

QUERNMORE PARISH COUNCIL

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT for the year ending 31st MARCH 2025

Note

I, G J Catterson, Responsible Financial Officer, declare that the status of these Accounts and the Accounting Statement as published 1st June 2025 are unaudited and may be subject to change.

SUMMARY RECEIPTS AND PAYMENTS ACCOUNT

for the year ending 31st MARCH 2025

Represented by Deposit in Co-operative Bank	£ 2502.11
---	-----------

<u>Payee</u>	<u>Nature of payment</u>	£
NW Ambulance Charity (Defibrillator Parts)	Donation	89
Quernmore Recreation Club	Grant	400
St. Peter's Church	Grant	400
Quernmore Methodist Church	Grant	400
		<u>400</u>
		£ 1289

_____ G J Catterson _____
Responsible Financial Officer

QUERNMORE PARISH COUNCIL

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	<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 2023

Notes to the Annual Return Section 1

1. Total other receipts

Precept rose to £3863 to account for increasing the Clerks salary (no increase had been given for 10 years). Coop Bank paid £50 compensation for poor service and Motorsport (NW) Ltd donated £300 for inconvenience to parishioners during road closures for their rally event.

2. Staff Costs

This year the Clerk's Wage was £ 1,128 (excluding Tax at £282, not deducted in this years A/c owing to problems setting up PAYE at the HMRC)), Office Allowance and 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.

3. Total other Payments :

Expenses increased because the Office allowance was increased to £415.25 owing to no increase for 10 years. The Council moved to a managed website with .gov.uk address to comply with latest audit requirements and this required additional expense.

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 £ 6000

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 6th October 2024

Public Liability £ 12m

Products Liability £ 12m

Employers Liability £ 10m

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 "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

Prepared by (Name and Role):

G J Catterson - Clerk RFO

Date:

01/05/2025

£

£

Balance per bank statements as at 31/3/25:

Current
Account

2502.11

2502.11

Petty cash float (not applicable)

-

Less: any unpresented cheques as at 31/3/5 (none)

0.00

[add more lines if necessary]

Add: any un-banked cash as at 31/3/25 (none)

-

2502.11

Net balances as at 31/3/2023 (Box 8)

2502.11

QUERNMORE PARISH COUNCIL

PAYMENTS OVER £100

Clerk Salary	£1128.00
Clerk Office Expenses	£ 415.25
LALC Subscriptions	£ 110.55
St Peter's Church Grant	£ 400.00
Quernmore Recreation Club Grant	£ 400.00
Quernmore Methodist Chapel	£ 400.00
Zurich Municipal Insurance	£ 214.00