Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual Governance and Accountability Return 2017/18 Part 2

To be completed only by smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2017/18

- 1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must** following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria;
 - b) does not wish to certify itself as exempt
- Smaller authorities where the higher of gross annual income or gross annual expenditure does not
 exceed £25,000 and meet the qualifying criteria as set out in the Certificate of Exemption are exempt
 from sending the completed Annual Governance and Accountability Return to the external auditor for a
 limited assurance review provided the authority completes both the
 - a) Certificate of Exemption, page 3 and returns it to the external auditor
 - b) Annual Governance and Accountability Return (Part 2) which is made up of:
 - Annual Internal Audit Report (page 4) to be completed by the authority's internal auditor.
 - Section 1 Annual Governance Statement (page 5) to be completed by the authority.
 - Section 2 Accounting Statements (page 6) to be completed by the authority.
- 3. The authority must approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both must be approved before 2 July 2018.

Publication Requirements

Smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2017/18, page 4
- Section 1 Annual Governance Statement 2017/18, page 5
- · Section 2 Accounting Statements 2017/18, page 6
- Analysis of variances
- · Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, ie not complete** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2017/18 and return it to the external auditor for review.

The cost to the smaller authority for the review will be £200 +VAT.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words external auditor' have the same meaning as the words local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2017/18. Sections 1 and 2

- Where an authority is exempt from the requirement for a limited assurance review, it need not submit
 its Annual Governance and Accountability Return to the external auditor. However, as part of a more
 proportionate regime, the authority must comply with the requirements of the Transparency Code
 for Smaller Authorities.
- The authority must comply with Proper Practices in completing this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners'* Guide* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed annual return.
 Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- You **should** inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- It is recommended that the authority has numerical and narrative explanations for significant variances in the accounting statements on **page 4**, should a question be raised by a local elector. There is guidance provided in the *Practitioners' Guide** that may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets must include a common inspection period during which the accounts and accounting records of all smaller authorities must be available for public inspection of the first ten working days of July.
- The authority must publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

| Completion checkli | st – 'No' answers mean you may not have met requirements | Yes | No |
|-----------------------|---|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Have the dates set for the period for the exercise of public rights been published? | | |
| Internal Audit Report | Have all highlighted boxes have been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', is an explanation available should a question be raised by a local elector and/or an interested party? | | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | | |
| | Is an explanation of significant variations from last year to this year available, should a question be raised by a local elector and/or an interested party? | | |
| | Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority is a sole managing trustee? | | |

"More guidance on completing this annual return is available in **Governance and Accountability for Smaller Authorities** in **England – a Practitioners' Guide to Proper Practices**, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

TOFT PARISH COUNCIL

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed £25,000

Annual gross income for the authority 2017/18:

£22,068,16 000 000

Annual gross expenditure for the authority 2017/18:

£ 17,693.50

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this Certificate of Exemption you are confirming that:

- · The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor has not:
 - · issued a public interest report in respect of the authority or any entity connected with it
 - · made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - · commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful,
 and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 2 July 2018. By signing this certificate you are also confirming that this will be done.

Signed by the Responsible Financial Officer

SIGNATION Date

SIGNATION DATE

SIGNATION DATE

SIGNATION DATE

Financial Officer

Date

Date

Published web address (not applicable to Parish Meetings)

Which Indian Meetings Address

Date

Published web address (not applicable to Parish Meetings)

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

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This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Agreed? Please choose one of the following | | | | |
|---|--|-----|------------------|--|--|
| | Yes | No* | Not covered** | | |
| A. Appropriate accounting records have been properly kept throughout the financial year. | V | | | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | | | | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | 1 | | | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | V | | | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | V | | | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | V | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | · / | | | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | V | | | | |
| Periodic and year-end bank account reconciliations were properly carried out. | V | | | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | V | | | | |

K. (For local councils only)

Trust funds (including charitable) - The council met its responsibilities as a trustee.

