

| Hemswell Cliff Parish Council | |
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| Meeting | Annual Parish Council Meeting |
| Date | 17 May 2021 |
| Report by | Clerk |
| Report Title | Budget Monitoring as at Period 1 (April 2021) 2021/22 |

1. **Summary**

- 1.1 The Clerk provides monthly monitoring reports on the budget position of the Council in relation to the current account. The reserves account is reported quarterly.
- 1.2 This report sets out the budget monitoring position as at period 1 setting out the provisional spend for 2021/22. Attached to this report is the detailed payments and receipts showing spend to date and estimated spend by financial year end. The Parish Council uses rias software to record all financial information.

2. **Background**

- 2.1 The Council's Standing Orders and Financial Regulations specifies that the Clerk provides monthly budget monitoring by means of a report to the Parish Council on the Council's current account. The reserve account (deposit account) is subject to quarterly budget monitoring.
- 2.2 The Council has a responsibility to ensure that the business, finances and risks of the Council are properly governed. The Clerk as Responsible Financial Officer takes on that responsibility on a day to day basis.
- 2.3 As a small Parish Council, these reports are considered at the monthly meeting of the full Council rather than a separate finance committee.

3. **Budget Monitoring Report**

- 3.1 The attached report shows spend to date against each of the budget codes. The commitment for each budget code has yet to be included. This is then monitored against the budget allocated for the 2021/22 providing a percentage spend against the budget.
- 3.2 The bank statement, reconciliation and detailed information of invoices paid during the previous month is presented separately at the meeting and checked by two Councillors.
- 3.3 The Clerk will report verbally on the amount of money transferred to reserves following the underspend in 2020/21 due to Covid 19.
- 3.4 Set out in section A are payments for approval during April including payments with ratifying payments made through contractual arrangements.

4. **Budget 2021/22 and Closure of the 2020/21 accounts**

The accounts and AGAR are now with the Internal Auditor. The final position has been emailed to Councillors and both will be considered at the June meeting. Deadline for submission to the external auditor is the end of June 2021.

5. **Recommendations**

5.1 The Parish Council is recommended to:

- a) receive the monthly monitoring report covering the period April 2021 (Period 1);
- b) authorise the payments for approval set out in Section A; and
- c) identify any issues of concern.