

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2020
Little Marlow Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	63,354	87,265	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	50,760	52,283	Total amount of Precept income received in the year
3	Total other receipts	43,998	56,856	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	21,109	23,912	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 expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	49,738	60,280	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	87,265	112,212	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	88,060	106,142	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	704,240	713,137	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

19/05/2020

Little Marlow Parish Council

11:07

Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

31st March 2019		31st March 2020	
Current Assets			
2,036	Debtors	1,579	
918	Vat	3,437	
0	Prepayments	1,372	
30,062	Bank Current Account	48,115	
281	Petty Cash Account	281	
44,127	Premier Interest Account	44,149	
13,590	Precept Account	13,597	
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91,014			112,530
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91,014	Total Assets		112,530
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Current Liabilities			
1,994	Creditors	0	
1,755	Accruals	318	
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3,749			318
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87,265	Total Assets Less Current Liabilities		112,212
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Represented By			
75,194	General Reserve		92,641
0	EM Reserves - Pavillion Rec		19,571
12,071	EMR CIL 18-19		0
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87,265			112,212
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The above statement represents fairly the financial position of the authority as at 31st March 2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	63,354	75,194	310	0	General Reserve
1	0	12,071	325	0	EMR CIL 18-19
1	63,354	87,265	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	50,760	52,283	1176	102	Precept
2	50,760	52,283	Total amount of Precept income received in the year		
3	4	0	1180	101	Wayleave
3	33	29	1190	101	Interest Received
3	0	4,579	1580	105	Grants/Donations Received
3	12,666	7,500	1582	105	CIL Revenue from WDC
3	8,403	10,202	2180	201	Income-Hall Hire
3	150	600	2181	201	Income-Car Park
3	730	921	3180	301	Income-Allotments RENT
3	7,710	2,812	3580	305	Income-Burial Fees In Parish
3	5,715	1,112	3581	305	Income Memorial Fees In Parish
3	180	-41	3582	305	Income-Sexton's Fees
3	0	15,277	3583	305	Income-Burial Fees Out Parish
3	0	5,830	3584	305	Income Memorial Fee Out Parish
3	1,676	2,136	3980	309	Income-Recreation Ground
3	3,818	4,132	3981	309	Income-Pavilion
3	750	0	3982	309	Donations/Grants Received
3	397	0	3985	309	Miscellaneous Income
3	1,767	1,767	5580	505	Devolved Svs income
3	43,998	56,856	Total income or receipts as recorded in the cashbook minus the Precept		
4	19,401	15,988	1101	101	Staff Salaries/NIC/Pension
4	0	5,917	1102	101	Pension
4	1,507	2,007	2101	201	Wages
4	202	0	3901	309	Wages - DO NOT USE
4	21,109	23,912	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 expenses		
5	0	0	Total expenditure or payments of capital and interest made during the year on borrowings		
6	67	133	1103	101	Payroll admin
6	1,163	421	1108	101	Training
6	306	243	1109	101	Travel
6	0	2,062	1120	101	IT
6	640	525	1121	101	Telephone & Internet
6	106	73	1122	101	Postage
6	250	152	1123	101	Stationery
6	978	879	1124	101	Subscriptions/Membership Fees
6	1,826	1,867	1125	101	Insurance
6	427	56	1131	101	Advertising

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	983	1,035	1132	101	Newsletter/Website
6	2,544	2,649	1140	101	Town Bus
6	1,119	1,259	1157	101	Audit Internal/External
6	0	75	1158	101	Data Protection Officer
6	506	0	1170	101	Miscellaneous DO NOT USE
6	631	597	1171	101	Printer costs
6	110	236	1201	101	Defibrillator
6	450	0	1202	101	Spade Oak Car park
6	500	0	1563	101	Green Path projects
6	304	535	1581	101	Road Safety
6	312	384	1583	101	Dog Waste Provision
6	100	100	1584	101	Chairmans allowance
6	225	90	2105	201	Sub-contractors - Grounds
6	168	0	2109	201	Cleaning Sub Contracting
6	0	228	2111	305	Rates
6	0	661	2113	201	Estate Licence Fee
6	1,650	0	2115	201	Utilities - DO NOT USE
6	232	647	2116	201	Cleaning Materials
6	1,054	0	2117	201	Refuse Removal Do Not Use
6	304	1,320	2136	201	General Maint -elect/plumber
6	1,063	0	2137	201	Maintenance
6	0	571	2137	305	Maintenance
6	2,743	0	2138	201	Refurbishment
6	0	6,225	2138	309	Refurbishment
6	1,460	0	2139	201	Tree Works
6	363	0	2140	201	Fixtures & Fittings
6	814	0	2141	201	Building Refurbs
6	45	0	2170	201	Miscellaneous
6	0	25	2170	309	Miscellaneous
6	156	0	3105	301	Sub-contractors
6	50	50	3106	301	Carrington Rental charge
6	0	462	3112	201	Water Charges
6	674	383	3112	301	Water Charges
6	0	41	3112	305	Water Charges
6	0	519	3112	309	Water Charges
6	0	99	3114	201	Electricity
6	53	195	3114	305	Electricity
6	0	1,043	3114	309	Electricity
6	98	0	3136	301	Allotment Maintenance
6	4,164	8,347	3505	305	Subcontractor-Burial Grounds
6	135	0	3506	305	Sexton Fees - DO NOT USE
6	310	288	3511	305	Cemetery works & expansion
6	30	0	3512	305	Water Charge Do Not Use
6	822	0	3536	305	Cemetery Maintenance
6	296	0	3570	305	Miscellaneous DO NOT USE
6	340	0	3572	305	Grave Digger - DO NOT USE

