

FORTON PARISH COUNCIL

Finance Report For The Meeting To Be Held On Wednesday 11 May 2022

1. 2021/2022 Year-End - 31 March

Attached is the financial statement for the year ended 31 March 2022. It balances to the bank statements covering the year-end with a closing balance of £714.88. It is this statement that provides the information for the annual return, page 6 which is attached to this report and which requires the council's approval. (See paragraph 5 below).

ACTION: 1

Accept the 2021/2022 Year End financial statement as a true record and ask the chairman to sign a copy.

2. 2022/2023 Quarter One

Attached is the Quarter 1 financial statement dated 04 May 2022. It balances to the latest bank statements received with a closing balance of £1274.04 the first tranche of £660.46, Precept, Council Tax Grant and Concurrent monies having been received from Stafford Borough Council on 12 April.

ACTION: 2

Accept the Quarter 1 financial statement as a true record and ask the chairman to sign a copy.

3. Insured Risks

The Council needs to undertake its risk assessment and the writer suggests that a review of its insurance cover at this time will meet this responsibility. Councillors need to satisfy themselves that the renewal quotation meets the risks the Council might face during the forthcoming year. (Insurance cover runs from 01 June to 31 May). See the insurance schedule attached to this report. Please see the *Pre-Renewal Questionnaire* that I have already completed and returned to the broker. I hope to receive the quote before the meeting.

ACTION: 3.1

Agree that the cover provided by Ecclesiastical Insurance adequately covers all the risks councillors envisage the Council might face in the year to 31 May 2023.

The year before last we made a long-term agreement – 3 years with Ecclesiastical Insurance. This will be the final year of that agreement though we are still able to alter the risks covered should we consider that necessary and, provided the quote is with us at the meeting.....

ACTION: 3.2

Agree to continue insurance with Ecclesiastical Insurance on the terms offered from 01 June 2022 to 31 May 2023 at the premium yet to be confirmed (budget £339.57).

4. Payments For Approval

Precept Payments	£.p	Budget £.p	Agreed to Pay £.p
Clerk's Salary (gross) – 1 st quarter	£113.75	113.75	91.15
PAYE	nil	nil	22.60
Clerk's expenses	TBA	15.00	
SPCA subscription 2022/23 (already agreed & paid)		101.87	101.30
Ecclesiastical Insurance premium 2020/21	TBA	339.57	

ACTION: 4

Approve the above payments and authorise the RFO to make them.

5. Annual Audit 2021/2022

The audit papers need to be submitted before 30 June this year. The necessary notices for the exercise of electors' right to inspect accounts and records will be posted with the period allowing examination from 13 June 2022 to 22 July 2022 (30 working days).

The council is therefore asked to: -

ACTION: 5.1

Note the receipt of the Internal Audit Report (Page 4 of the AGAR).

ACTION: 5.2

Address the Governance Questions Nos 1 – 8 (Page 5 of the AGAR) with the Chairman & Clerk each signing (leaving the minute reference blank).

ACTION: 5.3

Approve the Accounting Statements 2020/21 (Page 6 of the AGAR) already signed by the RFO.

ACTION: 5.4

Approve the Certificate of Exemption (Page 3 of the AGAR) already signed by the RFO with the Chairman to sign (leaving the minute reference blank).

ACTION: 5.4

Record a vote of thanks to Andrew Smith for conducting our internal audit, without charge.

D L Carver
RFO
04 May 2022