

Charney Bassett Parish Council
Meeting – 8th May 2024

Report No. CBPC/FIN/24/03

Agenda Item 8
Clerk's Financial Report

Introduction

- 1 This report provides details of receipts and payments for the financial year 2023-24. April payments and receipts have been held back and will be reported on at the July meeting.
- 2 Several forms (commonly referred to as AGAR) have to be approved for audit, and drafts are circulated with this report. The audit process is referred to at the end of this report.

Receipts

- 3 Total income for the year was £11,269 (Table 1). This was slightly lower (£162) than budgeted due to the unexpected ending of the Salvation Army clothing scheme. Year on year, there was a £803 increase in receipts primarily from a £1,600 increase in the Precept (to £8,500). The VAT reclaim in 2023-24 (£1,566) was also £1,198 higher than previous, reflecting a high level of payments made in 2022-23. We continued to receive a grant of £616 from the County Council for grass cutting. Donation and grants receipts (£1,203) were £1,995 lower year on year, as 2022-23 included a £2,000 contribution from OCC towards the cost of the MVAS equipment

Payments

- 4 Payments for the year amounted to £7,601 (Table 2). This was £6,164 less than budgeted and was significantly (£6,877) lower than 2022-23 (£14,479). The breakdown of the main movements are shown in the table below:

Main Movement £	v's Actual 2022/23	v's Budget 2023/24	
Road Safety Equip Purchases 22/23	5,134	(208)	Major one off purchase 22/23
Lower CHAFT Treework Grant	750		Grant paid £250 in 23/24
Legal Fees - Field Transfer 22/23	1,149		One off 22/23
Allotment Costs		2,004	Lease signed in April 24
Boundary Gates		1,000	Deferred
Election Charges		1,300	Uncontested election
Tree Work		500	Invoiced April 24
Cherbury Camp Display		500	Deferred
Mill Repairs & Electricity		590	Work invoiced April 24. Power in Credit
Lower Xmas and Coronation Costs		424	Items donated at no cost.
Other Movements	(156)	54	
Total	6,877	6,164	

5. A total of £2,446 was spent on grass cutting (up £374 YoY). £370 of this is recharged on to CHAFT for the cutting of the play area. Underlying prices remained static in the year. We have received the updated contract and prices from BGG for 2024-25. The average price increase is 5% which is in line with the Budget assumption. It is proposed that we renew our contract with BGG.
6. Other non-discretionary recurring costs (inc staff costs) remained relatively flat around £3,500 (including CHAFT Hall hire costs of £180) despite inflationary pressures.
7. Expenditure of £200 was incurred for the (uncontested) PC election as required by the District Council.
8. We had originally budgeted for a number of projects including the allotments and remedial treework. The bulk of these costs will now be incurred in 2024-25.
9. Gross expenditure of £326 was incurred this financial year for the Kings Coronation celebrations. This was partially offset by a grant of £150 from OCC.
10. In regards to grants and donations, a final grant of £250 (prior Yr £1,000) was given to CHAFT to support the tree work on the field. We also continue to support local community-focused charities and increased the level of donations made to reflect rising costs.

Reconciliation

11. Table 3 shows a bank balance of £12,174. This Reserve value will be carried forward to 2024-25.
12. Our closing Total Reserve Balance for the year is £3,668 greater than at the start (1st April 2023). Our Immediate Reserve has increased by £1,223 to £7,909 as shown in the Table below.

Reserve Balance 2023/24 £	Opening	Closing	Mvmnt	
Total Balance	8,507	12,174	3,668	
of which Immediate Reserve	6,686	7,909	1,223	
of which Specific Reserve	1,821	4,266	2,445	
Specific Reserves 2023/24 £	Opening	Utilised	Additions	Closing
Mill Maintenance Fund	326		350	676
Road Safety Group	745	(208)	800	1,336
Allotment Fund	0	(247)	2,000	1,754
CHAFT Field	250	(250)		0
Education (ex VC) Fund	500			500
Total	1,821	(705)	3,150	4,266

13. **Specific Reserve:** It is proposed to make Additions of £3,150 to our Specific Reserves. This comprises of an allocation of £800 from this year's VAT reclaim (from MVAS equipment purchases) and the Budgets agreed for Mill Maintenance and Allotment activities.