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Working details for ANNUAL RETURN - Year ended 31 March 2020

Working details for FINANCIAL REPORT - Year ended 31 March 2020						
		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6		650	0	3574	305	Memorial stones repairs
6		349	0	3576	305	BG Refuse - DO NOT USE
6		1,062	2,408	3905	309	Sub-Contractor - cleaner
6		0	8	3915	101	Utilities - CNG
6		119	1,248	3915	201	Utilities - CNG
6		401	0	3915	305	Utilities - CNG
6		2,794	793	3915	309	Utilities - CNG
6		202	324	3916	309	Cleaning Materials
6		93	1,175	3917	201	Refuse Removal
6		99	733	3917	305	Refuse Removal
6		1,027	1,070	3917	309	Refuse Removal
6		67	0	3920	309	Cleaning - DO NOT USE
6		819	1,147	3936	309	General Maint elec/plumber etc
6		95	437	3937	309	Maintenance Contracts
6		797	363	3959	309	Grounds Maint
6		635	0	3970	309	Miscellaneous DO NOT USE
6		884	0	3971	309	Pavilion Trees
6		303	44	3972	309	Playground Maintenance
6		0	8,758	3973	309	Playground equip - new
6		1,452	2,045	5114	501	Street Lights Energy
6		1,954	1,288	5136	501	Street Light Maintenance
6		0	1,000	5550	505	Sign Cleaning & removal
6		4,261	0	5553	505	Subcontractor:Openspaces/grass
6		785	0	5554	505	Footpaths / ROW
6		320	2,966	5555	505	Open Spaces
6	Total other payments	49,738	60,280	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	87,265	112,212	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		30,062	48,115	201	0	Bank Current Account
8		281	281	202	0	Petty Cash Account
8		44,127	44,149	203	0	Premier Interest Account
8		13,590	13,597	204	0	Precept Account
8	Total Cash & Investments	88,060	106,142	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		704,240	713,137	9	0	Total Fixed Assets
9	Total Fixed Assets	704,240	713,137	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Little Marlow Parish Council

Income and Expenditure Account for Year Ended 31st March 2020

31st March 2019		31st March 2020
	Operating Income	
36	Administration	29
50,760	Precept	52,283
12,666	Grants	12,079
8,553	Abbotsbrook Hall	10,802
730	Allotments	921
13,605	Burial Ground	24,990
6,640	Pavilion/Recreation Ground	6,268
1,767	Devolved Services	1,767
94,758	Total Income	109,139
	Running Costs	
32,722	Administration	35,193
11,840	Abbotsbrook Hall	7,709
978	Allotments	433
7,648	Burial Ground	10,403
8,886	Pavilion/Recreation Ground	23,156
3,406	Street Lighting	3,332
5,366	Devolved Services	3,966
70,847	Total Expenditure	84,192
	General Fund Analysis	
63,354	Opening Balance	75,194
94,758	Plus : Income for Year	109,139
158,112		184,333
70,847	Less : Expenditure for Year	84,192
87,265		100,141
12,071	Transfers TO / FROM Reserves	7,500
75,194	Closing Balance	92,641

Little Marlow Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2020	Lloyds Bank	46,730.80
30/04/2020		281.12
31/03/2020	Reserves Account	44,148.57
31/03/2020	Precept Account	13,597.11

104,757.60

Unpresented Payments

862.38

103,895.22

Receipts not on Bank Statement

2,247.00

Closing Balance

106,142.22

All Cash & Bank Accounts

1	Bank Current Account	48,115.42
2	Petty Cash Account	281.12
3	Premier Interest Account	44,148.57
4	Precept Account	13,597.11
5	Country Park Accounts	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	106,142.22

Little Marlow Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2020

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	87,264.72	112,212.06
101	Debtors	2,035.50	1,579.00
105	Vat	917.98	3,436.61
110	Prepayments	0.00	1,372.23
	Less Total Debtors	2,953.48	6,387.84
501	Creditors	1,994.30	0.00
510	Accruals	1,754.57	318.00
	Plus Total Creditors	3,748.87	318.00
	Equals Total Cash and Bank Accounts	88,060.11	106,142.22
201	Bank Current Account	30,062.08	48,115.42
202	Petty Cash Account	281.12	281.12
203	Premier Interest Account	44,126.59	44,148.57
204	Precept Account	13,590.32	13,597.11
	Total Cash and Bank Accounts	88,060.11	106,142.22

Contact details

Name of smaller authority:

Little Marlow Parish Council

County Area (local councils and parish meetings only):

Buckinghamshire

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Jo Murray	Valerie Brownridge
Address	Little Marlow Parish Council Community Offices The Pavilion Church Road Little Marlow Buckinghamshire SL7 3RS	Little Marlow Parish Council Community Offices The Pavilion Church Road Little Marlow Buckinghamshire SL7 3RS
Daytime telephone number	01628 890301	01628 523367
Mobile telephone number	07907 014377	07966 462684
Email address	clerk@littlemarlowparishcouncil.org.uk	valeriebrownridge@littlemarlowparishcouncil.org.uk

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UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 25, 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE	NOTES
<p>1. Date of announcement 9th July 2020 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:</p> <p>(b) Jo Murray – Clerk to the Council, Little Marlow Parish Council, The Pavilion, Church Road, Little Marlow, Buckinghamshire SL7 3RS</p> <p>commencing on (c) Monday 13th July 2020</p> <p>and ending on (d) Friday 14 August 2020</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) Jo Murray – Clerk to the Council</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>