Yes No applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

** NO PETTY CASH TRANSACTIONS

Date(s) internal audit undertaken

Name of person who carried out the internal audit

IG PELMINS

MRS J WILLSONIE DIRECTORA CANALISS LTD

Signature of person who carried out the internal audit

SIGNATURALISMED

Date

18 1941118

"If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ENTTOFFE AUPARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

| Agreed | | | | | | | | |
|---|-----|------|--|-----|--|--|--|--|
| | Yes | No | 'Yes' means that this authority: | | | | | |
| We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | V | 2011 | prepared its accounting statements in accordance with the Accounts and Audit Regulations. | | | | | |
| We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | 1 | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. | | | | | |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | 1 | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. | | | | | |
| We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | 1 | | during the year gave all persons interested the opportuinspect and ask questions about this authority's accour | | | | | |
| We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | 1 | 44 | considered and documented the financial and other risks in faces and dealt with them properly. | | | | | |
| We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | 1 | | arranged for a competent person, independent of the financ controls and procedures, to give an objective view on wheth internal controls meet the needs of this smaller authority. | | | | | |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ~ | | responded to matters brought to its attention by internal external audit. | and | | | | |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | disclosed everything it should have about its business at during the year including events taking place after the ye end if relevant. | | | | | |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A has met all of its responsibilities where it is a s managing trustee of a local trust or trusts. | ole | | | | |

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

MINU G. REFERENCE
Chairman

dated

Clerk

MGMJUZDEQURED

SEVENTE REQUIRED

Section 2 - Accounting Statements 2017/18 for

TOFT PARISH COUNTY

| | Year | ending | Notes and guidance |
|--|-----------------------|-----------------------|---|
| | 31 March 2017 £ | 31 March 2018 £ | Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. |
| Balances brought forward | 43301 | 63297 | 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 | 15000 | 15000 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 19532 | 7068 | 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 | 1784 | 1825 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 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 | 12752 | 15868 | Total expenditure or payments as recorded in the cash- book less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 63297 | 67672 | 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 | 63297 | 67672 | 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. |
| Total fixed assets plus long term investments and assets | 398248 | 401 048 | 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) re Trust funds (including ch | | Yes No | The Council 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

17/04/2018

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

08 12/18

and recorded as minute reference:

MINU (E REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

-sign-jure Paguired

TOFT PARISH COUNCIL RECEIPTS FY ENDING 2018

| DATE REF | G 2016 | GROSS | VAT | NET | ADVERTISING | AGENCY SERVICES & GRANTS | | INTEREST | PRECEPT | SPECIAL PROJECTS | | S A ALLOTMENT RENT | RESTRICTED RESERVES |
|---|-----------------------|-----------------|---------|---------------|-------------|--------------------------------|-------|----------|----------|---------------------|-----|--------------------------|------------------------|
| 19/04/2017 BACS SCDC | PRECEPT | 7500.00 | | 7500.00 | | | | | 7500.00 |) | | | |
| 31/05/2017 BACS HMRC | VAT | 979.92 | 979.92 | 0.00 | | | | | | | | | |
| 19/06/2017 BACS CCC | VERGES GRANT | 626.06 | | 626.06 | | 626.06 | 6 | | | | | | |
| 12/06/2017 11 CAMBRIDGE RAMBLERS | GRANT | 379.00 | | 379.00 | | | | | | | | | 379.00 |
| 22/06/2017 12 4A | ALLOTMENT RENT | 10.00 | | 10.00 | | | | | | | | 10.0 |) |
| 05/07/2017 13 1B | ALLOTMENT RENT | 10.00 | | 10.00 | | | | | | | | 10.0 |) |
| 11/08/2017 BACS BIG LOTTERY FUND | DEFRIBILATOR GRANT | 2620.00 | | 2620.00 | | | | | | | | | 2620.00 |
| 22/09/2017 BACS SCDC | PRECEPT | 7500.00 | | 7500.00 | | | | | 7500.00 |) | | | |
| 14/11/2017 15 4B, 6A & 6B | ALLOTMENT RENT | 15.00 | | 15.00 | | | | | | | | 15.0 |) |
| INT CBS | INTEREST | 2.34 | | 2.34 | | | | 2.34 | | | | | _ |
| 05/12/2017 16 PLOT 4A | ALLOTMENT RENT | 5.00 | | 5.00 | | | | | | | | 5.0 | |
| 11/01/2018 17 PLOT 1A 2A & 2B | ALLOTMENT RENT | 15.00 | | 15.00 | | | | | | | | 15.0 | |
| 16/01/2018 18 PLOT 1B | ALLOTMENT RENT | 10.00 | | 10.00 | | | | | | | | 10.0 | |
| 23/01/2018 | ALLOTMENT RENT | 15.00 | | 15.00 | | | | | | | | 15.0 | |
| 29/01/2018 20 PLOT 1A 2A & 2B 05/01/2018 BACS HMRC | ALLOTMENT RENT VAT | 15.00 | | 15.00 0.00 | | | | | | | | 15.0 | J |
| 30/01/2018 BACS PLOT 4A | ALLOTMENT RENT | 1691.75 5.00 | | 5.00 | | | | | | | | 5.0 | n |
| 16/02/2018 BACS HISCOX INSURANCE | CLAIM - ROCKER | 669.09 | | 669.09 | | | | | | | | 5.0 | 669.09 |
| 10/02/2010 BAGS THOODY INSUITANCE | CLAIM - HOCKEN | 009.09 | | 003.03 | | | | | | | | | 003.03 |
| | | 22068.16 | 2671.67 | 19396.49 | 0.0 | 0 626.00 | 6 0.0 | 0 2.34 | 15000.00 | 0.00 | 0.0 | 0 100.0 | 3668.09 |
| OUTSTANDING AT BANK | | | | | | | | | | | | | |
| TOTAL OUTSTANDING | | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.00 | 0.00 | 0.0 | 0.0 | 0.00 |

