

Annual Governance and Accountability Return 2019/20 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other 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 2019/20

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 for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2020**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **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 and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2020**.

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 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, 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, and not complete the** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2019/20 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

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 the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2020. It should 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 Certificate of Exemption must be returned to the external auditor no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of 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 if possible before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), 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.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- 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 approved 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 **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	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 as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices* can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2019/20 Part 2

To be completed 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 2020, 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 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

EITOFT PARISH COUNCIL

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20:

£24,515 R AMOUNT £00,000

Total annual gross expenditure for the authority 2019/20:

£20,272 R AMOUNT £00,000

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 was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), 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 Local 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 a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, 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 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

06/07/20

I confirm that this Certificate of Exemption was approved by this authority on this date:

06/07/2020

Signed by Chairman

Date

SIGNATURE REQUIRED

10/07/2020

as recorded in minute reference:

MINUTE REFERENCE

Email of Authority

clerk@tpc.toft.org.uk

Telephone number

01954210241

*Published web address

www.toft.org.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2019/20

ENTOFT PARISH COUNCIL

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 2020.

The internal audit for 2019/20 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.	✓		
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.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓*
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.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
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.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (For local councils only) Trusts: funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

* No Petty Cash Transactions

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

Date(s) internal audit undertaken

24/11/2019 ^{RENOTELY} 18/06/2020 DD/MM/YYYY

Name of person who carried out the internal audit

E. JACQUE OF WILSON AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

18/06/2020

*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 2019/20

We acknowledge as the members of:

EITOFT PARISH 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 2020, that:

	Agreed			'Yes' means that this authority:
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			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.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. 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.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether 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 and external audit.
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 activity during the year including events taking place after the year 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 as a body corporate it is a sole managing trustee of a local trust or trusts.
	✓			

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

06/07/2020

and recorded as minute reference:

MINUTE REFERENCE 5.7

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Section 2 – Accounting Statements 2019/20 for

ENTOFT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	67,672	66,935	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	15,000	15,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,500	9,515	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	2,708	1,651	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	15,529	18,620	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	66,935	71,179	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	66,935	71,178	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	403,616	403,616	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

SIGNATURE REQUIRED

Date

21/04/2020

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

06/07/2020

as recorded in minute reference:

MINUTE 59 REFERENCE

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

SIGNATURE REQUIRED

TOFT PARISH COUNCIL CASH BOOK RECONCILIATION
 FY ending 2020

Reconciliation from cash book

Balance b/f	66935.45	C/F	
Receipts	24515.30	Unity Trust Bank	29503.13
Payments (inc o/s at bank)	-20271.89	Current Account	5818.65
		Nationwide BS	36441.58
		O/S	-215.88
<u>Balance c/f</u>	<u>71178.86</u>	Charity funds	-368.62
			<u>71178.86</u>
B/F Bank & cash	66935.45	Payments	20271.89
Receipts	24515.30	C/F	71178.86
	<u>91450.75</u>		<u>91450.75</u>

* The Current Account contains the funds of the William Everسدens Charity (PC Sole Trustee). The Charity Accounts are not included in the Council's Year End Accounts.

WILLIAM EVERSDENS CHARITY CASH BOOK RECONCILIATION
 FY ending 2020

Reconciliation from cash book

Balance b/f	258.62		
Receipts	110.00		
Payments (inc o/s at bank)	0.00		
<u>Balance c/f</u>	<u>368.62</u>		
B/F Bank & cash	258.62	Payments	0.00
Receipts	110.00	C/F	368.62
	<u>368.62</u>		<u>368.62</u>

