

CAVERSFIELD PARISH COUNCIL

Finance Report for Parish Council Meeting on 17 May 2023

13. Finance

- a. **Financial Report and year end budget monitoring report** – to receive the reports for information

As at 28 April, the accounts stood at:

Co-op Current Account	£14,244.46
NS&I Account	£ 2,418.40

Standing Orders		Date Cleared
Clerk's Salary 17 February – 16 March	£184.20	17/3/23
Clerk's Salary 17 March – 16 April	£184.20	17/4/23

Debit Card Payments

White Horse Federation - May Hall Hire	£34.38	11/5/23
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Income		Date Paid
OCC: Localities grant for dog waste bins	£1,190.00	23/3/23
CDC: Precept – 1 st tranche	£4,002.00	14/4/23
OCC: Grass Cutting Grant	£264.04	21/4/23

The VAT Reclaim of £521.76 from 1 April 22 to 31 March 23 has been made.

- b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
- c. **Banking** – to consider the bank mandate and confirm signatories
- d. **2022/23 Unspent Budget Items** – to consider a virement of items budgeted to the new financial year

The unspent amounts to vire to the new financial year are recommended as:

Snow Clearance – to reserves	£250.00
Grants	£400.00
Training	£115.00

- e. **Budget** – to agree the budget for 2023/24
The draft budget has been published.

- f. **Reserves** – to confirm the Reserves for 2023/24 and consider the Policy
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|-----------------------------------|-----------|---------------------|
| 3 months' running costs | £1,600.00 | as per draft budget |
| Election expenses | £1,600.00 | as per draft budget |
| Noticeboard repair / renewal | £930.00 | as per draft budget |
| Clerk laptop, printer and scanner | £1,200.00 | as per draft budget |
| Bus shelter repairs | £750.00 | as per draft budget |

Bus shelter lighting	£450.00	as per draft budget
White gate refurbishment	£550.00	as per draft budget
Street furniture repair / renewal	£800.00	as per draft budget
Insurance excess	£250.00	as per draft budget
Audit reserve	£200.00	as per draft budget
Snow clearance reserve	£350.00	Vire £250 from 22/23
General fund	£800.00	as per draft budget

- g. Grants** – to consider any requests received (deferred from March)
- h. Dog Waste Bin Charges** – to note the increase in charges for the emptying of the dog bins
 CDC informed the Council on 16 March that the charges for emptying the bins will increase from £1.85 per bin to £1.95 per bin (for parishes with fewer than five bins) from 1 April.
- i. Uncontested Election Fee** – to note the increased cost of an uncontested election
 CDC had informed the Council on 16 March at the Elections briefing that the cost would be £250, but following appeals to the Chief Executive, this has now been reduced to £100 (from £39.00 in 2019).
- j. Annual Subscriptions and Regular Payments** – to consider and agree the list
 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
- k. Staff Salary and Expenses**
- i. To confirm the rates for the Clerk's expenses and home working allowance
- l. Statement of Accounts** – to consider and approve the Statement of Accounts for the year end 31 March 2022
- m. Asset Register** – to confirm the Asset Register
- n. Internal Audit** – to receive the report from the Internal Auditor

- o. 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

- p. 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
 - ii. Section 1: Annual Governance Statement** – to consider the questions and respond accordingly
 - iii. Section 2: Annual Accounting Statements** – to consider and agree the accounting statement figures
 - iv. Electors’ Rights** – to note the dates for the Exercise of Public Rights as Monday 5 June to Friday 14 July 2023
 - v. Statement of Variance** – to consider the draft Statement of Variance

- q. Invoices for Payment** – to consider invoices for payment itemised on the payment schedule