

BACTON PARISH COUNCIL

Summary Receipts & Payments Account

For The Year Ending 31st March 2020

31/03/2019		31/03/2020
£		£
Receipts		
14,985.00	Precept (grant £924)	15,326.00
32.06	Interest on Investments	29.64
363.82	VAT Repayment	171.88
859.04	Recycling Credits	806.19
458.02	Allotment Rents	1,064.45
195.00	Miscellaneous (other)	1,432.00
2,615.00	Grants/Donations	924.00
19,507.94	Total Receipts	19,754.16
Payments		
4,914.00	Staff Costs	5,382.00
794.92	Administration	879.57
72.00	Hall Hire	45.00
780.00	Grass Cutting	975.00
965.55	Village Maintenance	1,803.14
27.00	Section 137	50.00
1,120.38	Insurance	1,131.88
100.00	Grants/Donations	150.00
1,676.75	Miscellaneous	3,504.59
163.19	Electricity	127.98
1,326.97	Water	40.19
171.88	VAT to reclaim	438.72
750.98	Christmas party	665.00
94.59	Flood Wardens	36.91
1,271.15	Multisports	1,139.24
14,229.36	Total Payments	16,369.22

Receipts and Payments Summary

18,320.91	Balance at 1st April 2020	23,599.49
19,507.94	Total Receipts	19,754.16
14,229.36	Less Total Payments	16,369.22
23,599.49	C/F 2020/2021	26,984.43
These cumulative funds are represented by:		
8,110.50	Current Account	10,963.22
16,041.97	Business Deposit Account	16,071.61
552.98	Cheques not cashed - 159	50.40
23,599.49		26,984.43

The above statement represents the financial position of the authority at 31st March 2020 and reflects its receipts and payments during the financial year.

S. m. Holden 13/7/20

Signed - Chairman

Date

[Signature] 13-7-2020

Signed - RFO Date

BACTON PARISH COUNCIL
Bank reconciliation
For The Year Ending 31st March 2020

Prepared by: Elaine Pugh - Clerk and RFO

Approved by: Susan Holden - Chair

10th April 2020

Balance per bank statements as at 31 March 2020

Current Account - Barclays	£	10,963.22	£
Business Saver - Barclays		16,071.61	
		<u>27,034.83</u>	

Petty cash float (not applicable)

Less any unpresented cheques at 31st March 2020

Less cheque 159

Unbanked cash at 31st March 2020

Net bank balance as at 31 March 2020

50.4

0

Net balances as at 31st March 2020

26,984.43

The net balances reconcile to the Cash Book (receipts and payments) for the year as follows:

CASH BOOK

Opening Balance 1st April 2019	23,599.49
Add: Receipts in the year 2019/2020	19,754.16
Less: Payments in the 2019/2020	16,369.22

Closing balance per cash book 2020

(receipts and payments book) as at 31st March 2020

26,984.43

Name of Council: **BACTON PARISH COUNCIL**

Explanations for variance of more than 15% (and over £200) for individual boxes in Section 1 except where there are "compensating" variances which leave a box relatively unchanged.

Section 1	2018/2019 £	2019/2020 £	Variance £ (+/-)	Detailed explanation of variance (with amounts to nearest £10)
Box 1 Balances carried forward	18,321	23,599	+£5,278	Balances have been increased as the Council has not spent any significant funds over the previous year. Funds are earmarked for new play equipment
Box 2 Precept	14,985	15,326	+£341	The Council is mindful of its current high reserves and is endeavouring to keep the precept increases to a minimum. The members are aware of the potential year on year loss of the Government grant which will be eradicated over the next year.
Box 3 Other Income	4,522	4,428	-£94	Income is slightly down to allotment holders not needing to contribute towards additional water costs. The Council took action to stop the risk of this occurring again.
Box 4 Staff costs	4,914	5,382	+£468	The Clerk was awarded a pay increase.
Box 5 Loan interest/ capital	NIL	NIL	£NIL	
Box 6 Other payments	9,315	10,987	+£1,672	Expenditure has increased due to the Clerk's salary increase and we also contributed £1,000 towards the NCC Parish Partnership Scheme for a new project to improve sea drainage against flooding.
Box 7 Balances carried forward	23,599	26,984	+£3,358	No significant purchases have been made throughout the year and no large grants have been received. Earmarked reserves at year end: <i>£15,000 is held as reserves to serve the community and for future projects which have yet to be identified ie the replacement of play equipment and work at the recreation ground.</i> <i>£11,984 is held as general reserves.</i>
Box 9 Fixed assets & Long term assets	137,849	137,849	£NIL	No significant purchases have been made throughout and the asset list remains as last year.
Box 10 Total Borrowings	Nil	Nil	£Nil	

Internal Audit Report
For
Bacton and Edingthorpe Parish Council
Financial Year 2019-20

Prepared by
R M Calvert
12 May 2020

I have completed an internal audit of the accounts for Bacton and Edingthorpe Parish Council for the year ending 31 March 2020.

