



Wilton Town Council

Full Council Meeting

Tuesday 3rd September 2024



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093

Report for the Extraordinary Full Council meeting to be held on 10th September 2024

6th September 2024

Background for Agenda items

Apologies

Please note the change in that Wilton Town Council now receives the apologies, no reason is required to receive apologies but Councillors are reminded that failure to attend a Meeting of Wilton Town Council for 6 consecutive months will result in automatic disqualification unless a written request to accept the absence is considered by Wilton Town Council prior to the 6 month period.

Councillors are reminded that Apologies should be sent to the Clerk before midday on the day of the meeting, if after midday please ensure Apologies are sent to all Councillors or send a text message to the Clerk no later than 5.30pm.

Declarations of Interest

A reminder it is good practice to declare an interest even if the interest is listed on your register (online). It is up to the Cllr whether they wish to declare an interest but Cllrs are reminded that failure to declare an interest is a breach of the Code of Conduct.

Should you wish to request a Dispensation then you need to complete the form and ensure it is handed to the Clerk prior to the start of the meeting. The form is at the end of this report.

Money

Financial support. Wilton Town Council uses the Rialtas accounting system and due to reduced office hours this is one area where external support can be easily accessed.

The work involves

- Data entry of all invoices including cost centres and codes
- Purchase ledger and cash book reports
- Entry of all receipts and crediting the sales ledger
- Reconciling the accounts with the bank statements
- Bank reconciliation
- Income and Expenditure report
- Balance sheet inc EMRs
- Working with Town Clerk (RFO) on budget monitoring
- Entering VAT using correct codes
- VAT return at the end of each quarter in time to avoid penalties from HMRC.

Please note that the Q1 VAT Return has been submitted and the money received.

It was requested to have support for data entry, reconciliations, reports and VAT returns. Also asked about support for Budget setting.

The following quotes have been received for a day's support or hourly rate.

Option 1 £475 per 7.5hr day (see page 3 and 4 for details)

Option 2 £599 per day or £308 per half day. (see page 5 for details)

Option 3 £40 per hour in the Office (see page 6 for details)

Option 4 £40 per hour remote working (question asked as to what information would be required but assumed a scan of all invoices, bank statements and pay schedule). (see page 7 for details)

All quotes are from persons that are experienced with the Rialtas accounts programme.

Options 1 and 2 incur travel costs of £34.00 per visit.

Options 1 and 2 are subject to VAT.

All options would require Rialtas Cloud at an additional £27.50 per month – this has been requested for the Clerk but any additional users are subject to an additional fee.

To consider options available and confirm frequency of visits.

Conflict between one of the companies quoting and the Internal Auditor for Wilton TC

The question was asked of the company and this is the response.

I can confirm that DCK Accounting Solutions Ltd and Auditing Solutions Ltd are indeed two distinct and independent companies.

*Neither Derek or Melodie's now have any involvement with what was RBS Audit Solutions and now known as Auditing Solutions Ltd; their involvement is indeed historic and was **over 18 + years ago!** as below*

Derek was a director and company secretary for approximately 4 months from 22 Jan 2002 and resigned both positions 7 May 2002.

Melodie was a director from 22 Jan 2002 and resigned 30 Sep 2004 and was company secretary from 17 Sep 2003 to 15 November 2006.

I hope that is enough information to answer your councillors question.

The Town Clerk has also spoken to Stuart Pollard of Auditing Solutions.

He also confirms that the two businesses are completely independent.

In Autumn 2023, the Policy and Resources Committee reviewed the appointment of the Internal Auditor. Four quotes were considered as well as the information / reports provided to the Council following the Internal Audit.

A fifth company was unable to take on any more audits.

Wilton TC resolved to continue with Auditing Solutions

Minute ref 202/23 (v) To continue with the current Internal Auditor, quote 3.

Having contacted Auditing Solutions, they have confirmed that there will be no financial penalty if Wilton TC changed its Internal Auditor.

However Council is asked to note that the financial year is almost halfway through and a date for the mid year Internal Auditor needs to be agreed in the next few weeks so this can take place in late 2024 or early 2025.

Quote 1

The purpose of this letter is to offer our services to the Council as contract accountants and to set out the basis and costs involved if you were to consider this option.

As Clerk and Responsible Financial Officer, you are responsible for maintaining proper accounting records and preparing, subject to audit, financial statements complying with the relevant accounting rules and regulations.

If you were to contract us, our appointment would not absolve you from those responsibilities.

Nevertheless, our appointment could, and should, be viewed as valuable additional resources to help you achieve those requirements.

Scope of our services:

1. We will attend for a day month, or as required, to process your accounting records as submitted to us and thereby completing the accounting records, making any necessary entries and adjustments as required.
2. Carry out a pre-year-end accounting 'health check' and end of year closedown.
3. Assist with establishing and monitoring of the operation of appropriate internal control procedures.
4. Prepare for submission at regular intervals your VAT returns to HM Revenue & Customs.
5. Produce regular financial reports for the council and committees, including income and expenditure reports.

