

Broughton in Amounderness Parish Council

Mrs A Nicholls
Clerk to the Council

Toll Bar Cottage
476 Garstang Rd
Preston
Lancashire
PR3 5JB

11th October 2022

To All Finance Sub Committee meeting

Notice of Meeting

You are summoned to attend the **Parish Council Meeting** on Tuesday **18th** October 2022 at 7.30pm at Toll Bar Cottage. (note date change)

Agenda

- 1) **To agree the terms of reference for the Internal Audit of the Parish Council Accounts.** The proposals from the two firms contacted will be circulated prior to the meeting
- 2) **To agree the terms of reference for the Internal Auditor to agree the balance that is to be transferred to the Toll Bar Cottage Accounts/Charitable Incorporated Organisation.** The balance and supporting documents will be circulated prior to the meeting.
- 3) **To resolve the depreciation on the current assets that will be transferred to Toll Bar Cottage.** To review the list of assets purchased with Lottery & Enviro grants and other assets: list will be circulated prior to the meeting.
- 4) **To agree to register for VAT to enable the Toll Bar Cottage to manage the process and the necessary price increases and to agree the work on the corrections in Quick-books prior to VAT registration.**
- 5) **To produce working guidelines for the Toll Bar Cottage accounting systems, to include any accounts linked to the bank account.** Guidelines will be circulated prior to the meeting
- 6) **The Parish Council to Authorise the Clerk to do an internal transfer with an Audit trail to move income and expenditure to the correct accounts so the balance transferred to the Charity is correct.**
- 7) **To discuss and agree the outstanding PC1 DSS compliance tasks**
- 8) **To discuss and resolve the best place to earn interest on monies held in reserve**

Yours sincerely
Angela Nicholls Clerk