

**Lyneham & Bradenstoke Parish Council Meeting - 11<sup>th</sup> February 2020**

**Parish Clerk's Report**

**Production of Year End Accounts using RBS Account software**

**1. Introduction**

The Parish Council purchased an accounts software package from RBS Rialtas in November 2019 for the Parish Clerk to use. Training has been given and good progress is being made in entering all the receipts and payments since 1<sup>st</sup> April 2019.

**2. Preparation of Year End Accounts – 2019/2020**

The current financial year ends on 31<sup>st</sup> March 2020. The accounts software can be used to prepare the year end accounts necessary to complete the Annual Governance and Accountability Return (AGAR). However, training is required to do this. The cost of this training is as per the attached quotes summarised below:

One to One at the RBS Office at Wroughton	£275 plus VAT
One to four at the RBS Office at Wroughton	£185 plus VAT
On site at the Parish Clerk's home	£399 plus VAT plus 45p per mile

I feel it would be a complete waste of time to train me, the present Parish Clerk, to do this work because I would never use it again. Better to train whoever takes over from me. It may also be possible later in the year to combine with other trainees, which would bring the cost down considerably.

However, the year end accounts have to be prepared in order to prepare the AGAR. It is important that the regulations and time scales are adhered to, so I have obtained a quote for RBS to do this work at £360 plus VAT. This is done online and I have attached the quote and business terms for consideration and decision by members.

**3. Recommendation**

I would recommend that the Parish Council accepts the quote for RBS Rialtas to prepare the year end accounts online at a cost of £360 plus VAT.

Report prepared by Mrs Ann Kingdon  
Parish Clerk  
4<sup>th</sup> February 2020

Quote from Rialtas Business Solutions for training for year end

08:48 (4  
hours ago)

**Sales**

to me

Dear Ann

The year end training options are:

At our office 1 to 1 £275 plus VAT

At our office 1 to 4 £185 plus VAT

On-site £399 plus 45p per mile mileage plus VAT

or alternatively we carry out the year end with you online, for which I attach a quote.

Kind regards Caroline