

# MAIDS MORETON PARISH COUNCIL

Clerk to the Council – Jacky Dale-Evans  
Serendipity, Main Street, Maids Moreton, Bucks, MK18 1QS  
Tel: 01280 814483 Email: [maidsmoretonclerk@gmail.com](mailto:maidsmoretonclerk@gmail.com)  
www.maidsmoreton.co.uk

## Annual Report of the Responsible Financial Officer (RFO) 2020/21, Dated 14<sup>th</sup> April 2021

### Introduction

The financial year for Maids Moreton Parish Council runs from April 1<sup>st</sup> to March 31<sup>st</sup>. The budget is prepared in October and presented for approval by full council in November or December. Once the budget is agreed the precept can then be agreed and a request is sent to Buckinghamshire Council in mid-January for the following April.

Our Internal Audit is carried out in May, with our External Audit completed by September.

The council follows the requirements for adequate financial governance as defined in the Joint Panel on Accountability and Governance (JPAG) Practitioners Guide – March 2021.

### Overview 2020/21

This year has been challenging for all due to the introduction of various strict regulations introduced as a result of Coronavirus. We are overall £10,324.55 underspent for the financial year 2020/21.

The main factors for this are:

Summary	Income	Expenditure	Budget Income	Budget Expenditure	Difference	% Difference	Comments
<b>Total Receipts</b>	£37,309		£36,283		£1,025	2.83%	X 2 years of scout hut rent collected.
<b>Total Payments Admin</b>	£0.00	£10,531	£0.00	£16,141	£-5,610	-34.97%	CV19 no handyman work, no elections
<b>Total Payments Public Lighting</b>	£0.00	£3,262	£0.00	£3,864	£-602	-15.59%	Less billed by supplier
<b>Total Payments Parks &amp; Open Spaces</b>	£0.00	£6,360	£0.00	£6,900	£-540	-7.83%	More or less on Budget
<b>Total Payments Buildings</b>	£0.00	£4,587	£0.00	£2,499	£2,087	83.49%	New floor cricket pavilion.
<b>Total Payments Village Events</b>	£0.00	£0.00	£0.00	£1,030	£-1,030	-100.00%	No events CV19
<b>Total Exceptional Spend</b>	£300	£7,645.08	£0.00	£13,000.00	£-5,654	-43.50%	*See explanation below
<b>Totals</b>	<b>£37,609</b>	<b>£32,386</b>	<b>£36,283</b>	<b>£43,437</b>	<b>£-10,324</b>		<b>Underspend £10,324</b>

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\*Exceptional Spend is made up of:

Exceptional Spend	Income	Expenditure	Budget Income	Budget Expenditure	Difference	% Difference	
<b>S137</b>	£0.00	£483		£0.00	£483		Part payment of fence with VAHT on Church Street/Church Close. VAHT were planning on replacing the wooden fence with a wire fence. MMPC, by agreeing to pay the additional cost, ensured a wooden fence was erected.
<b>Neighbourhood Plan</b>	£0.00	£3,200		£5,000	−£1,800	−36.00%	£3,200 spend on a traffic survey to feed into the Neighbourhood Plan. No other expenditure was made due to CV19.
<b>Planning</b>	£0.00	£0.00		£2,500	−£2,500	−100.00%	This will be carried forward into 2020/21 in the event of additional planning consultants being needed.
<b>Building/Capital Spend</b>	£0.00	£3,161		£4,500	−£1,338	−29.74%	Capital Expenditure carried out: Car park repairs at playing field X 2 paths at playing field X 2 picnic benches at playing field
<b>Village Grants</b>	£300.00	£800		£1,000	−£500	−50.00%	Grants were awarded to: St Edmunds Church for lights on the church at Christmas Maids Moreton Conservation Group for laying of gravel to village paths and to support their newsletter.
<b>Total Exceptional Spend</b>	<b>£300.00</b>	<b>£7,645</b>	<b>£0.00</b>	<b>£13,000</b>	<b>−£5,654</b>	<b>−43.50%</b>	

Definition - S137 - Under the Local Government Act 197 S137, “A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.” The allowance per resident in 2020/21 was £8.32 which equates in Maids Moreton to an allowed spend of up to £11,168.

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**VAT** – Maids Moreton Parish Council is a “Section 33 Body” under the VAT Act 1994 and is therefore able to reclaim VAT even though it is not VAT registered. VAT is calculated for each financial year as it relates to suppliers invoicing the parish council directly and which are VAT registered. All figures in budgets are calculated exclusive of VAT.

This financial year we reclaimed VAT for the previous 3 years. This came to a VAT reclaim of £7,301.78.

