

Great Chart with Singleton Parish Council

Founded in December 1894

A Meeting of the Finance Committee held on Wednesday, 24th March 2021 Starting at 5.30 pm AGENDA

1. Apologies for Absence

To receive and approve apologies for absence.

2. Declarations of Interest

To hear declarations of interest on items on this agenda, relating to:-

2.1. Disclosable Pecuniary Interest

Under Localism Act 2011 relating to items on this agenda. The nature as well as the existence of any such interest must be declared. None

2.2. Other Significant Interest

Under the Kent Code of Conduct for members relating to items on this agenda. The nature as well as the existence of any such interests must be declared. None

2.3. Other Interest

Not required to be disclosed under 2.1. or 2.2. e.g. stated for transparency reasons alone such as membership of other bodies who may be affected by decisions on agenda items or where Councillors themselves or their family or close associates may be affected by such decisions. None

3. Minutes of the Previous meeting

To approve minutes of the previous meeting held on Wednesday, 24th February 2021 as a true record.

4. Expenditure and Income 2020-21 and Year End Preparation

To review Expenditure and Income to date, and prepare for Year End

5. Merchants accounts


To agree on opening an account with VJ Technology and Screwfix

6. Internal audit and the current reporting system

To review the internal audit conducted by Cllrs McClintock and Wiffen including recommendations as well as current and the current reporting systems

7. Date and Venue of Next meeting

To agree on date and venue of the next meeting **12th May 2021 starting at 5.30 pm.**

Signed 

Aniko Szocs – Clerk/RFO to Great Chart with Singleton Parish Council

Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Meeting of the Finance Committee held remotely starting at 5.30pm on Wednesday 24 February 2021

Present: Cllrs Darvill (Chair), Tate, P Barker & Wiffen and Aniko Szocs (The Clerk)

Meeting started at 5.30 pm

1. Apologies

Cllr McClintock

2. Declarations of Interest

2.1. Disclosable Pecuniary Interest – None

2.2. Other Significant Interests – None

2.3. Other Interests – None

3. Minutes of the Previous Meeting

The Minutes of the meeting held on 20 January 2021 were duly approved as a true record.

Proposed: Cllr Wiffen	Seconded: Cllr P Barker	Vote for: 4
Vote against: 0	Vote abstain: 0	Motion: Carried

4. Expenditure and Income 2020-21

The committee reviewed the Nominal ledger report. The report detailed all the transactions in the financial year, under the relevant budget line. It was noted that some of the descriptions were not clear. The Clerk to ensure the description is relevant and clear, it was also suggested that abbreviation might be used.

5. Budget Codes

The committee reviewed the current budget codes and agreed they were all fine, except for Vehicle Maintenance, that should read Vehicle Running cost. The RFO commented that since using the RBS software it is easier to monitor the council finances and keep track of the budget.

6. Date and Venue of next meeting

The next scheduled meeting of the Finance Meeting will be held remotely on **Wednesday, 24th March 2021** starting at 5.30 pm

The meeting closed at 18.05 pm

Signed by:

Chairman

Date:

Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	<u>Income</u>											
1076	Precept	206,399	206,399	0	0	260,239	0	260,239	260,239	0	0	0
1077	Council Tax Support Grant	3,624	3,624	0	0	3,614	0	3,614	3,614	0	0	0
1080	Concurrent Grant	2,770	2,770	0	0	2,770	0	2,770	2,770	0	0	0
1090	Interest Received	-2,528	2,529	0	0	0	0	0	93	0	0	0
1100	Grants & Donation Received	1	0	0	0	0	0	0	13,006	0	0	0
1900	Other Income	1	0	0	0	0	0	0	6	0	0	0
	Total Income	210,267	215,322	0	0	266,623	0	266,623	279,727	0	0	0
	Movement to/(from) Gen Reserve	210,267	215,322			266,623		266,623	279,727	0		
110	<u>Administration</u>											
4000	Staff Salary	34,830	32,634	0	-8,545	75,000	0	66,455	53,095	105,000	0	0
4010	PAYE & NI	16,045	16,045	0	0	22,000	0	22,000	16,503	25,000	0	0
4030	Pension	7,216	7,306	0	0	10,000	0	10,000	8,001	12,000	0	0
4070	Travel Expense	225	225	0	0	600	0	600	16	600	0	0
4080	Training	4,147	4,632	0	0	4,000	0	4,000	650	3,000	0	3,400
4090	Chairman's Allowance	436	436	0	0	500	0	500	40	500	0	0
4100	Parish Allowance	600	600	0	0	660	0	660	0	660	0	0
4110	Bank Charges	150	143	0	0	300	0	300	211	250	0	0
4120	Audit Fees	975	975	0	0	1,400	0	1,400	1,080	1,400	0	0
4130	Professional Fees	4,344	4,344	0	0	2,500	0	2,500	796	2,500	0	0
4140	Subscriptions & Memberships	2,247	1,815	0	1,985	2,800	0	4,785	4,785	2,800	0	0
4150	Insurance	4,005	2,422	0	2,750	3,800	0	6,550	6,550	4,000	0	0
4160	Postage	35	35	0	0	200	0	200	27	200	0	0

