

RESPONSIBLE FINANCIAL OFFICER'S (RFO's) ANNUAL REPORT FOR THE YEAR 2019/20

Attached is a summarised statement of the payments and receipts for the 2019/20 financial year, together with the two previous years for comparison.

Summary

The council's former RFO resigned during May 2019, and was thanked for her pro bono service. The clerk took over the RFO position and it was agreed at the same time that the council should adopt the Scribe accounting software for local authorities.

2019/20 was a challenging year to take over as RFO. Having completed and paid for during the year the pavilion driveway project - the council's largest since the pavilion itself - brought annual expenditure to more than £25,000. In turn this elevated the council into the next highest tier of the Annual Governance and Accountability Return (AGAR) process, the mechanism which guarantees rigorous independent oversight of the council's accounts and accounting processes.

The accounts were prepared and subsequently passed by the internal auditor, working to the original pre-Covid-19 deadlines. The internal audit report was reviewed by the council at its June meeting, where the annual governance statement and the accounting statements were approved, such approvals being minuted as required. The documentation will now go the external auditor, and the dates for public inspection of the unaudited accounts will be published.

Receipts

Receipts for the year came primarily from the SODC precept, a substantial VAT refund, Moulsoford News advertising and various external contributions to ongoing projects.

The precept for 2019/20 was £14,000, reflecting a modest increase by the previous council, agreed at its November 2019 meeting. A VAT refund of £5,473.36 was received, that being the VAT paid on the pavilion driveway works. Other significant receipts during the year included £787.25 from Moulsoford News advertising, a contribution of £535.00 from Moulsoford Events Committee towards playground refurbishment, and £383.04 from Oxfordshire County Council towards roadside verge cutting.

Payments

Payments during the year were £26,292.73 to Drayton Construction for pavilion driveway works, installation of security bollards and associated electrical works. This cost was met from accumulated funds, and offset by the VAT refund described above. Other significant payments included £3,908.82 in pavilion mortgage, £2,591.89 in clerk's salary and PAYE, £1,605.25 in grounds maintenance.

Balance of accounts carried forward from 31st March 2019	£31,028
Balance of accounts as at 31st March 2020	£10,047

Full accounts will be available for inspection from the 20th July to 1st August, 2020.

Geoff Twibell
Clerk and RFO, Moulsoford Parish Council.

MOULSFORD PARISH COUNCIL

Statement of Income and Expenditure in connection with the affairs authorised by MPC for the financial year ending 31st March 2020 and the two previous years by comparison.

Moulsford PC Regular Income/Expenditure

Receipts	2017/18 £	2018/19 £	2019/20 £
Precept from S.O.D.C.	13,250.00	13,750.00	14,000.00
Interest on deposit accounts	8.21	10.05	2.27
Allotment rents	150.00	155.00	0.00
Moulsford News ad receipts	669.50	859.00	787.25
V.A.T. refund	502.31	517.76	5,473.36
Pavilion Lease	1.00	1.00	1.00
Refund of overpayment	150.00	0.00	0.00
Donations/Grants	2,333.04	1883.04	3,150.00
Roadside Verge Cutting Subsidy (OCC)	383.04	383.04	383.04
	17,447.10	17,558.89	23,796.92

Expenditure (excl VAT)	2017/18 £	2018/19 £	2019/20 £
PWLB Mortgage Repayment	3,908.82	3,908.82	3,908.82
Insurance premium	1,094.05	1,369.11	1353.28
Clerks Salary/PAYE/Payroll Services	1,660.50	1,723.84	2591.89
Audit fee/Contested Election Fee	445.00	100.00	1484.46
Printing/Stationery	0.00	79.86	23.85
Driveway Refurbishment/Lighting	0.00	850.00	26,292.73
Petty Cash	143.70	213.64	195.80
Subscriptions & Licences	160.89	225.55	578.41
Lease of Allotments & Maintenance	101.75	76.11	60.00
Local Charity Donations	150.00	100.00	100.00
Churchyard Maintenance	200.00	200.00	200.00
Memberships	0.00	0.00	257.02
Recreation Ground Maintenance	2019.88	1,734.91	1,605.25
Grass Verge Cutting	383.04	450.00	450.00
Playground Maintenance	65.00	65.00	65.00
Small projects	2,180.80	2,842.09	00.00
Total	12,513.43	11,096.84	39,166.51