PUCKLECHURCH PARISH COUNCIL

ACCOUNTS FOR YEAR ENDING 31ST MARCH 2020

FOR

PUCKLECHURCH PARISH COUNCIL

APPROVED ACCOUNTS. SIGNED VERSION HELD BY THE CLERK

PUCKLECHURCH PARISH COUNCIL

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FOR THE YEAR ENDING 31ST MARCH 2020

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APPROVED ACCOUNTS. SIGNED VERSION HELD BY THE CLERK

PUCKLECHURCH PARISH COUNCIL

INFORMATION FOR THE YEAR ENDING 31ST MARCH 2020

COUNCILLORS

Chair

Cllr. Bob Symons (April 2019)

(Did not stand as a councillor in May 2019)

Cllr. Gail Boyle (May 2019 -)

Vice chair

Cllr. Gail Boyle (April 2019)

Cllr. Lynne English (May 2019 -)

Councillors

Cllr. Tina Symons (April 2019)

(Did not stand as a councillor in May 2019)

Cllr. Richard Dunning

Cllr. Caroline Phillips

Cllr. Lesley Putt

Clerk and Responsible Financial Officer

Jodie Bailey (April – October 2019)

Daphne Dunning (October 2019-)

APPROVED ACCOUNTS. SIGNED VERSION HELD BY THE CLERK

PUCKLECHURCH PARISH COUNCIL INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

	2020		2019	
Income	£	£	£	£
Precept	70891		69162	
Interest Received	61		37	
LTC Grants	336		876	
Cemetery	2050		1850	
Allotments	480		480	
Misc.	61		0	
Rec Hire	826		1791	
Hall/Scout rent	6		6	
Insurance	0		0	
Wayleave	93		93	
CIL	261		8596	
		75065		82891

	2020		2019	
Expenditure	£	£	£	£
Staff Costs	17027		16445	
Childcare	377		929	
Recruitment Advertising	145		0	
Payroll Administration	120		120	
Audit Fees	730		720	
Consultancy fees	700		6158	
Election costs	175		0	
Insurance	665		682	
Print/Stationery/post	913		755	
Broadband	133		135	
Pucklechurch News	1414		1460	
Office equipment & Software	325		420	
Subscriptions	944		811	
Advertising	0		0	
Telephone	115		334	
Training	120		0	
Dog bins/ waste / litter	9458		9144	
Rent Shortwood	620		270	
Defibs	123		517	
Room Hire	505		804	
Planned / capitol work	2306		0	
Donations	9816		8439	
Electricity defibs and lights	623		826	
Ground Maintenance	1161		2326	
Grass cutting / gardening	7252		7187	
Play area maintenance	1020		5182	
Sundry	0		85	
Maintenance contract	11752		14251	
		68539		78000

APPROVED ACCOUNTS. SIGNED VERSION HELD BY THE CLERK

SURPLUS (DEFICIT) FOR THE YEAR	6526	4891

PUCKLECHURCH PARISH COUNCIL
BALANCE SHEET AS AT 31.03.20

	2020	**2019**
CURRENT ASSETS	£	£
NatWest current account	64477.81	57,450.99
NatWest savings account	30132.48	30,071.79
Petty cash	37.46	605.61
Debtors	2691.48	3,097.60
	97339.23	91225.99
CURRENT LIABILITIES (Creditors)		
Amounts falling due within one year	143	556
CURRENT NET ASSETS	97196	90670
TOTAL ASSETS LESS CURRENT LIABILITIES		
REPRESENTED BY		
Income & Expenditure a/c Bal, B/fwd	90670	85779
Add surplus (Deficit) for 19/20	6526	4891
	97196	90670
RESERVES		
Earmarked reserves	76872	65000
Income and Expenditure account	20324	25670
	97196	90670

These statements of accounts represent fairly the financial position of the Council as at 31 March 2020 and reflects its income and expenditure for the year

