**RFO Report, 12th July 2021**

**Bank balances as of 1st July 2021**

Community A/C: £6,010.74 Business A/C: £1,118.12

Note: going forward, I will include the relevant bank statement printouts so that councillors can confirm the balances.

**Internal Audit for financial year 2020/21**

The Internal Audit for 2019/20 has been completed. The Internal Auditor’s report, the Accounting Statement, the Annual Governance Statement, the Internal Audit Controls, the Summary of Receipts and Payments, the Certification of Exemption, the Bank Reconciliation, the Explanation of Variances, and the Notification of Public Rights are all available of the Council’s website.

The certificate of exemption and contact sheet has been sent to the external auditor.

The main point to note is the Internal Auditor’s comment that VAT for previous years needs to be claimed by the RFO. (I have recently attended some training on reclaiming VAT.)

Also note: next year the Council will need to appoint a new Internal Auditor. A rough cost estimate for an Internal Auditor is £120-150. This cost will need to be budgeted for next financial year.

**Broadband costs**

As agreed, a two-year contract with Plusnet has been started, at a cost of £17.50/month plus VAT.

**Zoom Pro**

As agreed, I have upgraded to Zoom Pro at a cost of £14.39 per month plus VAT, but for a period of one month only, in order to host the May meetings. I paid for this myself, so I ask for this to be re-imbursed.

**Information Commissioner’s Office fee**

I have learned the Council should pay an annual fee to the ICO (of £40). This should be included in next year’s budget.

**Election Costs May 2023**

I checked with MSDC about the estimated cost for the council elections coming up in May 2023. The estimated cost they gave me was £1200. This is twice the current earmarked funds of £600. Therefore, the Council should, over the next two financial years’ budgets (2022/23 and 2023/24), plan to grow the election reserve by £600 to cover this cost.

**Invoices for approval**

* MSDC Litter Bin collection: £133.67
* Zoom upgrade re-imbursement to Clerk: £14.39