

<b>REPORT TO:</b>	<b>Full Council</b>	<b>11<sup>th</sup> May 2020</b>
<b>AUTHOR/S:</b>	<b>Lynda Marsh, Office Manager/RFO</b>	

**Purpose:**

- To update Council on financial matters including amended external audit instructions received from PKF Littlejohn:

[SI 2020/404 The Accounts and Audit \(Coronavirus\) \(Amendment\) Regulations 2020](#) This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. **Under the new regulations there is no requirement for a common period for the exercise of public rights.** Smaller authorities are still required to set a period for this purpose, but the only requirement is that **the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.** This SI was issued on 7 April and is effective from 30 April 2020.

I would therefore propose that the Annual Governance Statement and AGAR is presented for approval at full Parish Council meeting on 20 July and to publish the Exercise of Public Rights from 27 July to 4 September (30 working days). Submission deadline for receipt of AGAR and supporting documentation to PKF Littlejohn is 31 July 2020.

- To **agree** appointment of Independent Internal Auditor for 2020-21. Mr Max Parish has confirmed he is prepared to continue to carry out internal audit inspections for 2020-21 at £150 per day, as previous year.
- Annual vat review carried out by PEM. Parish Council entitled to full Vat recovery for 2019-20. Workings held on file.

To list accounts paid by delegated approval, and payment of outstanding accounts

- Accounts paid by delegated approval – to note only:

<b>Expenses paid by DDR</b>		Net	Vat	Gross	Cost centre
Barclaycard	Stationery, Zoom subs	98.94	10.40	109.34	Administration
Sharp - Copy IT	Copier reading	37.82	7.56	45.38	Administration
Onecom Ltd	Broadband and telephone	91.23	18.25	109.48	Administration
British Gas	Electricity account - April	390.22	78.04	468.26	Recreation
Cambridge Water	Rates - Recreation Ground	320.11	-	320.11	Recreation
Cambridge Water	Rates - Homefield Park	21.49	-	21.49	Environment
Cambridge Water	Rates - Burial Ground	40.52	-	40.52	Environment
Siemens Financial Services	Copier lease rental	194.34	38.86	233.20	Administration

PWLB	Office loan - payment 29 of 50	1,310.13	-	1,310.13	Finance & Assets
PWLB	12 New Road - payment 20 of 20	1,161.79	-	1,161.79	Finance & Assets
<b>Total</b>		<b>3,666.59</b>	<b>153.11</b>	<b>3,819.70</b>	

<b>Accounts for Approval</b>					
<b>Expenses paid by BACS</b>	Description	Net	Vat	Total	Cost Centre
CBS Office Solutions	Stationery	12.80	2.56	15.36	Administration
Open Spaces Society	Annual subscription	45.00	-	45.00	Administration
D A Pest Control	Pest control	80.00	-	80.00	Environment & Recreation
Peters, Elworthy & Moore	Annual vat review and advice re partial exemptions	500.00	100.00	600.00	Finance & Assets
Buchans Landscapes	Grasscutting - April	2,078.80	415.77	2,494.57	Environment
M2 Administration	Wages, NI and pension	11,934.78	-	11,934.78	Administration
	Rec Groundsman & Ranger expenses	50.53		50.53	Recreation, Administration
	Clerk expenses	20.00		20.00	Administration
	Working from Home' expenses	172.00	-	172.00	Administration
<b>Total</b>		<b>14,893.91</b>	<b>518.33</b>	<b>15,412.24</b>	

<b>To Note:</b>					
Accounts Paid In 1.4.20 to 12.5.20					
<b>Net Income</b>					Cost Centre
Precept	25% of request - 2nd 25% due 14 May	94,581.14			Administration
Pavilion Rent		540.00			Recreation
Asset Income		119.23			Finance & Assets
HMRC	Vat refund P03/20	7,385.91			Administration
<b>Total</b>		<b>102,626.28</b>			

**N.B. Two authorised signatories required to submit accounts due for payment by BACS (Unity Bank)**

***Due to exceptional circumstances, these accounts have not been verified prior to full Council meeting. Cllrs Payne and Jenkins to authorise.***