



Starston Parish Council

MRS C CRANE PARISH CLERK, SIXMILL GREEN, COLEGATE END ROAD, PULHAM MARKET,
NORFOLK IP21 4G, TELEPHONE 01379 608590, EMAIL STARSTONPARISHCOUNCIL@YAHOO.CO.UK

Receipts & Payments Account For the Year Ended 31st March 2020

Income 2019-2020

Precept	6,552.00
SNC Grant Funding	0.00
Interest on Investments	0.00
Grant Funding	0.00
Sundry	20.00
Transparency Funding	0.00
VAT refunds	0.00
Members Ward	0.00
CIL	827.49

Total Parish Council Income	7,399.49
Neighbour Hood Plan Grant Funding	3,855.00
Total Income for the Parish Council & the Neighbourhood Plan	11,254.49



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Expenditure

Salary 22 Clerk	3,392.87
HMRC	20.60
PAYE Administration	81.00
Internal Audit	35.00
External Audit Fee	0.00
ICO	35.00
SNC Dog Bins	128.16
Insurance	207.48
Stationery	52.35
Laptop Reserve	0.00
NALC	110.82
CAN/SLCC	72.00
Training	48.00
Mileage	69.96
Clerk Broadband / Telephone	115.00
Village Maintenance	0.00
Bank charges	108.47
Jubilee Hall Hire Charges	130.00
Section 137 payments (£8.12 per elector)	0.00



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Car Parking Harleston	100.00
Misc	98.70
Village Website (transparency code)	25.00
Grants	0.00
Vat on payments	19.73
Members Ward - Earmarked - Village Sign	0.00
Members Ward -BT - Telephone Line for the JH Broadband	75.60
CIL	0.00

Total Parish Council expenditure	4,925.74
PARISH COUNCIL Surplus / -Loss	2,473.75

Neighbourhood Planning-VAT	2.12
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Neighbourhood Planning	4,134.17
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Total Neighbourhood Plan expenditure	4,136.29
Total Parish Council money & Neighbourhood Plan	9,062.03

Surplus / -Loss INCLUDING NP	<u>2,192.46</u>
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Explanation of variances

Starston Parish Council Year End 2020

Section 1	2018/19 £	2019/20 £	Variance (+/-) £	Detailed explanation of variance (with amounts £)
Box 1 <i>Balance brought forward</i>	5177.51	10154.13	4976.62	Holding Neighbourhood Plan grant monies.
Box 2 <i>Precept</i>	6,225	6,552	327.00	Precept increase to cover higher expenses.
Box 3 <i>Other Income</i>			-65.00	No Council Grant awarded
			-300.00	Contributions from members ward compared to previous year.
			507.56	Increase in CIL Money received from the previous year
			-7290.00	Grants applied for Neighbourhood Plan
	11849.93	4702.49	-7147.44	Totals
Box 4 <i>Staff Cost</i>	3230.82	3392.87	162.05	Agreed over-time for projects.
Box 5 <i>Loan interest/capital</i>	0.00	0.00	0.00	
Box 6 <i>Other payments</i>			20.60	Additional HMRC tax costs
			28.16	Increase in charge from South Norfolk Council for the emptying of the dog bins
			-26.41	Decrease in insurance premium.
			-30.71	Reduction in stationery costs
			2.07	Increase in annual membership charge from NALC
			9.00	Increase in CAN & SLCC annual memberships
			-120.00	Decrease in training costs.
			1.08	Increase in mileage expenses
			79.00	Change in Telephone & Broadband provider for a more reliable service.
			-162.72	Decrease as no village maintenance costs
			90.47	Cost of setting up online banking facility.
			10.00	Increase in Jubilee Hall room hire
			-221.00	Decrease in donation towards free car parking in Harleston due to HTC requesting £100 donation only.
-85.30	Decrease in misc expenditure			
-75.00	Decrease in donation towards the village website due to Pigeon Post requesting £25 only.			
	9867.49	5669.16		



