

# ANTINGHAM PARISH COUNCIL

## Summary Receipts & Payments Account

For The Year Ending 31<sup>st</sup> March 2022

31/03/2021

31/03/2022

£

£

£

### Receipts

3,250.00	Precept
0.93	Interest on Investments
312.16	VAT Repayment
1,560.80	VAT (over claim repaid to HMRC)
694.11	Miscellaneous (bottlebank)
-	Grants

3,500.00
0.20
28.30
-
395.54
-

**5,818.00** Total Receipts

**3,924.04**

### Payments

638.80	Staff Costs
402.87	Administration
159.20	HM Revenue & Customs
0.00	Hall Hire
349.22	Insurance
352.01	Grants/Donations S137
1,882.30	Miscellaneous
28.30	VAT

798.00
169.58
159.20
0.00
358.20
349.54
967.51
136.70

**3,812.70** Total Payments

**2,938.73**

### Receipts and Payments Summary

4,759.53	Balance at 1st April 2021	6,764.83
5,818.00	Total Receipts	3,924.04
3,812.70	Less Total Payments	2,938.73
<b>6,764.83</b>	<b>C/F 2022/2023</b>	<b>7,750.14</b>

These cumulative funds are represented by:

4,783.88	Current Account - Barclays	5,768.99
2,044.95	Business Saver - Barclays	2,045.15
64.00	Less cheque 592 from 20/21	-64.00
<b>6,764.83</b>		<b>7,750.14</b>

The above statement represents the financial position of the authority at 31<sup>st</sup> March 2022 and reflects its receipts and payments during the financial year.

Signed: \_\_\_\_\_

Chairman

Date: 3-5-22

Signed: \_\_\_\_\_

Responsible Financial Officer

Date: 03-05-2022

ANTINGHAM PARISH COUNCIL  
Bank reconciliation  
For The Year Ending 31st March 2022

Attachment 1.1

Prepared by: Elaine Pugh - Clerk and RFO

10th April 2022

**Balance per bank statements as at 31 March 2022**

Current Account - Barclays

Business Saver - Barclays

£	£
5,768.99	
2,045.15	
	<u>7,814.14</u>

Petty cash float (not applicable)

0

Less any unpresented cheques at 31st March 2022

0

*Mr S Paramor cheque 592 accounted for in 2021 but cashed in 2022*

64.00

Unbanked cash at 31st March 2022

0

Net bank balance as at 31 March 2022

0

Net balances as at 31st March 2022

7,750.14

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

**CASH BOOK**

Opening Balance 1st April 2021

6,764.83

Add: Receipts in the year 2021/2022

3,924.04

Less: Payments in 2021/2022

2,938.73

Closing balance per cash book 2022

7,750.14

(receipts and payments book) as at 31st March 2022

Explanation of variances

Attachment 1.2

Name of Council: **ANTINGHAM 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.

	2020/2021	2021/2022	Variance	Detailed explanation of variance (with amounts to nearest £10)
<b>Box 1</b> Balances carried forward	4,759	6,765	+£2006	Balances increased in 21-22 due to less expenditure in 20-21 and an increase in Precept.
<b>Box 2</b> Precept	3,250	3,500	+£250	The Precept was increased to take into account the reduction in the Government grant and to build reserves for community initiatives.
<b>Box 3</b> Other Income	2,568	424	-£2144	Income is down due to the non-receipt of the VAT return which was paid in error of £1,560.
<b>Box 4</b> Staff costs	798	798	-£0	Staff costs remained static
<b>Box 5</b> Loan interest/ capital	NIL	NIL	£NIL	
<b>Box 6</b> Other payments	3,014	2,141	-£873	Payments are reduced due to the non-payment to HMRC of £1,560.80 from the year 20/21 which was an error and it was returned to them which distorts the overall income and expenditure figures
<b>Box 7</b> Balances carried forward	6,765	7,750	-£985	The balances have increased due to the lack of expenditure. Previously the Council has paid for the village sign refurbishment and installation. We have earmarked funds for a Parish Partnership initiative of circa £800 towards Beacons. £5,000 is held for maintenance of Antingham Village Hall and £2,750 for general reserves including further works which may be required for the Village sign.
<b>Box 9</b> Fixed assets & Long term assets	6,200	6,765	+£565	3 new grit bins were purchased (£565)
<b>Box 10</b> Total Borrowings	£Nil	£Nil	£0	

ANTINGHAM-2021-2022-ACCOUNTS

ANTINGHAM PARISH COUNCIL - INCOME 1st APRIL 2021 - 31st March 2022									
DATE	FROM	PRECEP	GRANT	INTEREST	VAT REFUND	OTHER	TOTALS		
26.03.21	NNDC - Precept 1st tranche	1,750.00					1,750.00		
20.07.21	NCC Bottlebank					395.54	395.54		
15.06.21	HM/RC				28.30		28.30		
07.06.21	Interest (March - June)			0.05			0.05		
06.09.21	Interest (June-Sept)			0.05			0.05		
30.09.21	NNDC - Precept 2nd tranche	1,750.00					1,750.00		
06.12.21	Interest (Sept-Dec)			0.05			0.05		
07.03.22	Interest			0.05			0.05		
	<b>TOTALS</b>	<b>3,500.00</b>	<b>-</b>	<b>0.20</b>	<b>28.30</b>	<b>395.54</b>	<b>3,924.04</b>		