My findings are detailed below using the tests provided in the Governance and Accountability for Smaller Authorities in England 2018.

I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit.

Internal Control	Test	Observations
Proper bookkeeping	Is the cashbook maintained and up to date?	Yes
	Is the cashbook arithmetically correct?	Yes
	Is the cashbook regularly balanced?	Yes
Standing Orders, Financial Regulations and payment controls	Has the council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	March 2018. To be published on website
	Date Financial Regulations last reviewed	September 2016 Review in May 2019 to be finalised
	Has a Responsible finance officer been appointed with specific duties?	Yes
	Have items or services above the de minimus amount been competitively purchased?	Yes
	Are payments in the cashbook supported by purchase orders, invoices, authorised and minuted?	Cheque stubs not seen. Invoices initialed and minuted. No record of acknowledgement of given to CAB, RBL and NNCT received.
	Have legal powers been identified for purchases	S137
	Has VAT on payments been identified, recorded and reclaimed?	Yes
	Is s137 expenditure separately recorded and within statutory limits?	Yes
	Have S137 payments been approved and included in the minutes as such?	Yes
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No

Internal control	Test	Observations
	Do minutes record the council carrying out an annual risk assessment or review of their risk management scheme?	Reviewed April 2019 and approved 13 May 2019
	Is insurance cover appropriate and adequate?	Yes
	Are internal financial controls documented and regularly reviewed?	Yes
Budgetary controls	Has the council prepared an annual budget in support of its precept and has this been minuted as being approved?	Yes
	Has the precept been calculated from the budget and been approved?	Budget not seen
	Does the budget include an actual completed year?	It is recommended that the last completed year is included in the budget
	Is actual expenditure against budget regularly reported to the council?	No – reports not presented to council
	Are there any significant unexplained variances from budget?	No recorded
Income controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Yes
	Are security controls over cash and near-cash adequate and effective?	Yes - allotment receipts are banked promptly
Petty cash procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/A
	Is petty cash expenditure reported to each council meeting?	N/A
	Is petty cash reimbursement carried out regularly?	N/A
Payroll controls	Do all employees have contracts of employment with clear terms and conditions?	Not seen
	Do salaries paid agree with those approved by the council?	Reviewed Nov 2018 for consideration by Personnel Cttee. Resolution not seen.
	Are salaries above the National Living Wage/Minimum Wage?	Yes
	Are other payments to employees reasonable and approved by the council?	Yes

Internal control	Test	Observations
	Have PAYE/NIC been properly operated by the council as an employer?	Yes
Asset controls	Does the council maintain a register of all material assets owned or in its care?	Yes – to be updated
	Where appropriate, are these inspected annually	Yes
	Are the assets and Investments registers up to date? When were these last reviewed?	May 2019
	Do asset insurance valuations agree with those in the asset register?	No
Bank reconciliation	Is there a bank reconciliation for each account and is this reported to council?	Yes. Signed by members but not reported or minuted
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes
	Are there any unexplained balancing entries in any reconciliation?	No
	Is the value of investments held summarised on the reconciliation?	No
Year-end procedures	Are year-end accounts prepared using the correct accounting basis (Receipts and Payments or Income and Expenditure)?	\\Yes – Receipts and Payments
	Do accounts agree with the cash book?	Yes
	Has a year-end bank reconciliation been undertaken?	Yes
	Is there an audit trail from underlying financial records to the accounts?	Yes
	Where appropriate, have debtors and creditors been properly recorded?	N/A
Procedural	Have the minutes been signed by the chairman	Originals not seen
	Has the chairman initialled each page of the Minutes book	Originals not seen
	Has the chairman signed the year end bank reconciliation	To be presented to May council meeting
	Is eligibility for the General Power of Competence properly evidenced?	N/A Council uses s. 37

Internal control	Test	Observations
	Have points raised on the last Internal Audit report been considered by council and actioned?	All considered and some actions taken.
Transparency: For smaller councils with turnover under £25,000	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	Yes
	Payments over £100 on website?	Yes included in the minutes. Recommended that these are published as a separate document
	Electors' rights advertised on website?	Yes
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's Annual Return on website?	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	No
Allotments	Has a list of allotment holders with amounts paid to Council been submitted?	Yes
	Have fees for the allotments been reviewed and agreed by Council?	Yes
Councils with charities only	Have Charities reported and accounted separately?	N/A
	Have the Charity accounts been independently audited?	N/A
	Have the Charity accounts and Annual Return been filed within the legal time limit?	N/A

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Signed

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Date