

**WOUGHTON COMMUNITY COUNCIL**

**Accounts Sub Committee**

**Wednesday 19<sup>th</sup> September 2018**

**PURPOSE OF REPORT:**

To update on switchover to Metro Bank.

**RECOMMENDATION:**

1. That the Committee notes the report.

**MAIN ISSUES AND CONSIDERATIONS:**

We are now set up and live with our Metro Bank account, however full switch over has not yet been completed.

We will be utilising Metro Bank for payment of salaries, as this facility has the capability of batch payments whereas our Barclays account did not, which resulted in manual payments being made taking up significant RFO time/resource. With this in mind, payroll cut off is the 20<sup>th</sup> of each month (where this date falls on a weekend it will be the last weekday prior) payslips will be authorised then ready for automatic upload and payment on the last working day of the month, as we will be experiencing our first auto-run this month, the Council Manager and RFO are in agreeance the payroll run will be sanctioned for the 27<sup>th</sup> September, rather than the 28<sup>th</sup> (last working day) as a provision in case there are any issues, although no issues are perceived. All running smoothly pay day will revert back to last working day.

During the switchover, we will need to inform all of our Direct Debits and income providers of our change of bank details. These will be issued in writing via the RFO, which will take considerable time.

Due to the nature of the switchover we will be leaving our Barclay's facility open for the next few months until all service users are aware and compliant with our change of bank details, this will put more strain on the BSO as there will be 4 more cashbooks set up on RBS to reconcile monthly.

I am hoping as of 1<sup>st</sup> October all service users will have received notification of our change of bank details.

**FINANCIAL IMPLICATIONS:**

None Perceived

**STAFFING IMPLICATIONS:**

4 more cashbooks to reconcile for the near future.

RFO Time – change of bank notification.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough

RFO

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**Wednesday 19<sup>th</sup> September 2018**

**PURPOSE OF REPORT:**

To update on VAT Returns.

**RECOMMENDATION:**

1. That the Committee notes the report

**MAIN ISSUES AND CONSIDERATIONS:**

This report is to inform the Accounts sub-Committee our VAT return for Q1 (Apr-June) has been filed with HMRC sent on 12.09.18 for formal acceptance to the amount of £7982.97.

The RFO suggests the Chair of Accounts Sub Committee signs the hard copy so this is proven to be reviewed by an individual outside of an officer.

**FINANCIAL IMPLICATIONS:**

Expected receipt of £7982.97.

**STAFFING IMPLICATIONS:**

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough  
RFO