

Hemswell Cliff Parish Council	
Meeting	Ordinary Parish Council Meeting
Date	7 June 2021
Report by	Clerk
Report Title	Budget Monitoring as at Period 2 (May 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 2 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 During this period, VAT reimbursement of £1,382.02 for the period May 2020 to March 2021 has been received. The Clerk has also transferred £3,000 into reserves. This allows payment for the fence repairs and enough cash flow to pay VAT during the year before it can be reimbursed. The total underspend for the previous year was £3,846.90.
- 3.4 The first quarterly reconciliation for the deposit account will take place in period 3. There is currently £10,456.83 in reserves.
- 3.5 Set out in section A are payments for approval during June 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 due to be signed at tonight's meeting. The Internal Auditor has reported no issues. The Parish Council will also need to agree the dates for the Excise of Public Rights. It is recommended that this is Monday 14 June to 26 July 2021.

5. **Recommendations**

5.1 The Parish Council is recommended to:

- a) receive the monthly monitoring report covering the period May 2021 (Period 2);
- b) authorise the payments for approval set out in Section A;
- c) agree the AGAR and dates for the Excise of Public Rights;
- d) ensure that the Clerk submits the AGAR to the External Auditor by 30 June 2021; and
- e) identify any issues of concern.