DATE REF PAYEE DETAIL GROSS VAT NET **GENERAL ADMIN** VILLAGE & GRASS SPECIAL S137 GRANTS LOAN REPAY PARISH PLAN RESERVES ΔΡΜΙΝ ADVERTISING MISC SALARIES ASSETS PLAY GROUND PROJECTS SUPPORT CUTTING MAINT **OUTSTANDING AT BANK FY2017** 03/10/2016 2237 J TEBBIT S137 100.00 100.00 100.00 SALARY 56.35 06/02/2017 263 56.35 56.35 156.35 0.00 156.35 0.00 0.00 0.00 56.35 0.00 0.00 0.00 0.00 0.00 0.00 0.00 100.00 Payments FY 2017 03/04/2017 2267 TOFT PEOPLES HALL ROOM HIRE 15.00 15.00 15.00 03/04/2017 2268 C BLOWER HANDYMAN 106.50 106.50 106.50 03/04/2017 2269 SALARY 56.55 56 55 56.55 03/04/2017 DD NEST PENSION 56.37 56.37 56.37 ADMIN SUPPORT 03/04/2017 2270 LGS SERVICES 277.33 424.53 70.29 354.24 76.91 08/05/2017 DD NEST PENSION 59.54 59.54 59.54 08/05/2017 2271 SALARY 59.50 59.50 59.50 AFFILIATION FEE 08/05/2017 2272 CAPALC 68.76 68.76 68.76 08/05/2017 2273 ORACLE HEDGING AND FENCING TREE WORKS 100.00 100.00 100.00 08/05/2017 2274 BUCHANS GRASSCUTTING 232.70 38.78 193.92 193.92 08/05/2017 2275 LGS SERVICES ADMIN SUPPORT 432.29 71.62 360.67 83.34 277.33 08/05/2017 2276 LGS SERVICES ADMIN SUPPORT 447.61 74.29 373.32 95.99 277.33 08/05/2017 2277 SLOANE AND SONS BENCH 299.00 49.83 249.17 249.17 INTERNA AUDIT 165.22 08/05/2017 2278 CANALBS 165.22 165.22 08/05/2017 2279 TOFT PEOPLES HALL ROOM HIRE 15.00 15.00 15.00 08/05/2017 2280 TOFT PEOPLES HALL **BOOM HIRE** 15.00 15.00 15.00 08/05/2017 2281 M COPPIN APM REFRESHMENTS 4.68 4.68 4.68 05/06/2017 2282 LGS SERVICES ADMIN SUPPORT 442.98 72.75 370.23 92.90 277.33 05/06/2017 2283 SALARY 57.93 57.93 57.93 05/06/2017 2284 HMRC PAYE/NIC 86 80 86 80 86.80 59.97 05/06/2017 2285 BUCHANS GRASSCUTTING 359.84 299.87 239.15 60.72 05/06/2017 2286 C BLOWER ΗΔΝΙΟΥΜΔΝ 82.91 82 91 82.91 05/06/2017 2288 CAPALC AFFILIATION FEE 148.92 148.92 148.92 05/06/2017 2287 PLAY SAFETY LTD BOSPA INSPECTION 88 20 14.70 