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			-1001.20	Decrease as no grants applied for within 2019/20 Parish Council financial year.
			-222.44	Decrease on VAT on payments
			-292.70	Decrease as Members Ward funding grant to supply broadband in the Jubilee hall fully spent.
			-33.62	Decrease as Members Ward funding grant to supply BT phone line for broadband in the Jubilee hall fully spent.
			-287.63	Decrease as no expenditure of CIL money in 2019/20.
			-17.50	Decrease on VAT on payments for the Neighbourhood Plan
			-1862.48	Decrease on expenditure on the Neighbourhood Plan
			-4198.33	Totals
Box 7 <i>Balances carried forward</i>	10154.13	12346.59	2192.46	Ring Fenced CIL Money £1817.55 / Ring fenced Neighbourhood Plans £4847.44 / Earmarked £300 funding for the restoration of the village sign / Earmarked £250 the Clerks new laptop = £7214.99 Running costs = £5131.60
Box 9 <i>Fixed assets & long term assets</i>	8574.85	8574.85	0.00	Council's fixed assets are Fencing (£1,000), Street Furniture – principally the Village Sign (£2,833), a Grit Bins (£260.90) Village footpath map and board (£243), and SAM vehicle activated sign (£3,289), data recorder for SAM (£420), laptop and scanner with software (£499), slimline letterbox for the Neighbourhood Plan (£21.95).
Box 10 <i>Total borrowings</i>	0.00	0.00	0.00	



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Balance Sheet as at 31st March 2020

Year Ended 31st March 2019		Year Ended 31st March 2020
	LONG TERM ASSETS	
NIL	Investments	NIL
<u>NIL</u>	Long Term Debts	<u>NIL</u>
NIL		NIL
	CURRENT ASSETS	
NIL	Stocks and Stores	NIL
NIL	Work in Progress	NIL
NIL	Debtors	NIL
NIL	Payments in Advance	NIL
NIL	VAT Recoverable	NIL
NIL	Temporary Lendings	NIL
<u>10,154.13</u>	Cash in Hand	<u>12,346.59</u>
<u>10,154.13</u>	TOTAL ASSETS	<u>12,346.59</u>
	CURRENT LIABILITIES	
NIL	Creditors	NIL
NIL	Temporary Loans	NIL
NIL	Receipts in Advance	NIL
NIL	Cash Overdrawn	NIL
<u>10,154.13</u>	TOTAL ASSETS LESS	<u>12,346.59</u>
	CURRENT LIABILITIES	
<u>NIL</u>	LONG TERM(PWLB)	<u>NIL</u>
<u>10,154.13</u>	NET ASSETS	<u>12,346.59</u>
	Represented by:-	
<u>10,154.13</u>	GENERAL FUND	<u>5,131.60</u>
	PROVISIONS	
NIL	Long Term Loan (PWLB)	NIL
NIL		NIL
	RESERVES	
<u>00,000.00</u>	Earmarked Funds	
		CIL <u>1817.55</u>
		NP <u>4847.44</u>
		Village Sign <u>300.00</u>
		Laptop <u>250.00</u>
<u>10,154.13</u>		<u>12,346.59</u>



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The above statement represents fairly the financial position of the authority as at 31 March 2020 and reflects its income and expenditure during the year.

Ann Leitch

Signed
Chairman
Date

4th May 2020

Responsible Financial Officer
Date 4th May 2020

AUDIT OPINION



Starston Parish Council

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ACCOUNTS For the Year Ended 31st March 2020

Bank Reconciliation

Balance at Bank as at 31st March 2020:

Unity Trust Bank Account £12,346.59

Minus: Unpresented cheques £0.00

Plus: Unpresented receipts £0.00

Total after cheques have cleared. £12,346.59

The net balances reconcile to the BANK STATEMENTS for the year as follows:

Opening Balance at 1st April 2020: £10,154.13

Add: Receipts £11,254.49

Less: Payments £9,062.03

Closing balance per cash book as at 31 March 2020 £12,346.59

Prepared by:

RFO

Date:

Clare Crane

4th May 2020



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ACCOUNTS

Workings for Balance Sheet

1.	Debtors	NIL
2.	Payments in Advance	NIL
3.	Creditors	NIL
4.	Receipts in Advance	NIL



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ACCOUNTS For the Year Ended 31st March 2020 Supporting Statement

Assets (Included below)

Movements in the Year

a) During the year the following assets were purchased: **Cost**
NIL

b) The following assets were disposed of: **Receipt**
NIL

At 31st March 2020 the following assets were held:

ASSET	Date Purchased	Cost	Insurance Value
Starston Village Sign	2008	£2,833.00	£4,149.00
Land on which sign stands	N/A		
Parish Council Notice Board	No record	No record	Too low for insurance purposes
Village Footpath Map & Board	01/11/2010	£243.00	£243.00
Grit Bin	01/01/2011	£183.00	£183.00
Mobile Vehicle Activated Sign	30/06/2014	£3,289.00	£3,289.00
Data Recorder for Mobile Vehicle Activated Sign	Jun-15	£420.00	£350.00
Fencing	No record	£1,000.00	£1,170.00
Laptop and scanner	Jul-16	£499.00	£499.00
Grit Bin (Wood Lane)	Dec- 2017	£85.90	£85.90
Pathway along The Street	N/A		
Slimline wall mounted lockable waterproof mailbox – Jubilee Hall	21/01/2019	£21.95	£21.95
TOTALS		£8,574.85	£9,990.85

The basis of valuation of these assets is replacement value.



