

APPENDIX PC 5e

Section 2 – Accounting Statements 2019/20 for

GREAT BUDWORTH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	9815	23586	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	9654	10587	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	30765	1001	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3732	4783	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	22916	5908	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	23586	24482	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	23586	24482	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	416433	416433	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Explanation of variances – pro forma

Name of smaller authority: **Great Budworth Parish Council**
County area (local councils and Civil parishes): **West and Chester**

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	9,815	23,586				Explanation of % variance from FY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	9,654	10,587	933	9.66%	NO		
3 Total Other Receipts	30,765	1,091	-29,764	96.75%	YES		Income was boosted significantly in 2018/19 by a payment for the filming in the village of War of the Worlds by Mammoth Screen for BBC (£27,500). There was also a VAT reclaim of £2589; a partial refund of a grant (£163); a sum from the Jubilee Committee (£212); and a photography fee (£60). A VAT reclaim has not yet been made for 2019/20 and the only income received, apart from the precept, in that year is a grant from Cheshire West and Chester (£1000) and peppercorn rent for the Parish Hall (£1).
4 Staff Costs	3,732	4,783	1,051	28.16%	YES		The variance can largely be accounted for by the new clerk being appointed on a contract of 6hrs per week rather than 4hrs. There has also been a national increase in employer pension contributions and the National Joint Council for Local Government Services agreed new pay scales for 2019/20.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	22,516	5,908	-17,008	74.22%	YES		The additional income generated by filming in the village in 2018/19 enabled various projects to be undertaken. These included major tree works along the Avenue (£5740) as well as footpath installation (£4464 + £6816) and replacing a side with a kissing gate (£492) to improve environmental quality and accessibility. Expenditure in 2019/20 can largely be accounted for by tree works (£220 + £660); general maintenance (£1641); signage (£164); and grants to the Church (£250) and Budworth Bulletin (£400). In both years expenditure on office expenses, insurance, audit fees, and memberships were similar but more was spent on the website in 2018/19 when it was upgraded.
7 Balances Carried Forward	23,586	24,463				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	See next sheet
8 Total Cash and Short Term Investments	23,586	24,463				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	416,433	416,433	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable
Variances of £200 or less are tolerable

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

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

	£	£	£
Earmarked reserves:			
Reserve 1	5000		Parish Field
Reserve 2	5000		Avenue / trees / survey
Reserve 3	9000		Lower pumphouse
Reserve 4	306		Top pumphouse
Reserve 5	2000		Highways, parking, signage
Reserve 6	2000		Farthing Lane
Reserve 7			
		<u>23306</u>	
General reserve	<u>1177</u>		
		<u>1177</u>	
Total reserves (must agree to Box 7)			<u><u>24483</u></u>

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must be the column headed "Year ending 31 March 2020" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered on a debit basis.

Name of smaller authority:

Great Budworth Parish Council

County area (local councils and parish meetings only):

Cheshire West and Chester

Financial year ending 31 March 2020

Prepared by (Name and Role):

Gill Ayres, Parish Clerk and Responsible Financial Officer

Date:

01.04.20

		£	£
Balance per bank statements as at 31/3/20:			
Nat West Current Acc	account 1	25056.11	
Reserve Acc	account 2	2.13	
			25058.24
Petty cash float (if applicable)		-	-
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)			
Chq 891	Parish Hall	(176.00)	
Chq 895	Budworth Bulletin	(400.00)	
			(576.00)
Add: any un-banked cash as at 31/3/20			
Net balances as at 31/3/20 (Box 8)			<u>24482.24</u>