

## CAVERSFIELD PARISH COUNCIL

Finance Report for Parish Council meeting on 15 May 2019

Agenda Item:

### **11.a Financial Report** – to receive the report

As at 1 May 2019, the Accounts stood at:

Co-op Current Account	£9,894.60
NS&I Account	£2,379.60

There was one outstanding cheque totalling £150.00.

The Standing Order of £121.28 to pay the Clerk cleared on 17 March and the Standing Order of £155.55 cleared on 17 April.

The HMRC Final Submission for the 18/19 year has been completed and the P60 produced.

The Internal Auditor made his inspection on 30 April and had no further comments to make.

The VAT reclaim for the year 18/19 has been submitted to HMRC via the Government Gateway.

The Current Account has received the first tranche of the Precept at £2,981 and the CTRS Grant of £77.27

- b. Reserves** – to consider and agree the Policy and confirm the Reserves for 2019/20
- c. Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2019
- d. Asset Register** – to update the Asset Register  
No amendments have been made.
- e. 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

- f. **External Audit Annual Governance Statement** – to complete the Statement for 2018/19
- g. **External Audit Accounting Statements** – to complete the Statements for 2018/19
- h. **Internal Financial Controls** – to review the effectiveness of the Internal Financial Controls using the revised policy
- i. **Effectiveness of Internal Auditor** – to review the effectiveness of the Internal Auditor  
See Effectiveness document.
- j. **Internal Auditor** – to appoint the Parish Internal Auditor for the year 19/20
- k. **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
  - 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
- l. **NS&I Account Signatories** – to consider new signatories on the account
- m. **Invoices** - to consider invoices for payment itemised on the payment schedule  
See attached payment schedule.