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Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4170	Office Supplies & Admin	1,537	1,537	0	0	2,200	0	2,200	632	2,000	0	0
4180	Telephone & Broadband	706	706	0	0	1,000	0	1,000	695	1,000	0	0
4190	Office Rent	1	1	0	0	1	0	1	0	1	0	0
4200	Photocopier & Printer	953	1,139	0	0	1,000	0	1,000	162	1,000	0	0
4210	ICT Infrastructure	3,299	3,219	0	0	2,000	0	2,000	748	1,000	0	1,200
4220	Venue Hire	1,266	1,109	0	0	1,000	0	1,000	0	1,000	0	1,000
4230	Website	0	0	0	0	2,000	0	2,000	1,920	500	0	0
4240	Parish Grants	9,618	9,618	0	0	15,000	0	15,000	10,935	15,000	0	0
4250	Section 137 Expenditure	76	76	0	0	200	0	200	0	200	0	200
4260	Newsletter	3,018	2,495	0	0	3,500	0	3,500	2,582	3,500	0	0
	Overhead Expenditure	95,729	91,512	0	-3,810	151,661	0	147,851	109,427	183,111	0	5,800
	Movement to/(from) Gen Reserve	(95,729)	(91,512)			(151,661)		(147,851)	(109,427)	(183,111)		
140	<u>Caretaker</u>											
4000	Staff Salary	18,000	20,196	0	0	0	0	0	0	0	0	0
4400	Vehicle Running Cost	1,286	1,286	0	648	1,500	0	2,148	2,240	1,500	0	0
4410	Vehicle Fuel	796	853	0	0	1,000	0	1,000	583	1,000	0	0
4420	Equipment	18,000	3,782	14,239	0	15,000	0	29,239	18,872	5,000	0	5,000
	Overhead Expenditure	38,082	26,117	14,239	648	17,500	0	32,387	21,695	7,500	0	5,000
	Movement to/(from) Gen Reserve	(38,082)	(26,117)			(17,500)		(32,387)	(21,695)	(7,500)		
150	<u>Maintenance</u>											
4500	Repairs/Maintenance	3,672	3,764	0	3,162	4,200	0	7,362	7,542	4,200	0	0
4510	Yellow Land Maintenance	4,199	5,866	0	0	4,200	0	4,200	-2,193	1,000	0	0

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Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4520	Cuckoo Park 10Yr Maint	12,210	37,794	0	0	13,553	0	13,553	-14,300	15,043	0	0
4530	Cuckoo Park 20Yr Fund	6,572	0	0	0	6,966	0	6,966	0	7,384	0	0
4540	Yellow Land Play Equipment	5,000	0	0	0	5,000	0	5,000	0	3,000	0	0
4550	PCC Churchyard Maint Grant	4,000	4,000	0	0	4,000	0	4,000	4,000	4,000	0	0
4560	Defibrillator Kit Maintenance	0	0	0	0	0	0	0	0	2,000	0	0
4570	Sign Maintenance	4,223	730	0	0	1,000	0	1,000	0	1,000	0	0
4580	Ashford Green Gym	500	500	0	0	0	0	0	0	0	0	0
4590	Parish Highways Issues	0	0	0	0	20,000	0	20,000	0	0	0	20,000
	Overhead Expenditure	40,376	52,654	0	3,162	58,919	0	62,081	-4,951	37,627	0	20,000
6000	plus Transfer from EMR	0	4,712	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(40,376)	(47,942)			(58,919)		(62,081)	4,951	(37,627)		
160	Projects											
4600	CCTV	0	0	0	0	1,000	0	1,000	0	0	0	1,000
4605	SVH Extention Loan Repayment	7,000	6,233	0	0	7,000	0	7,000	3,061	7,000	0	0
4610	Play Park Refurbishment	10,000	0	10,000	0	0	0	10,000	0	0	0	0
4615	Parish Office	0	0	0	0	5,000	0	5,000	0	5,000	0	0
4625	Raised Flower Bed	250	0	250	0	200	0	450	0	200	0	450
4630	Mobile Speed Limit Sign	500	0	500	0	0	0	500	0	500	0	500
4635	Singleton Lake	322	322	0	0	0	0	0	0	500	0	0
4640	Chilmington Green	200	0	0	0	0	0	0	0	0	0	0
4645	Allotments	1,500	0	1,500	0	0	0	1,500	0	1,500	0	1,500
4650	Parish Projects	983	983	0	0	5,000	0	5,000	154	5,000	0	4,500
4990	Capital purchase	21,207	21,216	0	0	10,000	0	10,000	0	5,000	0	10,000

