**Oakthorpe Donisthorpe and Acresford Parish Council**

**Council Meeting June 2023**

**Finance Report – Parish Manager**

**1. Internal Audit 2021 - Recommendations**

The annual report of the Internal Auditor was accepted by the Council at its meeting on 17 May 2023. There was one recommendation made in the report where the Council is required to take appropriate action to help enhance and strengthen the internal controls that exist.

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

• Annual returns:

Calculation of band “D” property to be carried out after the 1st April each year thus ensuring the closing and opening balances would be the same.

***Cllr N Antill-Holmes to follow up with BBC***

**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**

ME Sports – meeting room rental

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.