

Burton Agnes Parish Council
7 July 2014

Treasurer's Report

1. Annual Audit Return 2013/14

Errors in the audit return for 2012/13 and poor record and book keeping in 2013/14 made the audit accounting process a rather protracted exercise. However, Winn & Co (Bridlington) cleared the accounts on 17 June and these have now been forwarded on time to PKF Littlejohn, the Audit Commission's appointed auditors, for final approval.

The cost of the exercise is expected to be £220 inc vat (£144 Winn and Co and £76 PFK Littlejohn)

As can be seen in the financial statement, the Parish had a cash balance of £3,153 as at 1 April 2014 - £12 51.80 in the reserve account and £1901.40 opening balance in the current. The latter balance is addressed later in this report.

The current account balance takes account of a £343 carry over (£275 PAYE and £68 clerk's salary). PAYE issues are addressed later in this report.

2. Grants

An end of year submission (2013/14) was sent to Karen Wood (East Riding of Yorkshire Council) last month. This identified 2 items: computer/printer £677 and the Twilight bus donation. She has agreed the twilight bus for this year but, quite rightly, has stated that any future support for the Twilight bus must be raised from the Precept.

Taking account of the £877 claimed in 2013/14 the Parish still has some £761.80 of LCWF funding. This sum resides within the £1901 opening balance figure reported earlier. This residue needs to be discussed as part of the future grants debate (separate agenda item).

3. VAT

For some reason no claim was made for VAT in 2012/13. I forwarded claims for VAT covering 2012/13 (£219.11) and 2013/14 (£307.32) on 13 June 2014. We await the outcome.

4. PAYE

This has not been correctly reported or paid in 2013/14. The requirement to report PAYE in real time has been ignored. Instead it appears that the amount due for 2013/14 (£275) was forwarded at the end of the year to HMR&C using a paying in slip dated 2011/12. As a result, HMR&C sent a letter indicating an overpayment of £275 for that year.

In the intervening period I have set up the appropriate mechanism for reporting PAYE and have retrospectively reported 2013/14 and spoken to HMR&C. Hopefully this will not incur a fine. HMR&C have now, using, I believe their own estimate of tax due for 2013/14 and offsetting it against the 'overpayment' returned £51. I have yet to get fully to the bottom of this, but it is my belief they will soon be requesting the return of their £51.

5. Nat West Bank

Nat West have not, unfortunately, covered themselves in glory. After a ridiculous rigmarole over a very simple transaction resulting in my threatening to complain to the Ombudsman we finally obtained signature clearance for the bank account on 26 June. As yet, however, I am still awaiting a copy of the bank statement covering the first quarter of FY 2014/15 which was promised over a week ago. Until this arrives I am not in a position fully to verify the current cash in bank position.

An application for online banking on single signature authorisation (either Treasurer or Clerk) is in hand. This will make both transactions and account management much simpler.

6. Expenditure Profile

As can be seen from the financial statement, village maintenance expenditure fell dramatically in 2013/14 (£748.20) as a result of our not having funded the churchyard and memorial maintenance.

The reason for this is not clear. As far as I have been able to establish, the maintenance is being done – but by whom and with whose payment is unclear. If there is any retrospective claim for churchyard maintenance we have the money to pay it, but finances will be tight. This needs clarifying before the next Precept setting exercise.

To a major degree, the 'underspend' on maintenance has been offset by an increase in administrative costs (£620) due to the appointment of a paid Parish Clerk.

7. Current Cash Situation

Until I receive the first quarter statement from Nat West these figures are provisional:

In

Carry Over	£1901	(includes £752 grant funding)
Precept	£3600	
PAYE	<u>£ 51</u>	
	£5552	

Out

Curry's	£ 44	
Winn & Co	£144	
ERY C (rent)	£416	Play Park
Stationery	£ 6	
Clerk salary	<u>£294</u>	
	£904	

Current account balance £4648

As a rough guide, assuming similar outgoings as 2013/14 and VAT re-imburement of £526, the end of year cash balance should be circa £2174. This excludes any expenditure against the residual £761.80 grant funding and any expenditure on churchyard maintenance in either 2013/14 or 2014/15.

G Burt
Treasurer

1 July 2014