

RFO Reports 9 - 14**9. RFO Reports –** (for information – bank balances, internal controls, internal audit and Cattle Market Makers financial update)a) Bank balances - as at 30 April 2022 are as follows:

HSBC	86,919.04
Lloyds Debit card	425.40
Cornwall Council deposit	646,488.01
TOTAL	<u>£733,832.45</u>

b) Internal Controls

Councillor Goldsworthy completed bank reconciliation verification checks on 23 and 27 May 2022 on all accounts up to 31 January 2022 and all was found to be in order.

c) Internal Audit

The 2021/22 accounts are now being finalised and the internal auditor is due to carry out his inspection on 14 June.

d) Cattle Market Makers project financial update**Attachment 9d**

The quarterly claims to CLLD for ERDF and ESF funding from 1 January to 31 March 2022 have been submitted, and we are awaiting payment. The ERDF expenditure for the quarter totalled £14,845.90 with grant due of £10,681.85 and the ESF expenditure for the quarter totalled £5,972.92 with grant due of £4,778.34. The balance of each is covered by the Cornwall Council match funding. A summary of the ERDF and ESF funding is attached.

10. Schedule of Payments – To receive and approve the schedule of payments.

Attachment: 10. Schedule of Payments

Recommendation: to approve the schedule of payments

11. To retrospectively approve a debit card payment of £1,504.99 (£1,249.17 net of VAT) to North West Flags for the purchase of bunting as required by Financial Regulation 6.17 (single debit card transaction value exceeding £1,000)

It was not possible to source union jack bunting from one of our usual suppliers who invoice us for payment via bacs. Due to the deadline required for the receipt of the bunting it was necessary to order online and make payment using the debit card although this exceeds the threshold for this type of payment as stated in Financial Regulation 6.17:

6.17. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.

Recommendation: to retrospectively approve a debit card payment of £1,504.99 (£1,249.17 net of VAT) to North West Flags for the purchase of bunting

12. Annual Review of the effectiveness of Internal Controls and Risk Management

Arrangements 2021/2022 – to review the effectiveness of internal controls and risk management arrangements for 2021/2022 and consider any additional action required
Attachment: 12i. Statement of Internal Control 2022, 12ii. Financial Risk Assessment 2022

Annually, the Council must review the effectiveness of its internal controls and risk management arrangements, before considering the Annual Governance Statements which will be presented to Council at the end of June. The attachments are provided to assist with the review. A new section has been added to the Financial Risk Assessment on grant funded projects.

Recommendation: To approve the Statement of Internal Control 2022 and Financial Risk Assessment 2022

13. Aged Debtors - To receive a report on aged debtors and agree any further action required

As at 30 April 2022 the following amounts were outstanding:

Outstanding	31 - 60 Days		61 - 90 Days		91+ Days	
	No. of customers	Amount	No. of customers	Amount	No. of customers	Amount
Public Hall Standard	1	18.00				
Public Hall Discount	1	23.00	1	50.40		
Guildhall rents	1	41.70				
Guildhall utilities						
Allotments						
Miscellaneous	1	120.00				
Totals	4	£202.70	1	£50.40	0	£0.00

Recommendation - To accept the report on aged debtors

14. Trust Report – To receive a report on the trusts administered by the town council.

These funds are administered by the Council, with the Mayor and Town Clerk as Trustees. End of financial year statements have been received from Santander Bank on all accounts.

No new grants have been made on either the Philip Blamey Trust or the Eva Bowles Memorial, and no expenditure incurred on the King George V (Thorn Park) Trust during 2021/22.

Returns to the Charities Commission are up to date on the Philip Blamey and King George V Trust (no return is needed on the Eva Bowles Memorial as it is not a registered charity).

A summary is provided as follows:

Trust	Account Balance as at 31.3.21	Credits received for 2021/22	Grants/transfers during 2021/22	Account Balance as at 31.3.22
<u>Philip Blamey Trust - Charity number 269057</u>				
Current account	885.35	0.00	0.00	885.35
Deposit account	Closed			0.00
Totals	885.35	0.00	0.00	885.35
<u>Eva Bowles Memorial (not a registered charity)</u>				
Current account	691.56	0.00	0.00	691.56
Deposit account	2,384.68	0.24	0.00	2,384.92
Totals	3,076.24	0.24	0.00	3,076.48
<u>King George V (Thorn Park) - Charity number 272490</u>				
Current account	660.91	0.00	0.00	660.91
Deposit account	2,393.04	0.24	0.00	2,393.28
Totals	3,053.95	0.24	0.00	3,054.19

Recommendation: To accept the trust report