CHIGWELL PARISH COUNCIL RFO'S REPORT TO THE FINANCE AND GOVERNANCE COMMITTEE MEETING

Date: 08 October 2026

INTERNAL AUDIT FY2026-2027

Interim internal audit for FY2026/27 will be carried out on 12 November.

DIGITAL AGAR

One of the most significant changes is the move towards digital submission of AGAR data. Smaller Authorities' Audit Appointments Ltd (SAAA) is working with partners across the sector to introduce a secure, user-friendly online portal for AGAR completion and submission.

The new system is being tested prior to its roll-out to all local councils for submission of the 2026-2027 data. The aim is to create a single digital environment where smaller authorities can prepare, complete, and submit their AGARs more easily, accurately, and consistently.

The move to a digital AGAR process is intended to reduce administrative burden and minimise errors through automated checks, improved validation, and clearer online workflows. The system is being designed to support authorities of all sizes, from smaller councils completing Certificates of Exemption to larger authorities working through structured online submissions.

Auditors will also benefit from receiving standardised data in a consistent format, helping to reduce clarification queries and allowing greater focus on assurance work. Alongside improved security measures, including Multi-Factor Authentication, the system is being built to adapt to future legislative or procedural changes.

From 2028/29, completing the AGAR digitally will become compulsory. **Smaller authorities who adopt the digital AGAR early will receive an incentive payment equivalent to their audit fee.**

Recommendation: to adopt digital AGAR early for the 2026/27 Annual Statement.

PAYROLL MATTER – The permanent change of a pay date

The process for payroll data calculation will be as follows example:

All dates would be moved to align with the pay date. If we take **25th September**, for example, then the data would have to be submitted by the 14th, processed by the 16th, with first reports being produced on the 17th. Amendments would take place on the 18th, with final reports being produced on **the 21st**.

MHR payroll is enrolling in a further 12-month term (renewal of the MHR Managed Payroll service) at a cost of £130.11 from 30th September 2026.

FINANCIAL TRANSACTIONS

- CANCELLATION of EroB and transfer graves to Chigwell Parish Council account

Background:

#106 20.05.2026 Grave 6090 £1,608.00 – Register of Purchase Graves Book PG REG:1659-432 and Graves Book G REG:6090-124

#170 10.07.2026 Grave 1420 £430.00 – Register of Transfers Book TFR838-46; GREG:1420-89; PG REG:1504-424

Because these transactions do not relate to current Cemetery income, £2,038 has been transferred, and the EMR -Preservation of Chigwell Fund reserve has been reduced to maintain accurate income records and avoid distorting the cemetery's current financial position. The balance of 2026/27 Purchase Grave in Reserve is £11,550

Code Number **218 Purchase grave in reserve**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
106	20/05/2026	2026-2027/114	FC262/25	Unity Current Accoı	BACS	Cancellation of EROB Grant 1427 Grav	Chigwell Parish Council	X	-1,608.00		-1,608.00
151	23/06/2026	2026-2027/117	Grave 6171	Unity Current Accoı	BACS	PIR Grave 6171 Section J	Janette Boukadida	X	5,775.00		5,775.00
151	23/06/2026	2026-2027/117	Grave 6171	Unity Current Accoı	BACS	PIR Grave 6171 Section J	Janette Boukadida	X	5,775.00		5,775.00
170	10/07/2026	2026-2027/118	Grave 1420	Unity Current Accoı	BACS	ERoB transferred to Chigwell Parish Cc	Christine Philomena Wood	X	-430.00		-430.00
							Subtotal for Code: Purchase grave in reserve		£9,512.00		£9,512.00

CHIGWELL PARISH COUNCIL FUND FLOW AND INVESTMENT PLAN FOR THE NEXT SIX MONTHS

This breakdown report (see below) analyses fund flows for the next six months and the fund balance in each bank. Currently, the balances for the Cambridge, Charity, and Virgin funds exceed the £120,000 protection limit. As a result, we need to take action to address this situation.

Recommendations:

1. Consider the detailed report, consider the proposed actions recommended by RFO and AGREE an appropriate course of action

To take action to address this situation as follows:

During October 2026

1. **Transfer Fund:**
   From Unity Current a/c to Easy Access a/c: £132,481.20 (to keep earning interest)
   From Cambridge Easy Access a/c to 1-year fixed Cambridge a/c: £85,000
2. **Open new additional accounts:**