The accounts have been approved by the Council on

Cllr Gail Boyle
Chair

Date:01/07/20

Daphne Dunning
Responsible Financial Officer

Date:01/07/20

APPROVED ACCOUNTS. SIGNED VERSION HELD BY THE CLERK

These notes form part of these financial statements

PUCKLECHURCH PARISH COUNCIL BANK RECONCILIATION

Name of smaller authority: PUCKLECHURCH PARISH COUNCIL

Financial year ending 31 March 2020

Prepared by: Daphne Dunning Clerk & Responsible Financial Officer
Date: 13/05/2020

		£	£
Balance per bank statements as at 31/03/20			
NatWest current account		77,738.11	
NatWest savings account		30,132.48	
			107,870.59
Petty cash float (if applicable)		37.46	37.46
Less: any unpresented cheques as at 31/03/20			
	2877	(1,050.95)	
	2878	(429.13)	
	2879	(350.00)	
	2880	(388.00)	
	2881	(69.30)	
	2882	(30.00)	
	2883	(1,750.00)	
	2884	(1,595.00)	
	2885	(148.35)	
	2886	(800.00)	
	2887	(879.88)	
	2888	(512.97)	
	2889	(781.68)	
	2890	(950.00)	
	2891	(498.06)	
	2892	(1,000.00)	
	2893	(850.00)	
	2894	(527.78)	
	2895	(296.00)	
	2896	(28.20)	
	2897	(420.00)	
	2898	(180.00)	
			(13,535.30)
Add: any un-banked cash as at 31/03/20			
	100584	200.00	
		75.00	
			275.00
Net balances as at 31/03/20 (Box 8)			**94,647.75**

APPROVED ACCOUNTS. SIGNED VERSION HELD BY THE CLERK

THE NET BALANCES RECONCILE TO THE CASH BOOK
(receipts and payments account) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2019 (Prior year Box 8)	**88128**
Add: Receipts in the year	**78147**
Less: Payments in the year	**71627**
Closing balance per cash book (receipts and payments book) as at 31 March 2020 (must equal net balance above – Box 8	**94648**

APPROVED ACCOUNTS. SIGNED VERSION HELD BY THE CLERK

EXPLANATION OF VARIANCES

	2018/19	2019/20	Variance	Variance	Explanation Required?		
PUCKLECHURCH PARISH COUNCIL							
AVON							
	£	£	£	%			
1 Balances Brought Forward	85,779	90,670				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	69,162	70,891	1,729	2.50%	NO		
3 Total Other Receipts	13,729	4,174	-9,555	69.60%	YES		CIL payments down £8335. No insurance claim £943. LCT grant down £540. Cemetery fees up £200
4 Staff Costs	17,374	17,404	-347	2.00%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	60,626	51,135	-9,114	15.03%	YES		Maintenance contract down £2500 Consultancy fees down £5428 Grounds maintenance down £1000. Play area repairs down £1900.
7 Balances Carried Forward	90,670	97,196				VARIANCE EXPLANATION NOT REQUIRED	
					NO		
8 Total Cash and Short-Term Investments	88,128	94,648				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	95,925	96,315	390	0.41%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

APPROVED ACCOUNTS. SIGNED VERSION HELD BY THE CLERK

EXPLANATION FOR 'HIGH' RESERVES

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year-end:

	£	£	£
Earmarked reserves:			
Contingency as per Financial Regulations	30000		
Play equipment	20000		
Neighbourhood plan	7872		
Village hall	5000		
Working capital for projects	14000		
		76872	
General reserve	20324		
		20324	
Total reserves (must agree to Box 7)			**97196**

APPROVED ACCOUNTS. SIGNED VERSION HELD BY THE CLERK

PUCKLECHURCH PARISH COUNCIL RECONCILIATION BETWEEN BOX 7 AND BOX 8 IN SECTION 2
(applies to Accounting Statements prepared on an income and expenditure basis only)

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year-end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8

Table 1 year-end adjustments between boxes 7 & 8

		£	£
Box 7: Balances carried forward			**97,196**
Deduct:	Debtors		
	VAT	(2,691.48)	
		(2,691.48)	
Deduct:	Payments made in advance (prepayments)		
		0.00	
		-	
Total deductions			(2,691.48)
Add:	Creditors (must not include community infrastructure levy (CIL) receipts)		
	Nest	58.12	
	EDF Energy	85.23	
		143.35	
Add:	Receipts in advance (must not include deferred grants/loans received)		
		-	
		-	
Total additions			143.35
Box 8: Total cash and short-term investments			**94,648**