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Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	41,962	28,754	12,250	0	28,200	0	40,450	3,215	24,700	0	17,950
Movement to/(from) Gen Reserve	(41,962)	(28,754)			(28,200)		(40,450)	(3,215)	(24,700)		
170 PFA											
4700 PFA Project	4,847	8	4,848	0	0	0	4,848	63	0	0	0
4710 PFA Maintenance	5,153	7,346	0	0	0	0	0	1,290	3,000	0	0
Overhead Expenditure	10,000	7,354	4,848	0	0	0	4,848	1,353	3,000	0	0
Movement to/(from) Gen Reserve	(10,000)	(7,354)			0		(4,848)	(1,353)	(3,000)		
175 Singleton Environment Centre											
4750 Singleton Environment Centre	5,000	-1,670	6,670	0	10,000	0	16,670	16,620	10,000	0	0
Overhead Expenditure	5,000	-1,670	6,670	0	10,000	0	16,670	16,620	10,000	0	0
Movement to/(from) Gen Reserve	(5,000)	1,670			(10,000)		(16,670)	(16,620)	(10,000)		
180 Events											
4800 WW1 Maintenance	2,000	0	2,000	0	0	0	2,000	0	0	0	0
Overhead Expenditure	2,000	0	2,000	0	0	0	2,000	0	0	0	0
Movement to/(from) Gen Reserve	(2,000)	0			0		(2,000)	0	0		
999 VAT Data											
515 DNU VAT on Payments	-15,654	0	0	0	0	0	0	1,000	0	0	0
Overhead Expenditure	-15,654	0	0	0	0	0	0	1,000	0	0	0

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Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	15,654	0			0		0	(1,000)	0		
Total Budget Income	210,267	215,322	0	0	266,623	0	266,623	279,727	0	0	0
Expenditure	217,495	204,721	40,007	0	266,280	0	306,287	148,359	265,938	0	48,750
Net Income over Expenditure	-7,228	10,601	-40,007	0	343	0	-39,664	131,368	-265,938	0	-48,750
plus Transfer from EMR	0	4,712	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(7,228)	15,313			343		(39,664)	131,368	(265,938)		

Detailed Income & Expenditure by Budget Heading 15/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	260,239	260,239	0			100.0%	
1077 Council Tax Support Grant	3,614	3,614	0			100.0%	
1080 Concurrent Grant	2,770	2,770	0			100.0%	
1090 Interest Received	93	0	(93)			0.0%	
1100 Grants & Donation Received	13,006	0	(13,006)			0.0%	
1900 Other Income	6	0	(6)			0.0%	
Income :- Income	279,727	266,623	(13,104)			104.9%	0
Net Income	279,727	266,623	(13,104)				
<u>110</u> <u>Administration</u>							
4000 Staff Salary	53,095	66,455	13,360		13,360	79.9%	
4010 PAYE & NI	16,503	22,000	5,497		5,497	75.0%	
4030 Pension	8,001	10,000	1,999		1,999	80.0%	
4070 Travel Expense	16	600	584		584	2.6%	
4080 Training	650	4,000	3,350		3,350	16.2%	
4090 Chairman's Allowance	40	500	460		460	8.0%	
4100 Parish Allowance	0	660	660		660	0.0%	
4110 Bank Charges	211	300	89		89	70.4%	
4120 Audit Fees	1,080	1,400	320		320	77.1%	
4130 Professional Fees	796	2,500	1,704		1,704	31.8%	
4140 Subscriptions & Memberships	4,785	4,785	0		0	100.0%	
4150 Insurance	6,550	6,550	0		0	100.0%	
4160 Postage	27	200	173		173	13.3%	
4170 Office Supplies & Admin	632	2,200	1,568		1,568	28.7%	
4180 Telephone & Broadband	695	1,000	305		305	69.5%	
4190 Office Rent	0	1	1		1	0.0%	
4200 Photocopier & Printer	162	1,000	838		838	16.2%	
4210 ICT Infrastructure	748	2,000	1,252		1,252	37.4%	
4220 Venue Hire	0	1,000	1,000		1,000	0.0%	
4230 Website	1,920	2,000	81		81	96.0%	
4240 Parish Grants	10,935	15,000	4,065		4,065	72.9%	
4250 Section 137 Expenditure	0	200	200		200	0.0%	
4260 Newsletter	2,582	3,500	918		918	73.8%	
Administration :- Indirect Expenditure	109,427	147,851	38,424	0	38,424	74.0%	0
Net Expenditure	(109,427)	(147,851)	(38,424)				

