per week.
Pensions Regulator	Annual	30/11/2015 15/49.1	Offer repeated every 3 years or on change of employment conditions.
5. Members' Responsibilities			
Code of Conduct adopted	On-going	Current version (2012)	Declaration made by all councillors to abide by Code of Conduct
Register of Interests completed, updated and published	On-going	19/05/2015 – 15/02	(Election year)
Register of Gifts/Hospitality	As necessary		
Declarations of Interests minuted	Each meeting	01/02/2016 – 15/54	

#### 10 Confirmation of Fixed asset register

Two Notice Boards	£600
One Streetlight	£300
Walgherton Village Sign	£400
Parish Council laptop (purchased 01/05/2014)	£340

Christine Knibbs  
Responsible Financial Officer

4<sup>th</sup> April 2016