July Payments

Description	Type	Payee	Amount
WFH allowance July	chq	S Sweet	£ 13.00
Clerk Gross Salary July incl. O/T June & July	chq	S Sweet	£592.67
Expenses – stamps	chq	S Sweet	£ 6.80
SLCC membership (Society of Local Council Clerks)	chq	SLCC	£ 99.50
Payroll services (Apr-Sept 2024)	chq	DM Payroll	£ 60.00
WFH allowance Aug	chq	S Sweet	£ 13.00
Clerk Aug Salary	chq	S Sweet	£273.00
Hall Hire	chq	Shropham VH	£TBC

Receipts received since April 2024

Description	Type	Payee	Amount
Precept ½ yearly	BACS	Breckland DC	£3000.00
Bank Interest	BACS	Barclays	£ 6.07
VAT Reclaimed	BACS	HMRC	£ 46.83

Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Current Account   Reconciliation as at: 05/06/2024

Balance per bank statement at 05/06/2024	3798.09
TOTAL NET BANK BALANCES at 05/06/2024	**3798.09**
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2024	1789.51
Total receipts	3000.00
Total payments	-991.42
Total transfers	-
Closing balance per cash book as at 05/06/2024 (must equal net bank balances above)	**3798.09**

Bank reconciliation (Snetterton Parish Council 2024-2025)

Snetterton Parish Council

Bank account: Savings Account   Reconciliation as at: 05/06/2024

Balance per bank statement at 05/06/2024	1629.23
TOTAL NET BANK BALANCES at 05/06/2024	**1629.23**
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2024	1623.16
Total receipts	6.07
Total payments	-
Total transfers	-
Closing balance per cash book as at 05/06/2024 (must equal net bank balances above)	**1629.23**

Election Earmarked Reserve

The council has budgeted the following for an election reserve:

2023-24 £125.00

2024-25 £200.00

In 2023-24 the council paid £75.00 to Breckland DC for the 2023 election costs.

It is recommended that the remaining £250.00 is transferred to an earmarked reserve in the accounts.

Accounts and Governance Action Log

Internal Audit Action Requirements

1. List all items for payment separately in the relevant minutes. As of May 2024 all payments are listed in the minutes. ACTION COMPLETE
2. Verify Clerk's salary payments for January and February 2023 to prevent duplication. It has been verified that the Jan & Feb 2023 salary payments were not paid twice. ACTION COMPLETE
3. Agree and approve the period for the exercise of public rights and advertise it on the website. Done Minutes June 2024, ACTION COMPLETE
4. Make end-of-year accounts, AGARs, and Internal Audit Reports available on the website. 2023-24 has been uploaded onto the website. Previous years are still to be uploaded. IN PROGRESS
5. Document the budget process in approved minutes. The proper process will be followed Nov 2024 – Jan 2025. PENDING
6. Include budget reports in the minutes. From June 2024, budgeting monitoring will be an agenda item. Budget reports included in agenda pack on website. ACTION COMPLETE
7. Perform and report bank reconciliations regularly. From July 2024, bank reconciliation is an agenda item. Bank reconciliations are included in the agenda pack on website. Bank reconciliations are completed each time a bank statement is received. ACTION COMPLETE.
8. Account for any accrued bank interest in the cash book. ACTION COMPLETE
9. Review and minute all policies and procedures annually for compliance. Policy review schedule now on website. Policies will be reviewed on a rolling 2/3 year review schedule or sooner if legislation requires. ACTION COMPLETE
10. Correctly complete the Certificate of Exemption – AGAR Form 2 before sending to external auditors. ACTION COMPLETE
11. Reconcile discrepancies in income and expenditure figures in the accounting statements. ACTION COMPLETE
12. Ensure Box 7 and Box 8 of the AGAR agree. ACTION COMPLETE

Financial Management and Preparation of Accounting Statements required every year

