

QUERNMORE PARISH COUNCIL

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT for the year ending 31st MARCH 2020

Note

I, RB Alexander, Responsible Financial Officer, declare that the status of these Accounts and the Accounting Statement as published 1st June 2020 are unaudited and may be subject to change.

QUERNMORE PARISH COUNCIL

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT for the year ending 31st MARCH 2020

Previous Year	Receipts	£
4200	Annual Precept	3300
-	VAT Refund	-
-	Interest received	-
<u>4200</u>	Total Receipts	<u>3300</u>
	Payments	£
1275	Staff Costs	1275
572	General Administration	589
2300	Section 137 Payments	1300
-	Miscellaneous Payments	-
-	VAT	-
<u>4147</u>	Total Payments	<u>3164</u>
Balance Brought Forward at 1 st April 2019		518
Add Total receipts		<u>3300</u>
		3818
Less Total Payments		<u>3164</u>
Balance Carried Forward at 31 st March 2020		<u>654</u>
Represented by Deposit in Co-operative Bank		£ 653.87

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 :

Payee	Nature of payment	£
Q. Recreation Club	Grant	400
Q Methodist Church	Grant	400
St. Peter's Church	Grant	<u>500</u>
		£ <u>1300</u>

Signed : JG Kelsall RB Alexander
Chairman *Responsible Financial Officer*

Date : 11/05/2020 11/05/2020

QUERNMORE PARISH COUNCIL

Year Ending 31st March 2020

Notes to the summary receipts and payments account

1. Assets

1.1 At 31st March 2020 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 2020

Notes to the Annual Return Section 1

3. Total other receipts

Precept reduced by £ 900 to £3,300

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 Election expenses although there were no payments for the Web site this year.

Section 137 payments were reduced by £1,000

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 2020

Public Liability £ 5m

Products Liability £ 5m

Employers Liability £ 10 m

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 "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 form 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 2020

Prepared by (Name and Role):

RB Alexander - Clerk RFO

Date:

31/05/2020

		£	£
Balance per bank statements as at 31/3/20:			
	account 1	654.0	
	account 2		
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			654.0
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)			
	item 1	0.00	
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			-
Add: any un-banked cash as at 31/3/xx			
			-
Net balances as at 31/3/20 (Box 8)			654.0

QUERNMORE PARISH COUNCIL
