

# FORTON PARISH COUNCIL

Finance Report For The Meeting To Be Held On Wednesday 08 May 2019

## 1. 2018/2019 Year-End - 31 March

Attached is the financial statement for the year ended 31 March 2019. It balances to the bank statements covering the year-end with a closing balance of £685.60. 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 2018/2019 Year End financial statement as a true record and ask the chairman to sign a copy.**

## 2. 2019/2020 Quarter One

Attached is the Quarter 1 financial statement dated 01 May 2019. It balances to the latest bank statements received with a closing balance of £1,308.70, the first tranche of £623.00, Precept, Council Tax Grant and Concurrent monies having been received from Stafford Borough Council on 08 April.

### **ACTION: 2**

**Accept the Quarter 1 financial statement as a true record and asking 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).

### **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 2020.**

The Council's brokers, Came and Company, are offering quotations from three companies for consideration. Ecclesiastical, Inspire and Hiscox. Hiscox is very much more expensive than Ecclesiastical and Inspire, each of which are offering the same premium. Ecclesiastical has proved satisfactory in the past and also offers a 3 years 'Long Term Agreement' to further reduce the premium. Came and Company therefore recommends and I endorse, continuing with Ecclesiastical for the next 3 years, beginning 01 June 2019.

### **ACTION: 3.2**

**Agree to continue insurance with Ecclesiastical Insurance on the terms offered from 01 June 2019 to 31 May 2020 at the premium of £288.46 (budget £294.81) and further agreeing to the 3 years LTA.**

## 4. Payments For Approval

<b>Precept Payments</b>	<b>£ p</b>	<b>Agreed to Pay</b>
Clerk's Salary (gross) – 1 <sup>st</sup> quarter	£108.15	
Clerk's expenses	TBA	
SPCA subscription 2019/20	£98.00	
Ecclesiastical Insurance premium 2019/20	£330.00	
*Parish Hall rent for 2019/20	£125.00	

\* Invoice expected but not yet received

### **ACTION: 4**

**Approve the above payments.**

## **5. Annual Audit 2018/2019**

The audit papers need to be submitted by 05 July 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 Monday 03 June 2019 to Friday 12 July 2019.

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 signing the bottom of page 2 (leaving the minute reference blank).**

### **ACTION: 5.3**

**Approve the Accounting Statements 2018/19 (Page 6 of the AGHAR) with the RFO & Chairman signing the bottom of page 3 (leaving the minute reference blank).**

### **ACTION: 5.4**

**Record a vote of thanks to Robert Watson Jones for conducting our internal audit, without charge.**

DL Carver  
RFO  
01 May 2019

Forton Parish Council

YEAR 2018/2019 - Year - End FINANCIAL STATEMENT

RECEIPTS			
date	description	£ budget	£ actual
<b>PRECEPT</b>			
01-Apr-18	opening balance	653.08	629.29
05-Apr-18	precept Stafford BC, tranche 1	480.28	480.28
05-Apr-18	Council Tax Support Grant, tranche 1	14.72	14.72
02-Oct-18	precept Stafford BC, tranche 2	480.28	480.28
02-Oct-18	Council Tax Support Grant, tranche 2	14.71	14.72
30-Apr-18	Interest	nil	0.03
31-May-18	Interest	nil	0.03
29-Jun-18	Interest	nil	0.02
31-Jul-18	Interest	nil	0.02
31-Aug-18	Interest	nil	0.02
28-Sep-18	Interest	nil	0.02
31-Oct-18	Interest	nil	0.14
30-Nov-18	Interest	nil	0.17
31-Dec-18	Interest	nil	0.16
31-Jan-19	Interest	nil	0.16
28-Feb-19	Interest	nil	0.15
31-Mar-19	Interest	nil	0.13
		<b>£ 1,643.07</b>	<b>£ 1,620.34</b>

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-18	opening balance	nil	
05-Apr-18	concurrent Stafford BC, tranche 1	135.00	135.00
02-Oct-18	concurrent Stafford BC, tranche 2	135.00	135.00
		<b>£ 270.00</b>	<b>£ 270.00</b>

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
22-May-18	clerk's salary, gross, quarter 1	105.82	105.82	1,514.52
May-18	clerk's expenses, quarter 1	15.00	nil	1,514.52
18-Apr-18	SPCA annual subscription, 2018-19	100.65	98.00	1,416.52
May-18	election costs contingency	164.32	nil	1,416.52
16-May-18	general insurance 01 June - 31 May	296.25	288.46	1,128.06
13-Aug-18	clerk's salary, gross, quarter 2	105.82	105.82	1,022.24
Aug-18	clerk's expenses, quarter 2	15.00	nil	1,022.24
Sep-18	annual audit fee	nil	nil	1,022.24
18-Apr-18	parish hall rent for year 2018-19	123.24	125.00	897.24
10-Dec-18	clerk's salary, gross, quarter 3	105.82	105.82	791.42
Nov-18	clerk's expenses, quarter 3	15.00	nil	791.42
13-Mar-19	clerk's salary, gross, quarter 4	105.82	105.82	685.60
Mar-19	clerk's expenses, quarter 4	15.00	nil	685.60
circa 15% general contingency reserve		175.16	300.14	
		<b>£ 1,643.04</b>	<b>£ 934.74</b>	<b>£ 685.60</b>

