

# FORTON PARISH COUNCIL

Finance Report For The Meeting To Be Held On Wednesday 10 May 2023

## 1. 2022/2023 Year-End - 31 March

Attached is the financial statement for the year ended 31 March 2023. It balances to the bank statements covering the year-end with a closing balance of £883.62. 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 2022/2023 Year End financial statement as a true record and ask the chairman to sign a copy.**

## 2. 2023/2024 Quarter One

Attached is the Quarter 1 financial statement dated 04 May 2023. It balances to the latest bank statements received with a closing balance of £1530.48 the first tranche of £749.82, Precept, Council Tax Grant and Concurrent monies having been received from Stafford Borough Council on 06 April.

### **ACTION: 2**

**Accept the 2023/2024 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 on the same terms as last year and at the same cost of £196.00 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.

### **ACTION: 3.1**

**Agree that the cover provided by Zurich covers all the risks councillors envisage the Council might face in the year to 31 May 2024.**

### **ACTION: 3.2**

**Agree to continue insurance with Zurich on the terms offered from 01 June 2023 to 31 May 2024 at the premium of £196.00 (budget £205.80).**

## 4. Payments For Approval

<b>Precept Payments</b>	<b>£.p</b>	<b>Budget £.p</b>	<b>Agreed to Pay £.p</b>
Clerk's Salary (gross) – 1 <sup>st</sup> quarter	122.85	122.85	
PAYE	nil	nil	TBA
Clerk's expenses	TBA	15.00	
SPCA subscription 2023/24 (already agreed & paid)		102.96	102.96
Zurich Insurance premium 2023/24	196.00	205.80	

### **ACTION: 4**

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

## **5. Annual Audit 2022/2023**

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 05 June 2023 to 19 July 2023 (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 2022/23 (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  
27 April 2023