

Responsible Financial Officer Report 04/05/2021

1. There is no reconciliation statement this month. The statements are now dated the last day of each month and are printed one or two working days after that. 30 April was last Friday. Monday was a bank holiday ...
I shall complete a reconciliation statement at the end of May. (There is no requirement to do it monthly and currently activity in the accounts is low.) Depending on decisions at item 10, I will present that statement to you at a meeting or circulate it by email.
2. You agreed to arrange for a council payment card to be set up. The delay has been because the forms for this must be signed in person. Adobe Sign cannot help in this application.
3. For item 12.2 To agree the regular charges on the bank accounts.

There are monthly standing orders on the current account for:

- a. the clerk/RFO salary – amount set in September after performance review and recommended by the Finance Committee
- b. the caretaker salary - amount set in November to match the real living wage recommendation
- c. maintenance of the streetlights – three-year contract with Pearce and Kemp runs to February 2022

There is also a direct debit for the Information Commissioner's Office. This is currently an annual charge for £35.

Charges for the current account are taken by Unity Trust Bank quarterly. Last year these were £18 per quarter.