

NOTICE— these published accounts are in DRAFT form and are now in process of being audited. The first stage is the Internal Audit, an ongoing process, but which is summarised in the year-end report. The Internal Auditor then has to complete the relevant section of the Annual Governance and Accounting Return (AGAR). Both reports are then reviewed and accepted by the Full Council at its Annual General Meeting before being sent, with further supporting documents, to the External Auditor. In the interim, a period of public rights to view the accounts will be advertised. Once the whole process is completed, the full set of documents is published as a “Conclusion of Audit” report.

David Lines, RFO—5th May 2021

SPC DRAFT Annual accounts—FY 2020-2021

29 April 2021 (2020-2021)

Stanway Parish Council

ANNUAL RETURN - Section 2 : Statement of Accounts

Accounts for Year from 01/04/2020 to 31/03/2021

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 INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	186597	123578
2	Annual precept	172675	270000
3	Total other receipts	19355	10226
4	Staff Costs	58913	86424
5	Loan interest/capital repayments	24010	23298
6	Total other payments	172126	98882
7	Balances carried forward	123578	195200
8	Total Cash and Short Term Investments	118529	179046
9	Total Fixed Assets and Long Term Investments	144504	140794
10	Total Borrowings	168000	152000

	Bank Reconciliation at 31/03/2021		
	Cash in Hand 01/04/2020		118,528.53
	ADD Receipts 01/04/2020 - 31/03/2021		287,060.95
			405,589.48
	SUBTRACT Payments 01/04/2020 - 31/03/2021		226,543.95
A	Cash in Hand 31/03/2021 (per Cash Book)		179,045.53
	Cash in hand per Bank Statements		
	Cash	31/03/2021	0.00
	Nationwide 419-95	31/03/2021	31,054.86
	Nationwide 427-45	31/03/2021	31,027.43
	Unity Trust Bank	31/03/2021	28,276.14
	Barclays Premium Savings A/C	31/03/2021	66,142.60
	Barclays Main C/A	31/03/2021	22,543.50
			179,044.53
	Less unrepresented payments		0.00
			179,044.53
	Plus unrepresented receipts		1.00
B	Adjusted Bank Balance		179,045.53
	A = B Checks out OK		

Stanway Parish Council
SUMMARY OF VAT POSITION

<u>Actual to date</u>	
Brought Forward	£-6,834.89
Receipts	<u>£6,834.89</u>
Sub Total	£0.00
Payments	<u>£16,154.48</u>
Bal. carry/fwd.	-£16,154.48

Stanway Parish Council
Reconciliation between Box 7 and Box 8

31/03/2021

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		195,200.01
Debtors	0.00	
Payments in Advance	0.00	
Stocks and Stores	0.00	
VAT Recoverable	16,154.48	
TOTAL DEDUCTIONS		16,154.48
Creditors	0.00	
Receipts in Advance	0.00	
Doubtful Debts	0.00	
TOTAL ADDITIONS		0.00
Box 8 - Total cash and short term investments		179,045.53

Stanway Parish Council

BALANCE SHEET

31/03/2021

<i>(Last) Year Ended</i> 31 Mar 2020		<i>(Current) Year Ended</i> 31 Mar 2021
£	CURRENT ASSETS	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
0.00	Debtors (Net of provision for doubtful debts)	0.00
0.00	Payments in advance	0.00
6,834.89	VAT Recoverable	16,154.48
0.00	Temporary lendings (investments)	0.00
118,528.53	Cash in hand	179,045.53
125,363.42	TOTAL ASSETS	195,200.01
	CURRENT LIABILITIES	
1,785.55	Creditors	0.00
<u>123,577.87</u>	NET ASSETS	<u>195,200.01</u>
	Represented by:	
46,327.87	General fund Balance	55,850.01
	Reserves:	
0.00	Capital	0.00
77,250.00	Earmarked	139,350.00
0.00	Adjustments	0.00
<u>123,577.87</u>		<u>195,200.01</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2021

Signed _____
Responsible Financial Officer

Date _____

Stanway Parish Council

Schedule of All Borrowings

Date	Description	Original Amount	Outstanding Amount	Notes
01/01/2009	PWLB Loan	344,000.00	152,000.00	
		<u>344,000.00</u>	<u>152,000.00</u>	

Stanway Parish Council
Income & Expenditure Account
01/04/2020 to 31/03/2021

(Last) Year Ended
31 Mar 2020

(Current) Year Ended
31 Mar 2021

<u>Income</u>	
1,925.00	J - Comm Assets - Burial Gds 1,215.00
882.79	C - Admin - Office/IT 0.00
9,215.00	K - Comm Assets - MPGA 480.00
477.50	N - Comm Services - Events 0.00
178,276.84	A - General Income 278,531.06
150.00	B - Admin - Personnel 0.00
1,102.49	E - Admin - Other 0.00
<u>£192,029.62</u>	<u>£280,226.06</u>