16800
 R50
 21/04/20
 Make Year 20
 Dec 10/01/20

TOFT PARISH COUNCIL RECEIPTS FY ENDING 2020

DATE	REF		GROSS	VAT	NET	ADVERTISING	AGENCY SERVICES & GRANTS	GENERAL ADMIN	INTEREST	PRECEPT	SPECIAL PROJECTS	VILLAGE & ASSETS MAINTENANCE (TRUST)	RESTRICTED RESERVES
OUTSTANDING AT BANK FY2019													
28/03/2019		PLOT 1B	30.00		30.00								30.00
TOTAL OUTSTANDING			30.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
Receipts FY2020													
02/04/2019	125	PLOT 1A	10.00		10.00								10.00
16/04/2019	126	COMBERTON PC	1371.93		1371.93								1371.93
17/04/2019		BACS SCDC	7500.00		7500.00					7500.00			
23/04/2019	127	PLOT A4	10.00		10.00								10.00
23/04/2019	127	M YEADON	10.00		10.00								10.00
23/05/2019	128	PLOT 2A & 2B	20.00	1.66	18.34								20.00
07/06/2019		BACS CCC	626.06		626.06		626.06						
11/07/2019	129	M YEADON	10.00		10.00								10.00
11/06/2019		BACS HISCOX INSURANCE	919.36		919.36								919.36
15/07/2019		BACS SCDC	4483.36		4483.36								4483.36
20/09/2019		BACS SCDC	7500.00		7500.00					7500.00			
16/10/2019	130	PLOT 4B, 6A 6B	30.00		30.00								30.00
29/10/2019	131	PLOT 1B	10.00		10.00								10.00
20/11/2019		BACS HMRC	1858.60		1858.60								1858.60
03/12/2019	132	PLOT 1A	10.00		10.00								10.00
14/01/2020	133	PLOT 2A & 2B	20.00		20.00								20.00
31/03/2020		BACS NATIONWIDE	235.99		235.99				235.99				235.99
TOTAL OUTSTANDING			24625.30	1861.92	22763.38	0.00	626.06	0.00	235.99	15000.00	0.00	16.68	110.00
OUTSTANDING AT BANK													
TOTAL OUTSTANDING			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LG RFL
21/04/20
Year 20
clear
06/01/2020

DATE	REF	PAYEE	DETAIL	GROSS	VAT	NET	ADVERTISING	MISC	ADMIN SUPPORT	SALARIES	GRASS CUTTING	VILLAGE & ASSETS MAINT	PLAY GROUND	SPECIAL PROJECTS	S197 GRANTS & S145	ALLOTMENT (TRUST)	RESERVES
OUTSTANDING AT BANK FY2019																	
03/10/2016	2237	J TEBBIT	S137 SALARIES	100.00		100.00											100.00
04/03/2019	2436	LGS SERVICES	ADMIN SUPPORT	229.12		229.12											
04/03/2019	2438	LGS SERVICES	ADMIN SUPPORT	479.49		399.80		113.80	286.00								
				432.89		361.17		75.17	286.00								
				1241.50		1090.99	0.00	188.97	572.00	229.12	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Payments FY 2020																	
SALARIES ARE RECORDED IN A CONFIDENTIAL CASHBOOK																	
01/04/2019	2439	TOFT PEOPLES HALL	ROOM HIRE	1651.56		1651.56											
01/04/2019	2440	MADINGLEY MULCH	PLAY BARK	15.00		15.00											
01/04/2019	2442	CCC	LH 16/17 SPEED REDUCTION SCH	189.00	31.50	157.50											143.86
01/04/2019	2443	CCC	LH 16/17 SPEED REDUCTION SCH	2600.00		2600.00											2600
01/04/2019	2444	LGS SERVICES	ADMIN SUPPORT	448.49		375.27											
13/05/2019	2445	LGS SERVICES	PAYROLL	190.80		159.00											
13/05/2019	2446	LGS SERVICES	ADMIN SUPPORT	427.06		356.54											
13/05/2019	2447	HAMILL LANDSCAPES	GRASSCUTTING	54.00		45.00											45.00
13/05/2019	2448	TOFT PEOPLES HALL	ROOM HIRE	15.00		15.00											
13/05/2019	2449	TOFT PEOPLES HALL	ROOM HIRE	15.00		15.00											
13/05/2019	2450	C BLOWER	HANDYMAN - PLAY BARK	20.00		20.00											
13/05/2019	2451	CAPALC	APFILATION FEE	260.23		260.23											
13/05/2019	2453	PLAYSAFETY LTD	ROSPA INSPECTION	90.60		75.50											
13/05/2019	2454	CANALBS	INTERNAL AUDIT	162.43		162.43											
03/06/2019	2455	CCC	STREETLIGHT ENERGY	1183.92		1183.92											
03/06/2019	2458	LGS SERVICES	ADMIN SUPPORT	460.52		384.48											
01/07/2019	2462	RH LANDSCAPES	GRASSCUTTING	552.00		460.00											460.00
01/07/2019	2463	CCC	LH - MVAS	480.00		480.00											
01/07/2019	2464	CLIVE BLOWER	BARK SPREADING - ABORTED VIS	20.00		20.00											
01/07/2019	2465	MADINGLEY MULCH	PLAY BARK	171.10		142.58											
02/09/2019	2469	COMMUNITY HEARTBEAT	VETS FRIDGE MAGNETS	178.80		149.00											
02/09/2019	2470	TOFT PEOPLES HALL	ROOM HIRE	15.00		15.00											
02/09/2019	2471	PRESTIGE EXTERNAL CLEANING	BUS SHELTER GRAFFITI	160.00		160.00											
02/09/2019	2472	CAME AND CO	INSURANCE	513.20		513.20											
02/09/2019	2473	CLIVE BLOWER	VILLAGE MAINTENANCE	175.52		175.52											
02/09/2019	2474	RH LANDSCAPES	GRASSCUTTING	345.00		287.50											287.50
02/09/2019	2475	LGS SERVICES	ADMIN SUPPORT	439.01		366.31											
02/09/2019	2476	LGS SERVICES	ADMIN SUPPORT	446.60		372.97											
02/09/2019	2477	PLAYGROUND SUPPLIES	TODDLER SWING	1850.40		1542.00											1542.00
02/09/2019	2478	RH LANDSCAPES	GRASSCUTTING	330.00		275.00											
02/09/2019	2479	LGS SERVICES	ADMIN SUPPORT	415.11		346.16											
07/10/2019	2481	C BLOWER	HANDYMAN - POSTS AND NOTICE	20.00		20.00											
07/10/2019	2482	LGS SERVICES	ADMIN SUPPORT	464.42		379.72											
07/10/2019	2483	RH LANDSCAPES	GRASSCUTTING	276.00		276.00											
07/10/2019	2484	TOFT FIREWORKS	DONATION	150.00		150.00											
04/11/2019	2486	BT PAYPHONES	TELEPHONE KIOSK	1.00		1.00											
04/11/2019	2487	PARISH ONLINE	ONLINE MAPPING	45.00	7.50	37.50											
04/11/2019	2488	PEOPLES HALL	ROOM HIRE	15.00		15.00											
04/11/2019	2489	PEOPLES HALL	ROOM HIRE	15.00		15.00											
02/12/2019	2491	RH LANDSCAPES	GRASSCUTTING	336.00		280.00											
02/12/2019	2492	TOFT PEOPLES HALL	ROOM HIRE	15.00		15.00											
02/12/2019	2494	CCC	STREETLIGHT ENERGY	1378.37		1378.37											
02/12/2019	2495	CAMB'S CONSERVATION VOLUNTE	ALLOTMENT CLEARANCE	17.70		17.70											
02/12/2019	2496	M YEADON	CALENDAR - XMAS GREETING	15.00		15.00											
06/01/2020	2503	TOFT PEOPLES HALL	ROOM HIRE	15.00		15.00											
06/01/2020	2501	LGS SERVICES	ADMIN SUPPORT	443.91		371.60											
06/01/2020	2499	LGS SERVICES	ADMIN SUPPORT	444.91		370.76											
06/01/2020	2498	LGS SERVICES	ADMIN SUPPORT	428.99		358.37											
03/02/2020	1	TOFT PEOPLES HALL	ROOM HIRE	15.00		15.00											