1-year fixed at 4.60% rate in Cambridge Bank

Easy Access at 2.94% in Charity Bank

3. **Close accounts**

Charity Bank 40 Day a/c number 10143070

4. **Withdrawal letter/note dated 26.10.2026 to:**

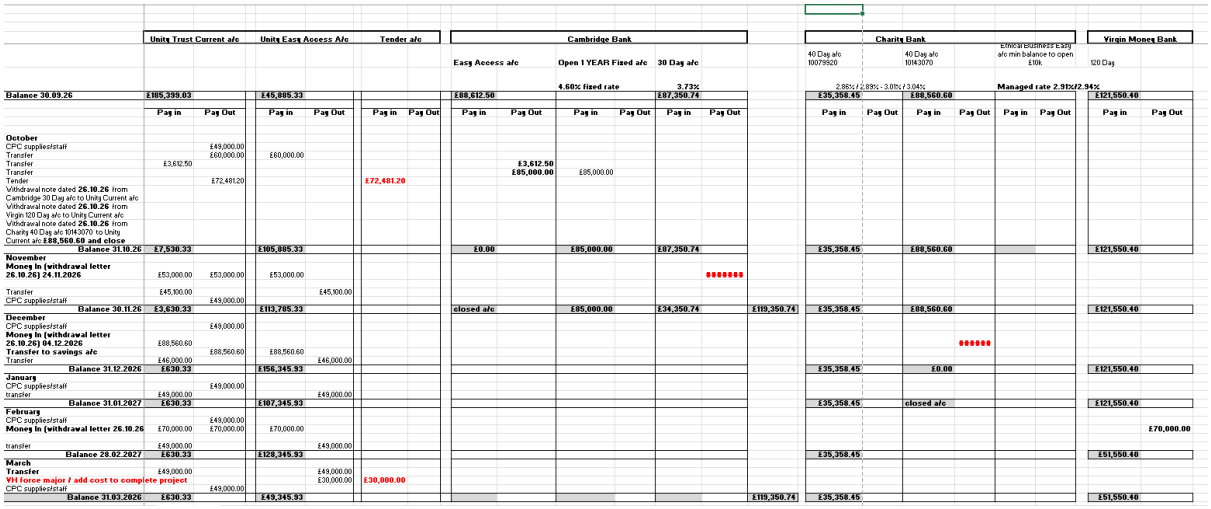
Cambridge 30 Day a/c: £53,000

Charity 40 Day a/c: £88,560.60

Virgin Money 120 Day a/c: £70,000

As a result, the predictable fund balance as at 31 March 2026 could be £256,235.85. It means that:

1. The fund balance will be protected under the £ 120k limit:
   - ✓ Unity Bank balance: around £50k
   - ✓ Cambridge Bank balance: around £120k
   - ✓ Charity Bank balance: around £36k
   - ✓ Virgin Money Bank balance: around £71k
2. Work on the 2027/28 planning budget, where Council can consider fund contributions, general reserves, and EMR reserve levels.



	Unity Trust Current a/c		Unity Easy Access A/c		Tender a/c		Cambridge Bank								Charity Bank						Virgin Money Bank	
							Easy Access a/c		Open 1 YEAR Fixed a/c		30 Day a/c				40 Day a/c 10079920		40 Day a/c 10143070		Emerald Business Easy a/c min balance to open £10k		120 Day	
							4.60% fixed rate				3.73%				2.86% / 2.89% - 3.01% / 3.04%				Managed rate 2.91%/2.94%			
Balance 30.09.26	**£185,399.03**		**£45,885.33**				**£88,612.50**				**£87,350.74**				**£35,358.45**		**£88,560.60**				**£121,550.40**	
	Pay in	**Pay Out**	**Pay in**	**Pay Out**	**Pay in**	**Pay Out**	**Pay in**	**Pay Out**	**Pay in**	**Pay Out**	**Pay in**	**Pay Out**			**Pay in**	**Pay Out**	**Pay in**	**Pay Out**	**Pay in**	**Pay Out**	**Pay in**	**Pay Out**
October																						
CPC supplies/staff		£49,000.00																				
Transfer		£60,000.00	£60,000.00																			
Transfer	£3,612.50							£3,612.50														
Transfer								£85,000.00	£85,000.00													
Tender		£72,481.20			£72,481.20																	
Withdrawal note dated **26.10.26** from Cambridge 30 Day a/c to Unity Current a/c																						
Withdrawal note dated **26.10.26** from Virgin 120 Day a/c to Unity Current a/c																						
Withdrawal note dated **26.10.26** from Charity 40 Day a/c 10143070 to Unity Current a/c **£88,560.60 and close**																						
Balance 31.10.26	**£7,530.33**		**£105,885.33**				**£0.00**		**£85,000.00**		**£87,350.74**				**£35,358.45**		**£88,560.60**				**£121,550.40**	
November																						
Money In (withdrawal letter 26.10.26) 24.11.2026	£53,000.00	£53,000.00	£53,000.00									*******										
Transfer	£45,100.00			£45,100.00																		
CPC supplies/staff		£49,000.00																				
Balance 30.11.26	**£3,630.33**		**£113,785.33**				**closed a/c**		**£85,000.00**		**£34,350.74**		**£119,350.74**		**£35,358.45**		**£88,560.60**				**£121,550.40**	
December																						
CPC supplies/staff		£49,000.00																				
Money In (withdrawal letter 26.10.26) 04.12.2026	£88,560.60																******					
Transfer to savings a/c		£88,560.60	£88,560.60																			
Transfer	£46,000.00			£46,000.00																		
Balance 31.12.2026	**£630.33**		**£156,345.93**												**£35,358.45**		**£0.00**				**£121,550.40**	
January																						
CPC supplies/staff		£49,000.00																				
transfer	£49,000.00			£49,000.00																		
Balance 31.01.2027	**£630.33**		**£107,345.93**												**£35,358.45**		**closed a/c**				**£121,550.40**	
February																						
CPC supplies/staff		£49,000.00																				
Money In (withdrawal letter 26.10.26	£70,000.00	£70,000.00	£70,000.00																			**£70,000.00**
transfer	£49,000.00			£49,000.00																		
Balance 28.02.2027	**£630.33**		**£128,345.93**												**£35,358.45**						**£51,550.40**	
March																						
Transfer	£49,000.00			£49,000.00																		
VH force major / add cost to complete project				£30,000.00	**£30,000.00**																	
CPC supplies/staff		£49,000.00																				
Balance 31.03.2026	**£630.33**		**£49,345.93**										**£119,350.74**		**£35,358.45**						**£51,550.40**	

Prepared by:

Olag Linkeviciene

Responsible Financial Officer (RFO)

Chigwell Parish Council