RFO Report May 2024

**Internal Audit**
This took place on 22 March and as a result recommendations were made. These are highlighted at the rear of the Report. Fin Com has reviewed these findings and although some seem a little over officious have accepted them.

**Cashbook**
This is our main accounting package. The only recommendation advised for this is that the start of each month should show the 'brought forward' figure from the previous month. Now incorporated incorporated into cashbook.

**Presentation of invoices**
Apart from invoices that are deemed obligatory or contractual all invoices are to be presented to PC for approval before payment is made. A list of invoices for immediate payment is included in briefing notes but are as follows.

**Invoices for immediate payment:-** Salaries - contract; HMRC - DD; Pension contributions - contract; Grass cutting - contract; Burial Ground Maintenance - contract; Big 660ltr bin emptying - DD; Small dog/waste bin emptying - DD; CAA Payrole - contract; Insurance - contract.
All other invoice to be presented at PC.

Other recommendations will be carried out during the course of the financial year.

**April Summary**
Receipts - shown on the first line the brought forward figure.
All invoices have been paid for April. The new system will start from May.
The Reconciliation shows the opening amount and the second line "Plus Receipts" includes all receipts and the B/F figure

Account totals as of the end of April
Current Account £58023.13
Investment Account £36333.84 (Interest £367.84)
Bmm Account £0.03

Balance carried forward £94357.00