1680
250 21/04/20

W Year 20
clear
06/01/20

TOFT PARISH COUNCIL PAYMENTS FY ENDING 2020

DATE	REF	PAYEE	DETAIL	GROSS	VAT	NET	ADVERTISING	MISC	GENERAL ADMIN	SALARIES	GRASS CUTTING	VILLAGE & ASSETS MAINT	PLAY GROUND	SPECIAL PROJECTS	S137 GRANTS & S145	ALLOTMENT (TRUST)	RESERVES	
03/02/2020	2	TOFT POC	CALENDAR	120.45		120.45												
02/03/2020	3	LGS SERVICES	ADMIN SUPPORT	463.87		387.08		120.45										
02/03/2020	4	TOFT PEOPLES HALL	ROOM HIRE	15.00		15.00		101.08										
02/01/2020	DD	OPUS ENERGY	STREETLIGHT ENERGY	1294.97	200.12	1094.85		15.00	286.00									
03/02/2020	DD	OPUS ENERGY	STREETLIGHT ENERGY	133.71	6.37	127.34												
02/03/2020	DD	OPUS ENERGY	STREETLIGHT ENERGY	120.38	5.73	114.65												
31/03/2020	DD	UNITY TRUST BANK	SERVICE FEE	18.00		18.00		18.00										
				0.00		0.00												
TOTAL (INCLUDING O/S AT BANK)				20271.89	1737.97	18533.92	15.00	2344.07	3146.00	1651.56	1623.50	4687.93	1542.00	1.00	299.00	0.00	3223.86	
OUTSTANDING AT BANK																		
		SALARIES	SALARIES	115.88		115.88				115.88								
03/10/2016	2237	J TEBBIT	S137	100.00		100.00											100.00	
TOTAL OUTSTANDING				215.88	0.00	215.88	0.00	0.00	0.00	0.00	115.88	0.00	0.00	0.00	0.00	0.00	0.00	100.00
				260.80														