Detailed Income & Expenditure by Budget Heading 15/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140</u> <u>Caretaker</u>							
4400 Vehicle Running Cost	2,240	2,148	(92)		(92)	104.3%	
4410 Vehicle Fuel	583	1,000	417		417	58.3%	
4420 Equipment	18,872	29,239	10,367		10,367	64.5%	
Caretaker :- Indirect Expenditure	21,695	32,387	10,692	0	10,692	67.0%	0
Net Expenditure	(21,695)	(32,387)	(10,692)				
<u>150</u> <u>Maintenance</u>							
4500 Repairs/Maintenance	7,542	7,362	(180)		(180)	102.4%	
4510 Yellow Land Maintenance	(2,193)	4,200	6,393		6,393	(52.2%)	
4520 Cuckoo Park 10Yr Maint	(14,300)	13,553	27,853		27,853	(105.5%)	
4530 Cuckoo Park 20Yr Fund	0	6,966	6,966		6,966	0.0%	
4540 Yellow Land Play Equipment	0	5,000	5,000		5,000	0.0%	
4550 PCC Churchyard Maint Grant	4,000	4,000	0		0	100.0%	
4570 Sign Maintenance	0	1,000	1,000		1,000	0.0%	
4590 Parish Highways Issues	0	20,000	20,000		20,000	0.0%	
Maintenance :- Indirect Expenditure	(4,951)	62,081	67,032	0	67,032	(8.0%)	0
Net Expenditure	4,951	(62,081)	(67,032)				
<u>160</u> <u>Projects</u>							
4600 CCTV	0	1,000	1,000		1,000	0.0%	
4605 SVH Extention Loan Repayment	3,061	7,000	3,939		3,939	43.7%	
4610 Play Park Refurbishment	0	10,000	10,000		10,000	0.0%	
4615 Parish Office	0	5,000	5,000		5,000	0.0%	
4625 Raised Flower Bed	0	450	450		450	0.0%	
4630 Mobile Speed Limit Sign	0	500	500		500	0.0%	
4645 Allotments	0	1,500	1,500		1,500	0.0%	
4650 Parish Projects	154	5,000	4,846		4,846	3.1%	
4990 Capital purchase	0	10,000	10,000		10,000	0.0%	
Projects :- Indirect Expenditure	3,215	40,450	37,235	0	37,235	7.9%	0
Net Expenditure	(3,215)	(40,450)	(37,235)				
<u>170</u> <u>PFA</u>							
4700 PFA Project	63	4,848	4,786		4,786	1.3%	
4710 PFA Maintenance	1,290	0	(1,290)		(1,290)	0.0%	
PFA :- Indirect Expenditure	1,353	4,848	3,495	0	3,495	27.9%	0
Net Expenditure	(1,353)	(4,848)	(3,495)				

