

## **Clerk and Finance Report for Therfield Parish Council meeting to be held on the 4<sup>th</sup> May 2021**

It has been a busy couple of months regarding finances as always at year end. This year despite COVID-19 the return of the External Audit forms will resume to the standard dates including the first ten days of July.

The year-end accounts were prepared and had been circulated for the Councils approval at the March meeting, there were no subsequent changes as at the 31<sup>st</sup> March 2021. The accounts have been seen by the Internal Auditor for checking. The Internal Auditor's report is attached there are no recommendations but a couple of advisory suggestions.

Expenditure for the year was £6,292.46 (£8,292.46 - £2,000 Thespian cheque); which was over budget due to the agreed gift to the Newsletter, otherwise there had been small savings on general expenses and the legal fees/contingency element was not required.

### **Financial Transactions**

1. Current bank balances of £5,970.34 (dep) and £11,475.62 = £17,445.96 less two uncleared cheques of £2,000 & £144, £15,301.96 at 31<sup>st</sup> March 2021.
2. May expenditure to be agreed, expected income of precept of £3,000.
3. Expenditure to be agreed
  - HAPTC annual subscription £318.06
  - J Jones – Internal Audit £50
  - H Stubbings – salary £275
  - Bullards £132

**Total £775.06**

### **Financial Tasks**

1. Approve year-end accounts after 31<sup>st</sup> March 2021
2. Total income for the year of £8,704.83, including the VAT rebate, expenditure of £8,292.46. Amounts are inflated due to the Thespian cheque which has been paid in and returned.
3. The Parish Council are holding £113 at Barclays Bank for the Community lunch club.
4. Cease registration with PAYE; issue P60 to Clerk and note recommendations from the Internal Auditor.
5. Internal Audit completed.
6. Complete Audit documentation and seek exemption as Parish Council under £25,000 threshold and send form to PK Littlejohn.

*Review, Complete, and Approve the Annual Governance and Accountability Return 2020/21 Part 2 that includes:- The Certificate of Exemption,  
The Annual Internal Audit Report;  
The Annual Governance Statement, and  
The Accounting Statements*
7. Review annual insurance in readiness for 1<sup>st</sup> June renewal date. I have two quotes, BHIB our current insurers premium for the year is £222.64, Rural Protect have quoted £185.64 per annum or £176.36 if we sign up for three years.
8. Set up all new spreadsheets and files for the year 2021-22

### **Councillor Procedures**

1. All Councillors to sign Declaration of Acceptance

2. Councillors to sign Disclosure of Personal Interest when the new forms are available.

### **Safety Report**

1. ROSPA inspection due to be carried out in May

### **Information**

1. The Zoom license has not been renewed for 2021/22 – I hope it doesn't cut out during the May meeting!!
2. Chapel hall hire charges of £66 included in the budget.