

Financial Report

May 2020



4 June 2020

Dear Councillor

The following actions have been taken with regards finance in May 2020.

Monthly Finances

1. Payments have been logged for month (**Doc 1 – Payments List**). A batch of invoices remain unpaid from February, see comment column. These have been identified during the month, having been missed during handover between Clerks. All suppliers affected have been contacted.
*denotes invoice from 2019-20.

Voucher	Description	Supplier	Total	Comment
12	Insurance	BHIB Insurance Brokers	656.31	Previously agreed & paid
13*	Tree Maintenance	Thomas Fox Landscaping	612.00	Overdue Invoice
14	Electricity for Street Lights	Green Energy	174.57	Direct Debit - Paid
15*	Training	WALC	15.00	Overdue invoice
16*	Training	WALC	15.00	Overdue Invoice
17*	Training	WALC	30.00	Overdue invoice
18*	Training	WALC	15.00	Overdue invoice
19*	Printing (Assembly & Covid-19 leaflet)	Tysoe Children's Group Ltd	113.40	
20	Playground (gateway)	R Pickering	42.50	
21	Playground (gateway)	PJ Hibberd	62.50	
22	Working at home allowance	Beverley Thorpe	17.33	Direct Debit – Paid
23	Playground	Paul Pitts	55.00	Direct Debit – Paid
24	PC Staff Salaries	Beverley Thorpe		Direct Debit – Paid
25	PC Staff Salaries	HMRC	209.96	Direct Debit - Paid
26	Mowing/strimming/hedges	Thomas Fox Landscaping	627.60	
27*	Tree Replacement	Lowden Garden Centre	600.00	
28	Stationery	Beverley Thorpe	4.83	
29	Playing Field Maintenance	Frank Mann Farmers	164.40	

2. Receipts received in month (**Doc 2 – Receipts List**).

Voucher	Description	Supplier	Total
4	Rental income from Breech Furlong	S Sinclair	551.25

3. **Doc 3 Bank Statement 2020 05** shows balance at 29 May 2020 of £59,101.42.
4. **Doc 4 Bank Reconciliation** - complete and no issues.

ACTION – Clerk to deliver Bank Reconciliation and bank statement for review and signature – Cllr Sinclair and then Cllr Roache.

5. **Doc 5 Net Position Report** suggest reviewing the budget for Training, Salary, Printing, Room Hire in Quarter 2.
6. **Doc 6 Reserves Balance Report** shows three reserve accounts and a total balance of £36,427 (£500 less than last month due to invoice from Lowden's for replacement trees).

MEMBER ACTION: Please review and make recommendations for outstanding payment by **6 June**.

Other

7. Cllr Roach has conducted the annual review of bank reconciliations (FIN REGS 2.2) against bank statements and reported no concerns.
8. Attached are the AGAR figures for 2019/20 (Doc 7a) with an explanation of the variances (Doc 7b).

MEMBER ACTION: Please review and feedback any comments. If you require any other supporting documentation, please let me know.

9. I have been in contact with the Internal Auditor who is seeking advice from WALC re arrangements for our Internal Audit. The approval deadline (submitting AGAR part 3) remains the 31 August 2020 (has not been moved by statute).
10. The draft Risk Management Policy and Plan are nearly complete. To finalise it I will send a separate email with an inspection schedule for assets (and request for ownership).
11. Under delegated powers, may I request Cllr Millward proceed and make the outstanding payments highlighted on 8th June unless otherwise instructed.

ACTION – Cllr Millward to make outstanding payments 08/06/2020

Yours sincerely



Beverley Thorpe
Parish Clerk and Responsible Finance Officer