

Hatherton and Walgherton Parish Council
21 May 2019
Finance Report and Annual Report

8.1 END OF FINANCIAL YEAR TO 31 MARCH 2019**Income and Expenditure 2018/19 and Bank Reconciliation**

	£	£
Balance b/f as at 01/04/2018		£4113.64
Total receipts for year	4203.47	
Total expenditure for the year	(4,028.41)	
Current Account at 31/03/2019	293.55	
Deposit Account at 31/03/2019	4,051.95	
Total balance at 31/03/2018 as per bank statements		£4,843.21
Less unpresented cheques		
Cheque No. 000453	(57.60)	
		(£57.60)
Net bank balance as at 31 March 2019		£4,843.21

8.2 Income and Expenditure since last meeting and Bank Reconciliation

Balance b/f as at 20/03/2019					
Income					
01/04/2019	RBS	Interest		0.72	
12/04/2019	Cheshire East	Precept 1st instalment		2150.00	
Total income since last meeting				2150.72	
Expenditure					
25/03/2019	HMRC	Clerk net salary/expenses	453	presented	57.60
25/03/2019	R Bason	PAYE - Feb/Mar 2019	454	presented	237.56
Total expenditure since last meeting					295.16
		Current Account at 18/04/2019			285.95
		Deposit Account at 18/04/2018			6152.67
		Less Unpresented Cheque			
		Net Bank Balance as at 18/04/2019			

8.3 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	✓

8.4 Accounting Statement for year ended 31 March 2019 (as amended following internal audit)

Year ending	31 March 2018
	£
1. Balances brought forward	2451
2. Annual Precept	3702
3. Total Other receipts	2414
4. Staff costs	1937
5. Loan interest/ capital payments	0
6. All other payments	2517
7. Balances carried forward	4113
8. Total value of cash and short term investments	4113
9. Total fixed assets plus long term investments & assets	1640
10. Total borrowings	0
11. Trust Funds (inc charitable) disclosure note	No

8.5 Final Spending against Budget 2018/2019

Expenses incurred in 2018/19 tax year	Budget 2018/19 £	Spend for 2018/ 2019 tax year £	Actual Variance against budget £
Insurance	154.00	153.98	0.02
CHALC affiliation 2018/19	145.00	139.68	5.32
Clerk's Salary	2027.00	2027.53	0
Hire of Rooms	240.00	210.00	30.00
Electricity	80.00	85.05	-5.05
Expenses/Postage	220.00	161.85	58.15
Audit Fees	130.00	132.00	0
Stationery	100.00	0.00	100
Notice Board Maintenance	50.00	0.00	50.00
Audlem Community Responders	200.00	200.00	0.00
Training	150.00	75.00	75.00
Website Hosting	40.00	0	40
Information Commissioner	35.00	40	-5.00
Contingency	300.00	150.00	150.00
Wybunbury Parochial Church Council	200.00	200.00	0.00

Expenses incurred in 2018/19 tax year	Budget 2018/19 £	Spend for 2018/ 2019 tax year £	Actual Variance against budget £
Neighbourhood Planning	500.00	493.00	700
Total	4,3571.00	4,068.09	502.91

NB: Minus denote overspend

8.6 Review of Insurance & Insurance Provider (renewal due 1st June 2019)

	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	£432	Impact Damage – street furniture
Cover for Assets streetlight	£356	
Cover for Assets noticeboards	£713	
Office Contents	£2500	
All Risks	£2500	
Libel & Slander	£250,000	
Legal Expenses	£100,000	
Claim Excess	£100	
Premium from Zurich Insurance	£153.97* (inc £16.51 IPT)	Covers period 01.06.19-31.05.20

* Discounted premium for 5 year LTU

8.7 Receipts and Payments Summary and Balance Sheet for the Year 1 April 2018 to 31 March 2019

Summary	Totals £		Payments	Totals £
Opening Current Account	299.01		Insurance	153.98
Opening Deposit Account	4,544.20		CHALC affiliation	145.00
Total	4,843.21		Clerk Salary	2,027.53
Receipts			Room Hire	210.00
Precept	4,195		Electricity	85.05
Interest	8.00		Donations	450
Insurance claim	0		Audit	132.00
Refund of VAT			Stationery	0
Total	4,203.00		Notice Board	0
			Training	75.00
			Website	0
			ICO	40.00
			Contingency	0
			Neighbourhood Plan	493.00
			Total	4,700.71
			Closing Current Account	293.55
			Closing Deposit Account	4,051.95
			Cash in the Bank	4,345.50
	9,046.21			8,567.50

8.8 Payments to be authorised

Zurich Municipal Insurance	cheque no. 455	£153.97
Information Commissioner	cheque no. 456	£40.00
Clerk's net salary/expenses April/May 2019	cheque no. 457	£360.72
Chalc – affiliation 2019-20	cheque no. 458	£152.64
Mr D G Owen (internal audit)	cheque no. 459	£60.00
Mr C Knibbs – expenses	cheque no. 460	£13.50

8.10 Confirmation of Risk Schedule

Item	Frequency	Last Reviewed & Minute reference	Comments/Actions
1. Parish Council Insurance	Annual	22/05/2018	Review again April/May 2020 meeting
Public and Employers Liability	Annual	18/8.10	
Money and Fidelity Guarantee	Annual		
Personal Accident	Annual		
Cover for Assets	Annual		
2. Financial Matters			
Banking Arrangements	Annual	22/05/2018 18/8.10	Review again April/May 2020 meeting
Insurance Provider	Annual	22/04/2018 18/8.10	5 year agreement
VAT return completed	As required		
Budget agreed and monitored	Agreed annually Monitored at each meeting	22/11/2018- 18/48.4	
Precept Agreed and Requested	Annual	22/11/2018 – 18/48.5	
Payment Approval Procedure	Annual	22/05/2018 18/8.10	Review again April/May 2019 meeting
Bank reconciliation overseen by Councillors	Each meeting	26/03/2019	
Clerk's salary reviewed and documented	Payment authorised at each meeting	26/03/2019	NJC SCP 15 from 01/01/2019
Internal Audit	Annual	22/05/2018	
External Audit	Annual	25/09/2018	
Internal Check of Financial Records	Reviewed Each Meeting	26/03/2019 17/70	By Clerk
3. Record Keeping			
Minutes properly numbered	On-going		
Asset Register available/updated	On-going		Unchanged since 01/05/2014
Financial Regulations available/updated	Every 3 years or earlier if necessary	Reviewed and updated 26/03/2017 17/70.4	
Freedom of Information scheme available/updated	On-going	28/09/2015 – 15/34	

Item	Frequency	Last Reviewed & Minute reference	Comments/Actions
Standing Orders available/ updated	On-going	19/05/2015 – 15/09	
Backups taken of computer records	Monthly		Copied onto memory stick and uploaded onto SkyDrive by Clerk
General Data Protection Regulation	Ongoing	26/03/2018 17/73	
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	26/03/2017 17/66	

8.11 Confirmation of Fixed asset register

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

R W Bason
Responsible Financial Officer
15th May 2019