

QUERNMORE PARISH COUNCIL

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT for the year ending 31st MARCH 2018

Note

I, RB Alexander, Responsible Financial Officer, declare that the status of these Accounts and the Accounting Statement as published 1st June 2018 are unaudited and may be subject to change.

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT
for the year ending 31st MARCH 2018

Payments		£
1275	Staff Costs	1275
726	General Administration	423
1200	Section 137 Payments	1200
-	Miscellaneous Payments	-
<u>-</u>	VAT	<u>-</u>
3201	Total Payments	2898

Represented by Deposit in Co-operative Bank	£ 465.11
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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 2018

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 :

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

Filing Cabinet – 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 2018

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 :

Expenses reduced because there were no payments for the Web site this year.

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 2018

Public Liability £ 5m

Products Liability £ 5m

Employers Liability £ 10 m