

Clerk's Report to Shottisham Parish Council Meeting of May 2020

Clerk's actions

1. The clerk emailed the essential information required for the completion of the Internal Audit to the Internal Auditor Trevor Brown, who undertook the work remotely/electronically. All relevant published data held on the Council's website was accessed by the Internal Auditor.
2. The end of year accounts have been finalised by the clerk and verified by the internal auditor Trevor Brown. These are now ready for signature.
3. Trevor Brown completed and approved the Internal Audit on 30th April 2020. Any areas that could not be covered as a result of these remote-working arrangements have been recorded in the reports in order that they can be accessed at a later date.
4. The Annual Governance and Accountability Return for 2019/20 has been completed by the clerk and is now ready for signature before being sent off.

Financial Report:

1. At close of business on 02/05/2020 the current account stood at £6,771.13
2. The clerk's wages for this month were £275 which includes £55 which will be paid to HMRC for the 20% income tax accrued.
3. A cheque for £140.47 will need to be raised for the SALC subscription for 2020/21
4. A cheque for £80 will need to be raised for Trevor Brown to pay for the internal audit
5. A cheque for £184.80 will need to be raised for CGM Group to pay for the grass cutting