APPROVED ACCOUNTS - SIGNED VERSION HELD BY THE CLERK

These notes do not form port of the statutory financial statement

PUCKLECHURCH PARISH COUNCILLOR ATTENDANCE AT MEETING BETWEEN 01/04/19 – 31/03/20

Table 2 councillor attendance

		In attendance		*Absent apologies accepted*		*Absent*	
Date	**Cllr B Symons**	**Cllr T Symons**	**Cllr G Boyle**	**Cllr L English**	**Cllr R Dunning**	**Cllr C Phillips**	**Cllr L Putt**
03/04/2019							
17/04/2019							
15/05/2019							
05/06/2019							
03/07/2019							
17/07/2019							
07/08/2019							
21/08/2019							
04/09/2019							
18/09/2019							
02/10/2019							
16/10/2019							
06/11/2019							
20/11/2019							
04/12/2019							
18/12/2019							
07/01/2020							
15/01/2020							
05/02/2020							
11/02/2020							
19/02/2020	Ward Cllr Reade co-opted to meeting						
18/03/2019							

APPROVED ACCOUNTS. SIGNED

GENERAL INFORMATION FOR 2019-2020

INTEREST AND INVESTMENT INTEREST

	2019	2020
	£	£
Interest income – general funds	£37.14	£60.69

TENANCIES

During the year the Council did not hold any tenancies

PUBLICITY

Under section 5 of the Local Government Act 1986 the council did not incur any expenditure for publicity.

PENSION

	2019	2020
	£	£
Contributions made on behalf of employees	480.39	714.27

FREEDOM OF INFORMATION

The Council has not received any freedom of information requests for the period 01/04/19 – 31/03/20.

STAFFING COSTS

The total staffing costs for the year amounted to £17,406.64 (2019: £17374.38)

APPROVED ACCOUNTS. SIGNED VERSION HELD BY THE CLERK

GRANTS AND DONATIONS FOR THE YEAR ENDING 31/03/20

Table 3 Breakdown of grants and donations as at 31/03/20

Grants made under LGA 1972 s137		
Royal British Legion	Wreath	£50.00
Pucklechurch School PTA	Support for 10K event	£498.06
Tower Playgroup	Support for new carpet	£879.88
1sr Pucklechurch Scouts	Scout hut improvements	£800.00
1st Pucklechurch Brownies	Art equipment	£148.35
Pucklechurch Primary School	Musical equipment	£1,595.00
Great Western Air Ambulance	Grant as village has benefited from service	£1,750.00
Pucklechurch VE Day committee	Village wide event	£512.97
Pucklechurch Revel	Support for Revel	£781.68
Pucklechurch cricket club	Nets and balls	£950.00
		£7,965.94
Grants made under LGA 1972 s144		
St Thomas a Becket	Support for illuminations and Scarecrow Trail to attract tourists to visit church and village	£1,000.00
		£1,000.00
Grants made under LGA 1972 142(2)		
Citizens Advice	Donation to ensure residents are able to benefit from access to information and support	£850.00
		£850.00
	TOTAL	**£9,815.94**

APPROVED ACCOUNTS. SIGNED VERSION HELD BY THE CLERK

Bank statements as at year end 31/03/20:

General account

Table 4 copy of bank account

NatWest Current Account

Date	Details		Withdrawn	Paid in	Balance
5 Mar 2020	BROUGHT FORWARD				78,353.61
6 Mar	Direct Debit	PNET1822180-1	15.00		
	Cheque	002871	429.13		
	Direct Debit	O2 05412111/001	14.78		77,894.70
16 Mar	Direct Debit	707 LIMITED C-PUC001	39.47		
	Direct Debit	SAGE SOFTWARE LTD KDKWECS	24.00		77,831.23
17 Mar	Direct Debit	ICO ZA105729	35.00		77,796.23
20 Mar	Direct Debit	NEST IT000000793489	58.12		77,738.11
1 Apr	Direct Debit	EDF ENERGY 671063327375	8.00		
	Direct Debit	EDF ENERGY 671067502741	11.00		77,719.11

