

## **P & R Committee – 29<sup>th</sup> January 2019**

### **Finance:**

#### **9. Report from Finance Officer**

##### **9a. To receive a report on investments**

- £200,000 with Public Sector Deposit Fund
- £356,377 with Barclays Active Saver. (Interest Rate 0.30%)
- £100,650 with Nationwide on a 95 Days' Notice. (Interest Rate 1%, estimated interest £1,000 after a year)
- £100,151 with Lloyds Bank due to mature on 1<sup>st</sup> February 2019. (Interest Rate 0.85% £851)

The investment with Lloyds bank is due to mature on the 1<sup>st</sup> February 19. I have reviewed the council's investments in view of the statutory contingency policy and I recommend for it to be reinvested in Lloyds on another fixed term Savings A/c for another year, this will be at a rate of 1%. This therefore keeps six months operating costs minimum statutory contingency in easy access accounts and spreading the financial risk by investing the funds with at least four high credit rating financial providers.

##### **9b. VAT**

VAT Return is due on the 7<sup>th</sup> February 19 for the period 01/10/18 – 31/12/18 and will be submitted when Xero is up and running fully by the end of January.

##### **9c. Transfer of Sage to Xero**

The transfer of Sage to Xero took place on the 22<sup>nd</sup> January so far it's been a smooth transfer. Hoping to use the new style budgets from February onwards. Training on the Xero package is booked in for the Finance Officer, Office Manager & Administration Officer.

I will be looking into transferring Sage Payroll over to Xero from April 19.

##### **9d. To Consider the set-up of prepayment card.**

I recommend for the council to consider setting up a prepayment card with FairFX to be able to manage the topping up of petty cash. This is due to the closure of Barclays bank and we are now unable to cash cheques at the post office as it doesn't offer this facility. The card will be managed and used by the Finance Officer and it will only be topped up with the amount required to cover petty cash & card fees. The Fee for cash withdrawals is 1.5% and the monthly fee is waived for public sector organisations.

##### **9e. To Consider if the Mayor's Charity A/c is still required**

Since November 18 we have been charged a monthly fee of about £5 for this account. It only gets used for a few transactions per year and currently it hasn't been used since May 18. I can't see any reasons why it couldn't have a balance sheet code in the council's financial accounts and for it to be monitored in this way and any funds processed through the council's main bank account.