

# QUERNMORE PARISH COUNCIL

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## SUMMARY RECEIPTS AND PAYMENTS ACCOUNT for the year ending 31<sup>st</sup> MARCH 2021

### Note

I, RB Alexander, Responsible Financial Officer, declare that the status of these Accounts and the Accounting Statement as published 1<sup>st</sup> June 2021 are unaudited and may be subject to change.

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<b>Payments</b>		<b>£</b>
1275	Staff Costs	1275
589	General Administration	441
1300	Section 137 Payments	1200
-	Miscellaneous Payments	-
<u>-</u>	VAT	<u>-</u>
3164	Total Payments	2916

Represented by Deposit in Co-operative Bank	£ 938.34
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## S. 137 Payments

Payee	Nature of payment	£
Q. Recreation Club	Grant	400
Q Methodist Church	Grant	400
St. Peter's Church	Grant	<u>400</u>
		£ 1200

Date : 10/05/2021 10/05/2021

# QUERNMORE PARISH COUNCIL

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Year Ending 31<sup>st</sup> March 2021

Notes to the summary receipts and payments account

1. Assets

1.1 At 31<sup>st</sup> March 2021 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

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Year Ending 31<sup>st</sup> March 2021

## Notes to the Annual Return Section 1

### 3. Total other receipts

Precept reduced by £ 100 to £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 decreased marginally because there no payments for Election Expenses this year.

Section 137 payments were reduced by £100

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## 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 10<sup>th</sup> October 2021

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:

31/05/2021

		£	£
Balance per bank statements as at 31/3/21:			
	account 1	938.34	
	account 2		
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			938.34
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/21 (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 31/3/21			
			-
Net balances as at 31/3/20 (Box 8)			<u>938.34</u>

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