

## Clerk's Report to Shottisham Parish Council Meeting of July 2022

### Clerk's actions

1. The clerk uploaded all the documents required for publication on a publicly available website as required by the Annual Governance and Accountability Return 2021/22 including:
  - Certificate of Exemption
  - Annual Internal Audit Report 2021/22
  - Accounting Statements 2021/22
  - Analysis of Variances
  - Bank reconciliation
  - Notice of the period for the exercise of Public Rights
2. The clerk sent a copy to the Exemption Certificate to PFK Littlejohn LLP by email and has received notification from them confirming that they have received and logged the notification of exempt status for the year ended 31 March 2022.

### Financial Report:

1. At close of business on 02/07/2022 the current account stood at £7,591.32.
2. A cheque for £2,173.12 was paid out to Playdale Playgrounds Ltd on the 18/05/22 for the remainder of the balance for the new playground tractor.
3. A cheque for £93.86 was paid out to Huck Nets on the 18/05/22 for replacement football nets.
4. A cheque for £546 was paid out to the Sorrel Horse on the 01/06/22 for the BBQ food ordered for the Jubilee Event.
5. A cheque for £518.52 was paid out to Dawn Kay on the 15/06/22 for the Jubilee Event expenses.
6. A cheque for £534.10 was paid out to Ray Kay on the 15/06/22 for the Jubilee Event expenses.
7. The clerk's wages for this month were £300 which includes £60 which will be paid to HMRC for the 20% income tax accrued.
8. An invoice for £30 has been received from Shottisham WI for the rent of the Trust Hall.
9. An invoice for £28.60 has been received from Patricia Southgate for replacement caps for the play equipment.
10. An invoice for £120 has been received from the CGM group for grass cutting in May and June.
11. An invoice for £19.60 has been received from Ray Kay as final payment for the Jubilee Event expenses.