



Shavington-cum-Gresty Parish Council

Clerk: Carol Jones

Tel: 01270 812065 e-mail: carol.jones44@btinternet.com

www.scgpc.org.uk

A meeting of the **Finance Committee** will be held on

Wednesday, 18 March 2020

In **Shavington Village Hall**, Shavington, at **6.30 pm**

or on the later rising of the Parish Council meeting

To: Councillors K Gibbs (Chairman), L Buchanan, M Ferguson and R Hancock

Date of issue: 13 March 2020

A G E N D A

1 APOLOGIES

Councillor L Buchanan

2 DECLARATIONS OF INTEREST

Members are invited to make any declarations of interest. The Clerk can advise, but the decision to declare, or not, is for the parish councillor to decide based on the particular circumstances.

3 MINUTES OF PREVIOUS MEETING

The Committee last met on 30 October 2019. There were no minutes of the meeting, but a detailed report, based on the Committee's recommendations, was submitted to full Council on 4 December 2019 to inform the budget for 2020-2021. The budget was approved at the meeting held on 8 January 2020.

4 ACCOUNTS – 2019-2020

4.1 Internal Audit – JDH Business Services

The Clerk is currently preparing the accounts for the audit 2019-2020. The notification of key dates is not usually released until late March.

It is expected that the Council will be able to approve the accounts at its meeting on 3 June 2020. In the meantime, the following is a list of the documentation required for audit.

- (a) Completed Annual Return Section 1 and supporting accounts.
- (b) Prior year's certified annual return.
- (c) Prior year audit issues arising as reported to the Council by the external auditor.
- (d) Response to previous year's internal audit report.
- (e) Minutes of meetings for the financial year.

- (f) Copy of risk assessment(s) carried out by the Council. This was last carried out at Annual Council in May 2019.
- (g) Insurance documents.
- (h) Review of the internal controls.
- (i) Cash book (or equivalent) and bank reconciliations.
- (j) Bank Statements for the financial year and up to the date of audit.
- (k) All expenditure vouchers/invoices.
- (l) All income vouchers.
- (m) All subsidiary books and records for income and expenditure, i.e. village hall hire.
- (n) Financial Regulations and Standing Orders of the Council.
- (o) All payroll records and HMRC returns including contract of employment
- (p) VAT returns and supporting VAT records.

The Clerk has made one re-claim during the current financial year and that was for the year 2017-2018 in the sum of £3,375.20. A further claim, for the current financial year, will be made before 31 March 2020; this is expected to be £6,000+.

Members will be aware that during the financial year 2018-2019, there was a problem regarding VAT because the expenditure incurred on the Village Hall refurbishment resulted in VAT in excess of the limit of £7,500. The Clerk is reviewing the regulations and hopes that there will be enough justification under the '*occasional breach*' rule to allow the claim to be made. There is a three-year period during which claims to HMRC are accepted and the deadline for a claim for 2018-2019 is probably during the financial year 2020-2021.

- (q) Evidence of the precept notification from Cheshire East Council.
- (r) Evidence of authorisation for clerk's salary and clerk/members' expenses.
- (s) The fixed asset register together with valuations.
- (t) Budgetary control information including the calculation of the precept requirement.
- (u) Any other relevant documentation/correspondence that evidences the entries in the receipts and payments and the accounts of the Council.

4.2 Accounts – 2019-2020

The next meeting of the Committee is 29 April 2020, and the Clerk should be able to provide all the accounting documents required for internal audit at that meeting.

Parish Council Account

1. Receipts and payments statement for the period to 31 December 2019 showing bank reconciliation.
2. Detailed receipts statement and detailed payments statement (i.e. these are the ledger documents)
3. Budget monitoring statement showing expected balance on 1 April 2020.

Village Hall Account

Cheques have not been drawn on the Village Hall account since May 2019 owing to the income uncertainty. Expenditure via direct debits has continued. Enclosed is a Receipts and Payments account for the period to 31 December 2019, together with the ledger for this account.

These documents will follow under separate cover

5 ASSETS REGISTER

A copy of the assets register, as submitted in 2018-2019 is enclosed and the Committee is asked to approve it as accurate or make amendments to it. Items purchased during 2019-2020 will be added to the list.

⌘

6 RISK ASSESSMENT-MANAGEMENT

A copy of the risk assessment/management schedule is enclosed. This will be submitted to Annual Council May. Members are invited to consider if the schedule should be revised to include other risks.

⌘

7 REVIEW OF THE ACCOUNTS – 2019-2020

The Committee is invited to carry out a verification on the accounts, known as a 'Cardiff check' which involves tracing payments all the way from initial placing of the order to the final payment.

Members are asked to carry out specimen checks, using the following documents, to ensure that the cheque numbers correspond with those listed on the ledger; that they agree with the invoice for the item of expenditure; and that the amounts recorded in the minutes are accurate.

- Ledger showing the position 1 April – 30 December 2019. (to follow)

The following documents will be available at the meeting.

- Cheque books for the main Parish Council account and one cheque book for the Village Hall account.
- Invoices for the period to 31 December 2019.
- Minutes for the period to 31 December 2019.

8 DATE OF NEXT MEETING

29 April 2020