

**SHOTLEY PARISH COUNCIL**  
**RESPONSIBLE FINANCIAL OFFICER**  
**15<sup>TH</sup> JUNE 2006**

1. The 2006/2007 accounts are nearing completion but need to be analysed once more by Carol Williamson prior to submission to the Council. There is a minor discrepancy in the region of £58 but everything else seems to be in order. We may need to call a small meeting of at least four Councillors to approve the accounts prior to the next meeting so that they can be passed on to the Internal Auditors.
2. I have today attended a whole day workshop at the Ipswich Tax Office and am in a position to proceed with the payroll.
3. I have had some teething problems with my new computer and would like authorisation from the Council to purchase Microsoft Excel as it is essential for me to carry out my work.
4. A cheque for £1000.00 has been received from the Shotley Village Hall Management Committee towards payment of the outstanding loan with the Parish Council. A receipt has been requested from the Parish Clerk outlining also the remaining balance.
5. A meeting is to take place between myself and the Clerk next week in order to iron out any queries regarding our Employment Contracts.
6. The current balances on the Parish Council Accounts are as follows:

Community Account:	£ 3.398.47
Premium Account:	£ 441.79
Tracker Account:	£36.257.64

The above balances do not include the accounts payable listed on today's set of minutes.