<u>Expense</u>	
12.92	A - General Income 0.00
6,392.16	O. Comm Services- Services 90.00
62,285.29	B - Admin - Personnel 88,316.41
2,812.50	D - Admin - Audit & Accounting 2,477.50
13,064.37	H - Comm Assets - Streets 21,656.38
8,334.76	C - Admin - Office/IT 8,216.37
4,087.49	J - Comm Assets - Burial Gds 215.70
19,280.39	E - Admin - Other 2,917.01
36,790.39	I - Comm Assets - Halls 6,421.25
30,583.78	K - Comm Assets - MPGA 744.89
110.00	L - Comm Services - Grants 5,106.45
24,010.00	M - Loans 23,298.00
45,906.31	G - Comm Assets - Grounds 48,388.09
1,390.99	N - Comm Services - Events 755.87
-12.92	Provision for Doubtful Debts 0.00
<u>£255,048.43</u>	<u>£208,603.92</u>

<u>General Fund</u>	
103,686.68	Balance at 01 Apr 2020 46,327.87
<u>192,029.62</u>	ADD Total Income 280,226.06
295,716.30	326,553.93
<u>255,048.43</u>	DEDUCT Total Expenditure 208,603.92
40,667.87	117,950.01
<u>-5,660.00</u>	DEDUCT Reserves Balance 62,100.00
<u>£46,327.87</u>	Balance at 31 Mar 2021 <u>£55,850.01</u>

Reserves:
Earmarked Reserve Balance £139350.00

Stanway Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

29 April 2021 (2020-2021)

A - General Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	270,000.00	270,000.00					(0%)
2	Wayleaves	1.00	1.00					(0%)
3	CBC Grants - General	500.00	1,000.00	500				500 (100%)
4	CBC Grants - CIL, s106, etc..		1,390.00	1,390				1,390 (N/A)
5	Other Grants		1,000.00	1,000				1,000 (N/A)
6	Interest Income	25.00	113.06	88				88 (352%)
7	LCTS Grant	4,759.00	5,026.00	267				267 (5%)
77	Miscellaneous		1.00	1				1 (N/A)
85	VAT Refund							(N/A)
SUB TOTAL		275,285.00	278,531.06	3,246				3,246 (1%)

B - Admin - Personnel

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Salaries				50,500.00	53,910.39	-3,410	-3,410 (-6%)
9	PAYE & NI (all)				15,000.00	12,484.51	2,515	2,515 (16%)
10	Home working allowance				450.00	504.00	-54	-54 (-12%)
11	Pension contributions (total)				18,800.00	19,524.80	-725	-725 (-3%)
12	Payroll Services				500.00	403.30	97	97 (19%)
13	Training - All				1,500.00	1,010.00	490	490 (32%)
14	Travel expenses				500.00	475.41	25	25 (4%)
15	Stationery - Councillors				300.00	4.00	296	296 (98%)
75	Chairman's Allowance				200.00		200	200 (100%)
82	Temporary staff				7,500.00		7,500	7,500 (100%)
SUB TOTAL					95,250.00	88,316.41	6,934	6,934 (7%)

C - Admin - Office/IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Postage				200.00	142.07	58	58 (28%)
17	Office supplies				750.00	954.72	-205	-205 (-27%)
18	Printer maintenance				1,200.00	1,190.06	10	10 (0%)
19	PC Maintenance				1,500.00	1,487.53	12	12 (0%)
20	Phone/Broadband charges				1,200.00	1,159.56	40	40 (3%)
21	Website Maintenance				775.00	775.00		(0%)
22	Office IT Reserve				2,600.00	2,563.98	36	36 (1%)
23	PA System Reserve				1,000.00		1,000	1,000 (100%)
78	Room Hire				250.00	24.00	226	226 (90%)
SUB TOTAL					9,475.00	8,296.92	1,178	1,178 (12%)

Stanway Parish Council
Summary of Receipts and Payments
 All Cost Centres and Codes

29 April 2021 (2020-2021)

D - Admin - Audit & Accountin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Internal Audit Fees				1,500.00	1,300.00	200	200 (13%)
25	External Audit Fees				600.00	600.00		(0%)
26	Accounting software fees				800.00	577.50	223	223 (27%)
SUB TOTAL					2,900.00	2,477.50	423	423 (14%)

E - Admin - Other

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Insurance				2,200.00	1,879.63	320	320 (14%)
37	Annual Subscriptions				1,750.00	657.50	1,093	1,093 (62%)
38	Bank charges				100.00	186.60	-87	-87 (-86%)
39	Election Reserve				1,500.00		1,500	1,500 (100%)
40	Legal Fees Reserve				3,300.00	1,003.00	2,297	2,297 (69%)
41	Other specialist fees				500.00	244.99	255	255 (51%)
74	Sundry items				50.00	64.48	-14	-14 (-28%)
92	Risk Management				1,000.00	585.81	414	414 (41%)
SUB TOTAL					10,400.00	4,622.01	5,778	5,778 (55%)

F - Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76	Planning fees reserve				1,500.00		1,500	1,500 (100%)
SUB TOTAL					1,500.00		1,500	1,500 (100%)

G - Comm Assets - Grounds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	General repairs				1,500.00	335.26	1,165	1,165 (77%)
28	Car Park repairs				5,000.00	2,620.00	2,380	2,380 (47%)
29	Play equipment Reserve				5,000.00	180.00	4,820	4,820 (96%)
30	Play area signs				250.00		250	250 (100%)
31	Grounds maintenance				10,000.00	11,021.09	-1,021	-1,021 (-10%)
32	Play area bark				2,000.00	1,455.82	544	544 (27%)
33	Tree maintenance				5,000.00	3,640.00	1,360	1,360 (27%)
34	Youth Pod / Outdoor Gym				20,000.00	4,245.00	15,755	15,755 (78%)
35	Play area benches/bins				1,000.00	617.50	383	383 (38%)
42	Pest control				500.00		500	500 (100%)
52	MW Consumables				450.00	498.13	-48	-48 (-10%)
90	Safety Inspections				500.00	235.00	265	265 (53%)
94	Vehicle lease				2,500.00		2,500	2,500 (100%)
95	Workshop/store				25,000.00	23,540.29	1,460	1,460 (5%)

Stanway Parish Council
Summary of Receipts and Payments

29 April 2021 (2020-2021)

All Cost Centres and Codes

SUB TOTAL		78,700.00	48,388.09	30,312	30,312 (38%)
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H - Comm Assets - Streets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46 Bus Shelter Reserve				1,500.00	1,760.00	-260	-260 (-17%)
49 Notice Board Reserve				4,200.00	4,170.00	30	30 (0%)
50 Street Light Costs				5,000.00	5,686.35	-686	-686 (-13%)
51 Street Light Reserve				40,000.00	3,183.03	36,817	36,817 (92%)
81 Street signs etc				2,000.00	1,860.00	140	140 (7%)
84 Street lighting electricity				4,000.00	4,997.00	-997	-997 (-24%)
SUB TOTAL				56,700.00	21,656.38	35,044	35,044 (61%)

I - Comm Assets - Halls

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87 Architectural and other fees					90.00	-90	-90 (N/A)
88 Contingency Reserve				14,260.00	6,331.25	7,929	7,929 (55%)
SUB TOTAL				14,260.00	6,421.25	7,839	7,839 (54%)

J - Comm Assets - Burial Gds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55 Burial Ground Income	2,000.00	1,210.00	-790				-790 (-39%)
56 Tree sponsorship		5.00	5				5 (N/A)
57 BG Maintenance				2,000.00	215.70	1,784	1,784 (89%)
58 BG Reserve				5,500.00		5,500	5,500 (100%)
SUB TOTAL	2,000.00	1,215.00	-785	7,500.00	215.70	7,284	6,499 (68%)

K - Comm Assets - MPGA

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60 MGPA Income	4,000.00	480.00	-3,520				-3,520 (-88%)
61 Maintenance				5,000.00		5,000	5,000 (100%)
62 Stationery				100.00		100	100 (100%)
63 Lease				100.00	50.00	50	50 (50%)
64 Specialist fees				500.00	520.16	-20	-20 (-4%)
65 Electricity				300.00	174.73	125	125 (41%)
67 Repairs							(N/A)
68 Replacement Reserve							(N/A)
SUB TOTAL	4,000.00	480.00	-3,520	6,000.00	744.89	5,255	1,735 (17%)

Stanway Parish Council
Summary of Receipts and Payments
 All Cost Centres and Codes

29 April 2021 (2020-2021)

L - Comm Services - Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	s137/1972				15,000.00	5,106.45	9,894	9,894 (65%)
71	s106 expenditure							(N/A)
72	Other grants							(N/A)
73	CIL Grant expenditure							(N/A)
93	s19 (3) MPA 1976							(N/A)
SUB TOTAL					15,000.00	5,106.45	9,894	9,894 (65%)

M - Loans

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Capital repayments				16,000.00	16,000.00		(0%)
80	Interest payments				7,400.00	7,298.00	102	102 (1%)
SUB TOTAL					23,400.00	23,298.00	102	102 (0%)

N - Comm Services - Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	CE Income							(N/A)
54	CE Expenditure				1,000.00	755.87	244	244 (24%)
SUB TOTAL					1,000.00	755.87	244	244 (24%)

O. Comm Services- Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Community Safety Reserve				6,000.00	90.00	5,910	5,910 (98%)
SUB TOTAL					6,000.00	90.00	5,910	5,910 (98%)

Summary

	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
NET TOTAL	281,285.00	280,226.06	-1,059	328,085.00	210,389.47	117,696	116,637 (19%)
V.A.T.		6,834.89			16,154.48		
GROSS TOTAL		287,060.95			226,543.95		