# ANTINGHAM PARISH COUNCIL

Accounts for the year ended 31st March 2022 - Asset List

On schedule

## ASSETS HELD

1 Dog Bin at Sandy Lane

100

Yes

1 village sign

2,500.00

Yes

1 notice board

400.00

1 notice board removed

Yes

1 SAM Unit

3,200.00

Purchased November 2015

Yes

3 grit bins

565.00

Purchased November 2022

Not required as under £250 each

## TOTAL OF ASSETS HELD

6,765.00

Total insurance is £10,113.30

25,032.21

**ANTINGHAM PARISH COUNCIL - BUDGET PLANNING 2022-2025**

C/F Business Account	5,432.68
C/F Savings Account	2,045.05
<b>TOTAL OF BANKED FUNDS HELD at November 2021 approx</b>	<b>7,477.73</b>

**Estimated expenses for balance of 21/22**  
 General expenses, Clerk salary and donations and grit bins 1,950.00

**Estimated c/forward balance at March 2022**

BUDGET 2021-2022	TODATE 2021-2022
100	0
200	0
130	0
1,250.00	544.70
400	157.90
75	40.00
360	358.2
70	54.6
50	0
100	40.00
100	0
100	0
50	0
250	299.54
200	144.10
<b>3,435.00</b>	<b>1,639.04</b>
<b>2021-2022</b>	<b>2020-2021</b>
3,500.00	3,500.00
250	395.54
3	0.05
200	28.30
<b>3,953.00</b>	<b>3,923.89</b>

**EXPENDITURE**

Elections  
 Contingency  
 Hall Hire  
 Clerk Salary inc HMRC element  
 Office Expenses  
 Membership NPTS and Councillor expenses  
 Insurance  
 NNDC (dog bins)  
 Web maintenance  
 Grass cutting around Village sign  
 Accounting/Data protection  
 SAM2 - maintenance fund  
 Village sign maintenance  
 Donation of glass recycling to Village Hall/s137 CAB - other  
 Other payments including VAT

**INCOME**

Precept  
 Indigo Recycling Credits  
 Interest on Business Account  
 VAT reclaim

**TOTAL INCOME**

<b>5,527.73</b>	
BUDGET 2022-2023	BUDGET 2023-2024
100	100
200	200
130	130
1,500.00	1,600.00
400	400
75	75
360	400
70	70
50	50
100	100
100	100
100	100
50	50
250	250
200	200
<b>3,705.00</b>	<b>3,825.00</b>

2022-2023	2022-2023
3,600.00	3,700.00
250	250
3	3
200	200
<b>4,053.00</b>	<b>4,153.00</b>

**Estimated total funds held at end March 2022**

Income expected for 2022-2023	5,527.73
Total	4,053.00
	<u>9,580.73</u>
Less expenditure due in 22-23	3,705.00
<b>C/F expected for 2023-2024</b>	<b>5,875.73</b>

**Current Precept is £3,500 recommend increase to £3,600**

**Recommendation to increase precept by £100 to keep in line with rising costs**  
 3,500 divided by 1 26.92 per annum

The Council needs to consider what work it needs to do in the future and how much they wish to contribute towards these items. This amount should be reflected in the Council's Precept  
 The Council also needs to be mindful that the minimum wage is increasing as well as future pension contributions.  
 Considerations - any new projects or possible donations  
 The Council also needs to ensure that it retains 50% of Precept and that it has sufficient funds should an employee be off sick for 6 months and a Locum Clerk is necessary

**Projects going forward**

Grit bins (allowance) 750 - 3 for the Village agreed with Highways  
 Maintenance for SAM 2 £700 ongoing funding pot needed (batteries/posts/service/parts)



ANTINGHAM PARISH COUNCIL - RISK ASSESSMENT 2022-2023				
Risk	Insured	Risk	Action	Completed
Notice board	Y	Low	Monitor	Yes
Fidelity guarantee	Yes	Low	Ensure insurance policy in place and meets reserves	In place
Cheque Fraud	No	Low	Councillor's to check invoices	Checked at meetings
Cheque signing	No	Low	To be signed by 2 Members	Checked as required
Payments to HMRC	No	Low	Clerk to ensure paid and provide payslips	Reported regularly
Income	No	Low	Clerk to ensure all income is accounted for	Clerk
VAT return	No	Low	To be undertaken in May/June	Completed
Asset register	No	Low	Reviewed annually in May	Done
Council insurance	N/A	Low	Ensure insurance policy in place	Done
SAM II	Yes	Medium	Locked with secure locks and Councillor responsible for transfer from post to post in hi-viz jacket	Yes
Prepared by Elaine Pugh				
Date: May 2022				