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 1<sup>st</sup> June 2023 are unaudited and may be subject to change.

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

| Previous<br>Year<br>3200<br>-<br>-<br>-<br>-<br>3200  | Receipts  Annual Precept VAT Refund Co-op Bank Compensation Interest received Total Receipts               |                                    | £<br>3200<br>15<br>60<br>-<br>3200   |
|---|--|------------------------------------|--------------------------------------|
| 1275<br>457<br>1000<br>-<br>15<br>2747  | Payments Staff Costs General Administration Section 137 Payments Miscellaneous Payments VAT Total Payments | £<br>1295<br>359<br>1200<br>-<br>- | 2854                                 |
| Balance Brought Forward at 1 <sup>st</sup> April 2022<br>Add Total receipts  Less Total Payments Balance Carried Forward at 31 <sup>st</sup> March 2023 |  |                                    | 1391<br>3275<br>4666<br>2854<br>1812 |
| Represented by Deposit in Co-operative Bank   |  |                                    | 1811.77                              |

### SUPPORTING STATEMENT

### S. 137 Payments

The limit for spending under Section 137 of the Local Government Act 1972 for this Council in the year of account was £ 3,716 and the payments made were:

| ayee                  | Nature of payment |       |   | Ł    |
|-----------------------|-------------------|-------|---|------|
| Quernmore Queen's Jul | ilee Committee    | Grant |   | 400  |
| Q. Recreation Club    |                   | Grant |   | 400  |
| St. Peter's Church    |                   | Grant |   | 400  |
|                       |                   |       | £ | 1200 |

| Signed : | JG Kelsall | G J Catterson                 |  |  |
|----------|------------|-------------------------------|--|--|
|          | Chairman   | Responsible Financial Officer |  |  |
| Date ·   | 15/05/2023 | 15/05/2023                    |  |  |

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 | £ | 2,204 |           | 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

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. (10<sup>th</sup> 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

#### 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 <u>not</u> 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

Public Liability

£ 12m

Public Liability £ 12m
Products Liability £ 12m
Employers Liability £ 10m

#### Bank reconciliation - pro forma

This reconciliation should include <u>all</u> bank and building society accounts, including short term investment accounts. It <u>must</u> 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              |                          |  |                    |  |
| i mancial 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:       |                          |  |                    |  |
|  | account 1                |  | <mark>177  </mark> |  |
|  | account 2                |  |                    |  |
|  | account 3                |  |                    |  |
|  | account 4                |  |                    |  |
| [add more accounts if necessary]                 | account 5                |  |                    |  |
|  | account 6                |  |                    |  |
|  | account 7                |  |                    |  |
|  | account 8                |  |                    |  |
|  |                          |  | 1811.77            |  |
|  |                          |  |                    |  |
| Petty cash float (if applicable)                 |                          |  | -                  |  |
| Lance and the second of the second of 24/2/22 (a |                          | ative much and   |                    |  |
| Less: any unpresented cheques as at 31/3/22 (e   | item 1                   |  | 0.00               |  |
|  | item 2                   | la de la companya de | 0.00               |  |
|  | item 3                   |  |                    |  |
|  | item 4                   |  |                    |  |
| [add more lines if necessary]                    | item 5                   |  |                    |  |
| [add more lines if necessary]                    | item 6                   |  |                    |  |
|  | item 7                   |  |                    |  |
|  | item 8                   |  |                    |  |
|  | ROIT O                   |  |                    |  |
| Add: any un-banked cash as at 31/3/22            |                          |  |                    |  |
| y an bannou cash do di onoile                    |                          |  | _                  |  |
|  |                          |  |                    |  |
|  |                          |  |                    |  |
|  |                          |  |                    |  |

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 |