

PETTAUGH PARISH COUNCIL

BANK RECONCILIATION AS AT 31ST MARCH 2017

Barclays Community Account No: 70688991

Balance brought forward at 01/04/2016	£3,431.98
Add total receipts	£2,419.83

Total: £5,851.81

Less payments made	£4,389.65
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Total: as at 31/3/2017 £1,462.16

Balance per Bank Statement - 30/03/2017	£1,462.16
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Less unpresented cheques	00.00
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Add deposits not yet credited	00.00
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Bank Reconciliation	£1,462.16	£1,462.16
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Barclays Business Saver Account No: 50562661

Balance brought forward at 01/04/2016	£1,048.53
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Add Receipts (Interest earned)	£ 0.39
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Less payments made	00.00
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Total: £1,048.92

Balance per bank statement	£1,048.92
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Less unpresented cheques	00.00
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Add deposits not yet credited	00.00
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Bank Reconciliation Total : as at 05/04/2017	£1,048.92	£1,048.92
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Reconciliation to Parish Council Current Account at 31/3/2017:	£1,462.16
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Business Saver Account at 31/3/2017:	£1,048.92
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Current total balance:	£2,511.08	<u>£2,511.08</u>
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PETTAUGH PARISH COUNCIL

Accounts and Financial Statements – Financial year 01/04/2016 – 31/3/2017

Income

Balance brought forward from 2016 Current Account	£3,431.98
Precept	£1,750.00
Council Tax Support Grant	£19.83
Transparency Funding Grant	£650.00
Total:	£5,851.81

Expenditure (detailed below) **£4,389.65**

Use of Church x 5	£75.00
Administrative costs	
• Stationery and printer cartridges	£49.63
• Website training	£120.00
• Computer, scanner, software	£499.89
Insurance and Subscriptions	
• SALC Annual Subscription and Local Councillor	£127.49
• CAS Zurich Insurance Renewal	£191.04
• ICO Data Protection Registration renewal	£35.00
Audit costs 2015/16	£105.60
MSDC Dog bin emptying	£126.00
Vehicle Activated Sign	
• Additional bracket for sign	£ 60.00
St Catherine's Parochial Church Council	
• LGA 1972 214(6) payment made towards essential tree work In Churchyard	£3,000.00
TOTAL:	£4,389.65

Balance:	Current Account 31 st March 2017	£1,462.16
	Business Saver Account 31 st March 2017	£1,048.92

No Section 137 payments have been made

These expenditure figures include £160.19 unclaimed VAT

There have been no costs for Clerical support. The Parish Council has no employees, the Acting Clerk gives her time on a voluntary basis, with claims being made for stationery and printing costs.

INFORMATION PROVIDED FOR INTERNAL AUDIT

PETTAUGH PARISH COUNCIL

Income: £5,851.81
Expenditure: £4,389,65

Parish Council minutes for 2014/15 are provided.

Dates: Acting Clerk is also RFO. Appointed meeting 14th May 2011, minute 4.

Budget meetings: Reviews, budget reviews and discussion, 28th January 2016, 12th October 2016, 16th November 2016.

Precept for 2016/17 set at meeting 20th January 2016 minute 6.

Precept for 2017/18 set at meeting 11th January 2017 minute 6.

Standing orders - provided. Updated 26th April 2017.

Asset Register - provided

Financial Risk Assessment - provided

Annual return for year ending 31/03/2016 - provided

Cash book - provided

Petty cash book - the Parish Council does not hold petty cash

Bank Statements - provided

Bank Reconciliations - provided

Cheque book - provided

Deposit book - unused. See cheque book deposit stubs

Invoices/Receipts - provided

VAT records - no VAT claimed this year

Payroll details - at the present time the PC has no employees

Insurance documents - provided

Tenders - No tenders have been requested.

2016 Accounts - provided

List of members interests. All Councillors have completed their Register of Members' Interests. Copies of the Registers have been placed in the Parish Council files.