

QUERNMORE PARISH COUNCIL

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT for the year ending 31st MARCH 2023

Note

I, G J Catterson, Responsible Financial Officer, declare that the status of these Accounts and the Accounting Statement as published 1st June 2023 are unaudited and may be subject to change.

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT for the year ending 31st MARCH 2023

15/05/2023

QUERNMORE PARISH COUNCIL

Year Ending 31st March 2023

Notes to the summary receipts and payments account

1. Assets

1.1 At 31st March 2023 the following assets (at original cost price) were held :

Bench 2	£ 379	Purchased	06/2007
Bench 3	£ 546		09/2008
Bus Shelter	<u>£ 2,204</u>		10/2009
Total	£ 3,129		

1.2 Purchases
Nil

1.3 Disposals
Nil

2. Borrowings
Nil

3. Leases
Nil

4. Debts outstanding
Nil

5. Tenancies
Nil

6 Agency work
Nil

7. Advertising and publicity
Nil

QUERNMORE PARISH COUNCIL

Year Ending 31st March 2023

Notes to the Annual Return Section 1

3. Total other receipts

Precept remains at £3,200

4. Staff Costs

This year the Clerk's Wage was £ 1,000 (including Tax, deducted in this years A/c), Office Allowance of £ 275 giving a Total of £ 1275.
Expenses are accounted for in 'other payments'.

Note the Clerk's Salary is paid in arrears at the start of the next financial year (May) and the tax is now paid in that year. (10th April)

6. Total other Payments :

Expenses increased marginally because there were payments for Website Expenses this year.

Section 137 payments were increased to £1200 owing to additional expenditure for the Queen's Jubilee Celebration

QUERNMORE PARISH COUNCIL

RISK ASSESSMENT.

Property belonging to Quernmore Parish Council:-

Bus Shelter

Risk – nominal

Inspection – visual monthly

Bench No 1

Risk – nominal

Inspection – visual monthly

Bench No 2

Risk – nominal

Inspection – visual monthly

Funds

Cheque payments approved at meetings. Cheques signed by two named Councillors. The Clerk is not a signatory.

Maximum funds in Bank account £ 4,000

No Petty Cash is held. Clerk pays from own pocket and claims at year end.

Risk – nominal

Fidelity Insurance in place

Insurances

Zurich Municipal Policy No YLL-2720922743

Date of Expiry 6th October 2023

Public Liability £ 12m

Products Liability £ 12m

Employers Liability £ 10m

QUERNMORE PARISH COUNCIL

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

QUERNMORE PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 2023

Prepared by (Name and Role):

G J Catterson - Clerk RFO

Date:

15/05/2023

Balance per bank statements as at 31/3/22:

[add more accounts if necessary]

account 1
account 2
account 3
account 4
account 5
account 6
account 7
account 8

181177

1811.77

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)

[add more lines if necessary]

item 1
item 2
item 3
item 4
item 5
item 6
item 7
item 8

0.00

Add: any un-banked cash as at 31/3/22

-

QUERNMORE PARISH COUNCIL

Net balances as at 31/3/2023 (Box 8)

1811.77

PAYMENTS OVER £100

Clerk Tax	£ 200.00
Clerk Salary	£ 800.00
Clerk Office Expenses	£ 275.00
LALC Subscriptions	£ 105.50
St Peter's Church Grant	£ 400.00
Quernmore Recreation Club Grant	£ 400.00
Quernmore Queen's Jubilee Committee	£ 400.00
Zurich Municipal Insurance	£ 214.00