73 50 73.50 05/06/2017 DD NEST PENSION 57.95 57.95 57.95 05/06/2017 2289 B PREECE SPRING FEAST EXPENSES 54.64 54.64 54.64 05/06/2017 2290 J TEBBIT SPRING FEAST EXPENSES 150.10 150.10 150.10 03/07/2017 2291 BUCHANS GRASSCUTTING 68.55 282.07 411 34 342.79 60.72 03/07/2017 2292 BUCHANS GRASSCUTTING 359.84 59.97 299.87 239.15 60.72 03/07/2017 2293 SALARY 57.93 57 93 57.93 03/07/2017 2294 HMRC PAYE/NIC 86.80 86.80 86.80 03/07/2017 DD NEST PENSION 57.95 57.95 57.95 03/07/2017 2295 AGRIMEAD ALLOTMENTS 174.00 29.00 145.00 145.00 LOT MEADOW EXPENSES 03/07/2017 2296 P ELLIS-EVANS 32.83 5.47 27.36 27.36 03/08/2017 DD NEST PENSION 57.95 57.95 57.95 03/09/2017 DD NEST PENSION 57.95 57.95 57.95 04/09/2017 2297 LGS SERVICES ADMIN SUPPORT 473.26 77.45 395.81 118.48 277.33 04/09/2017 2298 LGS SERVICES ADMIN SUPPORT 420.75 69.53 351.22 73.89 277.33 04/09/2017 2299 PARISH ONLINE OS MAPPING 33.60 5.60 28.00 28.00 04/09/2017 2300 TOFT PEOPLES HALL ROOM HIRE 15.00 15.00 15.00 04/09/2017 2301 TOFT PEOPLES HALL ROOM HIRE 15.00 15.00 15.00 04/09/2017 2302 BUCHANS GRASSCUTTING 432.71 72.12 360.59 239.15 121.44 04/09/2017 2303 BUCHANS GRASSCUTTING 359.84 59.97 299.87 239.15 60.72 04/09/2017 2304 C BLOWER VILLAGE MAINTENANCE 145.00 145.00 145.00 04/09/2017 2305 CAME AND COMPANY INSURANCE 443.18 443.18 443.18 04/09/2017 2306 J MCCARTEN SPORTS DAY REFRESHMENTS 114.42 114.42 114.42 04/09/2017 2307 57.93 SALARY 57.93 57.93 04/09/2017 2308 SALARY 57 93 57.93 57.93 04/09/2017 2309 HMRC PAYE/NIC 87.00 87.00 87.00 03/10/2017 DD NEST PENSION 57.95 57.95 57.95 02/10/2017 2312 SALARY 57.93 57.93 57.93 02/10/2017 2313 LGS SERVICES ADMIN SUPPORT 277.33 423.26 70.22 353.04 75.71 02/10/2017 2314 TOFT PEOPLES HALL ROOM HIRE 15.00 15.00 15.00 GRASSCUTTING 59.97 02/10/2017 2315 BUCHANS 359.84 299.87 299.87 02/10/2017 2316 PKF LITTLEJOHN AUDIT 240.00 40.00 200.00 200.00

