

Section 2 – Accounting Statements 2018/19 for

ASTHAL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	2607	5244	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2300	3300	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2290	88	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	500	500	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments			Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1453	2035	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	5244	6097	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	5244	6097	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7812	8262	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval



Date

18/06/2019

I confirm that these Accounting Statements were approved by this authority on this date:

19/06/2019.

as recorded in minute reference:



Signed by Chairman of the meeting where the Accounting Statements were approved

MINUTE ITEM 5(a)

Annual Return Form	Change	Current Year	Prior Year
Balances b/f	101.2%	5,244.01	2,606.71
Annual precept	43.5%	3,300.00	2,300.00
Other receipts	-96.2%	88.00	2,289.84
Staff costs	0.0%	(500.00)	(500.00)
Loan interest / capital	-	-	-
Total other costs	40.1%	(2,034.73)	(1,452.54)
Balances c/f	16.3%	6,097.28	5,244.01
<i>Check</i>			0.00

Variance Analysis

The Annual precept increased by £1000 from £2300 (2017-8) to £3300 (2018-9). The increase was to cover the cost of speed surveys in Asthall Leigh, Field Assarts and Fordwells and any action needed to discourage speeding

Other income was down by £2202 from £2290 in 2017-18 to £88 in 2018-19. No grants were applied for in 2018-19 compared with the Transparency Grant of £1240 received in 2017-18; £850 was also received from reclaiming VAT in 2017-18 and there has been no VAT reclaim in 2018-19. Therefore the only other income was £88 from the allotment rents. In the 2017-18 accounts two years rents (£200) were included as a result of delayed invoicing in 2016-7 as noted in the audited accounts.

Other costs were up by £583 from £1452 in 2017-18 to £2035 in 2018-19. The major differences are explained as follows: £734 was spent from the transparency grant to purchase laptop, printer and software for the parish; the cost of upgrading the website to meet GDPR requirements was £80 and £30 was paid to ALMH for use of the hall. The only major expenditure in 2017-8 was £420 for the refurbishment of two noticeboards. In addition invoicing problems of the OALC membership resulted in two subscriptions being paid in the financial year 2018-9.

The end of year balance of £6138.69 is still higher than normal (£5244.01 in 2017-18) . This is because there is still money to be spent on training, planned for July 2019, from the Transparency Fund (£738 of £1240 has been spent to date). In addition we await invoices from OCC for the speed surveys (estimate £700) and a salt bin (£250)

Smaller authorities audit guidance

Bank reconciliation template

31 March 2019

		£	£
Balance per bank statement at	31 March 2019		6,097.28
Add: outstanding receipts			-
			-
			-
Less: outstanding payments			-
			-
			-
Balance per cashbook at	31 March 2019		<u>6,097.28</u>

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2019 but which appear on the bank statement after 31 March 2019

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2019 but which appear on the bank statement after 31 March 2019