14. **Immediate Reserve:** The reserve of £7,909 compares to a non-discretionary spend for 2023-24 of £6,023 and therefore meets with our reserves policy of a minimum of 12 months spend

End of Year Audit

15. Neither our gross income nor our gross expenditure exceeds £25,000, and our accounts are the **subject of internal audit by Brian Trotman who is a member of the Internal Auditors Forum (IAF) which** has a partnership agreement with the NALC. Therefore, we can safely elect to be exempted from external audit. This avoids an external audit fee and means we only need send a Certificate of Exemption to Moore Stephens (the external auditor). Brian has kindly undertaken this role since 2017. The IAF recommends we change the Internal Auditor every 3 years, but this is easier said than done! Last year we invited expressions of interest in Charney Chatter but none were forthcoming. Brian is willing to carry on in this role, and it is recommended we accept his offer with thanks (many Parish Councils are unable to find and pay for an Internal Auditor).

16. Although safely exempt from the need for external audit, a number of forms (AGAR) still have to be completed and made available for public inspections as follows:

- (page 3) the Certificate of Exemption from External Audit;
- (page 4) the Internal Audit Summary;
- (page 5) the Annual Governance Statement; and
- (page 6) the Accounting Statements.

Once approved, these have to be variously signed by the Clerk, the Internal Auditor and the Chairman. A period of 30 consecutive days needs to be provided within which the public can inspect these documents, and this has to include the first 10 working days of July.

17. The AGAR forms circulated with the agenda have been inspected by our Internal Auditor and he has issued a letter (available on request) of satisfaction with our accounts and governance processes. Maintenance of a satisfactory Risk Assessment is expected, and this has been updated. The value on the Asset Register has been updated to reflect new purchases. These documents have also been circulated with this report.

Other

18. We had planned to present updated Financial Regulation at this meeting. A new version of the model regulations is now due to be published by the National Association of Local Council so it is advised that we delay our update until then. Also of note is our Public Liability and Employment Insurance which expires on 31st May and if renewed as part of our current 3-year contract with Zurich will increase to £363 (as opposed to £327) as the increase in our precept for 2024-25 places us in a higher insurance bracket. I will report further on this at the meeting.

Recommendation

19. Councillors are asked to:

- (1) Note the recent transactions in the Council's accounts (grey areas – Tables 1 and 2);
 - (2) Approve the 2024-25 grass cutting prices and contract with BGG.
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- (3) Approve the Additions to the Specific Reserves of £3,150.
- (4) Confirm that the Council should exempt itself from the process of External Audit (page 3 of AGAR – circulated);
- (5) Note the content of the Internal Auditor's Report (page 4 of AGAR – circulated);
- (6) Endorse the Annual Governance Statement (page 5 of AGAR – circulated) and authorise its signing by the Chairman and Clerk;
- (7) Approve the Statement of Accounts (page 6 of AGAR – circulated) for signature by the Chairman;
- (8) Agree that the 30 (working) day period during which the public can exercise their right to inspect the accounts and accounting records (as summarised in the completed AGAR forms) should commence on 3rd June 2024.
- (9) Agree the Risk Assessment and note the Asset Register – as circulated.
- (10) Confirm the continuing appointment of Brian Trotman as Internal Auditor.
- (11) Note the position on the Financial Regulations update.

Nick Adamson (Finance Officer)

Trevor Brown (Clerk)

May 2024

CHARNEY BASSETT PARISH COUNCIL

ACCOUNTS 2023-2024

31.03.2024

TABLE 1: RECEIPTS

Entry No.	Date Received	Details	Receipt	Precept	Interest	Grants & Donations	Loans & Recovery	VAT Recovered	Total Receipts - Precept
1	06-Apr-23	VWHDC Precept first installment	4,250.00	4,250.00					-
2	19-Apr-23	OCC AP - Grass cutting grant	615.63			615.63			615.63
3	25-Apr-23	Salvation Army Clothing Bank - March	10.50			10.50			10.50
4	28-Apr-23	OCC Priority Fund Grant for Kings Coronation	150.00			150.00			150.00
5	31-May-23	Salvation Army Clothing Bank - April	6.83			6.83			6.83
6	21-Jun-23	Donations from Ock Mill Opening (17th May)	12.00			12.00			12.00
7	26-Jun-23	Salvation Army Clothing Bank - May	13.30			13.30			13.30
8	27-Jul-23	Salvation Army Clothing Bank - June	12.25			12.25			12.25
9	01-Sep-23	Salvation Army Clothing Bank - July	8.82			8.82			8.82
10	08-Sep-23	VWHDC Precept second installment	4,250.00	4,250.00					0.00
11	12-Sep-23	HMRC VAT Reclaim for 2022-23 Transactions	1,565.78					1,565.78	1,565.78
12	26-Sep-23	Salvation Army Clothing Bank - August	4.50			4.50			4.50
13	12-Mar-23	CHAFT Grass Cutting (Inv 2023-24-01)	189.60			189.60			189.60
14	12-Mar-23	Journal - CHAFT Grass Cutting Charges (Inv 2023-24-01)	180.00			180.00			180.00
		TOTAL YTD	11,269.21	8,500.00	0.00	1,203.43	0.00	1,565.78	2,769.21

