

# FORTON PARISH COUNCIL

## Finance Report For The Meeting To Be Held On Wednesday 11 March 2020

### 1 2019/2020 Quarter Four

Attached is the financial statement dated 22 February 2020. It balances to the latest bank statements received.

Account	£	p
Current @ 05 February 2020	110.00	
Reserve @ 05 February 2020	923.70	
<b>TOTAL</b>	<b>£1033.70</b>	

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) £108.15	<b>£86.55</b>
PAYE as calculated by the payroll provider	nil	<b>£21.60</b>
Clerk's Expenses – quarter 4 - TBA	£15.00	
SPCA subscription 2020-21	£99.47	<b>£98.00</b>
SBC uncontested election expenses	£167.94	<b>£97.40</b>

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 2020) otherwise it will become 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 2020 though 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

04 March 2020

**Forton Parish Council**

**YEAR 2019/2020 - Quarter 4 FINANCIAL STATEMENT**

RECEIPTS			
date	description	£ budget	£ actual
<b>PRECEPT</b>			
01-Apr-19	opening balance	684.83	685.60
08-Apr-19	precept Stafford BC, tranche 1	469.68	469.68
08-Apr-19	Council Tax Support Grant, tranche 1	18.32	18.32
30-Sep-19	precept Stafford BC, tranche 2	469.67	469.67
30-Sep-19	Council Tax Support Grant, tranche 2	18.33	18.33
30-Apr-19	Interest	nil	0.10
31-May-19	Interest	nil	0.12
28-Jun-19	Interest	nil	0.08
31-Jul-19	Interest	nil	0.10
30-Aug-19	Interest	nil	0.09
30-Sep-19	Interest	nil	0.08
31-Oct-19	Interest	nil	0.15
29-Nov-19	Interest	nil	0.16
31-Dec-19	Interest	nil	0.16
31-Jan-20	Interest	nil	0.16
Feb-20	Interest	nil	
Mar-20	Interest	nil	
		<b>£ 1,660.83</b>	<b>£ 1,662.80</b>

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-19	opening balance	nil	
05-Apr-19	concurrent Stafford BC, tranche 1	135.00	135.00
30-Sep-19	concurrent Stafford BC, tranche 2	135.00	135.00
		<b>£ 270.00</b>	<b>£ 270.00</b>

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
20-May-19	clerk's salary, gross, quarter 1	108.15	84.82	net 1,577.98
May-19	clerk's expenses, quarter 1	15.00	nil	1,577.98
08-May-19	SPCA annual subscription, 2019-20	100.16	98.00	1,479.98
May-19	election costs contingency	167.94	nil	1,479.98
08-May-19	general insurance 01 June - 31 May	294.81	330.00	1,149.98
24-Jul-19	clerk's salary, gross, quarter 2	108.15	86.55	net 1,063.43
Aug-19	clerk's expenses, quarter 2	15.00	nil	1,063.43
Sep-19	annual audit fee	nil	nil	1,063.43
08-May-19	parish hall rent for year 2019-20	127.75	125.00	938.43
Dec-19	clerk's salary, gross, quarter 3	108.15	86.35	net 852.08
Nov-19	clerk's expenses, quarter 3	15.00	nil	852.08
Mar-20	clerk's salary, gross, quarter 4	108.15		
Mar-20	clerk's expenses, quarter 4	15.00		
16-Nov-19	website domain renewal (for 2 yrs)	nil	23.98	828.10
20-May-19	PAYE	nil	21.00	807.10
20-Jul-19	PAYE	nil	21.60	785.50
20-Nov-19	PAYE	nil	21.80	763.70
	circa 15% general contingency reserve	177.00		
		300.00		
		<b>£ 1,660.26</b>	<b>£ 899.10</b>	<b>£ 763.70</b>

Mar-20	Forton PCC grant (Improvements)	67.50		
Mar-20	Forton PCC Churchyard upkeep grant	67.50		
Mar-20	Forton Parish Hall grant	67.50		
Mar-20	Forton Cricket Club grant	67.50		
Organisations and amounts in budget are indicative only.				
		<b>£ 270.00</b>	<b>£ -</b>	<b>£ 270.00</b>

**Closing Balances (Precept + Concurrent) TOTALS £ 1,033.70**

**BANK STATEMENT RECONCILIATION**

Current Account Statement @ 05 February 2020	<b>£ 110.00</b>
Reserve Account Statement @ 05 February 2020	<b>£ 923.70</b>
<b>Uncleared Funds TOTAL</b>	<b>£ -</b>

deduct cheques not presented: -	
<b>Uncleared Cheques TOTAL</b>	<b>£ -</b>
<b>Reconciliation TOTAL</b>	<b>£ 1,033.70</b>

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