

Clerk to Council:
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ANNUAL ACCOUNTS

For the financial year ending 31st March 2021

1. Accounts summary
2. Cashbook
3. Bank reconciliation/Reserves
4. Explanation of variances between current/previous financial year
5. Asset Register

Sarah Mamoany
Clerk to Woodmancote Parish Council

WOODMANCOTE PARISH COUNCIL
BANK ACCOUNTS: BARCLAYS

Date	Supplier / detail	Chq no Ref	Expense code	VAT code	Total	RUNNING BALANCE
31-Mar-20	Enter VAT only if VAT registered			0 or 1 or 2		
08-Apr-20	HMRC--VAT Reclaim	BACS	1		b/fwd 617.41	4856.68
30-Apr-20	HDC--Precept	BACS	2		4337.5	9811.59
22-May-20	WSCC--Clerk's salary (March)	100301	10		-343.1	9468.49
22-May-20	Vision ICT--Website hosting	100302	16	1	-168	9300.49
22-May-20	WSALC--Subscription	100303	15		-184.94	9115.55
22-May-20	WSCC--Clerk's salary (April)	100304	10		-343.1	8772.45
22-May-20	Zurich Municipal--Insurance premium	100305	18		-282.88	8489.57
04-May-20	HDC--Environmental Cleansing Grant		4		528.13	9017.7
11-May-20	Upper Beeding--Donation to community fund		6		28.82	9046.52
22-May-20	Upper Beeding--Donation to community fund		6		1.35	9047.87
09-Jun-20	WSCC--Payroll administration	100306	11	1	-46.44	9001.43
09-Jun-20	Mulberry & Co--Internal audit	100307	11	1	-144	8857.43
09-Jun-20	C. Dixon--Printing expenses	100308	17		-35.8	8821.63
09-Jun-20	J. Shanks (Blueprint)--Map	100309	19		-50	8771.63
09-Jun-20	WSCC--Clerk's salary (May)	100310	10		-343.1	8428.53
15-Jun-20	SSALC Ltd - Clerk recruitment	BACS	11	1	-720	7708.53
16-Jun-20	Upper Beeding--Donation to community fund		6		5.22	7713.75
26-Jun-20	WSCC - Clerk's salary (June)	BACS	10		-343.1	7370.65
28-Jun-20	Carphone Warehouse - WPC Handset (reimburse to S Mamoany)	BACS	23	1	-64.99	7305.66
29-Jun-20	Talkmobile - WPC phone SIM monthly charge (reimburse to S Mamoany)	BACS	23		-5	7300.66
30-Jun-20	Royal Mail - PO Box annual fee (reimburse to S Mamoany)	BACS	23	1	-277.5	7023.16
30-Jun-20	Sussex Cricket - hire of field	BACS	3		100	7123.16
07-Jul-20	GDPR-Info Ltd - GDPR support and services	BACS	11		-420	6703.16
15-Jul-20	Zoom Video Communications - remote meeting fee (reimburse to S Mamoany)	BACS	23		-14.39	6688.77
31-Jul-20	Henfield Haven - donation S137	BACS	27		-150	6538.77
31-Jul-20	Adams & Remers LLP - rent for Blackstone Playing Fields	BACS	19		-100	6438.77
13-Aug-20	Upper Beeding--Donation to community fund	BACS	6		23.75	6462.52
01-Sep-20	WSCC - Clerk's salaries (July)	BACS	10		-820.23	5642.29
08-Sep-20	Zoom Video Communications - remote meeting fee (reimburse to S Mamoany)	BACS	23		-14.39	5627.9
26-Sep-20	WSCC - Clerk's salary (August)	BACS	10		-636.08	4991.82
10-Sep-20	HM Land Registry Office (reimburse to S Mamoany)	BACS	23		-14	4977.82
17-Sep-20	ICO - Data protection renewal fees	100311	11		-40	4937.82

17-Sep-20	Talkmobile - WPC phone SIM monthly charge (reimburse to S Mamoany)	BACS	23	-5	4932.82
24-Sep-20	HDC - Precept	BACS	2	4337.5	9270.32
05-Oct-20	WSCC - Clerk's salary (September)	BACS	10	-636.08	8634.24
05-Oct-20	WSCC - Payroll administration	BACS	10	-55.19	8579.05
12-Oct-20	HDC--Environmental Cleansing Grant	BACS	4	528.13	9107.18
01-Nov-20	WSCC - Clerks salary (October) to incude backdated payrise	BACS	10	-709.27	8397.91
01-Nov-20	C Dixon - reimbursement printing costs A281 survey flyer	BACS	17	-45	8352.91
01-Nov-20	Zoom Video Communications - remote meeting fee (reimburse to S Mamoany)	BACS	23	-28.78	8324.13
01-Nov-20	Talkmobile - WPC phone SIM monthly charge (reimburse to S Mamoany)	BACS	23	-10	8314.13
01-Nov-20	Gritbins.net (new gritbin A281)	BACS	22	-80.27	8233.86
01-Dec-20	WSCC - Clerks salary (November)	BACS	10	-652.59	7581.27
04-Jan-21	WSCC - Clerks salary (December)	BACS	10	-652.59	6928.68
04-Jan-21	Talkmobile - WPC phone SIM monthly charge (reimburse to S Mamoany)	BACS	23	-10	6918.68
04-Jan-21	Zoom Video Communications - remote meeting fee (reimburse to S Mamoany)	BACS	23	-28.78	6889.9
04-Jan-21	Amazon - Flourescent jackets for moving SID unit (reimburse S Mamoany)	BACS	21	-5.2	6884.7
04-Jan-21	HALC - subscription annual	BACS	15	-15	6869.7
12-Feb-21	WSCC - Clerks salary (January)	BACS	10	-695.85	6173.85
12-Feb-21	Laptop Workshop (reimburse S Mamoany)	BACS	22	-25	6148.85
04-Mar-21	WSCC - Clerks Salary (February)	BACS	10	-652.59	5496.26
04-Mar-21	Talkmobile - WPC phone SIM monthly charge (reimburse to S Mamoany)	BACS	23	-10	5486.26
04-Mar-21	S Mamoany - Clerks Expenses (postage/printer cartridge)	BACS	17	-36.35	5449.91
04-Mar-21	Zoom Video Communications - remote meeting fee (reimburse to S Mamoany)	BACS	23	-28.78	5421.13
04-Mar-21	C Dixon - printing expenses	BACS	17	-15	5406.13
04-Mar-21	M Batchelor - printing expenses	BACS	17	-15	5391.13
04-Mar-21	D Austin - printing expenses	BACS	17	-15	5376.13
04-Mar-21	W Noel - printing expenses	BACS	17	-15	5361.13
04-Mar-21	P Williams - printing expenses	BACS	17	-15	5346.13
04-Mar-21	J Pragnell - printing expenses	BACS	17	-15	5331.13
31-Mar-21	HMRC--VAT Reclaim	BACS	1	272.32	5603.45
					5603.45
	Total for Tax Year 2020-21			5603.45	C/FWD

