



Goostrey Parish Council

DOCUMENT PACK FOR THE FINANCE COMMITTEE MEETING on Tuesday 4th July 2023, at 7.30pm In the Village Hall Lounge

Agenda

1. **Election of Chairman:** To elect a committee Chairman for 2023/24.
2. **Election of Vice Chairman:** To elect a Vice Chairman for 2023/24.
3. **Declaration of Interests**
4. **Apologies for absence**
5. **Minutes of meeting of 4th April 2023.** View minutes at [Finance Committee Meeting Minutes 4th April 2023 Draft](#)
6. **To review and approve the committee's terms of reference.** [View Terms of Reference](#)
7. **To review and approve the Financial position vs. budget for Quarter 1 2023.** See page 2
8. **To review and approve the Draft Unaudited Accounts for Quarter 1 2023.** See page 4.
9. **Bank Reconciliations for Quarter 1 2023:** To be signed as an accurate record.
10. **Reserves:** To review and approve the Capital and General Reserves for Quarter 1. See page 6.
 - To approve establishing an earmarked reserve of £1000 for defibrillator supplies/maintenance.
 - To approve establishing an earmarked reserve of £600 for a replacement Village Hall laptop.
11. **Village Hall Recharge:** To receive an update on the current position. See page 7.
12. **Internal Audit Report:** To review the recommendation from the Internal Auditor and approve actions. See page 8.
13. **Asset Register:** Review and approval of general policy for listing items.
14. **Seniors' Christmas Lunch:** To confirm the ticket price for the event.
15. **Minor Items and Items for the Next Agenda**
16. **Next meeting: 3rd October 2023**
17. **Close meeting.**

ENCLOSURES

Item 7 Financial Position vs. Budget Q1 2023

Goostrey Parish Council Summary of Receipts and Payments

3 July 2023 (2023-2024)

All Cost Centres and Codes

1 Parish Council

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	50,680.00	25,340.00	-25,340.00				-25,340.00 (-50%)
8	Bank Interest	350.00		-350.00				-350.00 (-100%)
10	Exceptional Income							(N/A)
11	Audit				775.00	375.00	400.00	400.00 (51%)
12	Bank Charge				450.00	78.30	371.70	371.70 (82%)
13	Computer				330.00	157.89	172.11	172.11 (52%)
14	Telephone and Broadband				800.00	137.99	662.01	662.01 (82%)
15	Website				420.00	60.00	360.00	360.00 (85%)
16	Office Supplies, Printing & Posta				250.00	70.11	179.89	179.89 (71%)
17	Insurance				1,200.00		1,200.00	1,200.00 (100%)
18	Legal and Professional Fees				100.00	7.00	93.00	93.00 (93%)
19	Subscriptions				600.00	50.00	550.00	550.00 (91%)
20	Councillors/General Expenses				100.00		100.00	100.00 (100%)
21	Accounting System				420.00		420.00	420.00 (100%)
22	Parish Magazine				280.00	250.00	30.00	30.00 (10%)
23	General							(N/A)
24	Grant Funding					544.80	-544.80	-544.80 (N/A)
25	Clerk's Expenses							(N/A)
26	Clerk's Salary				21,005.00	2,941.88	18,063.12	18,063.12 (85%)
27	Employers NIC				1,590.00	324.52	1,265.48	1,265.48 (79%)
28	Training				500.00		500.00	500.00 (100%)
32	Rose Day Stand and Toilets				825.00	552.50	272.50	272.50 (33%)
35	Christmas Lights (Bogbean)				650.00		650.00	650.00 (100%)
47	Employee NIC							(N/A)
48	Employee Income Tax							(N/A)
54	Recruitment Costs							(N/A)
55	Pension Contribution Employee					-13.24	13.24	13.24 (N/A)
56	Pension Contribution Employer				1,100.00	247.21	852.79	852.79 (77%)
64	Newsletter				1,000.00	80.00	920.00	920.00 (92%)
SUB TOTAL		51,030.00	25,340.00	-25,690.00	32,395.00	5,863.96	26,531.04	841.04 (1%)

This needs to be reallocated from this budget line to the Grants and Donations Reserve,

This budget line should balance to zero and needs to be journalled to the correct cost code.