✓ Year
Chain
6/01/20

Toft Parish Council
Assets List
31/03/2020

Item	Location	FY2019
Toft Peoples Hall	School Lane	343,488.00
Flagpole 5m	Peoples Hall	439.95
Victorian Hand Pump on Village Green	Green	717.07
Village Well	St Andrews Church	573.65
Goal Posts	Recreation Area	800.64
Playground Equipment	Recreation Area	5,736.75
Supernova	Recreation Area	3,733.00
Birds Nest Swing	Recreation Area	2,341.00
Skyline	Recreation Area	10,041.00
Ecosmart Surface (57M SQ)	Recreation Area	3,177.00
Cusionfall Surface (19m cu)	Recreation Area	779.00
Mini Soccer Goals 12x6' (x2)	Recreation Area	578.00
Playground Equipment (2006)	Recreation Area	1,698.12
Picnic Tables	Recreation Area	623.42
Fencing & Gates	Recreation Area	1,892.86
Signage	Recreation Area	128.00
Timber Shed	Recreation Area	1,244.01
Picnic Tables	Toft Meadow	329.17
Bus Shelter	High Street, Village Green	3,844.35
Bench Seat	Outside bus shelter near the green	420.00
Bench Seat	Outside the Shop	420.00
Bench Seat	Outside the Methodist Church	420.00
Bench Seat	Outside the Playground	420.00
Bench Seat	In Lot Meadow	420.00
Bench Seat	Outside Pumping Station	420.00
Bench Seat	Between Priory Cottage and Church	420.00
Bench Seat	Outside St Andrews Church	420.00
Bench Seat	Outside Long Barn	420.00
Bench Seat	Corner of School Lane	420.00
Bench Seat	By Allotments	249.17
Village Sign & Plaque	Comberton Road	1,779.75
Engraved Stone	Comberton Road	905.85
Millenium Beacon & Plaque	Church Drift	904.81
4 Filing Cabinets (not insured)	People's Hall	200.00
Jubilee bench	Village Green	1,989.70
Ramblers Bench	Community Orchard	458.73
Footpaths Signage	Green, Brookside & Toft Wood	1,065.30
Noticeboard	Recreation Area	200.00
Noticeboard	Bus Shelter (glass fronted)	200.00
Village Noticeboard	High Street, Village Green	466.02
Grit Bins x4 (not insured)	School Lane, Mill Lane, Millers Rd,	480.00
Defibrilator	Peoples Hall	2,800.00
Interpretation Board	Lot Meadow High Street	1,050.00
Movable Vehicle Activated Sign		4,000.00
Interpretation Board	Nr Methodist Church - Thankfull Villag	500.00
Toft Playground	High Street	1.00
Toft Community Orchard	Lot Meadow High Street	1.00
Total Value		403,616.32

Assets are recorded at fixed value

LG
Rf
21/04/20

in Year
Chair
10/07/20

Toft PC

	Approved budget FY2019/20	Actual to 31/3/20	%	Approved budget FY2020/21
Payments				
Advertising (Calendar & Website)		15.00		235
Salaries	1938.00	1651.56	85.22%	1938.00
Admin Support	3432.00	3146.00	91.67%	3640.00
Insurance	500.00	513.20	102.64%	520.00
Audit Fee	180.00	162.43	90.24%	180.00
Post/tel/station/gen exp/bank fees etc	1200.00	1265.71	105.48%	1200.00
Affiliation fees (CAPALC, DPA, SLCC etc)	395.00	297.73	75.37%	395.00
Elections	0.00			
Training				
People's Hall, Room hire	180	105.00	58.33%	180
General Admin TOTAL	7825	7141.63	91.27%	8053
Bus Shelter Cleaning				1000
Village/assets Maintenance	0			
Street lighting - energy	1100	3899.13	354.47%	1388
Agency Services Verges	2030	1623.50	79.98%	1000
Parish Paths Maintenance				
Playground maintenance				
Allotments (facilitating)	0.00			800.00
Trees		0		200.00
Maintenance TOTAL	3130.00	5522.63	176.44%	4388.00
LHI	2000.00			2000.00
Speed reduction measures				
Sports Day	£200.00		0.00%	£200.00
Phone Kiosk		1.00		£200.00
Toft 2020				£200.00
Climate Response				£150.00
Defibrillator Training				£200.00
Welcome Packs				£150.00
Parish Plan				
Special Projects TOTAL	2200.00	1.00		3100.00
S137 grant payments				£200.00
Bikability	£200.00			
S145 (entertainment) incl. fireworks & street party etc				£300.00
Grant payments	200.00	0.00	0.00%	500.00
Contingency	2311.06	514.17		1800
General Reserves increase				
TOTAL	15666.06	13194.43	84.22%	18076.00

