**Oakthorpe Donisthorpe and Acresford Parish Council**

**Council Meeting June 2023**

**Finance Report – Parish Manager**

**1. Internal Audit 2024 - Recommendations**

The annual report of the Internal Auditor was accepted by the Council at its meeting on 12th June 2024.

A summary of the recommendations and action taken is as follows: -

1. To ensure that the Bank Reconciliation reflects the total monetary position of the council I suggest that a JBB Holding fund figure be included on the parish Scribe system.To account for the funds held by JBB, the Burials Clerk agreed to produce a quarterly report showing the proportion held for each contributing council.
2. Make Minutes and Confidential Session content clearer Explain acronyms used. Give a brief description of topic discussed and outcome.
3. Ensure Councillors do not purchase items on behalf of the Council. All Council purchases should be made by the Clerk.
4. Review Clerks Contract of Employment Check it is in line with NALC/SLCC contract.
5. Ensure that the Council has the legal power to spend money. Record a full list of money received and payments made with the power against which it was made within the minutes

**2. Payments**

In order to comply with paragraphs 5.6 and 6.7 of the Council’s Financial Regulations the following due payments that arise on a regular basis will be authorised for the year:

**Statutory/Obligation**

Salaries, PAYE, NI and NEST Pension Fund

VAT

Auditor Fees - Moore

ICO - £35 (DD)

Unity Bank Fees (DD quarterly)

**Continuing Contracts**

Playground inspection

Grounds maintenance contract - annually

BHIB Insurance

**Licences**

Scribe – Accounting Software

Domain names

Microsoft Office

HP Ink

**Utilities Direct Debits**

Barclay card

**Rents -annual**

CISWO

LCC (playground rent)

NWLDC – Waste –council owned parish bins

**Rents – monthly**

Office cost

Any payments made will still be reported to the next appropriate meeting of the Council along with remaining invoices requiring approval for payment.