

**Responsible Financial Officer Reports (12 - 14)****12. RFO Report**

(for information – including bank balances, grants received and training)

Bank balances - as at 31 January 2021 are as follows:

HSBC	35,053.40	
Lloyds Debit card	1,395.18	
Cornwall Council deposit	472,576.15	
<b><u>TOTAL</u></b>	<b><u>£509,024.73</u></b>	

Grants received – We have applied for and been awarded Local Restrictions Grants for Foresters Hall covering the periods 5 November – 2 December 2020 and 5 January – 15 February 2021 totalling £5,000, plus a Closed Business Lockdown payment £6,000. These amounts have all been received.

Training – The RFO and Councillor Ambler attended training on 2 February 2021 on Internal Controls arranged by CALC and delivered by the Parkinson Partnership via Microsoft Teams.

The RFO and Accounts Clerk attended a full day of Year End training with Rialtas on 11 February 2021 via Microsoft Teams. This was a very useful day, where additional features of the software were discovered. Ahead of the training Rialtas carried out checks on our data to 31 December 2020 and found it very well ordered, with all year-to-date totals balancing. They also provided resources to make year end checks usually only available to those councils who employ Rialtas to carry out their year-end.

**13. Budget Monitoring to 31 January 2021**

To receive and accept a budget report to 31 January 2021 for monitoring purposes

**Attachment: 13. Budget Monitoring to 31.1.21**

Following the switch of internet supply at the Public Hall, we have experienced some loss of service, which has made the Rialtas software unavailable. The problem has been temporarily resolved by relocating the server to a network point in the office not currently in use due to home working. The Accounts Clerk is currently working to catch up, and the budget report will be circulated next week.

On target spend should be at 83.3%. The report shows all committee budgets to provide a full picture, although the Communications & Engagement and Facilities committee budgets are being monitored by the committees.

The following points should be noted:

- All PAYE & NI (4010) and Pension (4020) lines include only nine months expenditure – 75% as this is paid a month behind until year end. The Finance committee budget for

Pensions includes payment of the annual lump sum contribution of £6,100. The PAYE & NI line in the Facilities budget includes a refund of Statutory Maternity Pay.

- Training (4110) will have a small overspend of approx. £150 by year end.
- Bank Charges (4130) has overspent as this includes the set-up fee for the new bacs payment system which when budgeting we expected to be paid in the previous financial year.
- Audit fees (4150) has overspent by £725 due to new internal audit arrangements.
- Professional Fees (4160) will overspend by year end due to approved additional expenditure relating to the Cattle Market Makers project and the Events area lease.
- Equipment & IT Purchase (4230) has overspent with the purchase of laptops, webcams, and other associated equipment to assist with remote working.
- Equipment & IT M'tnce/Support (4240) includes the unexpected cost of virtual meetings platform licences. We have also had two old hard drives reconditioned for use in the office to reduce the need to share workstations and help with social distancing and to give the caretakers computer access.
- Mayor's allowance (4340) – two month's payments (April and November) totalling £278.34 have been paid to the Mayor (shown in salaries), with two further months payments donated to the Mayor's charities (shown in Mayor's Charity Exp) as agreed at a meeting of the Mayor and Chairs, bringing the total paid to £556.68 but this is not reflected in the budget line. The Mayor has indicated that she does not wish to receive further payments as due to the current covid restrictions she is unable to carry out many of the usual engagements, although further payments of £60 for specific purposes have been agreed.

**Recommendation: To accept the budget report to 31 January 2021**

#### **14. Schedule of Payments**

To receive and approve the schedule of payments

**Attachment: 14. Schedule of Payments**

**Recommendation: to approve the schedule of payments**