2 Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Village Maintenance (incl grass c				2,500.00	1,028.00	1,472.00	1,472.00 (58%)
30	Graveyard Maintenance				4,000.00	172.00	3,828.00	3,828.00 (95%)
31	Lengthsman Service				500.00		500.00	500.00 (100%)
33	Speedwatch				800.00		800.00	800.00 (100%)
34	Seniors Lunch	1,000.00		-1,000.00	1,850.00		1,850.00	850.00 (29%)
36	Planters and Plants				500.00	80.00	420.00	420.00 (84%)
SUB TOTAL		1,000.00		-1,000.00	10,150.00	1,280.00	8,870.00	7,870.00 (70%)

3 Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Goostrey Parish Council
Summary of Receipts and Payments

3 July 2023 (2023-2024)

All Cost Centres and Codes

2	VH Lettings - Hall	6,000.00	1,982.50	-4,017.50			-4,017.50 (-66%)	
3	VH Lettings - Lounge	10,000.00	1,110.75	-8,889.25			-8,889.25 (-88%)	
4	VH Lettings - Committee Room	300.00		-300.00			-300.00 (-100%)	
5	VH Lettings - School Kitchen	125.00		-125.00	125.00	125.00	(0%)	
6	VH Lettings - Caretaker Services	1,200.00	585.00	-615.00			-615.00 (-51%)	
7	VH Lettings - Performing Rights						(N/A)	
9	VH - Lettings early/late fees	50.00		-50.00			-50.00 (-100%)	
37	VH Recharge				11,000.00	11,000.00	11,000.00 (100%)	
38	VH Improvements				1,150.00	1,150.00	1,150.00 (100%)	
39	Performing Rights Licence				200.00	142.79	57.21 (28%)	
40	VH General Maintenance & Supl				2,300.00	2,300.00	2,300.00 (100%)	
41	VH - Covid Cleaning - Hall						(N/A)	
42	VH Advertising/Entertainment Bu				525.00	13.09	511.91 (97%)	
43	██████████				8,850.00	1,365.88	7,484.12 (84%)	
44	VH Clerk Salary				1,775.00	2,092.52	-317.52 (-17%)	
45	VH - Covid Cleaning - Lounge		150.00	150.00			150.00 (N/A)	
46	VH Staff Expenses						(N/A)	
57	██████████				900.00	310.50	589.50 (65%)	
58	VH Employers NIC				250.00	27.31	222.69 (89%)	
59	VH Pension Contributions				85.00	19.90	65.10 (76%)	
SUB TOTAL		17,675.00	3,828.25	-13,846.75	27,160.00	3,971.99	23,188.01	9,341.26 (20%)

This figure needs to be investigated.

4 Expenditure from Reserves

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
49	Village Hall Planting Project						(N/A)	
50	Telephone Box Refurbishment C						(N/A)	
51	Village Environmental Improvem						(N/A)	
52	Notice Boards						(N/A)	
53	Defibrillator Supplies						(N/A)	
60	VH Lettings - Connected Commu						(N/A)	
61	Platinum Jubilee Event						(N/A)	
62	Christmas Lights						(N/A)	
63	Bowling Pavilion Contribution						(N/A)	
65	Grants & Donations					1,928.00	-1,928.00 (N/A)	
66	Benches					1,200.00	-1,200.00 (N/A)	
SUB TOTAL						3,128.00	-3,128.00	-3,128.00 (N/A)

Summary	Receipts			Payments			Total Budget Variance
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
NET TOTAL	69,705.00	29,168.25	-40,536.75	69,705.00	14,243.95	55,461.05	14,924.30 (10%)
V.A.T.		1,389.36			756.75		
GROSS TOTAL		30,557.61			15,000.70		
NET TOTAL ACTUAL RECEIPTS		29,168.25					
NET TOTAL ACTUAL PAYMENTS					14,243.95		
TOTAL NET EXCESS OF RECEIPTS OVER PAYMENTS		14,924.30					
GROSS TOTAL EXCESS OF RECEIPTS OVER PAYMENTS		15,556.91					