| | TOTAL OUTSTANDING | | 1366.27 | 105.84 | 1260.43 | 0.00 | 262.12 | 572.00 | 173.81 | 0.00 | 152.50 | | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 |
|------------|---------------------------------|---------------------------|-----------------|---------|-----------------|--------|---------|---------|----------------|---------|--------|------|--------|--------|------|------|---------|
| 17/03/2010 | | TEXT DATE: | | | | | | | | | | | | | | | |
| | 2353 MADINGLEY MULCH | PLAY BARK | 183.00 | 30.50 | 152.50 | | 55.17 | 200.00 | | | 152.5 | | | | | | |
| | 2351 LGS SERVICES | ADMIN SUPPORT | 456.51 | 75.34 | 381.17 | | 95.17 | 286.00 | | | | | | | | | |
| | 2350 TOFT PEOPLES HALL | ROOM HIRE | 30.00 | | 30.00 | | 30.00 | | 57.95 | | | | | | | | |
| | DD NEST | PENSION | 57.95 57.95 | | 57.95 57.95 | | | | 57.95 57.95 | | | | | | | | |
| 05/02/2018 | | SALARY | 422.95 57.93 | | 422.95 57.93 | | 130.93 | ∠00.00 | 57.93 | | | | | | | | |
| | 2346 LGS SERVICES | ADMIN SUPPORT | 422.95 | | 422.95 | | 136.95 | 286.00 | 37.33 | | | | | | | | |
| 05/02/2018 | | SALARY | 57.93 | | 57.93 | | | | 57.93 | | | | | | | | 100.00 |
| 03/10/2016 | 2237 J TEBBIT | S137 | 100.00 | | 100.00 | | | | | | | | | | | | 100.00 |
| | OUTSTANDING AT BANK | | | | | | | | | | | | | | | | |
| | TOTAL (INCLUDING O/S AT BANK) | | 17693.50 | 2127.59 | 15565.91 | 129.44 | 2527.89 | 3832.66 | 1825.36 | 2289.28 | 930.87 | 0.00 | 114.42 | 150.00 | 0.00 | 0.00 | 3765.99 |
| 14/03/2018 | 2353 MADINGLEY MULCH | PLAY BARK | 183.00 | 30.50 | 152.50 | | | | | | 152.5 | | | | | | |
| | 2351 LGS SERVICES | ADMIN SUPPORT | 456.51 | 75.34 | 381.17 | | 95.17 | 286.00 | | | | | | | | | |
| | 2350 TOFT PEOPLES HALL | ROOM HIRE | 30.00 | | 30.00 | | 30.00 | | | | | | | | | | |
| | 2349 LCPAS | TRAINING | 40.00 | | 40.00 | | 40.00 | | | | | | | | | | |
| | DD NEST | PENSION | 57.95 | | 57.95 | | | | 57.95 | | | | | | | | |
| | 2348 HMRC | PAYE/NIC | 87.00 | | 87.00 | | | | 87.00 | | | | | | | | |
| 05/03/2018 | | SALARY | 57.93 | | 57.93 | | | | 57.93 | | | | | | | | |
| | 2346 LGS SERVICES | ADMIN SUPPORT | 422.95 | | 422.95 | | 136.95 | 286.00 | | | | | | | | | |
| 05/02/2018 | 2344 LCPAS | AFFILIATION FEE | 75.00 | | 75.00 | | 75.00 | | | | | | | | | | |
| 05/02/2018 | 2345 OAKES AND WATSON | TREE WORKS | 380.00 | | 380.00 | | | | | | 380 | | | | | | |
| 05/02/2018 | 2343 CAM VALLEY FORUM | AFFILIATION FEE | 10.00 | | 10.00 | | 10.00 | | | | | | | | | | |
