

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY RESPONSIBLE FINANCIAL OFFICER

PARISH COUNCIL 1ST NOVEMBER 2022

Agenda item

FINANCIAL REPORT

1. **Purposes**

To deal with the following matters:

- (a) Bank reconciliation at 30th September 2022;
- (b) Examination of Accounts;
- (c) Banking arrangements;
- (d) Vouchers for approval and cheque for signature.

2. **Bank reconciliation at 30th September 2022**

Balances as at 30.09.22 -

Bank		£
Business Current Account		72,026.30
CCLA Public Sector Deposit Account		<u>85,000.00</u>
		157,026.30

Less unpresented cheques - 202369 60.00

156,966.30

Cash Book		£
Opening balances as at	01/04/2022	109,566.42
Add receipts to	30/09/2022	74,373.77
Less payments to	30/09/2022	<u>-26,973.89</u>
		<u>156,966.30</u>

2.1 The Parish Council is requested to **note** this information.

3. **Examination of Accounts to September 2022**

3.1 As part of its internal control procedures, the Council has periodically appointed two Members to examine the accounts prior to a meeting and report back to the Council on their findings so that any necessary action may be taken. The Clerk recommends the next examination should cover the period July 2022 to September 2022.

3.2 **Recommendation:** that the Council appoint two Councillors to examine the accounts from July 2022 to September 2022 and report back to the Council at its December meeting.

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4. **Banking Arrangements**

- 4.1 The RFO has forwarded an application on behalf of the Parish Council for a Tier 1 Business Current Account with Unity Trust Bank, and to be registered for internet banking. This application has been approved and a new account has been opened.
- 4.2 There will be a requirement for all payments from the account to be authorised by two registered users (three if the amount involved exceeds £5,000). The RFO is registered to submit and authorise payments, and the following Councillors are also registered to authorise payments:

Mrs. Brown*
Miss Jakeman*
Mr. Narburgh*
Mrs. Potter*
Mr. Whale

Those indicated with an asterisk are also authorised to sign cheques. This is in line with the decisions at minute 103.2 of 4th October 2022. Members are advised that the new banking arrangements will involve more direct payments and will require correspondingly fewer cheques.

- 4.3 Before the new account can be used, funds will need to be switched from the business current account with HSBC and that account will need to be closed. Given the timing of this meeting and the need for cheques to be approved and signed, the RFO has agreed with Unity Trust Bank that the switching process will be initiated on 2nd November 2022. It should then be completed by 10th November but all cheque payments initiated before then will be honoured.
- 4.4 The Parish Council is **requested** to **note** the above information, and to **endorse** the actions that have been taken.

5. **Vouchers/Invoices for Approval and Cheques for Signature**

- 5.1 A schedule of vouchers/invoices is attached. The Clerk will be able to confirm that the payment to Viking RAJA Group is a proper charge against the Parish Council.

5.2 **Recommendation:**

The Council is **requested** to approve the schedule of vouchers and to instruct two Councillors to initial the vouchers and sign the cheques to be paid.

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1ST NOVEMBER 2022

CHEQUE PAYEE NET VAT TOTAL ITEM COUNCIL POWER

SCHEDULES OF PAYMENTS AND CHEQUES TO BE APPROVED

D.D.	HSBC UK	16.00		16.00	Bank charges September 2022	L.G.A. 1972 s. 111
S.O.	Payroll RFO	258.95		258.95	October 2022 Payroll	L.G.A. 1972 s. 112
	Payroll Clerk	425.30		425.30	October 2022 Payroll	L.G.A. 1972 s. 112
	HMRC	171.00		171.00	PAYE and National Insurance	
	Royal British Legion Poppy Donation	200.00		200.00	Poppy appeal donation and wreaths	L.G.A. 1972 s. 137
	Premier Grounds Maintenance	260.83	52.17	313.00	Recreation Ground maintenance	L.G. (Misc. Prov) Act 1976 s.19
	Viking RAJA Group	55.79	11.16	66.95	Printer ink cartridges	L.G.A. 1972 s. 111
	Campaign to Protect Rural England	36.00		36.00	Annual subscription 2022	Localism Act 2011 s.1
	Expenses -					
	Travel	39.01				
	Other	131.97				
	Clerk's expenses October 2021	170.98	1.04	172.02	Authorised expenses Sept/Oct 2022	L.G. (Finan. Prov) Act 1963 s 5
		<u>1,594.85</u>	<u>64.37</u>	<u>1,659.22</u>		

Signed

D Rawlinson

D.H. RAWLINSON

Clerk/R.F.O.

Chairman