

LAUNTON PARISH COUNCIL

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Finance Report for Parish Council meeting on 2 May 2024

Agenda Item:

11. Finance

a. To receive the Finance Report

As at 16 April, the Accounts stood at:

Co-op Current Account	£41,240.95
Co-op Deposit Account	£42,700.15

Standing Orders		Date Cleared
Clerk's March salary (monthly)	£822.25	2/4/24
Launton Lines (monthly)	£170.00	4/4/24

Direct Debits		Date Cleared
O2 Mobile March contract	£7.00	21/3/24

Outstanding Payments	
O2 Mobile April contract	£7.61

Income		Date Cleared
Precept	£25,796.00	10/4/24

The VAT reclaim of £1,174.99 for the period 1 April 2023 to 29 February 2024 was made on 23 April.

- b. **Bank Statement** – to acknowledge scrutiny and acceptance of the previously circulated bank statement
- c. **Transfer to Deposit Account** – to consider a transfer of funds from the Current Account to the Deposit Account to take advantage of the interest rate
- d. **Castle Water Bills** – to consider the appropriate method of payment for the regular bills
- e. **Internal Financial Control** – to receive a report from the Councillor responsible for Internal Financial Control
- f. **Zoom** – to consider the subscription renewal
- g. **Banking** – to consider the bank mandate and confirm signatories
- h. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2024

- i. **Assets List** – to confirm the assets list for the year 2023/24 and set an appropriate minimum value of assets for the asset register
- j. **Internal Audit**
 - i. To receive and review the report from the Internal Auditor
 - ii. To consider the appointment of the Internal Auditor for 24/25
- k. **AGAR Signature Redaction** – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from ‘specific and identifiable threats’ of identity theft and GDPR concerns
- l. **External Audit** – to consider the 2023/24 AGAR for submission to the External Auditor
 - i. **Section 1: Annual Governance Statement** - to consider the questions and respond accordingly
 - ii. **Section 2: Accounting Statements** - to consider and agree the accounting statement figures
 - iii. **Electors’ Rights** – to note the dates for the Notice of Public Rights
 - iv. **Statement of Variance** – to consider the draft Statement of Variance
- m. **Insurance Renewal** – to consider and agree the renewal for 2024/25
- n. **Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Bates Wells for Completion of Lease of Parish Hall including SDLT submission and registration with the Land Registry (invoice no: 2240588)	Parish Hall Project	4/10/18 10. a. i.	£895.00	£150.00
Bank Transfer	Launton Over 60s Group for grant	Grants	4/4/24 10. i. i.	£165.00	£165.00
Bank Transfer	St Mary’s PCC for Parish Hall rent as per Agreement for Lease	Parish Hall Rent	Agreement for Lease	£300.00	£300.00
Bank Transfer	Castle Water – April (Invoice no: 10001994653)	Parish Hall Utilities		£23.02	£25.19
Bank Transfer	HMRC NICS Employer Contribution March to April	HMRC / NI	Statutory	£8.87	£8.87
Bank Transfer	Zurich Municipal for insurance renewal (Invoice no: 532364503)	Insurance		£1,072.72	£1,072.72
Bank Transfer	Internal Audit	Audit	11/5/23 12. f. ii.	£tbc	£tbc
Bank Transfer	Calber Facilities Management Ltd for April grass cutting (invoice number CLxx)	Urban grass cutting	6/10/22 14.	£tbc	£tbc

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
10/4/23	NALC for Emerging Trends in Local Government Finance Webinar	Training	4/4/24 11. a.	£32.69	£39.22
	Launton Village Store for cleaning products for Hall	Parish Hall Sundry materials	1/2/24 12. c. i.	£tbc	£tbc