WOODMANCOTE PARISH COUNCIL--RECONCILED ACCOUNTS SUMMARY AS AT 31 March 2021

	DEBIT	CREDIT
B/FWD (31 March 2020)		4,498.58
HDC--Precept		8,675.00
Environmental Cleansing Grant		1,056.26
Grants		59.14
VAT Return		889.73
Playing field		100.00
Misc		
Interest (Active Saver)		
Professional fees (payroll/recruitment/GDPR)	1,244.69	
Neighbourhood Plan		
Training		
Legal		
Subscriptions (HALC, NALC, WSALC etc.)	199.94	
IT/Website	140.00	
Printing and Stationery	207.15	
Insurance	282.88	
Clerk's Salary	6,608.41	
Clerk's allowance (working from home)	219.27	
Blackstone Playing Fields	100.00	
Transfers to Barclays Active Savers A/C		
Speed Indicator Device	5.20	
Environmental Cleansing Grant payments		
Maintenance & Repairs	91.89	
S137 Donations	150.00	
Operational Costs (phone/PO box/remote meeting fees etc)	511.61	
VAT	272.32	
TOTAL	£10,033.36	£15,278.71
[1]	£5,245.35	
TRIAL BALANCE CHECK--->	£15,278.71	£15,278.71
Balance per bank statement 31.03.2021	£5,245.35	
Less: Outstanding cheques/payments		
Barclays Current A/C [1]	£5,245.35	
Balance of reserves	£17,833.00	
Plus interest earned Active Saver A/C	£11.24	
Barclays Active Saver A/C [2]	£17,844.24	
Total available funds at Barclays Bank [1+2]	£23,089.59	

Woodmancote Parish Council

Bank Reconciliation 31.03.2021

	£	£
Community Saver Bank Account Balance 31 March 2021		5,245.35
Active Saver Bank Account Balance 31 March 2021		17,844.24
Add: outstanding receipts	<input type="text"/>	
Less: outstanding payments	<input type="text"/>	
Balance per cashbook at 31 March 2021		<u>23,089.59</u>

List of Reserves as at 31.03.2021

Total cashbook balance ast at 31 March 2021	23,089.59
Earmarked Reserves	
Community Hall	10,000.00
Clerks salary (as noted in budget 2021/22)	<u>2,040.00</u>
	<u>12,040.00</u>
General reserves	<u>11,049.59</u>

Explanation of variances 2020/21

Name of smaller authority: Woodmancote Parish Council

	2020 £	2021 £	Variance £	Variance %	Explanation Required?	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	22,011	22,332				
2 Precept or Rates and Levies	8,675	8,675	0	0.00%	NO	
3 Total Other Receipts	1,181	2,116	935	79.17%	YES	VAT claim for both 2019/20 & 2020/21 total £889.73 received in 2020/21 Grant (Covid) £59.14 received in 2020/21
4 Staff Costs	4,479	6,608	2,129	47.53%	YES	Increase from June 2020 in Clerks hours from 7 to 10 per week and and salary scale increased from SCP14 to SCP23 which equates to addition monthly staff costs of £283 since June 2020
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	5,056	3,425	-1,631	32.26%	YES	New website costs in 2019/20 £927 and Blackstone Playing Fields signs/plans purchased in 2019/20 £901
7 Balances Carried Forward	22,332	23,090	758	3.39%	NO	
8 Total Cash and Short Term Investments	22,332	23,090	758	3.39%	NO	
9 Total Fixed Assets plus Other Long Term Investments and Assets	10,552	11,002	450	4.26%	NO	
10 Total Borrowings			0	0.00%	NO	
Excessive Reserves Ratio	2.57429	2.66167				

WOODMANCOTE PARISH COUNCIL
ASSET REGISTER as at 31 March 2021

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	£1,644.20
Salt bins x 3	Bramlands Lane, Blackstone Lane & A281		2014 Replacement A281 Nov-20	£1.00	Salt containers	£750.00
Wooden gateways x 2	Entrance to Blackstone, Blackstone Lane	Parish Council	Unknown	£1.00	Recreational use	PLL only
Blackstone Playing Field	Playing Field	Leased to Sussex Cricket	May-50	£1.00	Administration	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
Blackstone Playing Field Entrance Signs	Entrance to Blackstone Playing Fields	Parish Council	Jul-19	£450.00	Signage	£450.00
TOTAL				£11,002.00		£10,523.57