Item 8 Unaudited Accounts Q1 2023

Goostrey Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	193,312.94	
Cash in Hand		
Precept	25,340.00	
VH Lettings - Hall	1,982.50	
VH Lettings - Lounge	1,260.75	
VH Lettings - Committee Room		
VH Lettings - School Kitchen		
VH Lettings - Caretaker Services Charge	585.00	
VH Lettings - Performing Rights for Music		
Bank Interest		
VH - Lettings early/late fees		
Exceptional Income		
Audit		375.00
Bank Charge		78.30
Computer		157.89
Telephone and Broadband		137.99
Website		60.00
Office Supplies, Printing & Postage		70.11
Insurance		
Legal and Professional Fees		7.00
Subscriptions		50.00
Councillors/General Expenses		
Accounting System		
Parish Magazine		250.00
General		
Grant Funding		544.80
Clerk's Expenses		
Clerk's Salary		2,941.88
Employers NIC		324.52
Training		
Village Maintenance (incl grass cutting)		1,028.00
Graveyard Maintenance		172.00
Lengthsman Service		
Rose Day Stand and Toilets		552.50
Speedwatch		
Seniors Lunch		
Christmas Lights (Bogbean)		
Planters and Plants		80.00
VH Recharge		
VH Improvements		
Performing Rights Licence		142.79

Goostrey Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
VH General Maintenance & Supplies		
VH - Covid Cleaning - Hall		
VH Advertising/Entertainment Budget		13.09
██████████		1,365.88
VH Clerk Salary		2,092.52
VH - Covid Cleaning - Lounge		
VH Staff Expenses		
Employee NIC		
Employee Income Tax		
Village Hall Planting Project		
Telephone Box Refurbishment Costs		
Village Environmental Improvement Surv		
Notice Boards		
Defibrillator Supplies		
Recruitment Costs		
Pension Contribution Employee		-13.24
Pension Contribution Employer		247.21
██████████		310.50
VH Employers NIC		27.31
VH Pension Contributions		19.90
VH Lettings - Connected Communities Ft		
Platinum Jubilee Event		
Christmas Lights		
Bowling Pavilion Contribution		
Newsletter		80.00
Grants & Donations		1,928.00
Benches		1,200.00
VAT	1,389.36	756.75
	30,557.61	15,000.70
Closing Balances:		
Balances in Bank Account		208,869.85
Cash in Hand		
TOTAL	223,870.55	223,870.55

Goostrey Parish Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Village Hall Projects	8,800.00				8,800.00
Village Projects	11,400.00				11,400.00
Capital General	4,606.00				4,606.00
Village Entrances Project	4,363.36				4,363.36
Total Capital	29,169.36				29,169.36
Earmarked					
Operating Reserves	69,680.00				69,680.00
Village Hall Recharge 2018-201	2,767.00				2,767.00
Village Hall Recharge 2019-202	13,000.00				13,000.00
Village Hall Recharge 2020-202	13,000.00				13,000.00
Election Fee	7,000.00				7,000.00
Village Hall Floor Refurbishmen	2,000.00				2,000.00
Neighbourhood Plan Review	12,000.00				12,000.00
Unallocated General Reserve	157.28				157.28
Connected Communities Fund	43.00				43.00
Christmas Lights for the Bogbez	1,626.92				1,626.92
Village Hall Recharge 2021-202	13,000.00				13,000.00
Village Hall Recharge 2022-202	10,000.00				10,000.00
Grants & Donations	7,006.81		1,928.00		5,078.81
Total Earmarked	151,281.01		1,928.00		149,353.01
TOTAL RESERVE	180,450.37		1,928.00		178,522.37
GENERAL FUND					30,347.48
TOTAL FUNDS					208,869.85

Item 11 Village Hall Recharge

Following contact with Alex Thompson, Director of Finance and Customer Service at CEC who admitted that things were clearly not working at their end, a flurry of activity resulted in the following information with regard to the Village Hall Recharge.

