

Harringworth Parish Council financial report for 2019/20

Finance Report for Financial Year 2019/20

This financial report has been completed following the Accounts and Audit Regulations 2003 (SI 2003/533 reg. 9) as outlined in the Local Council Administration guidelines, that is to say

“Councils in the small council’ band with budget income or expenditure up to £100,000 must base their accounts on receipts and payments.”

These accounts have been prepared with the welcome assistance and patience of our internal auditor Bill Waterman, whose advice and assistance as a novice I am much indebted. As the internal audit has already been completed figures presented have been signed off by the internal auditor. I am proposing the Council submit the Annual Governance and Accountability Return Part 2 that is to say Harringworth Parish Council will certify themselves as exempt from a limited assurance review

The spreadsheet (Appendix 1) is familiar. Some items have been annotated with numbers shown in brackets, these relate to the relevant item numbers on the external audit submission form for AGAR form.

Top right-hand corner item No1 is our starting balance for the year of **£9,407.31**

Bottom left of the sheet shows our precept income of **£6,180**

Reading across this bottom line to *item 3* which is **£1970.54** made up of the bank interest of **£8.17** plus **£75** income from the burial ground, Other income this year is made up of the vat reclaim of **£1,887.54** (bolstered by VAT on last years street light purchase)

This gives us an income for the year of **£8151** as recorded on the balance sheet.(Appendix 2)

Moving on to the expenditure;

Item 4 shows staff costs of **£1,141**; these include the clerk’s salary, PAYE paid by the employer and JP Jones payroll costs for payroll administration,

Item 6 is other expenditure, which is broken down into the items shown above it on the spread-sheet. This amounted to **£3618.66**

The total expenditure for the year was therefore **£4759.66**

Therefore the council started with **£9407**

Received income of **£8151**

Spent **£4760**

Uncashed cheques **£246**

Leaving a balance of **£ 12,798** (allowing for rounding errors)

this being the figure at item 7, bottom right corner of the spreadsheet.

This reconciles with the bank balance at the 31st March of

The numbers from the spreadsheet have been transferred across to the receipts and payments report Appendix 2



Finance Report for Financial Year 2019/20

The Council this year is showing an excess of receipts over payments of **£3391** this being bolstered by the large VAT reclaim from the previous year.

Please note that at the bottom of the reconciliation table (Appendix 1) there is a small budgetary analysis for the year.

You will see at the bottom of the receipts and payments report that the final balance of **£12798** is represented by a number of provisions that the Council need to approve.

The Burial Ground provision is to build the required capital required for the works to extend the burial ground to the full extent of the land gifted to the Parish Council. This provision has been increased by **£75 to £4,618**, this being the burial ground receipts for the year. The Council decided in July 2016 that its policy would be that all burial ground receipts within a given year would be used to add to this provision at the end of that year. Future election expenses have been left the same as the previous year at **£1,500**. Finally the Parish Council General funds have increased by **£3316**

As a general principle the Council is aiming to use burial ground income to grow the provision for the burial ground and precept income to fund regular bills such as street lighting and grass cutting.

In Appendix 3 there is a comparison of this year's expenditure with last years. Any variance greater than 10% has an explanation shown against it on the sheet.

Appendix 4 is a schedule of our assets and includes the revised insurance values attached to the items.

Turning to the AGAR submission form (Appendix 5)

The Council are also asked to confirm the governance statement shown on page 5 of the submission.

The numbers from the Income and Expenditure report have been transferred to page 6 and these have been approved by the internal auditor and I ask the council to confirm that the figures given on page 6 are approved?

Finally I ask Councillors to confirm that they approve submission of the AGAR Part 2 form certifying themselves as exempt from a limited assurance review.

I am happy to take any questions from Councillors on these accounts.

