Hemblington Parish Council

Prepared by: Steven Ford (Clerk/RFO) Date: 01/04/2022

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2022			
	Cash in Hand 01/04/2021			18,866.63
	ADD			
	Receipts 01/04/2021 - 31/03/2022			5,014.00
				23,880.63
	SUBTRACT			
	Payments 01/04/2021 - 31/03/2022			12,808.50
A	**Cash in Hand 31/03/2022** (per Cash Book)			**11,072.13**
	Cash in hand per Bank Statements			
	Petty Cash	01/04/2022	0.00	
	Business Premium Account	01/04/2022	177.58	
	Business Community Account	01/04/2022	11,288.35	
				11,465.93
	Less unpresented payments			393.80
				11,072.13
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**11,072.13**
	A = B Checks out OK			

Created by Scribe

Hemblington Parish Council

Annual Return

Accounts for Year from 01/04/2021 to 31/03/2022

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

		Year ending		
Box No.	Description	31/03/2021 £	31/03/2022 £	
1	Balances brought fwd	21419.99	18866.63	
2	Annual precept	2854.00	3300.00	
3	Total other receipts	165.42	1714.00	*
4	Staff Costs	1640.99	1641.37	
5	Loan interest/capital repayment	0.00	0.00	
6	Total other payments	3931.79	11167.13	*
7	Balances carried forward	18866.63	11072.13	*
8	Total Cash and Short Term Inve	18866.63	11072.13	*
9	Total Fixed Assets and Long Ter	5019.48	11897.48	*
10	Total Borrowings	0.00	0.00	

Hemblington Parish Council

ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an PAYMENTS and RECEIPTS basis.

Box No.	Description	31/03/2021 £	31/03/2022 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	21419.99	18866.63				BALANCE B/F AGREES
2	Annual precept	2854.00	3300.00	446.00	16%	Yes	Precept increased to match expenditure.
3	Total other receipts	165.42	1714.00	1548.58	936%	Yes	CIL Income £1714.00 received.
4	Staff Costs	1640.99	1641.37	0.38	0%	No	
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	3931.79	11167.13	7235.34	184%	Yes	CIL Expenditure on Village sign, new notice board and SAM 2 speed sign.
7	Balances carried forward	18866.63	11072.13	-7794.50	41%	No	
8	Total Cash and Short Term Investments	18866.63	11072.13	-7794.50	41%	No	
9	Total Fixed Assets and Long Term Investments	5019.48	11897.48	6878.00	137%	Yes	New SAM2 speed sign purchased and village sign erected.
10	Total Borrowings	0.00	0.00	0.00	0%	No	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Hemblington Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Council Costs							
Acer laptop computer	07/02/2018			Parish clerk's office	Under 12 months		
Bench		650.00	650.00	Cuttons Corner	9 years		
Defibrilator	June 2017			Pedham Green former B	9 years		
Former BT Telephone Box		1.00	1.00	Pedham Green former B	10 years		
HP Desktop computer	24/01/2018	332.50	332.50	Parish Clerk's office.	6 years		
HP Printer	2017	69.95	69.95	Parish Clerk's office.	2 years		
Pedham Green sign		2,500.00	2,500.00	Pedham Green	10 years		
Recycled plastic parish notice board	03/11/2020	1,466.03	1,466.03	Junction Mill Road/Pedha	19 years		
SAM 2 Speed sign	26/07/2021	3,428.00	3,428.00	Pedham Road	15 years		
Village sign	26/07/2021	3,450.00	3,450.00	Cuttons Corner	20 years		
		11,897.48	**11,897.48**				
Grand Total:		**11,897.48**	**11,897.48**				

