

# Evercreech Parish Council

## Finance Committee

29<sup>th</sup> March 2018

Minutes of the inaugural Meeting of Evercreech Parish Council Finance Committee held this day in Evercreech Village Hall, Victoria Square, High Street, Evercreech at 10.00am.

PRESENT: Councillors - Ian Elliott, Murray Stewart, Rob Reed

Also present: No other persons present

- 1 Apologies for Absence - None
- 2 Declarations of Interest and Dispensation - None
- 3 Open Session - No Members of Public Present
- 4 Election of Committee Chair -

Ian Elliott was proposed by Rob Reed, and Seconded by Murray Stewart. There being no other nominations Ian Elliott was elected.

### 5 Proposal re Alpha Software -

The Alpha Finance system has to be reset by the supplier to the forthcoming financial year 2018/19, due to unforeseen circumstances.

This is an exception and in the normal course of events the software would complete year end processes and reset internally to the new financial year

Having contacted the provider the following actions are required:

After the 1st April (Tuesday 3rd April) when 2018/19 opening balances are known contact the software house.

They will require, opening balances, any fixed reserves and 2108/19 precept budget. Their technician will load this information remotely and roll the system status onto the 2018/9 FY. This action is covered by our support contract, there is no additional cost implication to the council.



19th April  
2018



Remote access is required for this process, obviously this will need to be during the working day - If the clerk is unable to complete this process the chair offers to manage the process for the clerk.

Proposal by Chair Ian Elliott - To reset the Alpha Software Package to 2018/19 Financial Year and commence use of software as the parish councils financial software from the start of April 2018. Seconded by Rob Reed  
Voting - All in Favour. No Abstentions - Motion Passed

#### 6 Monthly Report Format -

The Finance committee discussed the available Alpha system report formats. Having examined the formats the committee selected the 'Detailed Receipts and Payments by Budget Heading as the standard monthly report format.

#### 7 Electronic Payments -

The Finance Committee discussed the introduction of Electronic Funds Payments and agreed that this introduction was dependent on the introduction of both the Alpha system and opening of the Unity Trust banking facility.

Once these two systems are in place and signatories set up electronically within the banking system then electronic payments can be introduced.

#### Date of Next Meeting:

Thursday 19th April in Evercreech Village Hall, Victoria Square, High Street, Evercreech (Time To be confirmed)

Meeting to be called dependent on progress with introduction of Alpha Finance System .

The meeting closed at 10:59am.

Signed.....



Date.....

19th April 2018

