

To review Rosevale Accountants Finance Service and consider any actions and associated expenditure

Request for additional working hours:

The process of finalising the Year End Budget sheets and building the new 2023/2024 Budget Sheets has taken a lot longer than anticipated.

It is an extremely long process on Xero and it has taken a total of 80 hours between us to build ***(This does not include Finalising the Year End, producing the AGAR and Internal audit work, this is purely work on Budget Sheets so this is on top of all the Year End work we have carried out also).***

In this process, I have set up a new Action Sheet for the new Finance Officer to keep track of committee action points/virements etc. I have changed the STC Funds process and record keeping so Virements and Budget movements can be easily tracked. I have also spent time clearing out Xero and Zahara of all the old data that has been left unorganised for years, so Xero is very tidy and all the budget sheets are looking clearer and easier to understand, with nominal descriptions updated and old codes removed from Xero and Zahara.

We have also provided staff with new coding sheets with all the information they need and a new coding table to help them with department coding, which has only been possible because of the tidy up work we have done on Xero. It has been a massive job and I feel it will greatly benefit all members of staff with any Finance tasks they carry out.

With regard to fees, we have completed **68 hours overbudget** and would like to request that this is approved and added to the 6661 ST PF Finance Consultancy Fees budget in view of the amount of work we have carried out for the Town Council (80 hours) in sorting out all the issues above ready for the new Finance Officer. A lot of work has gone into set up for the New Finance Officer also, with a comprehensive training plan, which also has contributed to more hours being completed.

The total cost for this would be **£1,972**, which I would recommend be vired from P&F Staff Contingency.

For your consideration, we complete a full time job (at times 2 full time jobs in the last year) in part time hours for the Town Council and since our appointment in April 2022, we have never requested more than the hours that have been approved. We have had two clean Internal Audit Reports for the last financial year and Rosevale Accountants have helped Finance to be more organised and run more efficiently along with training the new Finance Officer & Finance Assistant

End of Report
Abbie Browne FMAAT
Rosevale Accountants Ltd