

Clerk to Council:
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ANNUAL ACCOUNTS

For the financial year ending 31st March 2020

1. Accounts summary
2. Cashbook
3. Note on budget variances
4. Bank reconciliation
5. Variances between current/previous financial year
6. Asset Register

Leanne Bannister
Clerk to Woodmancote Parish Council

WOODMANCOTE PARISH COUNCIL--RECONCILED ACCOUNTS SUMMARY AS AT 31 MARCH 2020

	DEBIT	CREDIT
B/FWD (31 March 2018)		4,213.84
HDC--Precept		8,675.00
WSCC--Clerk's Salary refunds		
Environmental Cleansing Grant		1,030.50
Grants		
VAT Return		
Donations		
Playing field		100.00
Misc		15.00
Professional fees	1,403.60	
Neighbourhood Plan		
Member training	220.00	
Legal		
Subscriptions (HALC, NALC, etc.)	251.45	
IT & Internet	913.00	
Printing and Stationery	105.00	
Insurance	273.65	
Clerk's Salary	4,479.02	
Clerk's training		
Blackstone Playing Fields	910.98	
Transfers to Barclays Active Savers A/C		
Mayfield Market Town WG expenditure	262.40	
VAS/Parish Hall	15.25	
Maintenance & Repairs		
S137 Payments		
Other fees	84.00	
VAT	617.41	
	TOTAL	
	£9,535.76	£14,034.34
	[1]	
	£4,498.58	
TRIAL BALANCE	CHECK--->	
	<u>£14,034.34</u>	<u>£14,034.34</u>
Balance per bank statement 31/3/2020	£4,856.68	
Less: Outstanding cheques	-£358.10	
Barclays Current A/C [1]	£4,498.58	
Balance of reserves	£17,797.41	
Plus: Interest earned from 31/12/18-30/12/19	£35.59	

Barclays Active Saver A/C [2] £17,833.00

Total available funds at Barclays Bank [1+2] £22,331.58

WOODMANCOTE PARISH COUNCIL
BANK ACCOUNTS: BARCLAYS

Date	Supplier / detail	Chq no Ref	Expense code	VAT code	Total	RUNNING BALANCE
				0 or 1 or 2		
31-Mar-19	Enter VAT only if VAT registered				b/fwd	4,213.84
09-Apr-19	WSCC--Clerk's salary (March)	100264	7		(343.10)	3,870.74
09-Apr-19	WSALC Limited--Annual subscription	100265	4		(173.95)	3,696.79
09-Apr-19	Vision ICT--50% Website upgrade	100266	5	1	(390.00)	3,306.79
26-Apr-19	HDC--Precept		2		4,337.50	7,644.29
14-May-19	CANCELLATION OF CHQ--Expenses for Cllr. Batchelor	100209	13		15.00	7,659.29
14-May-19	WSCC--Clerk's salary (April)	100267	7		(343.10)	7,316.19
14-May-19	Zurich--Insurance premium	100268	6		(273.65)	7,042.54
14-May-19	HALC--Subscription	100269	4		(15.00)	7,027.54
14-May-19	Vision ICT--Website hosting	100270	5	1	(168.00)	6,859.54
07-May-19	HDC--Environmental Cleansing Grant		16		515.25	7,374.79
08-May-19	Sussex Cricket--Annual rent due under lease		1		100.00	7,474.79
11-Jun-19	WSCC--Clerk's salary (May)	100271	7		(343.10)	7,131.69
11-Jun-19	GDPR-info--Data Protection Officer services	100272	3	1	(420.00)	6,711.69
11-Jun-19	Mulberry & Co--Internal audit fee	100273	3	1	(125.82)	6,585.87
09-Jul-19	WSCC--Clerk's salary (June)	100274	7		(343.10)	6,242.77
09-Jul-11	Adams & Remers--Rent due under lease	100275	19		(100.00)	6,142.77
13-Aug-19	WSCC--Clerk's salary (July)	100276	7		(343.10)	5,799.67
13-Aug-19	The Sussex Sign Co--Blackstone Playing Fields sign	100277	19	1	(541.18)	5,258.49
13-Aug-19	Information Commissioner--Annual fee	100278	4		(40.00)	5,218.49
13-Aug-19	L Bannister--Expenses to 2/8/19	100279	7		(85.32)	5,133.17
10-Sep-19	WSCC--Clerk's salary (August)	100280	7		(343.10)	4,790.07
10-Sep-19	PHB Contractors--Pavement clearing	100281	3	1	(922.50)	3,867.57
10-Sep-19	Martin Standing--Pavement clearing	100282	3		(180.00)	3,687.57
27-Sep-19	HDC--Precept		2		4,337.50	8,025.07
09-Sep-19	HDC--Environmental Cleansing Grant		16		515.25	8,540.32
08-Oct-19	WSCC--Clerk's salary (September)	100283	7		(343.10)	8,197.22
08-Oct-19	SSALC Ltd--2 x training courses for members	100284	17	1	(156.00)	8,041.22
08-Oct-19	J Shanks--Mapping for Blackstone lease	100285	19		(360.00)	7,681.22
08-Oct-19	Shermanbury PC--River Adur report contribution	100286	13		(84.00)	7,597.22
12-Nov-19	WSCC--Clerk's salary (October)	100287	7		(568.70)	7,028.52
12-Nov-19	Vision ICT--50% Website upgrade	100288	5	1	(537.60)	6,490.92
10-Dec-19	WSCC--Clerk's salary (November)	100289	7		(343.10)	6,147.82
10-Dec-19	WSCC--Payroll administration	100290	7	1	(46.44)	6,101.38
10-Dec-19	C. Broucke--Annual printing expenses	100291	15		(15.00)	6,086.38
10-Dec-19	C. Dixon--Annual printing expenses	100292	15		(15.00)	6,071.38