General Data Protection Regulations (GDPR)

As we will be acting as Data Processors, on behalf of the council, any work undertaken at your premises will, in this respect, fall under your GDPR policy.

Fees

Our regular fees for this work are £475 per day (7.5 hour working day), should any additional hours be required, these would be invoiced at £67.50 per hour.

If the contract continues beyond 6 months, a 5% discount on the regular monthly visit (full day) will apply to the consultant fee from month 7.

These fees are fixed for the current financial year and thereafter are subject to review annually in advance, our current fee list is enclosed. Our annual fee review normally takes place in August ready for the following April.

Annual Budget setting, fee as per booking form sent out annually in August, if booked the consultant fee will also be subject to any applicable contract discount.

Should the level of our involvement materially alter at any time, the level of fees may be varied by mutual consent to reflect such revised circumstances.

Additional optional services (**subject to separate scale of fees, items 2 - 6 are not subject to any applicable contract discounts)

In addition to the above, we would be able to provide additional services if, or when, required.

1. Budgeting and Cash Flow Forecasting
2. Prepare year-end accounts (in appropriate format) in accordance with best practice, including,
3. Preparation of all supporting audit trails and schedules sufficient to meet the requirements of the council's auditors.
4. Preparing schedules of assets or loan obligations
5. VAT Partial Exemption calculations and
6. Staff and councillor training.

We are also available to attend with yourselves and/or on your behalf, upon the council's bankers and other financial advisers in any discussions of banking and other facilities and arrangements or to attend committee and council meetings if required.

Our fees for the above additional services will be as follows: Year End Accounts preparation	As per booking forms sent out annually late November to early December
VAT Partial Exemption	Dependent on skill levels required. Fees will be quoted on case-by-case basis.
Budget Setting	Price per day £585 and £82.50 for any additional hours.
Additional Attendance	On your instruction. Our standard rate is £475 per day or £280 per half day for a consultant and for one of our senior consultants £615 per day and £350 per half day.
Attendance at your request to council meetings	To be advised on a case-by-case basis nominally £87.50 per hour plus traveling time, or equivalent half-day fee.
Payroll Services	Can be provided by our sister company DCK Payroll Solutions Limited. Lisa Hanmer at payroll@dckpayrollsolutions.co.uk would be able to provide a quote if requested.

Quote 2

Thank you for your time this morning it was a pleasure to speak with you.

As discussed, we would be delighted to provide data enter services¹ for you we can attend site or provide this remotely.

The cost for this service is:

£308 (ex VAT) for a half-day session

£599 (ex VAT) for a full-day session.

Attending site will increase additional cost for mileage from Uffcott to Wilton, this is charged at 0.45p per mile. I recommend a full day once a month to Enter data, Reconcile and provide monthly reports for council.

We can offer this service for a short or long period of time to help you through recruiting a new assistant clerk, once you have recruited, we have several training sessions available to new users on our website. Alternatively we offer bespoke one to one training where we train using your live data, the cost for this is £280 (ex VAT) half-day and £520 (ex VAT) full-day.

Should you have any further questions, please do not hesitate to reach out I would love to hear from you and assist you further.

¹ Clarification non what data entry covers requested.

Quote 3

FINANCE SUPPORT WILTON TOWN COUNCIL

I have been asked for a proposal to provide support for the financial activities of Wilton Town Council. I envisage that my scope of works will be:

- 1 Data entry of invoices using client's cost centre and nominal code structures
- 2 Data entry of receipts using client's cost centre and nominal code structures
- 3 Bank Reconciliations
- 4 Production of month end reports
- 5 Ensuring accurate records are maintained.

Subject to agreement then I could provide additional support to additional areas:

- A. Setup journals and budget virements as required
- B. Run month end close-down activities
- C. Prepare VAT claim submission
- D. Prepare for annual budget setting exercise

My fees would be £40 per hour and I'd bill monthly in arrears with payment via bank transfer. I will not be charging for travel or adding VAT.

I could undertake the work at your offices, attending when the Town Clerk was present, or remotely (assuming remote access to your Rialtas system is available).

As I'll be acting as a Data Processor for your records then my activities would fall under your GDPR and ICO registrations. I would also require access to your Rialtas system and associated support contract.

Although I am not a trained accountant I have extensive experience ranging from managing the support of the company wide finance, procurement and HR software for £1Bn turnover UK company, 10+ years as Treasurer for a limited company, and 12+ years support for Local Council accounts including the setup and operation of Rialtas.

Quote 4

Further to our discussion, I would help you out temporary till you recruit your finance person.

Your needs:

Posting Sales and Purchase invoices
Bank Receipts and Payment entering
Bank Reconciliation
Journals
VAT Return
Help with Budget Setting

I understand that you have Rialtas Omega Accounting System and can be work on that remotely
If I cannot work remotely, I am afraid, I won't be able to help you

The charge is £40 per hour

Payment terms: 7 days from the date of monthly invoice

Officer Report