Detailed Income & Expenditure by Budget Heading 15/03/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>175</u> Singleton Environment Centre							
4750 Singleton Environment Centre	16,620	16,670	50		50	99.7%	
Singleton Environment Centre :- Indirect Expenditure	<u>16,620</u>	<u>16,670</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>99.7%</u>	<u>0</u>
Net Expenditure	<u>(16,620)</u>	<u>(16,670)</u>	<u>(50)</u>				
<u>180</u> Events							
4800 WW1 Maintenance	0	2,000	2,000		2,000	0.0%	
Events :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>				
<u>999</u> VAT Data							
515 DNU VAT on Payments	1,000	0	(1,000)		(1,000)	0.0%	
VAT Data :- Indirect Expenditure	<u>1,000</u>	<u>0</u>	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>		<u>0</u>
Net Expenditure	<u>(1,000)</u>	<u>0</u>	<u>1,000</u>				
Grand Totals:- Income	279,727	266,623	(13,104)			104.9%	
Expenditure	148,359	306,287	157,928	0	157,928	48.4%	
Net Income over Expenditure	<u>131,368</u>	<u>(39,664)</u>	<u>(171,032)</u>				
Movement to/(from) Gen Reserve	<u>131,368</u>						

Internal PC Audit carried out over 2nd & 4th March 2021

Cllrs Wiffen & McClintock

The audit was carried out over 2nd & 4th March 2021 in one large audit as Covid-19 during 2020 & 2021 has prevented in person meetings of the Finance Committee when mini audits would normally have been done, so a large audit was carried out whilst still socially distancing. Initially 5 items per month were randomly selected, all issues are noted below and any recommendations listed at the end of this report.

Month & item	Payee	Invoice Number	Amount	Date on Statement	Comments	RFO Comments
April – 1	Black Forge	3802	£1230.00	24/4/2020		
2	Vauxhall/Walkden	8377904	£294.42	24/04/2020		
3	Walkden	Payslip	£1247.04	28/04/2020		
4	Kalkwik	1004129 & 1004482	£840.40	24/04/2020		
5	CPRE	Membership letter	£36.00	24/04/2020		
May – 1	ADM	3861	£54.00	5/05/2020	Paid before meeting?	
2	Drivers Domain	Parish 1	£276.00	05/05/2020	Paid before meeting?	
3	HMRC	Software printout	£1414.03	21/05/2020		
4	Myriad	12377	£2286.00	22/05/2020		
5	A Munt	Mileage Claim	£36.00	15/05/2020	Small Over payment £4.05	
June – 1	A Munt	Mileage Claim	£41.00	10/06/2020	Not listed on Payments for meeting – small under payment £0.40	
2	Kent Pension Fund	Software printout May	£692.28	12/06/2020	Previous months printout miss filed in this month – suggest refile	Re-filed
3	T & E Foods	CC payment	£34.99	19/05/2020		
4	Play Inspection Co	41324	£300.00	1/06/2020	Paid before meeting?	

5	Tree & Ground Maintenance	0773	£2280.00	1/06/2020	Paid before meeting?	
July – 1	AHS Ltd	Quote 28334	£535.00	3/07/2020	Paid before meeting? – listed on payments as PFA – Need Vat Invoice	Payment was made directly to Great Chart Playing fields sum based on the quotation from AHS ltd. This is now noted on the invoice
2	AO Business	Email receipt	£1742.95	17/07/2020	Need Vat Invoice	Invoice requested
3	M Cuerden	No invoice number	£480.00	17/07/2020	Invoices should have a number – issuer responsibility	
4	KALC membership	7553	£1818.00	17/07/2020		
5	Glebe	7001	£114.0017	7/2020		
August – 1	Foxit	12017311	£157.76	21/08/2020	Foxit invoices have an exchange rate bank charge attached £25 per invoice – these charges should be listed carefully to avoid confusion with our account charges	
2	Myriad	13363	£5334.99	21/08/2020		
3	M E Training	1728	£585.00	21/08/2020		
4	ACRK	Membership Form	£105.00	21/08/2020	Does this have a VAT element – if so we need a VAT invoice	This payment does not have a VAT element
5	Fuel Genie	4467847	£175.25	18/08/2020	Do we match the petrol receipts to the invoice I	The credit card receipt is usually