- Ensure budgeting is prepared and approved before setting a precept or rates and prior to the commencement of the financial year. Nov-Jan
- Monitor actual performance against the budget during the year and take corrective action as needed. In place, at each meeting
- Appoint a Responsible Finance Officer (RFO) for financial administration and maintain up-to-date accounting records. DONE
- Conduct regular bank reconciliations and review them. In place, review each meeting
- Review and maintain appropriate levels of general and earmarked reserves. Reserves Policy Sept 2024, review reserves as part of budget setting process Nov-Jan

2. Internal Control

- Maintain an adequate system of internal control to prevent and detect fraud and corruption. Dual signatures required for cheques, all invoices & pay slips are viewed and initialled by account signatories. Procedure in place
- Secure, maintain, and manage the authority's assets efficiently. Review asset maintenance and replacement Sept 2024 (ahead of budget setting process)
- Conduct an annual review of the effectiveness of the system of internal control. Sept 2024 Internal Control Statement

3. Risk Management

- Identify, assess, and record risks associated with decisions and actions. Sept 2024 Financial Risk Assessment review
- Implement measures to mitigate and manage identified risks, including internal controls and insurance cover. Review cover on insurance Aug-Sept 2024

4. Internal Audit

- Appoint an independent and competent person to conduct an effective internal audit. Sept 2024, appoint IA for 2024-25

5. Significant Events

- Consider any significant events during or after the financial year that may have financial impacts and reflect them in the accounting statements if necessary. Eg. Amenity Land if transfer proceeds (grass cutting, longer term plans for space). Budget setting Nov-Jan

6.Bank Mandate

- Once Clerk/RFO has access to the banking information, review and update the banking mandate to ensure all authorised signatories are current and accurately reflect any changes in council membership. Aug-Nov 2024

7. Additional Governance recommendation for 2024-25

- It will be recommended that Snetterton Parish Council consider adopting a .gov.uk domain for its website and email communications, during 2024-25. This change aligns with current best practice. Iit is likely this will become a Governance requirement of the AGAR within the next couple of years. Central government are currently offers grants to support the initial cost of this transition via Norfolk ALC. Nov 2024

BUDGET 2024-25

	NET Budget 24-25	April	May	June	July	Forecast August	September	October	November	December	January	February	March	NET Actual	Variance
Payments															
Council Administration															
Staff Costs - Clerk Salary incl. PAYE	£ 2,880.00	£ -	£ 434.88	£ 714.84	£ 592.67	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 4,065.03	-£ 1,185.03
Staff Costs - PAYE arrears	£ -	£ -	£ -	£ 85.43	£ -									£ 85.43	-£ 85.43
PAYE arrears interest	£ -	£ -	£ -	£ 9.13	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 9.13	-£ 9.13
Clerk expenses (WFH;milege)	£ 200.00	£ -	£ 52.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 182.00	£ 18.00
Office supplies (paper;ink;stamps)	£ 140.00	£ -	£ -	£ -	£ 6.80	£ -	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ -	£ 66.80	£ 73.20
Council website & email costs	£ 210.00	£ -	£ -	£ 93.33	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 93.33	£ 116.67
Council phone	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Training including books	£ 320.00	£ -	£ -	£ -										£ -	£ 320.00
Insurance	£ 460.00	£ -	£ 447.69	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 447.69	£ 12.31
Subscriptions (ICO;NALC;SLCC;CPRE)	£ 180.00	£ -	£ 56.85	£ -	£ 99.50	£ -	£ 95.00	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ 311.35	-£ 131.35
Payroll services (incl PAYE arrears)	£ 600.00	£ -	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 60.00	£ 120.00	£ 480.00
Audit	£ 200.00	£ -	£ -	£ 110.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 110.00	£ 90.00
Meeting room hire	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grants & donations															
Community grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
S137	£ 50.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 50.00	£ -	£ -	£ -	£ -	£ 50.00	£ -
Open spaces															
Asset - maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Asset - replacement	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grounds & Tree Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Asset - new	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other															
Contingency - unplanned spend	£ 500.00													£ -	£ 500.00
Reserve build -EMR elections	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00
TOTAL PAYMENTS	**£ 5,940.00**	**£ -**	**£ 991.42**	**£ 1,025.73**	**£ 771.97**	£ 303.33	£ 398.33	£ 303.33	£ 413.33	£ 363.33	£ 303.33	£ 303.33	£ 363.33	£ 5,540.76	£ 399.24
Receipts															
Other Income															
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
VAT reclaimed	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Other Income	£ -	£ -	£ -	£ 6.07	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 6.07	
Precept															
Precept	£ 6,000.00	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ 6,000.00	
TOTAL RECEIPTS	**£ 6,000.00**													£ 6,006.07	