| 05/02/2018 | DD NEST | PENSION | 57.95 | | 57.95 | | | | 57.95 | | | | | | | | |
| 05/02/2018 | 2342 | SALARY | 57.93 | | 57.93 | | | | 57.93 | | | | | | | | |
| 05/02/2018 | 2341 TOFT PCC | CALENDAR | 114.44 | | 114.44 | 114.44 | | | | | | | | | | | |
| 08/01/2018 | 2340 TOFT PEOPLES HALL | ROOM HIRE | 15.00 | | 15.00 | | 15.00 | | | | | | | | | | |
| 08/01/2018 | DD NEST | PENSION | 57.95 | | 57.95 | | | | 57.95 | | | | | | | | |
| 08/01/2018 | 2339 | SALARY | 57.93 | | 57.93 | | | | 57.93 | | | | | | | | |
| | 2338 LGS SERVICES | ADMIN SUPPORT | 505.86 | 83.39 | 422.47 | | 67.11 | 355.36 | | | | | | | | | |
| 08/01/2018 | 2337 LGS SERVICES | PAYROLL | 158.40 | 26.40 | 132.00 | | | 132.00 | | | | | | | | | |
| | 2336 LGS SERVICES | ADMIN SUPPORT | 449.25 | 74.02 | 375.23 | | 97.90 | 277.33 | | | | | | | | | |
| | 2335 G PUGH | EXPENSES | 8.98 | | 8.98 | | 8.98 | | | | | | | | | | |
| | 2334 ALLPHASE | DEFIBRILATOR INSTALLATION | 128.64 | 21.44 | 107.20 | | | | | | | | | | | | 107.20 |
| | 2333 TOFT PCC | CALENDAR ADVERT | 15.00 | | 15.00 | 15.00 | | | | | | | | | | | |
| | 2332 BUCHANS | GRASSCUTTING | 308.33 | 51.38 | 256.95 | | | | | 256.95 | | | | | | | |
| 04/12/2017 | | PENSION | 57.95 | | 57.95 | | | | 57.95 | | | | | | | | |
| | 2330 HMRC | PAYE/NIC | 86.80 | | 86.80 | | | | 86.80 | | | | | | | | |
| 04/12/2017 | | SALARY | 58.13 | | 58.13 | | | | 58.13 | | | | | | | | |
| | 2328 TOFT FIREWORKS | S137 | 150.00 | | 150.00 | | | | | | | | | 150.00 | | | |
| | 2325 T ELLIS-EVANS | TREE POLE | 5.99 | | 5.99 | | | | | | 5.99 | | | | | | |
| | 2324 LGS SERVICES | ADMIN SUPPORT | 454.34 | 73.37 | 380.97 | | 103.64 | 277.33 | | | | | | | | | |
| 06/11/2017 | | PENSION | 57.95 | | 57.95 | | | | 57.95 | | | | | | | | |
| 06/11/2017 | | SALARY | 57.93 | | 57.93 | | | | 57.93 | | | | | | | | |
| | 2322 BUCHANS | GRASSCUTTING | 359.84 | 59.97 | 299.87 | | | | | 299.87 | | | | | | | |
| | 2321 CAMBS CONSERVATION VOLUNTE | | 24.70 | | 24.70 | | | | | | | | | | | | 24.7 |
| 06/11/2017 | 2320 C BLOWER | HANDYMAN | 57.97 | | 57.97 | | | | | | 57.97 | | | | | | |
| | 2319 TOFT PEOPLES HALL | ROOM HIRE | 15.00 | | 15.00 | | 15.00 | | | | | | | | | | |
| 02/10/2017 | 2318 COMMUNITY HEARTBEAT | DEFIBRILATOR | 2964.00 | 494.00 | 2470.00 | | | | | | | | | | | | 2470.00 |
| 02/10/2017 | 2317 LGS SERVICES | ADMIN SUPPORT | 412.19 | 67.70 | 344.49 | | 67.16 | 277.33 | | | | | | | | | |

