

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT

for the year ending 31st MARCH 2017

Payments		£	
1275	Staff Costs	1275	
449	General Administration	726	
1550	Section 137 Payments	1200	
-	Miscellaneous Payments	-	
-	VAT	-	
3274	Total Payments		3201

Represented by Deposit in Co-operative Bank	£ 162.69
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Payee	Nature of payment	£
Q. Recreation Club	Grant	400
Q Methodist Church	Grant	400
St. Peter's Church	Grant	<u>400</u>
		£ 1200

Date : / / / /

QUERNMORE PARISH COUNCIL

Year Ending 31st March 2017

Notes to the summary receipts and payments account

1. Assets

1.1 At 31st March 2017 the following assets (at original cost price) were held :

Filing Cabinet	£	85	Purchased	04/1994
Bench 2	£	379		06/2007
Bench 3	£	546		09/2008
Bus Shelter	£	<u>2,204</u>		10/2009
Total	£	3,214		

1.2 Purchases

Nil

1.3 Disposals

Bench 1 – no residual value

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 2017

Notes to the Annual Return Section 1

3. Total other receipts

Precept reduced by £ 100.

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 :

Section 147 payments totalled £ 1200 this year. (£350 decrease)

QUERNMORE PARISH COUNCIL

Year Ending 31st March 2017

BANK RECONCILIATION.

Co-op Bank Balance

£ _____

Add Deposits not cleared

£ _____

£ _____

Less Cheques not presented

£ _____

£ _____

Totals

Cash Book

Balance b/f £ _____

Receipts £ _____

£ _____

Less Payments £ _____

£ _____

RFO _____

Date _____

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-122902-4893

Date of Expiry 10th October 2017

Public Liability £ 5m

Products Liability £ 5m

Employers Liability £ 10 m