Charney Bassett Parish Council

ACCOUNTS 2023-2024

31.03.2024

TABLE 2: PAYMENTS

Entry No.	Transaction Date	Transaction No.	Payee	Payment	VAT element	Payment Category					Reason for Payment	
						Staff Costs	Council Admin	Donations	Groups	Grass Cutting		Jubilee/ Coronation
1	12-Apr-23	E Pay:	MIR T BROWN	21.00	0.00					21.00	Reimbursement fot road closure permit for Coronation	
2	15-May-23	E Pay: 110625798	Mr Ewen M Baird	200.00	0.00					200.00	Live music for Coronation celebration (remaining balance)	
3	15-May-23	E Pay: 344615411	OALC	156.00	26.00		156.00				OALC membership fee 2023-24	
4	24-May-23	E Pay: 381922951	BGG G&T Care Ltd	153.60	25.60					153.60	Grass cutting April. Inv No 067/23	
5	31-May-23	E Pay: 535218088	Zurich Town	327.00	0.00		327.00				Public/Employment Insurance 2023-24	
6	31-May-23	E Pay: 97726876	Vale of White Horse	200.00	0.00		200.00				Fees for uncontested PC election process.	
7	31-May-23	E Pay: 663522992	Mrs SK Adamson	105.00	0.00					105.00	Hire of Bouncy Castle for Coronation celebration	
8	19-Jun-23	E Pay: 349087210	Mr T Brown	466.52	0.00	466.52					Clerk's salary Q1	
9	19-Jun-23	E Pay: 942385485	HMRC Cumbernauld	116.40	0.00	116.40					Tax on Clerk's salary Q1	
10	19-Jun-23	E Pay: 604524655	BGG G&T Care Ltd	187.20	31.20					187.20	Grass cutting May 2023. Inv No 194/23	
11	26-Jun-23	E Pay: 54429593	Xebit	205.80	34.30		205.80				Annual subs for PC website maintenance and security.	
12	29-Jun-23	E Pay: 73244472	Elan City	126.26	21.04				126.26		Additional fixing brackets for MVAS poles	
13	30-Jun-23	Direct Debit	Unity Bank	18.00	0.00		18.00				Quarterly Bank Charges Q1	
14	17-Jul-23	E Pay: 34056515	BGG G&T Care Ltd	771.60	128.60					771.60	Grass cutting June. Inv No 324/23,322/23,323/23	
15	17-Jul-23	E Pay: 39160766	Oxfordshire Local History Association	13.00	0.00		13.00				Annual Subs 2023-24	
16	16-Aug-23	E Pay: 575248394	BGG G&T Care Ltd	153.60	25.60					153.60	Grass cutting July. Inv No 437/23	
17	18-Sep-23	E Pay: 883098989	Elan City	81.97	13.66				81.97		Additional mounting bar for MVAS Inv: SAJ-UK/2023/01243	
18	18-Sep-23	E Pay: 499074500	BGG G&T Care Ltd	187.20	31.20					187.20	Grass cutting August 2023. Inv No 552/23	
19	18-Sep-23	E Pay: 592390876	Mr T Brown	466.32	0.00	466.32					Clerk's salary Q2	
20	18-Sep-23	E Pay: 85921004	HMRC Cumbernauld	116.60	0.00	116.60					Tax on Clerk's salary Q2	
21	30-Sep-23	Direct Debit	Unity Bank	18.00	0.00		18.00				Quarterly Bank Charges Q2	
22	31-Oct-23	Cheque: 300018	CPRE	40.00	0.00		40.00				Membership 2023-24	
23	30-Oct-23	E Pay: 414540039	BGG G&T Care Ltd	187.20	31.20					187.20	Grass cutting September 2023. Inv No 677/23	
24	13-Nov-23	E Pay: 265271979	PortalPlanQuest (VOWH DC)	179.50	0.00				179.50		Allotment - Lawful Use Certificate Application	