TOFT PARISH COUNCIL CASH BOOK RECONCILIATION

FY ending 2018

Reconciliation from cash book

| Balance b/f Receipts Payments (inc o/s at bank) Balance c/f | 63296.91 22068.16 -17693.50 67671.57 | C/F Current Account CBS Account O/S | 69,037.84 0.00 -1366.27 67671.57 |
|--|---|--|---|
| B/F Bank & cash | 63296.91 | Payments | 17693.50 |
| Receipts | 22068.16 | C/F | 67671.57 |
| | 85365.07 | | 85365.07 |

Toft Parish Council Assets List 31/03/2018

| Item | Location | FY 2016 | FY2017 | FY2018 |
|--------------------------------------|-------------------------------------|------------|------------|------------|
| Toft Peoples Hall | School Lane | 343,488.00 | 343,488.00 | 343,488.00 |
| Flagpole 5m | Peoples Hall | 439.95 | 439.95 | 439.95 |
| Tub Chairs (x6) | Peoples Hall | 449.93 | 449.93 | 449.93 |
| Victorian Hand Pump on Village Green | Green | 717.07 | 717.07 | 717.07 |
| Village Well | St Andrews Church | 573.65 | 573.65 | 573.65 |
| Goal Posts | Recreation Area | 800.64 | 800.64 | 800.64 |
| Playground Equipment | Recreation Area | 5,736.75 | 5,736.75 | 5,736.75 |
| Supernova | Recreation Area | 3,733.00 | 3,733.00 | 3,733.00 |
| Birds Nest Swing | Recreation Area | 2,341.00 | 2,341.00 | 2,341.00 |
| Skyline | Recreation Area | 10,041.00 | 10,041.00 | 10,041.00 |
| Ecosmart Surface (57M SQ) | Recreation Area | 3,177.00 | 3,177.00 | 3,177.00 |
| Cusionfall Surface (19m cu) | Recreation Area | 779.00 | 779.00 | 779.00 |
| Mini Soccer Goals 12x6' (x2) | Recreation Area | 578.00 | 578.00 | 578.00 |
| Playground Equipment (2006) | Recreation Area | 1,698.12 | 1,698.12 | 1,698.12 |
| Picnic Tables | Recreation Area | 623.42 | 623.42 | 623.42 |
| Fencing & Gates | Recreation Area | 1,892.86 | 1,892.86 | 1,892.86 |
| Signage | Recreation Area | 128.00 | 128.00 | 128.00 |
| Timber Shed | Recreation Area | 1,244.01 | 1,244.01 | 1,244.01 |
| Picnic Tables | Toft Meadow | | 329.17 | 329.17 |
| Bus Shelter | High Street, Village Green | 3,844.35 | 3,844.35 | 3,844.35 |
| 10 Bench Seats | Various | 4,200.00 | 4,200.00 | 4,200.00 |
| Toft Wood Bench (E Barwell) | Toft Wood | 464.00 | 464.00 | 464.00 |
| Village Sign & Plaque | Comberton Road | 1,779.75 | 1,779.75 | 1,779.75 |
| Engraved Stone | Comberton Road | 905.85 | 905.85 | 905.85 |
| Millenium Beacon & Plaque | Church Drift | 904.81 | 904.81 | 904.81 |
| Canvas Cover (not insured) | Beacon | 122.92 | 122.92 | 122.92 |
| 9 Litter Bins (not insured) | Various | 1,392.00 | 1,392.00 | 1,392.00 |
| Filing Cabinets (not insured) | People's Hall | 200.00 | 200.00 | 200.00 |
| 4 Dog Waste Bin (not insured) | Church Lane | 800.00 | 800.00 | 800.00 |
| Jubilee bench | Village Green | 1,989.70 | 1,989.70 | 1,989.70 |
| Ramblers Bench | Community Orchard | 458.73 | 458.73 | 458.73 |
| Footpaths Signage | Green, Brookside & Toft Wood | 1,065.30 | 1,065.30 | 1,065.30 |
| Noticeboard | Recreation Area | 200.00 | 200.00 | 200.00 |
| Noticeboard | Bus Shelter (glass fronted) | 200.00 | 200.00 | 200.00 |
| Village Noticeboard | High Street, Village Green | 466.02 | 466.02 | 466.02 |
| Grit Bins x4 (not insured) | School Lane, Mill Lane, Millers Rd, | 480.00 | 480.00 | 480.00 |
| Defibrilator | Peoples Hall | | | 2,800.00 |
| Toft Playground | High Street | 1.00 | 1.00 | 1.00 |
| Toft Village Green | Corner of High St & Comberton Rd | 1.00 | 1.00 | 1.00 |
| Toft Community Orchard | High Street | 1.00 | 1.00 | 1.00 |
| Allotment land | - | 1.00 | 1.00 | 1.00 |
| | Total Value | 397,918.83 | 398,248.00 | 401,048.00 |

Assets are recorded at fixed value