13-Mar-19	Forton PCC grant (Improvements)	67.50	67.50	202.50
13-Mar-19	Forton PCC Churchyard upkeep grant	67.50	67.50	135.00
13-Mar-19	Forton Parish Hall grant	67.50	67.50	67.50
13-Mar-19	Forton Cricket Club grant	67.50	67.50	-
Organisations and amounts in budget are indicative only.				
		<b>£ 270.00</b>	<b>£ 270.00</b>	<b>£ -</b>

**Closing Balances (Precept + Concurrent) TOTALS £ 685.60**

**BANK STATEMENT RECONCILIATION**

Current Account Statement @ 31 March 2019 (phone)	<b>£ 380.00</b>
Reserve Account Statement @ 31 March 2019 (phone)	<b>£ 575.60</b>
<b>Uncleared Funds TOTAL</b>	<b>£ -</b>

deduct cheques not presented: -	
Forton PCC grant (Improvements)	£ 67.50
Forton PCC grant (Churchyard upkeep)	£ 67.50
Forton Parish Hall grant	£ 67.50
Forton Cricket Club grant	£ 67.50
<b>Uncleared Cheques TOTAL</b>	<b>£ 270.00</b>
<b>Reconciliation TOTAL</b>	<b>£ 685.60</b>

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

Prepared by David Carver, Forton Parish Council RFO, 31 March 2019

Forton Parish Council

YEAR 2019/2020 - Quarter 1 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	451.35	451.35
08-Apr-19	Council Tax Support Grant, tranche 1	36.65	36.65
Oct-19	precept Stafford BC, tranche 2	451.35	
Oct-19	Council Tax Support Grant, tranche 2	36.65	
30-Apr-19	Interest	nil	0.10
May-19	Interest	nil	
Jun-19	Interest	nil	
Jul-19	Interest	nil	
Aug-19	Interest	nil	
Sep-19	Interest	nil	
Oct-19	Interest	nil	
Nov-19	Interest	nil	
Dec-19	Interest	nil	
Jan-20	Interest	nil	
Feb-20	Interest	nil	
Mar-20	Interest	nil	
		<b>£ 1,660.83</b>	<b>£ 1,173.70</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
Oct-19	concurrent Stafford BC, tranche 2	135.00	
		<b>£ 270.00</b>	<b>£ 135.00</b>

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
May-19	clerk's salary, gross, quarter 1	108.15		
May-19	clerk's expenses, quarter 1	15.00		
Apr-19	SPCA annual subscription, 2019-20	100.16		
May-19	election costs contingency	167.94		
May-19	general insurance 01 June - 31 May	294.81		
Aug-19	clerk's salary, gross, quarter 2	108.15		
Aug-19	clerk's expenses, quarter 2	15.00		
Sep-19	annual audit fee	nil		
Apr-19	parish hall rent for year 2019-20	127.75		
Dec-19	clerk's salary, gross, quarter 3	108.15		
Nov-19	clerk's expenses, quarter 3	15.00		
Mar-20	clerk's salary, gross, quarter 4	108.15		
Mar-20	clerk's expenses, quarter 4	15.00		
circa 15% general contingency reserve		177.00		
		300.00		
		<b>£ 1,660.26</b>	<b>£ -</b>	<b>£ 1,173.70</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>£ 135.00</b>

**Closing Balances (Precept + Concurrent) TOTALS £ 1,308.70**

**BANK STATEMENT RECONCILIATION**

Current Account Statement @ 01 May 2019 (phone)	<b>£ 110.00</b>
Reserve Account Statement @ 01 May 2019 (phone)	<b>£ 1,198.70</b>
<b>Uncleared Funds TOTAL</b>	<b>£ -</b>

deduct cheques not presented: -	
<b>Uncleared Cheques TOTAL</b>	<b>£ -</b>
<b>Reconciliation TOTAL</b>	<b>£ 1,308.70</b>

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

Prepared by David Carver, Forton Parish Council RFO, 01 May 2019

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### Forton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed			'Yes' means that this authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>
			✓	

\*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

**08/05/2019**

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

## Section 2 – Accounting Statements 2018/19 for

### Forton Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	725	629	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	864	961	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	300	300	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	412	423	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	848	781	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	629	686	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	629	686	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.  
Signed by Responsible Financial Officer before being presented to the authority for approval

Date

08/04/2019

I confirm that these Accounting Statements were approved by this authority on this date:

08/05/2019

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved