

Annual Governance and Accountability Return 2019/20 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2020**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2020**.

Publication Requirements

Smaller authorities **must** publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, and not complete the** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2019/20 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2020. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

Beeley Parish Council

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20: **6122** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2019/20: **5357** PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

[Signature]

27/07/20

I confirm that this Certificate of Exemption was approved by this authority on this date:

27/07/20

Signed by Chairman

Date

[Signature]

27/7/2020

as recorded in minute reference:

BPC AGM 2707202006

Email of Authority

Telephone number

beeleyparishcouncil@gmail.com ADDRESS REQUIRED

01629732365 NUMBER

*Published web address

www.beeleyparishcouncil.org.uk SITE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2019/20

ENT Beeley Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ No Petty Cash
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick 'not covered')			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit


14.05.2020

DD/MM/YYYY

DD/MM/YYYY

BRIAN WOOD

Signature of person who carried out the internal audit



Date

14.05.2020

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Beeley Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes	No	Yes means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
				✓	

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

27/07/2020.

and recorded as minute reference:

BPCA642707202006

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

R H W. D. S.

Clerk

S. P. S.

Section 2 – Accounting Statements 2019/20 for

Beeley Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	21833	3806	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	4158	4241	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6085	1881	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	1484	1430	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	26786	3927	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	3806	4571	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	3806	4571	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	27462	27462	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	0	0	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 2020 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

Spote

Date

27/07/20.

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

27/07/20

as recorded in minute reference:

BPC AGM 2707202005.

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

RH Webster

LOCAL COUNCIL NAME

Beeley Parish Council

COUNTY

Derbyshire

BANK RECONCILIATION YEAR ENDED 31 MARCH 2020

		£
A	Balance on the bank statement at 31 March 2020 (taken from bank statement)	4,571
	Outstanding items	
B	Less unpresented cheques (to agree with attached list)	0
C	Plus uncleared payments into bank (to agree with attached list)	0
D	Petty cash Plus any petty cash balance held at 31 March 2019	0
E	Balance in the cash book (council's own records) at 31 March 2020 (Calculated as $A-B+C+D=E$ and agrees with Box 8 on the Annual Return)	4,571

Explanations of significant variances

We require explanations for significant variances (increases or decreases) of more than 15% between 2018 and 2019 in boxes 2, 3, 4, 5, 6 and 9. Variances of less than 15% or less than £250 need not be explained.

Your explanations must be quantified, i.e. state how much of the variance is covered by each specific explanation. Your explanations must ensure that the variances for each box are explained and quantified to within 15%.

Guidance is available at paragraph 6 on the back of the 2019 Annual Return and in the *Practitioners' Guide* – available on line at the NALC website.

You can set out your explanations of variances in any way you wish, but they should be clear and complete and easy to follow.

Our suggested method of how to identify variances that require explanation, and suggested layout for providing explanations are set out below.

Identifying which variances require explanation

Positive and negative variances must be explained

Box on section 1	2019 £	2020 £	Variance Increase (+) or decrease (-) (2020 less 2019) £	% (Variance divided by 2019 figure multiplied by 100)	Explanation required? Less than £250? - NO Less than 15% - NO More than 15% - YES
Box 2 Annual Precept	4,158	4,241	83	2%	No
Box 3 Total other receipts	6,085	1,881	-4,204	-69%	Yes
Box 4 Staff costs	1,484	1,430	-54	4%	No
Box 5 Loan interest/ capital repayments	0	0	0	0	No
Box 6 All other payments	26,786	3,927	-22,859	-85%	Yes
Box 9 Total fixed assets	27,462	27,462	0	0	No

Explanations of significant variances - continued

One sheet to be prepared for each variance that requires explanation.

BOX NO 3	£
Figure in 2019 column	6,085
Figure in 2020 column	1,881
Variance (2019 figure less 2020 figure)	-4,204

Reasons (as many as are applicable)	Amount £
Reason 1 – Large VAT return	3,604
Reason 2 – No grant income	600
Unexplained	
Confirm unexplained amount is less than 15% of 2019 figure	

BOX NO 6	£
Figure in 2019 column	26,786
Figure in 2020 column	3,927
Variance (2019 figure less 2020 figure)	-22,859

Reasons (as many as are applicable)	Amount £
Reason 1 – Resurfacing work	20,881
Reason 2 – New bench and noticeboard repairs	1,978
Unexplained	
Confirm unexplained amount is less than 15% of 2018 figure	

Asset Register

Items		Value as new	Depreciated value	Insured	
Slide	Playing Field	7,000.00	5,250.00	Y	
Climbing Equipment	Playing Field	13,878.00	10,408.50	Y	
Swings	Playing Field	3,604.00	2,703.00	Y	
2 rockers	Playing Field	800.00	600.00	Y	
Picnic bench	Playing Field	410.00	307.50	N	New in 2019
Bench	Playing Field	371.00	278.25	N	New in 2019
Coronation bench	Triangle	Donated by Chatsworth	-	N	
Bench by pub	Outside pub	350.00	262.50	N	
Bin by pub	Outside pub	100.00	75.00	N	
Street lamp by pub	Outside pub	250.00	187.50	Y	
Railings by pub	Outside pub	-	-	N	
Noticeboard	Playing Field	550.00	412.50	N	Moved and revamped
Filing cabinet	Village Hall	100.00	75.00	N	
TOTAL		£ 27,413.00	20,559.75		

LIMITED INTERNAL AUDIT CHECKLIST FOR BEELEY PARISH COUNCIL FOR THE YEAR ENDING 31st MARCH 2020

In accordance with guidance available, as a result of the Covid - 19 Pandemic, I confirm that a limited Internal Audit has been carried out to allow completion of the figures element of the AGAR Return for 2019/20 required by the Government's External Auditor by 30 September 2020 and Page 4 of that Return has been signed off accordingly.

Signed Brian Wood DMA

Date 14th May 2020

1. Book Keeping			Comments
1.1	Ledger maintained and up to date?	Yes	
1.2	Arithmetic correct?	Yes	
1.3	Evidence of Internal Control?	Yes	
1.4	VAT evidence, recording and reclaimed?	Yes	
1.5	S137 separately recorded and within limits?	Yes	

2. Risk Management			Comments
2.1	Does scan of minutes reveal any unusual activity?	No	
2.2	Insurance Premium paid	Yes	

3. Budget			Comments
3.1	Annual budget to support precept?	Yes	
3.2	Has budget been discussed and adopted by council?	Yes	
3.3	Any reserves earmarked?	Yes	
3.4	Any unexplained variances from budget?	No	
3.5	Precept demand correctly minuted?	Yes	

4. Payroll – Clerk / Other staff			Comments
4.1	PAYE / NI evidence?	Yes	
4.2	Has council approved payroll?	Yes	
4.3	Other payments reasonable and approved by council?	Yes	

5. Asset Control			Comments
5.1	Does council keep a register of all material assets owned?	Yes	
5.2	Value of individual assets included?	Yes	

6. Bank Reconciliations			Comments
6.1	Is there a bank reconciliation for each account?	Yes	
6.2	Reconciliation carried out on receipt of statement?	Yes	
6.3	Any unexpected balancing entries in any reconciliation?	No	

7. Year End Procedures			Comments
7.1	Year-end accounts prepared on correct accounting basis?	Yes	
7.2	Where appropriate, debtors and creditors properly recorded?	Yes	
7.3	Has council agreed, signed and minuted sections 1 & 2 of the annual return?	No	Awaiting Covid – 19 instructions
7.4	Public Rights provision up to date ?	Yes	

8. Miscellaneous			Comments
8.1	Have points raised at the last audit been addressed?	Yes	

9. Charities			Comments
9.1	Charities reported and accounted separately?	N/A	

Annual Return (Page 3)			
		Year ending 31 March 2019	Year ending 31 March 2020
		£	£
1	Balances brought forward	21833	3806
2	Annual precept	4158	4241
3	Total other receipts	6085	1881
4	Staff costs	1484	1430
5	Loan interest/capital repayments	0	0
6	Total other payments	26786	3927
7	Balances carried forward	3806	4571
8	Total cash and investments	3806	4571
9	Total fixed assets and long term investments and assets	27462	27693
10	Total borrowings	0	0
11	Section 4 annual return figures completed and cross referenced	Yes	Yes

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: Beeley Parish Council

County Area (local councils and parish meetings only): Derbyshire

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on Thursday 30th July 2020

and ending on Friday 4th September 2020

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 17 June – Friday 26 July 2019. The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019.)

Signed: _____

Role: Parish Council Clerk and Responsible Financial Officer

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Beeley Parish Council
Bank Rec. As at 1st April 2020

	Santander Current £	Santander Reserve £	Petty Cash	Summary £	
Cash Book : Bal b/fwd current A/C 1st April 2019	3,645.75	95.06	65.80	3,806.61	
plus : receipts	1,746.53	6.62	368.58	2,121.73	
less : payments	-902.80	0.00	-265.00	-1,167.80	
transferred from reserve a/c	-4,000.00	-3,810.91		-189.09	
	<u>489.48</u>	<u>3,912.59</u>	<u>169.38</u>	<u>4,571.45</u>	0.00
Unpresented chqs	557.00	0.00		557.00	
Unpresented receipts	0.00	0.00		0.00	
Balance	<u>1,046.48</u>	<u>3,912.59</u>	<u>169.38</u>	<u>5,128.45</u>	
Bank : Current A/C - 01/04/20	1,046.48			1,046.48	
Deposit A/C - 01/04/20		3,912.59		3,912.59	
	<u>1,046.48</u>	<u>3,912.59</u>	<u>169.38</u>	<u>5,128.45</u>	
difference	0.00	0.00		0.00	

Signed by Responsible Finance Officer _____ Date _____

Signed by Chairman _____ Date _____

7200

RESERVES			
	Current £	Reserve £	Total £
Current Bank Balance as per cashbook and bank statements Start of Year	1,046.48	3,912.59	4,959.07
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
			4,959.07

Monthly Budget Monitoring

BEELEY PARISH COUNCIL		Year to Date at 08/03/20			Full Year Projection		
RECEIPTS & PAYMENTS ACCOUNT 2019 - 2020		Actual £	12	Difference	Actual £	Budget £	Difference
Date	8th March 2020						
Month	11	To Date	To Date	£	Projected	For Year	£
PAYMENTS	Administration						
	Clerk's salary	1,429.61	1,429.20	(0.41)	1,429.20	1,429.20	0.00
	Clerk's expenses	250.00	300.00	50.00	300.00	300.00	0.00
	Councillor's expenses (travel & sub - £10 / person)	0.00	0.00	0.00	0.00	0.00	0.00
	Training	0.00	0.00	0.00	0.00	0.00	0.00
	Audit fees	251.80	100.00	(151.80)	100.00	100.00	0.00
	Room hire	0.00	100.00	100.00	100.00	100.00	0.00
	Subscription DALC	0.00	65.00	65.00	65.00	65.00	0.00
	Website maintenance	219.62	200.00	(19.62)	200.00	200.00	0.00
	Insurance	493.53	500.00	6.47	500.00	500.00	0.00
	Stationery, Printing and Adverts	99.32	50.00	(49.32)	50.00	50.00	0.00
		2,743.88	2,744.20	0.32	2,744.20	2,744.20	0.00
	Playing Field						
	Maintenance	50.00	200.00	150.00	200.00	200.00	0.00
	Safety Inspection	0.00	40.00	40.00	40.00	40.00	0.00
	Grass cut	910.00	930.00	20.00	930.00	930.00	0.00
	Rent	68.00	60.00	(8.00)	60.00	60.00	0.00
		1,028.00	1,230.00	202.00	1,230.00	1,230.00	0.00
	Car Park						
	Grass Cutting	0.00	110.00	110.00	110.00	110.00	0.00
	Maintenance	920.00	0.00	(920.00)	0.00	0.00	0.00
	Donations banked	265.00	200.00	(65.00)	200.00	200.00	0.00
		1,185.00	310.00	(875.00)	310.00	310.00	0.00
	Misc						
	Bench - maintenance	23.99	0.00	(23.99)	0.00	0.00	0.00
	Grit Bins and salt refills	0.00	0.00	0.00	0.00	0.00	0.00
	Footpaths	40.00	180.00	140.00	180.00	180.00	0.00
	Bus Shelter	0.00	0.00	0.00	0.00	0.00	0.00
	Donations	42.00	0.00	(42.00)	0.00	0.00	0.00
	Election Costs	189.09	101.00	(88.09)	101.00	101.00	0.00
		295.08	281.00	(14.08)	281.00	281.00	0.00
	Neighbourhood Watch						
	Neighbourhood Watch	0.00	91.89	91.89	91.89	91.89	0.00
		0.00	91.89	91.89	91.89	91.89	0.00
	S137 Grants						
	S137 grants	0.00	400.00	400.00	400.00	400.00	0.00
		0.00	400.00	400.00	400.00	400.00	0.00
	Total Payments	5,251.96	5,057.09	(194.87)	5,057.09	5,057.09	0.00
	VAT	104.93	0.00	(104.93)	50.00	50.00	0.00
	Total Payments after VAT	5,356.89	5,057.09	(299.80)	5,107.09	5,107.09	0.00
		Actual £	Budget £	Difference	Actual £	Budget £	Difference
		To Date	To Date	£	Projected	For Year	£
	Bank Interest and transfers	(3,993.38)	10.00	(4,003.38)	10.00	10.00	0.00
	Grant	0.00	0.00	0.00	0.00	0.00	0.00
	Chatsworth Grant	750.00	750.00	0.00	750.00	750.00	0.00
	DDDC Reimbursements	285.00	285.00	0.00	285.00	285.00	0.00
	Car Park Donations	368.58	200.00	168.58	200.00	200.00	0.00
	Car Park Donations banked	265.00	200.00	65.00	200.00	200.00	0.00
	Misc	0.00	0.00	0.00	0.00	0.00	0.00
	Vat	205.53	50.00	155.53	50.00	50.00	0.00
	Total Receipts before precept	(2,119.27)	1,495.00	(3,614.27)	1,495.00	1,495.00	0.00
RECEIPTS	Precept	4,241.00	4,241.00	0.00	4,241.00	4,241.00	0.00
		2,121.73	5,736.00	(3,614.27)	5,736.00	5,736.00	0.00
		-3,235.16	678.91	-3,914.07	628.91	628.91	0.00

Payments

BEELEY PARISH COUNCIL
PAYMENTS 2019 - 2020

DATE	Cheque	Paid To/Details	Cleared Account	Meeting Approval	ADMINISTRATION										PLAYING FIELD				CAR PARK			
					Clerk's Salary	Clerk's Expenses	Councillor's Expenses	Training	Audit Fees	Room Hire	Subs	Website	Insurance	Stationery, Printing and Adverts	Maintenance	Safety Inspection	Grass cutting & Strimming	Rent	Grass Cutting & Spraying	Maintenance	Donations banked	Bench and Noticeboard Maintenance
				Budget	1,429.20	300.00	0.00	0.00	100.00	100.00	65.00	200.00	500.00	50.00	200.00	40.00	930.00	60.00	110.00	0.00	200.00	0.00
				Revised Budget	1,429.20	300.00	0.00	0.00	100.00	100.00	65.00	200.00	500.00	50.00	200.00	40.00	930.00	60.00	110.00	0.00	200.00	0.00
20/05/2019	22225	Clerk - Pay		15/07/2019	238.60																	
20/05/2019	22226	Clerk - Expenses		15/07/2019		250.00																
20/05/2019	22227	Noticeboard paint	24/05/2019	15/07/2019										57.00								23.99
20/05/2019	22228	J Spencer - Wall repairs	23/05/2019	15/07/2019																295.00		
20/05/2019	22229	Haddon Landscapes - Ground Maint	24/05/2019	15/07/2019													175.00					
20/05/2019	22230	Website	29/05/2019	15/07/2019								115.88										
20/05/2019	22231	Chatsworth -Playing Field Rent	10/06/2019	15/07/2019														68.00				
06/06/2019	22232	Insurance	17/06/2019	15/07/2019									493.53									
15/07/2019	22233	Clerk - Pay	18/07/2019	15/07/2019	238.20																	
15/07/2019	22234	Brian Wood - Auditor	23/07/2019	15/07/2019					51.80													
15/07/2019	22235	Haddon Landscapes - Ground Maint	22/07/2019	15/07/2019													250.00					
15/07/2019	DD	Information Commissioner	09/08/2019	15/07/2019										35.00								
14/09/2019	Cash	Car Park Box paid in	14/09/2019	16/09/2019																	265.00	
16/09/2019	22236	Clerk - Pay	18/09/2019	16/09/2019	244.16																	
16/09/2019	22237	Haddon Landscapes - Ground Maint	23/09/2019	16/09/2019													325.00					
16/09/2019	22238	Jake Spencer - Dry stone wall	19/10/2019	16/09/2019																625.00		
11/10/2019	DC	DDDC - Election charges	11/10/2019	16/09/2019													100.00					
08/10/2019	BACS	Current to Reserve	08/10/2019	16/09/2019																		
18/11/2019	22239	Clerk - Pay and expenses	20/11/2019	18/11/2019	232.25																	
18/11/2019	22240	Haddon Landscapes - Ground Maintenance	26/11/2019	18/11/2019																		
18/11/2019	22241	PKF Littlejohn	28/11/2019	18/11/2019					200.00													
18/11/2019	22242	Poppy appeal	04/12/2019	18/11/2019																		
20/01/2020	22243	Clerk - Pay and expenses	23/01/2020	20/01/2020	238.20																	
20/01/2020	22244	Haddon Landscapes - Ground Maint	04/02/2020	20/01/2020													60.00					
11/02/2020	22245	SP Pest Control - Mole man	25/02/2020	16/03/2020											50.00							
16/03/2020	22246	Clerk - Pay and expenses	24/03/2020	16/03/2020	238.20									7.32								
20/03/2020	22247	Website hosting via S Cordingley	01/04/2020									103.74										
					1,429.61	250.00	0.00	0.00	251.80	0.00	0.00	219.62	493.53	99.32	50.00	0.00	910.00	68.00	0.00	920.00	265.00	23.99
					2,743.88										1,028.00				1,185.00			