10-Dec-19	P. Williams--Annual printing expenses	100293	15		(15.00)	6,056.38
10-Dec-19	M. Batchelor--Annual printing expenses	100294	15		(15.00)	6,041.38
10-Dec-19	W. Noel--Annual printing expenses	100295	15		(15.00)	6,026.38
10-Dec-19	J. Prangnell--Annual printing expenses	100296	15		(15.00)	6,011.38
10-Dec-19	D. Austin--Annual printing expenses	100297	15		(15.00)	5,996.38
10-Dec-19	J. Prangnell--Expenses for lock for SID	100298	11		(15.25)	5,981.13
25-Jan-20	WSCC--Clerk's salary (December)	100299	7		(343.10)	5,638.03
15-Feb-20	WSCC--Clerk's salary (January)	100300	7		(343.10)	5,294.93
10-Mar-20	WSCC--Clerk's salary (February)	OB	7		(343.10)	4,951.83
10-Mar-20	L Bannister--Expenses to 24.2.20	OB	7		(12.20)	4,939.63
10-Mar-20	SSALC Ltd--Chairmanship training course	OB	17	1	(108.00)	4,831.63
10-Mar-20	SSALC Ltd--Parish Online Subscription	OB	4	1	(27.00)	4,804.63
10-Mar-20	Henfield Parish Council--Flyers	OB	10		(2.20)	4,802.43
10-Mar-20	C. Dixon--Solopress invoices for banners	OB	10	1	(303.85)	4,498.58