KEY: Grey italics = forecast figures

Budget Recommendations July 2024

There will be an overspend on the Clerk Salary budget line in 2024-25 due to:

- March pay being paid in the April 24 – Mar 25 budget yr
- Clerk Recruitment of a qualified clerk on a higher pay scale
- Payment of holiday owed on leaving employment
- Overtime June and July

While it is not essential to vire funds between budget lines, I am recommending in this case the budget lines are amended as follows:

Recommendation 1

Council website - this is now in-house, transfer £110 to salary budget line

Training – reduce this line to £120.00 (approx. 2 training courses), transfer £200 to salary budget line

Payroll services – annual cost £120.00, transfer remaining £480 to salary budget line

TOTAL £770 transfer to Clerk Salary budget line

Recommendation 2

In addition, transfer the remaining £90, in the 'Audits' budget line to 'Meeting room hire'

BUDGET 2024-25

	NET Budget 24-25	April	May	June	July	*Forecast* *August*	*September*	*October*	*November*	*December*	*January*	*February*	*March*	NET Actual	Variance
Payments															
Council Administration															
Staff Costs - Clerk Salary incl. PAYE	£ 3,670.00	£ -	£ 434.88	£ 714.84	£ 592.67	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 290.33	£ 4,065.03	-£ 395.03
Staff Costs - PAYE arrears	£ -	£ -	£ -	£ 85.43	£ -									£ 85.43	-£ 85.43
PAYE arrears interest	£ -	£ -	£ -	£ 9.13	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 9.13	-£ 9.13
Clerk expenses (WFH;milege)	£ 200.00	£ -	£ 52.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 13.00	£ 182.00	£ 18.00
Office supplies (paper;ink;stamps)	£ 140.00	£ -	£ -	£ -	£ 6.80	£ -	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ -	£ 66.80	£ 73.20
Council website & email costs	£ 100.00	£ -	£ -	£ 93.33	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 93.33	£ 6.67
Council phone	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Training including books	£ 120.00	£ -	£ -	£ -										£ -	£ 120.00
Insurance	£ 460.00	£ -	£ 447.69	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 447.69	£ 12.31
Subscriptions (ICO;NALC;SLCC;CPRE)	£ 180.00	£ -	£ 56.85	£ -	£ 99.50	£ -	£ 95.00	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ 311.35	-£ 131.35
Payroll services (incl PAYE arrears)	£ 120.00	£ -	£ -	£ -	£ 60.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 60.00	£ 120.00	£ -
Audit	£ 110.00	£ -	£ -	£ 110.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 110.00	£ -
Meeting room hire	£ 90.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 90.00
Grants & donations															
Community grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
S137	£ 50.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 50.00	£ -	£ -	£ -	£ -	£ 50.00	£ -
Open spaces															
Asset - maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Asset - replacement	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Grounds & Tree Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Asset - new	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other															
Contingency - unplanned spend	£ 500.00													£ -	£ 500.00
Reserve build -EMR elections	£ 200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00
TOTAL PAYMENTS	**£ 5,940.00**	**£ -**	**£ 991.42**	**£ 1,025.73**	**£ 771.97**	£ 303.33	£ 398.33	£ 303.33	£ 413.33	£ 363.33	£ 303.33	£ 303.33	£ 363.33	£ 5,540.76	£ 399.24
Receipts															
Other Income															
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
VAT reclaimed	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Other Income	£ -	£ -	£ -	£ 6.07	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 6.07	
Precept															
Precept	£ 6,000.00	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ 6,000.00	
TOTAL RECEIPTS	**£ 6,000.00**													£ 6,006.07	

KEY: Grey italics = forecast figures