

FINANCIAL EXTRACT FROM MINUTES

Monday 13th June 2022

2755. Financial Matters (for consideration or report)

2755.1 The Summary of Accounts to date. This includes all transactions since the May meeting.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
11-May-22	Balance			36967.00
13-May-22	Transfer to Community Account		270.00	36697.00
06-Jun-22	Interest Received	2.45		36699.45
13-Jun-22	Transfer to Community Account		5300.00	31399.45
Community Account				
09-May-22	Balance			514.76
13-May-22	Transferred from Business Reserve	270.00		784.76
13-May-22	May Debits (HMRC)		268.95	515.81
16-May-22	Party Tent Income	75.00		590.81
24-May-22	Donation for Street Party	179.17		769.98
31-May-22	Running Imp (Refund for broken mugs)	39.48		809.46
13-Jun-22	Party Tent Income	75.00		884.46
13-Jun-22	Transferred from Business Reserve	4000.00		4884.46
13-Jun-22	June Debits		4287.58	596.88
15-Jun-22	Income from sale of mugs and donations (Jubilee)	144.00		740.88

RESOLVED to accept the summary of accounts.

2755.2 To authorise the payments as listed in the payment schedule for June

JUNE PAYMENTS					
Ref:	Payee	Method	Gross	VAT	Net
2755.2.1	HMRC Payment (March) (Paid 13/5/22)	BACS	268.95	0.00	268.95
2755.2.2	Angela Beighton (Women's Club Jubilee catering Expenditure) (Paid 7/6/22)	BACS	216.26	0.00	216.26
2755.2.3	Npower	DD	41.81	1.99	39.82
2755.2.4	A&J Lighting Solutions	DD	25.20	4.20	21.00
2755.2.5	Mrs J Bannerman (Salary & Allowance)	BACS	935.28	0.00	935.28
2755.2.6	Nest Pension (Employer £57.10 Employee £125.97)	DD	169.85	0.00	169.85
2755.2.7	Barclaycard	DD	479.58	79.89	399.69
2755.2.8	Mrs J Bannerman (Expenses Jubilee)	BACS	11.50	1.92	9.58
2755.2.9	Annual Grant: Woodham Walter Women's Club	BACS	220.00	0.00	220.00
2755.2.10	Annual Grant: Woodham Walter Village Hall	BACS	295.00	0.00	295.00
2755.2.11	Annual Grant: Essex Wildlife Trust (Woodham Walter Common)	BACS	1000.00	0.00	1000.00
2755.2.12	Woodham Walter Village Hall (Jubilee donation to reflect the hire of chairs/tables)	BACS	30.00	0.00	30.00
2755.2.13	Woodham Walter Women's Club (Jubilee donation to reflect Hire of hall for meetings/Contribution for use during Street Party)	BACS	50.00	0.00	50.00
2755.2.14	Heelis & Lodge (Internal Auditor)	BACS	265.00	0.00	265.00
2755.2.15	HMRC ¼ly payment (Estimate – defer to July)	n/a	0	0	0
2755.2.16	Esliip Payroll	DD	20.36	3.39	16.97
2755.2.17	Skippers Ground Maintenance Ltd (Estimate)	BACS	744.00	124.00	620.00
2755.2.18	MDC (Annual Play site Inspection)	BACS	74.40	12.40	62.00

* Barclaycard payments: June Statement

21/05/22	Amazon (Jubilee)	27.95
24/05/22	Post Office (Jubilee)	1.70

25/05/22	Tesco (Jubilee)	38.35
02/06/22	Fasthosts Internet Ltd (Emails)	28.70
09/06/22	Amazon (Ink Cartridges)	78.91
TOTAL	(inc. VAT: £79.89)	175.61

To note the following Barclaycard payments are scheduled for July Statement.

28/06/22	Parking for Code of conduct Training	1.40
02/07/22	Fasthosts Internet Ltd (Emails)	28.70

The BACS payments for June will be drawn up by the Parish Clerk and require authorisation by councillor signatory by Payment Date of 15th June 2022.

RESOLVED that the payments as listed in the payment schedule be approved.

2755.3 Review of Bank Statements, Credit Card Statements and Account sheets for April and May.

Cllr. Brown confirmed that he had carried out the review for April and May and found them to be reconciled correctly.

2755.4 It was noted that Payroll/Pension arrangements have been set up with E-Slip Payroll Services.

2755.5 End of Financial Year 2021/2022

- a) Councillors agreed that throughout the financial year the Clerk has provided a monthly summary of accounts and quarterly financial reports to councillors.
- b) Councillors agreed the Accounts and Bank Statements are regularly checked by a councillor and this is reported at Parish Council meetings
- c) The Chairman confirmed he has reviewed the Accounts file and there were no matters for report.
- d) Councillors agreed that relevant financial information is available on the Woodham Walter Parish Council website. The Council is not subject to the requirements of the Transparency Code as expenditure had exceeded £25k, however, the council continues to publish relevant information.
- e) Internal Auditor Report –Detailed written report and Agar Annual Internal Audit Report had been received from Heelis & Lodge and shared with Councillors. There was 1 recommendation: that the bank account as at the 31st March should be used for reconciliation (the date of the bank statements being 29th/30th March respectively, although no other transactions had taken place until after the year end. This recommendation has been implemented. The Internal Auditor had recorded appreciation to the Clerk for the quality of documentation presented in the Audit File. Councillors asked that it be minuted their appreciation to the Clerk/RFO for an excellent clean set of accounts.
- f) The Clerk/RFO confirmed that the AGAR form Section 2 has been duly certified in advance of the meeting. Councillors acknowledged the explanation of variances documents which have been completed. There were no questions or comments.
- g) End of Year Accounts – Annual Return for the financial year ended 31 March 2022. Councillors acknowledged as members of Woodham Walter Parish Council their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. Councillors confirmed, to the best of their knowledge and belief, with respect to the Account Statements for the year ended 31 March 2022 and the questions in Section 1 - Annual Governance Statement 2021/2022 were duly answered. All councillors approved and the document was duly signed by the Chairman and Clerk/RFO.
- h) End of Year Accounts – Accounting Statements for the financial year ended 31 March 2022. Councillor's confirmed that Section 2 - Accounting Statements 2021/22 be approved and the Chairman signed the declaration.

Clerk to arrange to send the accounts to the auditor. Clerk to arrange to display the relevant information on the noticeboard and the website.