WOODMANCOTE PARISH COUNCIL--YTD EXPENDITURE VS BUDGET

Quarter 4 2020

	BUDGET 2016-17	BUDGET 2017-18	BUDGET 2018-19	YTD	BUDGET 2019-20	
RECEIPTS						
Precept				8,675.00		
Misc				15.00		
Environmental Cleansing Grant				1,030.50	1,000.00	
VAT reclaim				0.00		
Blackstone Playing Field rent				100.00	1,000.00	
				<u>9,820.50</u>	<u>2,000.00</u>	
PAYMENTS						
Clerk	3,960.00	4,322.00	4,300.00	4,479.02	4,650.00	
Office	400.00	200.00	200.00	105.00	200.00	
Insurance	400.00	400.00	400.00	273.65	300.00	
Professional fees inc. audits	200.00	350.00	350.00	1,403.60	2,000.00	1
Hall Hire	160.00	170.00	100.00	0.00	100.00	
IT & internet	150.00	150.00	150.00	913.00	450.00	2
Memberships	210.00	215.00	225.00	251.45	230.00	
S137 Donations	150.00	150.00	150.00	0.00	150.00	
MMTWG Expenditure	180.00	180.00	180.00	262.40	1,050.00	3
Neighbourhood Plan	1,300.00	0.00	0.00	0.00	0.00	
NP expenses	400.00	0.00	0.00	0.00	0.00	
Training	300.00	0.00	500.00	220.00	500.00	
Training	150.00	450.00	0.00		0.00	
Contingencies	120.00	120.00	120.00	84.00	120.00	
Legal	100.00	100.00	500.00	0.00	500.00	
VAT	0.00	0.00	0.00	617.41	0.00	
Blackstone Playing Field				910.98	100.00	4
VAS/Parish Hall		1,000.00	1,500.00	15.25	300.00	
TOTAL	<u>£8,180.00</u>	<u>£8,180.00</u>	<u>8,675.00</u>	<u>£9,535.76</u>	<u>£10,650.00</u>	
EARMARKED RESERVES					10,000.00	
					<u>£10,000.00</u>	
Balance 31 March 2020 (current account)				4,856.68		
Balance 31 March 2020 (reserves)				17,833.00		
TOTAL				<u>22,689.68</u>		
Precept				8,675.00		

NOTES:

1. Over-spend due to £950 spend on pavement clearance
2. Due to website upgrade
3. Heading changed from 'Admin fees' as no expenditure incurred for elections, and payroll fee accounted for in 'Clerk'
4. £450 for entrance signs and £360 mapping fee

2) Explanation of Variances

Section 1	31/03/2019	31/03/2020	Variance £	Variance %	EXPLANATION
Balances brought forward	22,299	22,011	-288	-1%	N/A
Annual Precept	8,675	8,675	0	0%	N/A
Other receipts	1,919	1,181	-738	-38%	See below
Staff Costs	4,708	4,479	-229	-5%	N/A
Loan Interest/Capital Repayments	0	0	0	0%	N/A
Other payments	6,174	5,056	-1,118	-18%	See below
Balances carried forward	22,011	22,332	321	1%	N/A
Fixed assets & long term assets	0	0	0		N/A
Borrowings	0	0	0	0%	N/A
Explanation for 'high' reserves	£10,000 earmarked for community meeting room				

Other receipts	2018-19	2019-20
Enviro Cleansing Grant	1015	1030
Grants	0	0
VAT Return	768	0 No VAT refund received in this financial year
Donations	0	0
Misc	0	15
Interest	36	36
Playing field	100	100
Total	1919	1181

Other payments	2018-19	2019-20	Variance
Professional fees	982	454	528 £391 spent on legal fees 2018-19
Neighbourhood Plan	0	0	0
Member training	0	220	-220
Legal	0	0	0
Subscriptions	223	251	-28
IT & Internet	140	913	-773 Website upgraded 2019-20
Printing and Stationery	255	105	150
Insurance	266	274	-8
Blackstone Playing Fields	0	911	-911 Signs bought & fees related to lease
Administrative Fees	200	262	-62
Road signs	2385	0	2385 Speed Indicator Device bought
Maintenance & Repairs	1000	965	35
S137 Payments	0	0	0
Other fees	0	84	-84
VAT	723	617	106
TOTAL	6174	5056	1118

WOODMANCOTE PARISH COUNCIL
ASSET REGISTER 2020-21

Description	Location	Owner	Date of acquisition	Cost value per Annual Return	Present use	Insurance value
Bus shelter	On A281 before Horn Lane	Parish Council	UNKNOWN	£6,488.00	Bus shelter	£5,394.37
Wooden bus shelter	A281 opposite Parish Hall	Parish Council	May-08	£1,326.00	Bus shelter	£4,000.00
Salt bins x 3	Bramlands Lane, Blackstone Lane & A281		2014	£1.00	Salt containers	£750.00
Wooden gateways x 2	Entrance to Blackstone, Blackstone Lane	Parish Council	UNKNOWN	£1.00	Decoration	PLL only
Blackstone Playing Field	Playing Field	Leased to Sussex Cricket	UNKNOWN	£1.00	Decoration	N/A
Laptop	With Clerk	Parish Council	Aug-18	£350.00	Administration	£350.00
Speed Indicator Device	B2116	Parish Council	Feb-19	£2,385.00	Signage	£2,385.00
TOTAL				£10,552.00		£12,879.37