Hemblington Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
20	Donation	01/04/2021		Business Community /	100483	Donation for services	Acle Foodbank	X	100.00		100.00
21	Donation	01/04/2021		Business Community /	100484	Donation for services	Broadland Tree Network	X	30.00		30.00
9	CIL	25/05/2021		Business Community /	100485	Community Infrastructure Levy	All Saints Church, Hemblingt	X	3,000.00		3,000.00
10	CIL	14/06/2021		Business Community /	100488	Community Infrastructure Levy	Woodbastwick Forge	X	692.00		692.00
1	Internal audit	14/06/2021		Business Community /	100486	Internal Audit	J. W. Gallop	X	110.00		110.00
2	Annual Insurance Premium	14/06/2021		Business Community /	100487	Insurance premium	Zurich Municipal	X	167.44		167.44
3	Salary	14/06/2021		Business Community /	100489	Salary	Steven Ford	X	173.18		173.18
4	Telephone/Internet	14/06/2021		Business Community /	100489	Expenses	Steven Ford	X	13.00		13.00
5	Mileage	14/06/2021		Business Community /	100489	Expenses	Steven Ford	X	18.00		18.00
6	PAYE	14/06/2021		Business Community /	100490	PAYE	HMRC	X	43.20		43.20
7	Norfolk Pension Fund EES	14/06/2021		Business Community /	100491	Pension payment EES	Norfolk Pension Fund	X	12.60		12.60
8	Norfolk Pension Fund EMP	14/06/2021		Business Community /	100491	Pension payment EMP	Norfolk Pension Fund	X	53.82		53.82
22	Postage stamps	14/06/2021		Business Community /	100489	Postage stamp reimbursement	Steven Ford	X	10.20		10.20
23	Information Commissioner ai	26/07/2021		Business Community /	100495	Data Protection Fee	Information Commissioner	X	40.00		40.00
11	Salary	26/07/2021		Business Community /	100492	Salary	Steven Ford	X	173.18		173.18
12	Telephone/Internet	26/07/2021		Business Community /	100492	Expenses	Steven Ford	X	13.00		13.00
13	Mileage	26/07/2021		Business Community /	100492	Expenses	Steven Ford	X	5.40		5.40
14	Postage stamps	26/07/2021		Business Community /	100492	Postage stamp reimbursement	Steven Ford	X	10.20		10.20
15	Subs/Fees/Donations	26/07/2021		Business Community /	100492	Donation for services	Peter Harvey	X	100.00		100.00
16	PAYE	26/07/2021		Business Community /	100493	PAYE	HMRC	X	43.20		43.20
18	Norfolk Pension Fund EES	26/07/2021		Business Community /	100496	Pension payment EES	Norfolk Pension Fund	X	12.60		12.60
19	Norfolk Pension Fund EMP	26/07/2021		Business Community /	100496	Pension payment EMP	Norfolk Pension Fund	X	54.40		54.40
17	Telephone/Internet	26/07/2021		Business Community /	100494	Telephone/Internet	CG Design	S	290.00	58.00	348.00
24	CIL	26/07/2021		Business Community /	1004897	SAM2 sign	Westcotec Ltd	S	3,428.00	685.60	4,113.60
25	CIL	26/07/2021		Business Community /	1004898	Village sign cast	A11 Maintenance Services	S	1,133.33	226.67	1,360.00
29	Village sign	27/09/2021		Business Community /	100499	Expenses	Steven Ford	S	4.32	0.87	5.19
26	Salary	27/09/2021		Business Community /	100499	Salary	Steven Ford	X	173.78		173.78
27	Telephone/Internet	27/09/2021		Business Community /	100499	Expenses	Steven Ford	X	13.00		13.00
28	Postage stamps	27/09/2021		Business Community /	100499	Expenses	Steven Ford	X	10.20		10.20
30	Mileage	27/09/2021		Business Community /	100499	Expenses	Steven Ford	X	16.20		16.20
31	PAYE	27/09/2021		Business Community /	100500	PAYE	HMRC	X	43.20		43.20
32	PAYE	27/09/2021		Business Community /	100501	Pension payment EMP	HMRC	X	71.82		71.82
33	Village sign	27/09/2021		Business Community /	100502	Village sign cast	Dr Tony Howe	X			
42	Postage stamps	23/11/2021		Business Community /		Postage stamp reimbursement	Steven Ford	E	0.60		0.60
41	Village sign	29/11/2021		Business Community /	100507	Village sign cast	Caroline Ramsay	S	25.32	5.06	30.38
43	Postage stamps	29/11/2021		Business Community /	100504	Ream of paper	Steven Ford	S	1.58	0.32	1.90

Hemblington Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
34	Norfolk Pension Fund EES	29/11/2021		Business Community /	100503	Pension payment EES	Norfolk Pension Fund	X	12.60		12.60
35	Norfolk Pension Fund EMP	29/11/2021		Business Community /	100503	Pension payment EMP	Norfolk Pension Fund	X	48.42		48.42
36	Telephone/Internet	29/11/2021		Business Community /	100504	Telephone/Internet	Steven Ford	X	13.00		13.00
37	Mileage	29/11/2021		Business Community /	100504	Expenses	Steven Ford	X	9.90		9.90
38	Salary	29/11/2021		Business Community /	100504	Salary	Steven Ford	X	173.18		173.18
39	PAYE	29/11/2021		Business Community /	100505	PAYE	HMRC	X	43.20		43.20
40	Parish maintenance	29/11/2021		Business Community /	100506	Hemblington parish churchyar	All Saints Church, Hemblingt	X	500.00		500.00
44	PAYE	31/01/2022		Business Community /	100508	PAYE	HMRC	X	43.20		43.20
45	Telephone/Internet	31/01/2022		Business Community /	100509	Expenses	Steven Ford	X	13.00		13.00
46	Mileage	31/01/2022		Business Community /	100509	Expenses	Steven Ford	X	9.90		9.90
47	Salary	31/01/2022		Business Community /	100509	Salary	Steven Ford	X	173.18		173.18
48	Norfolk Pension Fund EMP	31/01/2022		Business Community /	100510	Pension payment EMP	Norfolk Pension Fund	X	53.82		53.82
49	Norfolk Pension Fund EES	31/01/2022		Business Community /	100510	Pension payment EES	Norfolk Pension Fund	X	12.60		12.60
50	Parish maintenance	31/01/2022		Business Community /	100509	Cuttons Corner grass cutting	Steven Ford	X	25.00		25.00
51	Salary	28/03/2022		Business Community /	100511	Salary	Steven Ford	X	194.52		194.52
52	Telephone/Internet	28/03/2022		Business Community /	100511	Telephone/Internet	Steven Ford	X	13.00		13.00
53	Mileage	28/03/2022		Business Community /	100511	Expenses	Steven Ford	X	9.90		9.90
54	Village sign	28/03/2022		Business Community /	100511	Expenses	Steven Ford	X	2.99		2.99
55	PAYE	28/03/2022		Business Community /	100512	PAYE	HMRC	X	48.40		48.40
57	Subs/Fees/Donations	28/03/2022		Business Community /	100514	Norfolk ALC	Norfolk ALC	X	119.05		119.05
58	Norfolk Pension Fund EES	28/03/2022		Business Community /	100516	Pension payment EES	Norfolk Pension Fund	X	7.88		7.88
59	Norfolk Pension Fund EMP	28/03/2022		Business Community /	100516	Pension payment EMP	Norfolk Pension Fund	X	33.67		33.67
60	Room Hire	28/03/2022		Business Community /	100515	Room hire	Heathlands Community Centı	X	30.00		30.00
56	Subs/Fees/Donations	28/03/2022		Business Community /	100513	Scribe Accounts Annual Softwa	Starboard Systems Ltd	S	129.00	25.80	154.80
							Total		**11,806.18**	**1,002.32**	**12,808.50**