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### Bank Balances

Current Account Opening Bank Balance 01/04/2020	£11,899.08	Current Account Closing Balance 31/3/2021	£22,099.86
Ringfenced monies 01/04/2020	£15,507.66	Ringfenced monies 31/3/2021	£17,511.49
<b>Total in Bank 01/04/2020</b>	<b>£27,406.74</b>	<b>Total in Bank 31/3/2021</b>	<b>£39,611.35</b>

Ringfenced monies are held for the following purposes:

<b>Reserves/Earmarked Funds</b>	Playground/Playing Field	£8,010.63
	Elections	£5,000.00
	Interest	£4.86
	Neighbourhood Plan Grant 2020/21	£4,496.00
<b>Total Reserves 25/03/2021</b>		<b>£17,511.49</b>

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### General Reserves Policy

It is advised, for a small parish, to keep anywhere from 50% to 100% of the value of the precept as an opening balance each year. This is to ensure continuity of service should there be any unfortunate issues either at Buckinghamshire Council or in Maids Moreton Parish.

**Monies held, excluding allocated reserves, as at 31/3/2020      £11,899.08      37% of the value of the precept request for 2020/21**

**Monies held, excluding allocated reserves, as at 31/3/2021      £22,099.86      70% of the value of the precept request for 2021/22**

This increase from 37% of the value of the precept to 70% of the value of the precept is due to the underspend we have this year, which is due to Coronavirus. It is good practice to hold at least 50% of the precept as general reserves, therefore some of this money will be allocated as general reserves. Where possible, monies allocated in the 2020/21 budget will be carried forward for their original budgeted purpose into the 2021/22 budget spend.

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### Total Fixed Assets

The current Fixed Asset Register for 2020/21 has a value of £92,635.40. This is up from £91,078.82 last year as we have purchased an HP Printer and x2 picnic tables sited at the playing fields.

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### Internal Controls

This year we have made significant improvements to our internal control's procedures.

- All invoices are now approved as part of each meeting.
- These invoices must be signed off on a detailed schedule of payments by 2 councillors as part of the agreement process at a meeting.
- Invoices are cross checked with the schedule of payments before being signed and authorised by bank signatories and released for payment.

In this way we have rigorous checks that all invoices being paid are correct and authorised for payment by councillors prior to payment.

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## **Audit 2019/20**

### **April/May 2020**

- The RFO prepared the end of year accounts, bank reconciliation and fixed asset register.

### **12<sup>th</sup> May 2020**

- The RFO signed the Accounting Statements.

### **14<sup>th</sup> May 2020**

- Internal Audit took place and report was received.

### **3<sup>rd</sup> June 2020**

- The RFO/Clerk reported that the council's internal auditor, John Marshall carried out his end of year audit remotely via email and phone on 14th May. The report will be posted on the website as required by the transparency code. All councillors acknowledged receipt of this report and noted the contents.
- The RFO/Clerk took the councillors through Section 1 - Annual Governance Statements for 2019/20 and all unanimously approved the resolution 'that the accounting statements that form part 2 of the Annual Return for the year ended 31 March 2020 be approved'.
- Members to agree the Bank reconciliation for 31 March 2019.
- Bank reconciliation was unanimously approved.
- Members unanimously approved to agree the explanation of variances.
- Members unanimously approved Section 2 -Annual Accounting Statements 2019/20
- Members ensured that the Accounting Statements were signed and dated by the Chairman.
- The dates of the period for the Exercise of Public Rights were unanimously agreed for 15/6/2020 – 24/7/2020.

### **13<sup>th</sup> June 2020**

- Internal Audit report published on website and placed on public notice boards in the village.
- Bank Reconciliation published on website.
- Section 1 Annual Governance Statement published on website.
- Section 2 Annual Governance Statement published on website.
- Explanation of Variances published on website.
- Notice of Public Rights and Publication of Annual Governance & Accountability Return published on website and placed on public noticeboards in the village. Dates of inspection 15/6/2020 – 24/7/2020

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### 17<sup>th</sup> June 2020

- Data for External Audit logged with PKF Littlejohn, the External Auditor

### 1<sup>st</sup> September 2020

- Notice of conclusion of Audit received from PKF Littlejohn.

### 24<sup>th</sup> September

- Notice of conclusion of Audit published on website and placed on public notice boards in the village.
- External Audit Report and Certificate published on website and placed on public notice boards in the village.
- Audited Section 1&2 of the AGAR published on website and placed on public notice boards in the village.

The Internal Auditor will inspect the accounts for 2020/21 on May 6<sup>th</sup> 2021.

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### Planned Expenditure 2021/22

At our meeting in November the budget for 2021/22, although showing a year end deficit, was agreed. It was also agreed that keeping the precept unchanged was a priority following CV19 and related financial implications for local residents. It was agreed that funds carried over from this year's underspend could be allocated to this budget deficit for 2021/22, as well as being carried forward for any planned works that were not completed.

Due to accounting techniques used by local authorities, keeping the amount requested from residents the same as for our 2020/21 precept meant we actually requested a reduced precept from Buckinghamshire Council.

- In 2020/21 the agreed requested precept was £31,962.00.
- In 2021/22 the agreed requested precept is £31,666.75.

(Definition of Precept - an order issued by one local authority to another specifying the rate of tax to be charged on its behalf.)

The budget in detail can be found on our website [www.maids-moreton.co.uk/budgets](http://www.maids-moreton.co.uk/budgets).

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Compiled and written by Jacky Dale-Evans, RFO for Maids Moreton Parish Council April 2021