

CAVERSFIELD PARISH COUNCIL

Finance Report for Parish Council meeting on 5 May 2021

Agenda Item:

12. Finance

- a. **Financial Report** – to receive the report and Year End budget monitoring for information

As at 26 April, the Accounts stood at:

Co-op Current Account	£14,523.61
NS&I Account	£2,415.91

Standing Orders		Date Cleared
Clerk's Salary 17 February - 16 March	£166.20	17/3/21
Clerk's Salary 17 March – 16 April	£166.20	19/4/21

Income	Received	
Precept	£3,193.00	19/4/21
COMF Grant (for re-allocation)	£3,102.00	20/4/21

The budget monitoring report for the Year End is available on the website.

- b. **Budget** – to confirm the 2021/22 budget
The budget has been published on the website.
- c. **Reserves** – to consider and agree the Policy and confirm the Reserves for 2021/22
The Reserves Policy is available on the website.

3 months' running costs	£1,550.00
Election expenses	£1,600.00
Noticeboard repair / renewal	£780.00
Clerk laptop, printer and scanner	£1,000.00
Bus shelter repairs	£700.00
Bus shelter lighting	£400.00
White gate refurbishment	£550.00
Street furniture repair / renewal	£400.00
Insurance excess	£250.00
Audit reserve	£200.00
General fund	£700.00

- d. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year end 31 March 2021
The Statement of Accounts is available on the website.

- e. **Asset Register** – to update the Asset Register
The donated laptop and solid state hard drive have been added to the Asset Register.
- 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**
 - i. **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
The annual gross income for 2020/21 was £7,215
The annual gross expenditure was £6,250

These figures meet the threshold.
 - ii. **Annual Governance Statement** – to consider the questions and respond accordingly
The questions will be put to the meeting.
 - iii. **Audit Accounting Statements** – to consider and agree the accounting statement figures
The figures are available on the website.
 - iv. **Electors’ Rights** – to note the dates of the Exercise of Public Rights as Thursday 3 June to Wednesday 14 July 2021
 - v. **Statement of Variance** – to consider the draft Statement of Variance
The Statement of Variance is available on the website.
- h. **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 –September / October and March / April
 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

- i. **Clerk Expenses** – to confirm the rates for Clerk expenses
- j. **Bank Signatories** – to review and agree the bank signatories
- k. **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule
See attached payment schedule