Account Number 13244884
333 Branch sort code 52-21-32
National Westminster Bank Plc

PUCKLECHURCH PARISH COUNCIL

Savings account

Table 5 copy of savings account

Statement of Account for:

Branch sort code: 522132
Account number: 25234021

30071.79

PUCKLECHURCH PARISH COUNCIL

Period covered: from 01/04/2019 to 31/03/2020

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Date	Details		Withdrawn	Paid In	Balance
30/04/2019	Interest	30APR GRS 25234021		5.27	30077.06
31/05/2019	Interest	31MAY GRS 25234021		5.11	30082.17
28/06/2019	Interest	28JUN GRS 25234021		4.62	30086.79
31/07/2019	Interest	31JUL GRS 25234021		5.44	30092.23
30/08/2019	Interest	30AUG GRS 25234021		4.95	30097.18
30/09/2019	Interest	30SEP GRS 25234021		5.11	30102.29
31/10/2019	Interest	31OCT GRS 25234021		5.11	30107.40
29/11/2019	Interest	29NOV GRS 25234021		4.78	30112.18
31/12/2019	Interest	31DEC GRS 25234021		5.28	30117.46
31/01/2020	Interest	31JAN GRS 25234021		5.12	30122.58
28/02/2020	Interest	28FEB GRS 25234021		4.62	30127.20
31/03/2020	Interest	31MAR GRS 25234021		5.28	30132.48

30132.48

Fixed Assets owned by Pucklechurch Parish Council as at 31.03.20

Table 6 list of fixed assets

Date Acquired	Description	Value at time of purchase	Value for Insurance purposes	Land
11.12.1998	St Aldam's Drive land Received from HM Prison Services	1.00		1.00
09.07.1968	Burial Ground [urchased from Vicarage	2150.00		2150.00
17.07.1958	Parkfield Rank land used for play area date and value taken from only Registration documents found on file	50.00		50.00
18.08.1936	Recreation Field	945.00		945.00
	Scout Hut (No deeds found)	1.00		
	Village Hall (no deeds found)	1.00		
07.07.1980	Land Received from Secretary of Defence Eagle Crescent	1500.00		1500.00
01.12.1895	Allotments & Woodlands (no deeds found)	1.00		1.00
	2 planters		582.80	
	Bus shelter Abson Road O/S Church		5540.55	
	Bus shelter Oaktree Avenue South Side		5540.55	
	Bus shelter Abson Road O/S Village hall		5320.48	
	Bus shelter Oaktree Avenue North Side		5320.48	
	Bus shelter Shortwood Road		2640.89	
	Bus shelter Shortwood Road		2640.89	
	Bus shelter Main Road Shortwood		2640.89	
	Bus shelter Goldfinch Way		4913.50	
	Bus shelter Kestrel Drive/Merlin		4492.16	
	Community Defibrillator & Box Village hall		2286.60	
	Community Defibrillator & Box Village Café		2286.60	
	Community Defibrillator & box Pucklechurch Social Club		2286.60	
	Community Defibrillator, stand & box Eagle Crescent		3286.60	
	Community Defibrillator & Box Shortwood Road		2286.60	
	Community Defibrillator, stand & box Parkfield Rank		3286.60	
	Telephone Box purchased for £1.00		1.00	
	Play Equipment Shortwood see below		1.00	
	Play equipment St Aldams see below		1.00	
	Play equipment Recreation field see below		1.00	
	Play equipment Becket Court see below		1.00	
	Concrete shed		3700.34	
	Memorials Millennium stone		1.00	
	Trees		1.00	
	Other ground surfaces insured for and play equipment		22495.08	
	Natural Sports Surface		2575.00	
22.01.15	Community Centre and Shortwood Noticeboards		6645.48	
05*09.18	Tree seat Recreation ground		890.00	
		4649.00	91665.69	
	Total Assets	96314.69		

APPROVED MINUTES - SIGNED VERSION HELD BY THE CLERK