					or credit card bill – we should monthly	attached to the credit card statement.
September – 1	St Mary's Church	Document to cover Annual Payment	£4000.00	18/09/2020		
2	Great Chart Cricket Club	Copy of bill	£404.07	18/09/2020	Part of Grant	
3	A Szocs – September	Copy of payslip	£2254.72	28/09/2020		
4	KALC	1439216229	£60.00	18/09/2020		
5	Burden Bros Agri Ltd	Statement 316179 + 316625	£77.96	18/09/2020		
October – 1	Medash Signs	ZF61408/1	£78.00	07/10/2020	Entry should be in BOLD as paid before PC meeting and approved	
2	ICO	Copy email Z2935256	£35.00	17/11/2020	Authorised October (£40) meeting not taken until November (reduction made for DD)	
3	Robert Heath Salary	Copy Payslip	£519.11	28/10/2020		
4	SLCC Membership	Mem 232002	£336.00	16/10/2020		
5	Kent Pension Fund	Software Print	£958.37	16/10/2020		
November – 1	Kent Safety Signs	O/no 52388	£128.52	30/10/2020	Filed in October – should be November	
2	P Cowperthwaite	Copy Payslip	£854.86	27/10/2020		
3	PKF Littlejohn	SB20201824	£720.00	13/11/2020		
4	Singleton Giant	Grant Application	£725.00	19/11/2020	Not on Payment list – see note 7	

5	Timberplay	TIMQ 16130	£152.60	27/11/2020		
December -	Lister Wilder	Inv 717716 + 717067	£558.58	18/12/2020		
2	Great Chart Motors	36670	£336.00	18/12/2020		
3	ADM Computing	5956 + 6314	£324.72	18/12/2020		
4	HMRC	December Payment	£1414.38	18/12/2020	Are we paying HMRC early?	The payment is made early and covers the month ahead.
5	Great Chart Preschool	Grant Application 005	£7000.00	18/12/2020	Payment not listed – see note 7	
January – 1	Kent Pension Fund	Software printout	£909.40	15/01/2020	Are we paying this early?	The pension payments are always paid in arrears for example the March contribution is paid in April
2	ABC Aspire	5621879	£4179.60	15/01/2021	Listed as ABC – needs more for PC	
3	Leaflets Direct	464	£504.00	15/01/2021		
4	Sainsbury Fuel Station	Receipt	£50.15	15/01/2021	Should be listed P Walkden – see note 8	
5	P Cowperthwaite	Copy Payslip Jan	£798.56	28/01/2021		
Recommendations						
1	During the audit process we have found the Metro payment reference is noted on the invoice, but can we request the invoice number be added to the bank payment in order to cross reference each payment from both ends. This would make any audit much easier and prevent any mistakes within the audit process					
2	Any payments that incur an Exchange Rate bank charge (Foreign purchases) - these specific bank charges should be recorded in such a way they are not confused with the standard bank charges our accounts incur as a cost of running the account					

3	Petrol receipts should be matched and stapled to either the Fuel Genie invoice OR credit card statement in order to confirm petrol usage for the vehicle – it is possible to be charged for fuel that is not ours – this process will ensure this does not happen	
4	Fuel purchases for Equipment should not be confused with fuel for the vehicle – perhaps we need to split fuel on the budget for each purpose (maybe a new line)	
5	Each months transactions (both IN and OUT) should have supporting documentation in the relevant section of the Finance folder eg November 2020 £1000 sent to HMRC (VAT Correction) but no relevant paperwork & income from L M Mariot with no documents	
6	Invoices PAID before the meetings listed For Information are filed in the month they are paid – a note on the monthly list should say - Filed in Previous Month (this will save searching for invoices when auditing)	
7	Grant Payments when an Agenda Item should be listed on the monthly payments list at the bottom, with IF AGREED along side, then the payments list will include the grant payment for the folder	
8	A little more accuracy is needed in describing the items for payment of the PC meeting lists – there have been a few items wrongly described, an example is the payment to Sainsbury for fuel – should have been a repayment to P Walkden. We also have to ask why he is paying for fuel to be reimbursed, when his CC should be used in order for us to easily reclaim the VAT	

In Conclusion

This has been a comprehensive Internal Audit for the year 2020/2021, done all at once due to the Covid-19 situation during this period, and as such it looks there are huge issues with our keeping of Finance records, but this simply is not the case. Overall the standard of our financial record keeping is excellent – in auditing 50 different items right through the process, from authorisation to payment to filing, any errors are very minor and rare.

The 8 suggestions listed above are a) to make the audit process easier for the FC & Mike Ceurden b) to illuminate the possibility of any small errors occurring c) trying to make the process as easy as possible for the RFO. The comments column does contain a few questions, but again these are rare and minor within these 50 items we have only found a small over payment totalling £3.65.

We must congratulate our RFO for keeping on top of our Finances over this difficult year with very little input available from the FC. We can confirm that our PC Finances are in safe hands and the FC will continue to support the RFO in every way possible to maintain this high standard.