Returning to page 2 of the income and expenditure report, Councillors also need to approve the provisions shown at the bottom of the page;

For burial ground the figure increases by £75 to become £4,618
For election expenses the figure to remain at £1,500
Leaving £6680 in general funds



A D WHITE

CHAIRMAN

HARRINGWORTH PARISH COUNCIL

Harringworth Parish Council 2019/20

Receipts & Payments Account

for the year ending :-

	2019/20	2018/19
Receipts		£
Precept	6180	6000
Interest	8	5
Burial fees	75	380
Street light Loan	0	7500
other	0	384
VAT recovered	1888	550
	<u>8151</u>	<u>14819</u>
	2019/20	2018/19
Payments	£	£
Administration	1141	1396
Street lights	829	9648
Insurance	347	364
Audit	50	250
Grass cutting	1925	1760
Rent of Hall	175	200
Subscriptions	138	109
Miscellaneous expenses	104	34
VAT paid	51	1888
	<u>4760</u>	<u>15649</u>

Excess of Receipts over Payments

3391

-830

Balance Sheet

as at 31st March 2020

	2019/20	2018/19
Cash at Bank	£	£
Business account	4083	4074
Current account	8961	5333
uncashed cheques	-246	0
	<u>12798</u>	<u>9407</u>

Represented by:-

Parish Council General Funds	6680	3364
Provision for burial ground	4618	4543
Provision for future Election Expenses	1500	1500
Funds at 31st March 2020	<u>12798</u>	<u>9407</u>



Explanation of variances – pro forma

Name of smaller authority: **Harringworth Parish Council**

County area (local councils and parish meetings only): **Northamptonshire**

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2018/19 £	2019/20 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	6,000	6180	180	3%	
Box 3 <i>Total other receipts</i>	8,819	1,971	(-6,848)	(-78%)	2018/9 other receipts includes a one off loan from PWLB of £7,500
Box 4 <i>Staff costs</i>	1,396	1141	(-255)	(18%)	The 2018/19 figure included pay for previous financial year (£320)
Box 5 <i>Loan interest/ capital repayments</i>	300	600	300	100%	Repayments to PWLB are paid twice yearly, 2018/19 had only one repayment as the loan was taken out mid year.
Box 6 <i>All other payments</i>	13,953	3,019	(-10,934)	(-78%)	Year 2018/19 included One off payment of £10,830 (inc. vat) for installation of new street lights
Box 9 <i>Total fixed assets & long term investments & assets</i>	18,110	21,296	3,186	18%	£3280 Increase in insurance value of led lighting
Box 10 <i>Total borrowings</i>	7,315	6887	(-£428)	(-6.0%)	Continuing payments for 12 more years to PWLB for street lamp replacement.
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: General funds £6680 Burial ground provision. £4618 Election expenses provision £1500				

HARRINGWORTH PARISH COUNCIL

CHAIRMAN
Andrew White

CLERK
Mr. Harold Maxfield

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From the Parish Clerk's office
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Schedule of Assets – 1st April 2020

Ref No.	Asset Description	Location	Date Acquired	Value at time of acquisition	Insurance Cover Value	Date of disposal/discharge
001	Jubilee bench	O/S Harringworth stables, Wakerley Road	2000	£400 (estimated)	£673	
002	Arthurs bench	Wakerley Road	2008	£400 (estimated)	£673	
003	Notice board	Corner of Seaton Rd and Wakerley Rd	2000	£140	£1,277	
004	Salt bin	Shotley, Wakerley Rd	2013	£40	£40	
005	Millennium arch & lamp	Above St John the Baptist Church gate on Seaton Road	2000	Donated	£2,938	
006	Telephone Kiosk	Gretton Road	Jan 2017	£1	Public liability only	
007	Public access Defibrillator	Telephone Kiosk Gretton Road	Jan 2017	£1,744	£1,545	
008	18 x LED Street lights	Various	Mar – May 2018	£10,830	£14,110	
009	Salt bin –	Gretton Road by defibrillator	Oct 2018	£40	£40	

Harold Maxfield
Clerk to Harringworth Parish

