

CORRINGHAM PARISH COUNCIL & BURIAL AUTHORITY

RFO Report 31/05/2022

ITEM	DESCRIPTION	COMMENT	ACTION
1.	Monies in bank as of 31st May 2022	Current Account = £15,515.87 BMM (Reserve) Account = £5,500.57 Total = 21,016.44 Accounts checked and reconciled to end May 2022	
2.	Bank activity	Bank charges May 2022 = £9 Interest on reserve account May 2022 = 0.23p Cheque payment presented for marquee for £652 on 13 th May – returned same day. Difficulties with payment to account.	
3.	Paid invoices PC general	Heathers Property Service £790 - 4 th May 2022 LALC training scheme £72 - 12 th May* LALC training scheme additional payment £42 - 19 th May* LALC training lunch £12 – 19 th May School cabin hire for 9 th May £10 – 21 st May Insurance £348.61 – 29th May	
4.	Paid invoices Jubilee	Elwess Burgers £200 - 12 th May 2022 Twoprint Ltd £54 - 12 th May 2022 LC Printing £30 – 23 rd May Beckett arms (prizes & cupcakes) £133 – 23 rd May	
5.	Other payments	NHP grant repayment £962.25 – May 21st	
6.	Outstanding invoices PC general	Heather Property services – Grass cutting £580 Linda Summers – Internal Audit £50	Authorise payments
7.	Outstanding invoices Jubilee	None	
8.	Expenses	Cllr Semley – Jubilee expenses £1,357.60 Cllr Semley – Stationary £128.75 Cllr Stanser – Jubilee expenses Both Cllrs are happy to take payment or part payment in cash & unused vouchers from Jubilee receipts to avoid bank charges for banking cash.	
9.	Payments received - general	Cliff Brandley £85 – 10 th May	
10.	Jubilee sponsorship received	Peacock & Binnington £1,000 – 13 th May AA Hot tubs £50 – 20 th May Ubique Bikes £100 – 20 th May C Toyne & Son Ltd £200 – 21 st May Ark construction £200 – 31 st May	
11.	Payments outstanding	None	
12.	Internet banking	Cllr Semley is now primary user for internet banking so has been able to add Cllr Stanser to the account. Cllr Semley is currently only person	

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		with access to internet banking. Cllr Stanser should now have link to add himself to the account. Cllr Semley notes she is not happy with the current arrangement. Once Cllr Stanser is added to the account she would like to set the account up so that one person sets up payment and another authorises it online.	
13.	AGAR	Sections 1 & 2 of AGAR needs to be signed by Clerk, RFO & Chairman June PC meeting Need posting on Website – Cllr Semley to contact LCC website maintenance for help with this (site maintenance is currently down but they will post for us)	
14.	Audited/Unaudited accounts	Unaudited accounts need to be published on website by 1 st July Audited accounts by 30th September	
15.	Internal Audit	Linda Summers has definitely decided that she wishes to retire from doing the internal audit. LALC have recently created an internal audit scheme and are offering their services to Councils. Cost is dependent on income. Cllr Semley will investigate further.	
16.	VAT	No VAT refund has been claimed for 20/21 or 21/22. VAT will also need to be claimed for 22/23 period. Approached LALC to see if they offer this as a service but they could not help. They do have training session on VAT but none available at present.	
17.	Asset register	Needs to be updated to include equipment bought for Jubilee celebrations	

*Original fee of £114 for LALC training scheme fee had not been paid. £72 charge was for single training session. LALC agreed to take the £72 as retrospective part payment for the training scheme with additional £42 invoiced separately.

Diane Semley