RFO REPORT FOR THE END OF FEBRUARY 2026 (CALENDAR MONTH)

Total income = £1963
Significant Details - Regular income + refund from Muddy Spades
Total Payments = £2108.67
Significant Details - Regular payments + tree surgery to three ash trees

Bank **Accounts**

Current Account	£ 33839.64
Investment Account	£ 38539.14
BMM Account	£ .03
Total	**£72378.81**

Section Accounts Remaining

S19	£828
S137	£3359
S145	£183

PAYMENTS AND INVOICES SINCE LAST PC (PC MONTH)

Invoices paid to date since last PC

Budget Line	Payee	Voucher #	Details	Paid by	Total
18	B Watson	114	Photos	BP	£42.00
19	Parish Online	115	Subscription	BP	£120.00
27	Groves	116	Materials	BP	£24.88
37	C Trotman	117	Hospitality	BP	£17.00
35	Summit Trees	118	Tree surgery	BP	£834.00
15	CT VO MR	122/23/24	Staff Salaries	BP	£1060.46
28	WODC	DD	Bin collection	DD	£82.33

Invoices 119/120/121 deferred to next month

Invoices for consideration for payment since last PC

Budget Line	Payee	Voucher #	Details	Pay by	Total (gross)
34	Muddy spades	119	Grass cutting		£1,050.00
34	Muddy Spades	120	Strimmimg		£1,044.00
34	Muddy Spades	121	Elm Grove and epicormic growth		£876.00
33	CAA Accounting	127	Quarterly invoice		£69.00
27	Groves	128	Materials		£28.57
36	Saplings	104/2	S137 *		£500.00
36	BODS	105/2	S137 *		£960.00
36	Day Centre	106/2	S137 *		£500.00
36	Wychwood Minis	109/2	S137 *		£500.00

The financial entries are those received in advance of the drafting of the meeting agenda. The Council will however consider all financial transactions received up to the day prior to the meeting.

Final comments

We have received the refund from Muddy Spades for a mistake in their invoicing. An error still persisted hence invoices 119,120,121 deferred to this month. Apart from this a quiet month.

* Part 2 of S137 agreed at PC

CT
RFO
13/03/2026

RFO REPORT JAN 2026 SUPPLEMENTAL

10/02/2026 - Clerk (VO) and RFO (CT) had Zoom conference with Jane Olde the new Internal Auditor (IA). IA had previously forwarded a comprehensive document on audit requirements. A Zoom meeting took place to introduce ourself and go through initial observations. A very productive meeting and both VO and CT felt very happy working with new IA.

13/02/2026 - VO and CT held a follow up meeting on the audit requirements. There are some document updates to be done and some protocols that need to be put in place before the end of the FY.

First protocol is the adoption of .gov.uk email address for all councillors. VO is researching a suitable provider as our current provider is withdrawing their .gov.uk facility. This is now part of the DGPR requirements. If not endorsed by all, councillors will have to register their own email address with the ICO (Information Commissioner's Office) at a cost. This forms part of our AGAR assessment.

Second protocol is to review financial banking facilities and the two signatory statutory features. This is not possible with our present bank and so a proposal will be forwarded to transfer our finances to a different bank where this facility is available. This also forms part of our AGAR assessment.

After initial research VO and CT recommend that all councillors, esp Fin Com, view the Unity Trust Bank facilities at unity.co.uk This bank is used by many parish and town councils because of their traceability features and in our initial research, their terms and conditions are equal or more favourable than our present bank HSBC. Their interest rates are comparable with HSBC but no change should happen this financial year because audit has begun.

CT recommends:-
1 - that Fin Com (et al) review Unity Trust Bank unity.co.uk (and others if necessary.)
2 - if found acceptable, Fin Com to propose the transfer of funds to Unity Bank.
2 - Once proposal accepted, when the Investment account matures mid April, instead of reinvesting it with HSBC, it is transferred to our current account ready for transfer. CT can then start the transfer procedures. Once complete the equivalent sum to our current investment account can be reinvested in one of Unity Bank's many investment accounts.

Current Internal Audit. - For the current audit, documents that are not possible to be copied, have a URL or sent by post will need to be at hand to be shown to IA online via Zoom.

Future - VO and CT will meet again to review all findings and prepare statements for approval and signing at March PC meeting.

CT, VO 13/02/2026