Notes FY20

Current contract to March 2020 Assumes no additional meetings or work.
 Previous year plus small increase for asset value increases. May be higher if insurance claim pursued
 Internal Audit approx £180. No EA at current rec/pay levels
 Includes office fee and payroll
 review if all necessary and beneficial or if other support or
 2022 election year (assuming no bye-elections)
 See reserves. Is anything required?
 unless a price increase notified

See contingency and contingency reserve
 Includes 2017/18 and 2018/19 (billed earlier than usual)

winter work invoices o/s
 See P3 reserves below.
 S106 funds to be used?

Clr Tall to make recommendation
 See earmarked reserves
 How much?

Are any other new/special projects that the PC want to consider?

must be budgeted for, proportionate to benefit, not historic, not to benefit an individual and in response to demonstrable need
 no request has been received from the bikability scheme.
 See reserves

Suggest approx 5%. Unless general reserves are high

	Budget	Actual	%	Budget
Receipts				
Precept	15000.00	15000.00	100.00%	15000.00
Agency Services	626.06	626.06	100.00%	626.00
Interest		235.99		200.00
Allotment rents	40.00			
General Admin & Misc		16.68		
General Reserves Release				2250.00
TOTAL	£15,666.06	£15,878.73	101.36%	£18,076.00

No info received on CCC contribution for next year. Contract £900
 the Council should consider its interest received
 see reserves - paid to Eversdens Charity Fund
 Play bark bag deposit

	B/F	Rec	Pay	C/F
Reserves				
General Reserves	£28,022.00	919.36		£29,669.61
P3	£193.04			£193.04
Ramblers bench	£199.20			£199.20
S106 West Street (14/6/13) offsite provision and future maintenance of POS infrastructure	£4,202.57			£4,202.57
S106 46 High Street (Lot Meadow) (13/07/12)	£0.00			£0.00
S106 46 High Street (Lot Meadow) (2/5/14) Indoor community facilities provision	£737.88			£737.88
S106 70 School Lane (30/10/14) offsite provision and future maintenance of POS	£3,531.14			£3,531.14
S106 2 Hardwick Road (30/3/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£4,495.51			£4,495.51
S106 2 Hardwick Road (30/3/16) offsite provision of community facility space	£742.94			£742.94
S106 Meridian Court (20/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£12,525.39			£12,525.39
S106 Meridian Court (20/9/16) indoor community facilities provision	£2,069.99			£2,069.99
S106 69 High Street (5/9/16) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£2,283.08			£2,283.08
S106 69 High Street (5/9/16) offsite provision of community facility space	£377.31			£377.31
S106 Old Horse Yard (1/7/19) offsite provision and future maintenance of outdoor sports play space and informal open space infrastructure	£0.00	3847.51		£3,847.51
S106 Old Horse Yard (1/7/19) offsite provision of community facility space	£0.00	635.85		£635.85
Transport consultant	£377.31			£0.00
LHI 21/22	£0.00			£2,005.38
SPEP	£50.00			£0.00
Climate Response	£0.00			£50.00
LHI Speed reduction scheme (2016/17 scheme)	£3,000.00	1371.93	2743.86	£0.00
Training	£150.00			£150.00
Ex-Worboys Charity	£876.37			£876.37
PC Allotment fund	£0.00			£0.00
Eversden Charity Fund (Allotments)	£258.62	110.00	0.00	£368.62
Awards for All defibrillator	£42.80			£42.80
Contingency reserve	£1,965.63		1965.63	£0.00
LHI 2018/19 MVAS	£400.00		480.00	£0.00
S145 Entertainment	£350.00		150.00	£200.00
Cycle Path Runway Lights (LHI FY20)	£0.00			£2,000.00
Community Fund (Cultural Event)	£343.29			£343.29
TOTAL	£67,194.07	£6,884.65	£5,339.49	£71,547.48

Key worker insurance claim
 Is this necessary as an earmarked fund or can it be released into general reserves?

Commitment to Bourn PC

PC to identify projects or release to General Reserves

earmarked for the speed reduction between Toft and Comberton.
 Comberton PC committed to also contributing £1500

Funds used for legal fees/registration of land

charity admin support invoice outstanding.

Received 2014 for small grants - entertainment, sport, community enterprises etc. 2014 chq not cashed (cancelled FYE2017).

TOTAL RECEIPTS
 TOTAL PAYMENTS

16 810 26 21/04/20

22,763.38

22,763.38

18,533.92