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Borrowings

At the close of business on 31st March 2020, the following loans to the Council were outstanding:

None



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Accounts For the Year Ended 31st March 2019 Supporting Statement

Leases

At 31st March 2020, the following Leases were in operation:

Lessor Purpose	Annual Rent	Year of Payable	Expiry
None			

Debts Outstanding

At 31st March 2020, debts of under **£100** were outstanding and due to the Council- **NONE**

At 31st March 2019, debts of over **£100** were outstanding and due to the Council-

£288.50 VAT RETURN

Tenancies

During the year the following tenancies were held:

Council as Landlord

Tenant	Property	Rent p.a.	Repairing/Non Repairing
None			

Council as Tenant

None

Section 137 Payments

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of **£8.12** per head of electorate for the benefit of people in the area on activities and projects not specifically authorised by other powers.

The payments made were:

Payee	Nature of Payment	£
Redenhall with Harleston TC	Car Parking contribution	100.00
TOTAL		100.00



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Accounts For the Year Ended 31st March 2020 Supporting Statement

Agency Work

During the year the Council undertook the following agency work on behalf of other authorities:

Commissioning Authority	Nature of Works	Amount
None		

Website

The following costs were incurred during the year:	25.00
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Neighbourhood Plan	4.136.29
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Contingent Liabilities There are no Contingent Liabilities.	NIL
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Pensions There are no pensionable employees.	NIL
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General Fund changed after it was highlighted by the auditor this is 'General fund' not 'Capital Reserves'.
Clare Crane Clerk & RFO
[Signature] 2016/20

Capital Reserve £5131.60	
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Earmarked Funds £1817.55 CIL Money £300 Restoration of the village sign £4,847.44 Neighbourhood Plan £250 Clerk Laptop	
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Trust Funds The Council does not administer any trust funds.	NIL
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Signed *Ann Leitch*

Chairman

Responsible Financial Officer

Date 4th May 2020



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ACTUAL RECEIPTS & PAYMENTS 2019-2020

Balance in reserve at beginning 2018-2019		£10,154.13
Receipts (Not including CIL/ Neighbourhood Plan)		
Income CIL		£6,572.00
Income Neighbourhood Plan	+	£827.49
	+	£3,855.00
		<u>£11,254.49</u>
Payments (Not including CIL/Members Wards/Neighbourhood Plan)		
Expenditure CIL		£4,850.14
Expenditure Members Ward-WiFi	-	£0.00
Expenditure 2 nd Members Ward Village Sign	-	£75.60
Expenditure Neighbourhood Plan	-	£0.00
		£4,136.29
		<u>£9,062.03</u>
Surplus	=	£2,192.46
Balance in Reserves at beginning 2019/2020		£12,356.59
YEAR END BALANCE		£12,356.59

£12,346.59

£12,346.59

£12,356.59

£12,356.59

Clare Crane (Clerk & RFO)


20/6/20

Amended after the auditor highlighted this typing error.



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Community Infrastructure Levy Annual Report Parish of Starston

Year from 1st April 2019 to 31st March 2020

Total CIL receipts for 2019/2020		£730.59
Total CIL receipts retained from years: 1.4.2014 - 31.3.2015		NIL
- 31.3.2016	1.4.2015	NIL
- 31.3.2017	1.4.2016	£411.90
- 31.3.2018	1.4.2017	£333.83
- 31.3.2019	1.4.2018	£319.93
Total CIL Expenditure for 2019/2020 as listed below		£0
Total amount of CIL receipts received in 2019/2020 retained at the end of 31 st March 2020		£730.59
Total amount of CIL receipts from previous years retained at the end of 31 st March 2020		£1065.66 + £21.30 = £1086.96

Summary of CIL expenditure during the year

Purpose	Amount
2 ND YEAR COMMITMENT FOR COMMUNITY WI FI	£75.60
RECEIVED A REFUND DUE TO OVERPAYMENT OF £96.90	- £96.90
	= -£21.30
RETAINED	= £1817.55

Completed by : CLARE CRANE
Position: CLERK & RFO TO STARSTON PARISH COUNCIL
Date: 29/04/20