

Hatherton and Walgherton Parish Council  
18<sup>th</sup> April 2017  
**Finance Report**

FOR APRIL 2017 MEETING

Income and Expenditure 2016/17 and Bank Reconciliation				£	£
Balance b/f as at 20/01/2017					<b>3,292.91</b>
<b>Income</b>					
01/02/2017	RBS	Interest		0.02	
01/03/2017	RBS	Interest		0.02	
03/04/2017	RBS	Interest		0.02	
05/04/2017	Cheshire East Council	1st instlmt Parish Precept		1851.00	
Total income					1,851.06
					5,143.97
<b>Expenditure</b>					
			Chq.no.		
05/12/2016	Audlem Responders	Donation	393	200.00	presented
06/02/2017	Christine Knibbs	Salary & expenses Jan/Feb	396	278.11	presented
06/02/2017	Post Office - HMRC	PAYE for Jan/Feb	397	63.20	presented
06/02/2017	Audlem Public Hall	Donation	398	150.00	presented
06/02/2017	NW Air Ambulance	Donation	399	150.00	presented
16/03/2017	Hough & Chorlton PC	Neighbourhood Planning	400	347.54	unpresented
Total Expenditure					841.31
Balance at 20/01/2017					<b>4,302.66</b>
Current Account at 18-04-2017					259.39
Deposit Account at 18-04-2017					4043.27
Total Balance as at 18-04-2017					<b>4,302.66</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 2017

#### Accounting Statement 2016/17

Year ending	31 March 2016	31 March 2017
	£	£
1. Balances brought forward	2084	2556
2. Annual Precept	3639	3639
3. Total Other receipts	161	28
4. Staff costs	1682	2048
5. Loan interest/ capital payments	0	0
6. All other payments	1646	1724
7. Balances carried forward	2556	2451
8. Total value of cash and short term investments	2556	2451
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

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

Expenses incurred in 2016/17 tax year	Budget 16/17	Spend for 16/17 tax year	Actual Variance against budget
Insurance	162.00	160.65	1.35
CHALC	130.00	135.80	-5.80
Clerk's Salary	1878.03	1900.06	-22.03
Hire of Rooms	240.00	180.00	60.00
Electricity	90.00	79.88	10.12
Expenses/Postage	190.00	115.60	74.40
Audit Fees	110.00	129.00	-19.00
Stationery	150.00	50.17	99.83
Notice Board Maintenance	50.00	0.00	50.00
Audlem Community Responders	200.00	200.00	0.00
Training	150.00	65.00	85.00
Website Hosting	40.00	0.00	40.00
Information Commissioner	35.00	35.00	0.00
Contingency	300.00	300.00	0.00
Wybunbury Parochial Church Council	200.00	200.00	0.00
Neighbourhood Planning	400.00	347.54	52.46
Total	4,325.03	3,898.70	426.33

NB: Minus denote overspend

### 5 Review of Insurance & Insurance Provider renewal due 1<sup>st</sup> June 2017

	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	£153.98*	Covers period 31.06.16-31.05.17

\* Discounted premium for 5 year LTU

## 6 Receipts and Payments Summary and Balance Sheet for the Year 1 April 2016 to 31 March 2017

Summary	Totals		Payments	Totals
Opening Current Account	271.45		Insurance	160.65
Opening Deposit Account	2285.04		CHALC affiliation	135.80
Total	2556.49		Salaries/ PAYE	2048.26
			Room Hire	310.00
<b>Receipts</b>			Electricity	79.88
Precept	3639.00		Exp/Postage	93.30
Grant	20.00		Donations	400.00
Interest	8.21		Audit	129.00
Insurance claim	0.00		Stationery	50.17
Refund of VAT	0.00		Notice Board	0.00
Total	<b>3667.21</b>		Training	30.00
			Website	0.00
			ICO	35.00
			Contingency	300.00
			Total	<b>3772.06</b>
			Closing Current Account Balance	258.39
			Closing Deposit Account Balance	2193.25
			Cash in the Bank	2451.64
	<b>6223.70</b>			<b>6223.70</b>

## 7 Payments to be authorised

Note: Clerk's annual salary increment to NJC SCP 18 (£9.099/hr) as from 01.03.20167 (assuming satisfactory performance)

Hough & Chorlton Parish Council (Neighbourhood Plan)	cheque no. 400	£347.54*
ChALC Training fee for Councillor Dibben (£35.00)	cheque no. 401	£170.80
ChALC affiliation fee 2017-18 (£135.80)		
Information Commissioner (data protection registration)	cheque no. 402	£35.00
Clerk's net salary/expenses March 2017	cheque no. 403	£166.83
HMRC (PAYE) March 2017	cheque no. 404	£32.40
Clerk's net salary/expenses April 2017	cheque no. 405	£137.98
HMRC (PAYE) April 2017	cheque no. 406	£32.20
Community Links Insurance Services	cheque no. 407	£153.98

\* retrospective authorisation

**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	04/04/2016 – 15/70.5	Review again April 2017 meeting
Public and Employers Liability	Annual		
Money and Fidelity Guarantee	Annual		
Personal Accident	Annual		
Cover for Assets	Annual		
2. Financial Matters			
Banking Arrangements	Annual	04/04/2016 – 15/70.8	Review again April 2017 meeting
Insurance Provider	Annual	04/04/2016 – 15/70.5	Review again April 2017 meeting
VAT return completed	As required		Last return was 31/03/2015
Budget agreed and monitored	Agreed annually Monitored at each meeting	05/12/2016 - 16/47.4	
Precept Agreed and Requested	Annual	05/12/2016 – 16/47.5	
Payment Approval Procedure	Annual	04/04/2016 – 15/70.8	Review again April 2017 meeting
Bank reconciliation overseen by Councillors	Each meeting	06/02/2017 – 16/62	
Clerk's salary reviewed and documented	Payment authorised at each meeting	06/02/2017 – 16/62 SCP15-20	NJC SCP 18 from 01/03/2017
Internal Audit	Annual	17/05/2016 - 16/07.4	
External Audit	Annual	26/09/2016 – 16/35.5	
Internal Check of Financial Records	Each Meeting	06/02/2017 – 16/62	By Clerk
3. Record Keeping			
Minutes properly numbered	On-going	06/02/2017	
Asset Register available/updated	On-going	04/04/2015 - 15/70.10	
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	As required	09/12/2014 - 14/51.5	Last 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	06/02/2017 – 16/56	

#### 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

25<sup>th</sup> April 2017