

FORTON PARISH COUNCIL

Finance Report For The Meeting To Be Held On Wednesday 10 March 2021

1 2020/2021 Quarter Four

Attached is the financial statement dated 2nd March 2021. It balances to the latest bank statements received.

Account	£ p
Current @ 02 March 2021 (phone)	110.00
Reserve @ 02 March 2021 (phone)	1018.42
TOTAL	£1128.42

The council is asked to approve and the chairman to sign the financial statement.

ACTION: Council

2 Precept Payments for Approval

Precept Payments	Budget	For Approval
Clerk's Salary – quarter 4	(gross) £109.77	
PAYE as calculated by the payroll provider	nil	
Clerk's Expenses – quarter 4 - TBA	£15.00	
*SPCA subscription 2021/22	£98.69	

*The SPCA subscription is expected and council is asked to agree that it be paid once received, before the next meeting, provided it is close to budget.

The council is asked to approve the above payments and authorise the RFO to make them.

ACTION: Council

3 Concurrent Grants

The Council is reminded that concurrent grant (£270.00 already received) must be properly disbursed before the end of the financial year (31 March 2021) otherwise it will be forfeit and will have to be returned to Stafford Borough Council. The Council is asked to consider all applications for grant received and decide upon appropriate disbursements at this meeting.

Note that the amounts and recipients shown in the budget should not be allowed to influence any decisions made at the meeting other than the overall maximum.

ACTION: Council

4 Accountability and Governance

I believe the council is in the position that it can certify itself as being exempt from requiring a limited assurance review (external audit). Therefore I hope the council will again formally state that it is exempt, enabling me to complete the Annual Governance and Accountability Return part 2 (AGAR) once it is received.

ACTION: Council

The deadline for completion and approval of the AGAR will probably be early July 2021 although the documentation has yet to be released. In practice this will mean that the council must be in a position to approve the AGAR at its next meeting in May. I do expect to be able to arrange our own internal audit, hopefully with Robert Watson Jones and to complete the AGAR within the required timescale.

ACTION: RFO

David Carver, RFO, Forton Parish Council
03 March 2021

Forton Parish Council

YEAR 2020/2021 - Quarter 4 FINANCIAL STATEMENT

RECEIPTS			
date	description	£ budget	£ actual
PRECEPT			
01-Apr-20	opening balance	655.57	558.42
15-Apr-20	precept Stafford BC, tranche 1	517.81	517.81
15-Apr-20	Council Tax Support Grant, tranche 1	18.32	18.32
05-Oct-20	precept Stafford BC, tranche 2	517.81	517.81
05-Oct-20	Council Tax Support Grant, tranche 2	18.33	18.33
30-Apr-20	Interest	nil	0.06
29-May-20	Interest	nil	0.14
28-Jun-20	Interest	nil	nil
31-Jul-20	Interest	nil	0.01
30-Aug-20	Interest	nil	nil
30-Sep-20	Interest	nil	0.01
30-Oct-20	Interest	nil	0.01
30-Nov-20	Interest	nil	0.01
31-Dec-20	Interest	nil	0.01
29-Jan-21	Interest	nil	0.01
26-Feb-21	Interest	nil	0.01
Mar-21	Interest	nil	nil
		£ 1,727.84	£ 1,630.96

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-20	opening balance	nil	nil
15-Apr-20	concurrent Stafford BC, tranche 1	135.00	135.00
05-Oct-20	concurrent Stafford BC, tranche 2	135.00	135.00
		£ 270.00	£ 270.00

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
11-Mar-20	SPCA annual subscription, 2020-21	99.47	98.00	1,532.96
19-Jun-20	clerk's salary, gross, quarter 1	109.77	87.97	1,444.99
May-20	clerk's expenses, quarter 1	15.00	nil	1,444.99
May-20	election costs contingency	170.48	nil	1,444.99
01-Jun-20	general insurance 01 June - 31 May	334.95	330.00	1,114.99
05-Jun-20	parish hall rent for year 2019-20	126.88	125.00	989.99
13-Aug-20	clerk's salary, gross, quarter 2	109.77	87.77	902.22
Aug-20	clerk's expenses, quarter 2	15.00	nil	902.22
Sep-20	annual audit fee	nil	nil	902.22
18-Nov-20	clerk's salary, gross, quarter 3	109.77	87.77	814.45
Nov-20	clerk's expenses, quarter 3	15.00	nil	814.45
Mar-21	clerk's salary, gross, quarter 4	109.77	nil	814.45
Mar-21	clerk's expenses, quarter 4	15.00	nil	814.45
Nov-20	website domain fee (24 months) due Nov 21	nil	nil	814.45
29-Jun-20	PAYE	nil	21.80	792.65
21-Sep-20	PAYE	nil	22.00	770.65
18-Nov-20	PAYE	nil	22.00	748.65
Mar-21	PAYE	nil	nil	748.65
	circa 15% general contingency reserve	177.00	300.00	
		£ 1,707.86	£ 882.31	£ 748.65

Mar-21	*Forton PCC grant (Improvements)	67.50		
Mar-21	*Forton PCC Churchyard upkeep grant	67.50		
Mar-21	*Forton Parish Hall grant	67.50		
Mar-21	*Forton Cricket Club grant	67.50		
*Organisations and amounts above are indicative only.				
		£ 270.00	£ -	£ 270.00

Closing Balances (Precept + Concurrent) TOTALS **£ 1,018.65**

BANK STATEMENT RECONCILIATION

Current Account Statement @ 02 March 2021 (phone)	£ 110.00
Reserve Account Statement @ 02 March 2021 (phone)	£ 1,018.42
Uncleared Funds TOTAL	£ -

deduct cheques not presented: -	
clerk's salary, gross, quarter 3	£ 87.77
PAYE	£ 22.00
Uncleared Cheques TOTAL	£ 109.77
Reconciliation TOTAL	£ 1,018.65

Dates in full agree with cheque stubs and/or bank statement.