

Hatherton and Walgherton Parish Council
18th May 2020 Finance Report and Annual Report

7.1 END OF FINANCIAL YEAR TO 31 March 2020

Income and expenditure and bank reconciliation

	£	£
Balance b/f as at 01/04/2019		£4287.90
Total receipts for year	4311.11	
Total expenditure for the year	(3568.06)	5030.95
Current Account at 31/03/2020	272.92	
Deposit Account at 31/03/2020	5213.06	
Total balance at 31/03/2020 as per bank statements		£5485.98
Less unrepresented cheques		
Cheque No. 000475	(10.00)	
000477	(66.80)	
000480	(302.43)	
000481	(66.80)	
000482	(9.00)	455.03
Net bank balance as at 31 March 2020		£5030.95

7.2 Income and Expenditure since last meeting and Bank Reconciliation

END MAR 2020					
		Income and Expenditure 2019/2020 and Bank Reconciliation		£	£
	Balance b/f as at 31/01/2020				£5,443.63
	Income				
02/03/2020	RBS	interest to 28th Feb		0.55	
		Total income since last meeting			0.55
					5,444.18
	Expenditure				
30/03/2020	CHALC	Carol Bell training	479	presented	35
30/03/2020	Carol Bell	Clerk net salary Feb/Mar	480	unpresented	302.43
30/03/2020	HMRC	Clerk PAYE Feb/Mar	481	unpresented	66.8
30/03/2020	Chris Knibbs	Protective gloves	482	unpresented	9
		Total expenditure			110.8
					5,333.38
25/01/2020	Hankelow Methodist Church	Room hire	475	unpresented	10
25/01/2020	HMRC	C Bell PAYE	477	unpresented	66.8
					5,256.58
		Current Account at 31/03/2020			272.92
		Deposit Account at 31/03/2020			5213.06
					£5,485.98
		<i>(Less Unrepresented Cheques)</i>			455.03

Net Bank Balance as at 31/03/2020

£5,030.95

FOR MAY 2020 MEETING					
Income and Expenditure 2019/2020 and Bank Reconciliation				£	£
	Balance b/f as at 31/03/2020				£5,030.95
	Income				
01/04/2020	RBS	interest to 31st March		0.43	
06/04/2020	Cheshire East	precept 2020/21 1st installment		2201	
	Total income since last meeting				2201.43
					7,232.38
	Expenditure				
			Total expenditure		£0.00
25/01/2020	Hankelow Methodist Church	Room hire	475	unpresented	10
25/01/2020	HMRC	C Bell PAYE	477	unpresented	66.8
	Current Account at 08/04/2020				295.69
	Deposit Account at 08/04/2020				7013.49
					£7,309.18
	<i>(Less Unpresented Cheques)</i>				76.8
	Net Bank Balance as at 08/04/2020				£7,232.38

7.3 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	
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7.4 Accounting Statement for year ended 31 March 2020

Year ending		31 March 2020
		£
1.	Balances brought forward	4288
2.	Annual Precept	4300
3.	Total Other receipts	11
4.	Staff costs	2047
5.	Loan interest/ capital payments	0
6.	All other payments	1521
7.	Balances carried forward	5031
8.	Total value of cash and short term investments	5031
9.	Total fixed assets plus long term investments & assets	1640
10.	Total borrowings	0
11.	Trust Funds (inc charitable) disclosure note	No

7.5 Final spend against budget

Expenses incurred in 2019/20 tax year	budget 2019/20	Spend for 19-20 tax year	Actual Variance against budget
Insurance	154.00	153.97	0.03
CHALC	145.00	152.64	-7.64
Clerk's Salary	2143.00	2,046.93	96.07
Hire of Rooms	240.00	220.00	20.00
Electricity	80.00	0.00	80.00
Mileage Expenses	220.00	70.20	149.80
Audit Fees	130.00	60.00	70.00
Stationery / Postage	100.00	76.11	23.89
Notice Board Maintenance	50.00	0.00	50.00
Training	150.00	153.80	-3.80
Website Hosting	40.00	40.95	-0.95
Information Commissioner	40.00	40.00	0.00
Contingency	300.00	112.66	187.34
Audlem Community responders	200.00	200.00	0.00
Wybunbury Parochial Church Council	200.00	200.00	0.00
Neighbourhood Planning	500.00	0.00	500.00
Parish Enhancement	0.00	40.80	-40.80
Total	4692.00	3568.06	1123.94

7.6 Receipts and Payments Summary and Balance Sheet for the year 01.04.2019 – 31.03.2020

Summary	Totals £		Payments	Totals £
Opening Account	4287.90		Insurance	153.97
			CHALC affiliation	152.64
			Clerk Salary	2,046.93
Receipts			Room Hire	220.00
Precept	4,300		Electricity	0.00
Interest	11.11		Donations	400
Insurance claim	0		Audit	60.00
Refund of VAT			Stationery	76.11
Total	4,311.11		Notice Board	0
			Training	153.80
			Website	40.95
			ICO	40.00
			Contingency	112.66
			Neighbourhood Plan	0.0
			Parish Enhancements	40.80
			Mileage	70.20
			Total	3,568.06
			Closing Current Account	272.92
			Closing Deposit Account	5213.06
			Less unrepresented cheques	-455.03
			Cash in the Bank	5,030.95
	8,599.01			8599.01

7.7 Payments to be authorised

Zurich Insurance	Cheque 00483	£154.91
ICO	Cheque 00484	£40.00
Carol Bell net salary/exp April & May 20	Cheque 00485	£314.33
HMRC clerk PAYE April/May	Cheque 00486	£66.80

7.8 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.

7.9 Confirmation of risk schedule

Item	Frequency	Last Reviewed & Minute reference	Comments/Actions
1. Parish Council Insurance	Annual	21/05/2019 19/10.9	Review again May 2021 meeting
Public and Employers Liability	Annual		
Money and Fidelity Guarantee	Annual		
Personal Accident	Annual		
Cover for Assets	Annual		
2. Financial Matters			
Banking Arrangements	Annual	21/05/2019 19/10.8	Review again May 2021 meeting
Insurance Provider	Annual	21/05/2019 Not minuted	Review again May 2021 meeting
VAT return completed	As required		
Budget agreed and monitored	Agreed annually Monitored at each meeting	25.11.2019 – 19/47.3	
Precept Agreed and Requested	Annual	25/11/2019 – 19/47.4	
Payment Approval Procedure	Annual	21/05/2019 19/10.8	Review again May 2021 meeting
Bank reconciliation overseen by Councillors	Each meeting	30/03/2020 19/76.1	
Clerk's salary reviewed and documented	Payment authorised at each meeting	30/03/2020 19/76.1	
Internal Audit	Annual	05/05/2019 Not minuted	
External Audit	Annual	?	
Internal Check of Financial Records	Reviewed Each Meeting	30/03/2020 19/76	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	30/03/2020 – 19/70	
Backups taken of computer records	Monthly		Copied onto memory stick. Backup on hard drive.
General Data Protection Regulation/Privacy Policy	Ongoing	26/03/20018 17/73	Came into effect on 25/05/2018.
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	29/07/2019 19/25	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	30/03/2020 19/69	

7.10 Confirmation of Fixed asset register

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

7.11 Insurance Renewal

7.12 ICO Renewal

Carol Bell
Responsible Financial Officer
12th May 2020