25	21-Nov-23	Direct Debit	Information Commissioner	35.00	0.00		35.00				Data Protection Fee (Annual)	
26	01-Dec-23	E Pay: 396147016	BGG G&T Care Ltd	651.60	108.60					651.60	Grass Cutting Oct INV 820/819/821/23	
27	01-Dec-23	E Pay: 60673775	CHAFT	250.00	0.00			250.00			CBPC Field Grant. Final Payment	
28	12-Dec-23	Cheque: 300019	Royal British Legion	60.00	0.00			60.00			Donation for RBL Wreath	
29	14-Dec-23	E Pay: 340119387	HMRC Cumbernauld	147.80	0.00	147.80					Tax on Clerk's salary Q3	
30	14-Dec-23	E Pay:	Mr T Brown	591.12	0.00	591.12					Clerk's salary Q3	
31	18-Dec-23	E Pay: 830289426	OALC	36.00	6.00		36.00				Data Protect Training Course. T Brown INV 4556	
32	18-Dec-23	E Pay: 387487620	NSALG	67.00	0.00				67.00		National Allotment Society Membership Fee	
33	27-Dec-23	Direct Debit	Unity Bank	15.00	0.00		15.00				Transaction Stop Fee - Cheque 300018	
34	27-Dec-23	Direct Debit	Unity Bank	-7.00	0.00		-7.00				Charity discount for cheque stop fee - Cheque 300018	
35	31-Dec-23	Direct Debit	Unity Bank	18.00	0.00		18.00				Quarterly Bank Charges Q3	
36	31-Dec-23	Cheque: 300018	CPRE	-40.00	0.00		-40.00				Cancellation of Cheque - Transaction reversed	
37	05-Feb-23	E Pay: 288342928	BGG G&T Care Ltd	153.60	25.60					153.60	Grass Cutting November. INV 967/23	
38	29-Feb-24	Cheque: 300023	Thames Valley Air Ambulance	40.00	0.00			40.00			Donation	
39	01-Mar-24	Cheque: 300025	MacMillan Cancer Support	40.00	0.00			40.00			Donation	
40	04-Mar-24	Cheque: 300021	Be Free Young Carers	40.00	0.00			40.00			Donation	
41	05-Mar-24	Cheque: 300020	Vale Community Impact	40.00	0.00			40.00			Donation	
42	12-Mar-24	Journal	CHAFT	180.00	0.00		180.00				Hall Hire Charges 2023-24	
43	15-Mar-24	E Pay: 215654169	HMRC Cumbernauld	127.00	0.00	127.00					Tax on Clerk's salary Q4	
44	15-Mar-24	E Pay: 952432927	Mr T Brown	507.92	0.00	507.92					Clerk's salary Q4	
45	20-Mar-24	Cheque: 300022	The Cedar Community Club	40.00	0.00			40.00			Donation	
46	22-Mar-24	E Pay:	Mr T Brown	52.48	0.00		52.48				Reimbursement for Printer Ink purchase	
47	25-Mar-24	Cheque: 300026	My Vision Oxfordshire	40.00	0.00			40.00			Donation	
48	31-Mar-24	Direct Debit	Unity Bank	18.00	0.00		18.00				Quarterly Bank Charges Q4	
			TOTAL YTD	7,601.29	508.60	2,539.68	1,285.28	550.00	454.73	2,445.60	326.00	

CHARNEY BASSETT PARISH COUNCIL
ACCOUNTS 2023-2024
31.03.2024

TABLE 3: BANK RECONCILIATION

	Current a/c balance at	31.03.2023	8,541.54
Less	Items not presented		(35.00)
Equals	Balance to carry forward		8,506.54
	Opening balance at	01.04.2023	8,506.54
Add	Receipts for period		11,269.21
Less	Payments for period		(7,601.29)
Equals	Closing Balance		12,174.46
	Current a/c balance at	31.03.2024	12,174.46
Less	Items not Presented		0.00
Equals	Balance to carry forward		12,174.46