Amount	Line Description
-2,767.01	DRR354 - Goostrey Parish Council - Goostrey Village Hall - 2018-19 Final Recharge Te
-8,871.70	DRR354 - Goostrey Parish Council - Goostrey Village Hall - 2019-20 Final Recharge
-646.76	DRR354 - Goostrey Parish Council - Goostrey Village Hall - 2020-21 Final Recharge
-7,077.16	DRR354 - Goostrey Parish Council - Goostrey Village Hall - 2021-22 Final Recharge
-13,639.39	DRR354 - Goostrey Parish Council - Goostrey Village Hall - 2022-23 Final Recharge

This gives a total of £33,002.03 to be paid by the parish council to CEC for which the council has more than sufficient earmarked reserves to cover. I have confirmed that the council need CEC to raise the invoices in order for us to make payment. The Finance department at CEC have also stated that they have checked on the school costs and added some new accruals into their existing accruals so we need to understand how that has affected the calculations. The School Business Manager has provided the General Transaction List for 2022/23 however the last communication I received from CEC was on 5th May and I have not received any further information or any invoices.

**INTERNAL AUDIT REPORT
GOOSTREY PARISH COUNCIL 2022/23**

The internal audit of Goostrey Parish Council was carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

**INTERNAL AUDIT REPORT
GOOSTREY PARISH COUNCIL 2022/23**

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>Full council minutes from April 22 just record that the finance committee approved the annual risk assessment. Financial Regulations required the following:</p> <p>16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk and RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually</p>	<p><i>Full council should formally approve the annual risk assessment every financial year, and this approval should be recorded in the minutes.</i></p>	<p>The Clerk will ensure that the council minutes clearly reflect that although the Finance Committee review, update and present the Risk Assessment to full council, it is full council who formally approve this.</p>
2021/22 internal audit			
1	<p>Fixed Assets - We identified the following issues in the fixed asset register provided for internal audit:</p> <ul style="list-style-type: none"> - The additions to the asset register include input VAT in the valuations. - Fixed assets in the 20221/22 	<p><i>Fixed assets must be recorded net of VAT in the fixed asset register unless the VAT cannot be reclaimed.</i></p> <p><i>The 2021/22 AGAR should be amended before</i></p>	<p>Implemented</p>

**INTERNAL AUDIT REPORT
GOOSTREY PARISH COUNCIL 2022/23**

	<p>comparatives (ie 2020/21) have been brought forward incorrectly as they are disclosed as £60673. However, fixed assets were disclosed as £57739 in the 2020/21 AGAR.</p>	<p><i>submission to the external auditor, unless there has been a prior year adjustment (PYA) to fixed assets. If there has been a PYA this must be disclosed on the face of the AGAR accounts.</i></p>	
2	<p>The bank statements provided for internal audit for Skipton and NS&I did not evidence the year end balances as they were dated 14/12/2021 and 31/12/2021 respectively.</p>	<p><i>Year end statements should be secured for all bank and investment accounts in order to evidence year end balances.</i></p>	Implemented
3	<p>Income Testing - The price list states that all prices will be rounded to the next half hour but the receipts from Grapevine and Wine circle contradict this as we identified examples where they were charged to the nearest quarter of an hour.</p>	<p><i>Invoices should be priced according to the council approved price list.</i></p>	Implemented
5	<p>The payment on 21/09/2021 to x2 connect by card was £649.84 which is in excess of the card transaction limit of £500 in the Financial Regulations.</p>	<p><i>The Financial Regulations relating to use of payment cards must be complied with.</i></p>	Implemented
6	<p>The fidelity insurance of £150000 does not cover maximum projected cash and bank balances of £203424 which is calculated as carried forward balance of £181256 plus the next precept instalment (estimated as £22168).</p>	<p><i>The council must review the adequacy of the level of fidelity insurance by reference to maximum projected cash and bank balances each financial year as part of the risk assessment process.</i></p>	Implemented
7	<p>The staff costs disclosure in the AGAR</p>	<p><i>All relevant staff payroll costs must be included</i></p>	Implemented

**INTERNAL AUDIT REPORT
GOOSTREY PARISH COUNCIL 2022/23**

	does not include employer pension contributions of £106.54.	<i>in the staff costs disclosure in the AGAR. The AGAR should be amended before submission to the external auditor.</i>	
8	The payment on 21/04/2021 to first rescue training includes VAT in the cashbook of £46, however, the VAT stated on the invoice is £47.33.	<i>The output VAT element of purchase invoices must be recorded correctly in the cashbook.</i>	Implemented