**RFO Annual Report, FY 2021/22**

**Account balances at 31st March 2022**

* Community A/C: £5,884.25
* Business A/C: £1,118.21

See the bank statement for FY 2021/22 provided.

Note that there is a £50 discrepancy between the Community A/C balance and the Cash Book. This is due to a late cashed cheque (£50 re-imbursement for grass cutting – cashed in April).

Note also that there is approximately £84 of village hall hire costs for FY 2021/22 yet to be paid or fully invoiced.

**General Reserve**

Wickham Skeith Parish Council continues to remain solvent with a General Reserve estimated at £3,502.85 at year end.

**Budget vs. Actual spend for financial year 2021/22**

See the summary on ‘Actual Spend vs. Budget’ in the Statement of Account spreadsheet.

The council underspent on its overall budget for FY 2021/22 by £811.59. The main contributors to that underspend were: lower than planned Clerk expenses and admin costs, unused training budget, lower village hall hire costs (due to covid restrictions), lower than anticipated videoconferencing costs, and a lower broadband tariff.

**Internal Audit**

See separate guide document.

On last year’s internal audit, it was noted that the council needs to reclaim VAT for previous years. It is recommended that the new clerk complete this task.