

# CAVERSFIELD PARISH COUNCIL

## Finance Report for Parish Council meeting on 20 May 2020

### 12. Finance

- a. **Financial Report** – to receive the report together with the year end budget monitoring report

As at 11 May, the Accounts stood at:

Co-op Current Account	£11,116.41
NS&I Account	£2,398.64

There were no outstanding cheques.

The Standing Order of £155.55 to pay the Clerk cleared on 17 March and 17 April

The first tranche of the Precept (£3,100) was received on 17 April, the CTRS Grant (£38.64) was received on 21 April and the VAT Refund for 1 April 2019 to 31 March 2020 (£694.59) was reclaimed on 17 April and received on 22 April.

- b. **Budget** – to confirm the 2020/21 budget

The Budget for the year has been published.

- c. **Reserves** – to consider and agree the Policy and confirm the Reserves for 2020/21

3 months' running costs	£1,200.00
Election Expenses	£1,600.00
Noticeboard Repair / Renewal	£730.00
Clerk Laptop, printer and scanner	£1,000.00
Bus shelter repairs	£800.00
Bus shelter lighting	£400.00
White Gate Refurbishment	£550.00
Street furniture renewal	£350.00
Insurance Excess	£250.00
Audit Reserve	£200.00
General Fund	£600.00

- d. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year end 31 March 2020

The Statement has been published

- e. **Asset Register** – to update the Asset Register

The Asset Register has been updated to include the new bin and noticeboard and to remove the old noticeboard from Springfield Road.

- f. **AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns
  
- g. **External Audit Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review
  
- h. **External Audit** – to complete the External Audit Annual Governance Statement for 2019/20  
The Draft AGAR is available on the website.
  
- i. **External Audit** – to complete the External Audit Accounting Statements for 2019/20  
The figures are available on the website.
  
- j. **Internal Financial Controls** – to review the policy and the effectiveness of the Internal Financial Controls  
The policy is available on the website.
  
- k. **Internal Audit** – to receive the report from the Internal Auditor  
Awaiting report.
  
- l. **Effectiveness of Internal Auditor** – to review the effectiveness of the Internal Auditor
  
- m. **Internal Auditor** – to appoint the Parish Internal Auditor for the year 20/21
  
- n. **Annual Subscriptions and Regular Payments** – to consider and agree the list Subscriptions (annual):
  - Oxfordshire Association of Local Councils
  - Community First Oxfordshire
  - Society of Local Council Clerks
  - Council for the Protection of Rural England
  - Open Spaces Society
 Clerk salary: monthly by Standing Order  
 Hall hire: bi-monthly  
 Dog bin emptying: twice yearly – March / April and September / October  
 Information Commissioner: annual - £35 by direct debit in January  
 Internal Auditor: annual  
 Old School Close grass cutting: annual  
 Skimmingdish Lane grass cutting and Fringford Road weed spraying  
 Office 365 Annual Subscription (one quarter): annual  
 Web hosting and domain name renewal: annual  
 Bus shelter cleaning

- o. Staff Salary** – to consider a spine point increase from 9 to 10 at the 2019/20 level and agree to the cost of living increase when finalised by NALC to be backdated to April
- p. Clerk Expenses** – to confirm the rates for Clerk expenses and to consider the Working from Home Allowance
- q. Invoices for Payment** – to consider invoices for payment itemised on the payment schedule  
Published separately