Payments

BEELEY PARISH COUNCIL
PAYMENTS 2019 - 2020

DATE	Cheque	Paid To/Details	Cleared Account	Meeting Approval	MISCELLANEOUS						NW	DONATIONS	TOTAL	VAT	TOTAL
					Grit Bins & Salt	Footpaths	Bus Shelter	Donations	Transfer from R to C	Election	Neighbourhood Watch	S137	By Category		By Item
				Budget	0.00	180.00	0.00	0.00	0.00	101.00	91.89	400.00	5,057.09	50.00	5,107.09
				Revised Budget	0.00	180.00	0.00	0.00	0.00	101.00	91.89	400.00	5,057.09	50.00	5,107.09
20/05/2019	22225	Clerk - Pay		15/07/2019									238.60		238.60
20/05/2019	22226	Clerk - Expenses		15/07/2019									307.00	11.40	318.40
20/05/2019	22227	Noticeboard paint	24/05/2019	15/07/2019									23.99		23.99
20/05/2019	22228	J Spencer - Wall repairs	23/05/2019	15/07/2019									295.00		295.00
20/05/2019	22229	Haddon Landscapes - Ground Maint	24/05/2019	15/07/2019									175.00		175.00
20/05/2019	22230	Website	29/05/2019	15/07/2019									115.88	19.18	135.06
20/05/2019	22231	Chatsworth -Playing Field Rent	10/06/2019	15/07/2019									68.00	13.60	81.60
06/06/2019	22232	Insurance	17/06/2019	15/07/2019									493.53		493.53
15/07/2019	22233	Clerk - Pay	18/07/2019	15/07/2019									238.20		238.20
15/07/2019	22234	Brian Wood - Auditor	23/07/2019	15/07/2019									51.80		51.80
15/07/2019	22235	Haddon Landscapes - Ground Maint	22/07/2019	15/07/2019									250.00		250.00
15/07/2019	DD	Information Commissioner	09/08/2019	15/07/2019									35.00		35.00
14/09/2019	Cash	Car Park Box paid in	14/09/2019	16/09/2019									265.00		265.00
16/09/2019	22236	Clerk - Pay	18/09/2019	16/09/2019									244.16		244.16
16/09/2019	22237	Haddon Landscapes - Ground Maint	23/09/2019	16/09/2019		40.00							365.00		365.00
16/09/2019	22238	Jake Spencer - Dry stone wall	19/10/2019	16/09/2019									625.00		625.00
11/10/2019	DC	DDDC - Election charges	11/10/2019	16/09/2019						189.09			189.09		189.09
08/10/2019	BACS	Current to Reserve	08/10/2019	16/09/2019					-3,810.91				-3,810.91		-3,810.91
18/11/2019	22239	Clerk - Pay and expenses	20/11/2019	18/11/2019									232.25		232.25
18/11/2019		Haddon Landscapes - Ground Maintenance	26/11/2019	18/11/2019									100.00		100.00
18/11/2019	22241	PKF Littlejohn	28/11/2019	18/11/2019									200.00	40.00	240.00
18/11/2019	22242	Poppy appeal	04/12/2019	18/11/2019				42.00					42.00		42.00
20/01/2020	22243	Clerk - Pay and expenses	23/01/2020	20/01/2020									238.20		238.20
20/01/2020	22244	Haddon Landscapes - Ground Maint	04/02/2020	20/01/2020									60.00		60.00
11/02/2020	22245	SP Pest Control - Mole man	25/02/2020	16/03/2020									50.00		50.00
16/03/2020	22246	Clerk - Pay and expenses	24/03/2020	16/03/2020									245.52		245.52
20/03/2020	22247	Website hosting via S Cordingley	01/04/2020										103.74	20.75	124.49
													0.00		0.00
													0.00		0.00
													0.00		0.00
													0.00		0.00
					0.00	40.00	0.00	42.00	-3,810.91	189.09	0.00	0.00	1,441.05	104.93	1,545.98
					-3,515.83						0.00	0.00	1,441.05	104.93	1,545.98

Receipts

BEELEY PARISH COUNCIL

RECEIPTS 2019 - 2020

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