

*Denny Lodge Parish Council Expenditure 2018-2019*

Date	Payee	Detail	Folio	C No	Total	VAT	Salary	Stationery Post Copying Telephone	Travel	Equip	Office Allow	Hall Hire & Meeting costs	Audit & Legal	Subs	Ins	Books & training
14/5/18	No folio -payment included in 2017-		1													
14/5/18	CHEQUE DESTROYED		2	503	0.00											
14/5/18	CHEQUE DESTROYED		3	504	0.00											
14/5/18	CHEQUE DESTROYED		4	505	0.00											
14/5/18	D Drodge	Salary	5	506	711.36		711.36									
14/5/18	D Drodge	Expenses	6	507	151.65	3.25		9.15	39.26		99.99					
14/5/18	HALC	Training	7	508	90.00	15.00										75.00
14/5/18	Came & Co	Insurance	8	509	300.00										300.00	
22/5/18	HALC	Affiliation fee	9	510	174.00									174.00		
22/5/18	Beaulieu Abbey C	Hall hire	10	511	175.00							175.00				
2/7/18	D Drodge	Salary	11	512	474.24		474.24									
2/7/18	D Drodge	Expenses	12	513	183.92	12.36		38.24	31.50	35.82	66.00					
2/7/18	Do the Numbers	Internal audit	13	514	160.00								160.00			
2/7/18	ICO	Data protection	14	515	40.00								40.00			
2/7/18	ALCC	Membership	15	516	30.00									30.00		
2/7/18	SLCC	Membership	16	517	72.00									72.00		
3/9/18	D Drodge	Salary	17	518	474.24		474.24									
3/9/18	D Drodge	Expenses	18	519	745.83	108.60		57.67	90.45	489.11						
3/9/18	M Gaylard	Training	19	520	170.30											170.30
3/9/18	K Wright	ACAS agreement	20	521	605.03		488.38				116.65					
3/9/18	EB School fields	Hall hire	21	522	20.00							20.00				
5/11/18	D Drodge	Salary	22	523	474.24		474.24									
5/11/18	D Drodge	Expenses	23	524	156.72				23.40		133.32					
5/11/18	M Gaylard	Training	24	525	141.10											141.10
5/11/18	Beaulieu Abbey Church	Hall Hire	25	526	70.00							70.00				
5/11/18	TLC Online	Website Fees	26	527	114.00									114.00		
7/1/19	D Drodge	Salary	27	528	474.24		474.24									
7/1/19	D Drodge	Expenses	28	529	185.95	3.17		8.04	92.25	15.83	66.66					
7/1/19	HALC	Training(chèque lost in post)	29	530	0.00											0.00

*Denny Lodge Parish Council Expenditure 2018-2019*

Date	Payee	Detail	Folio	C No	Total	VAT	Salary	Stationery Post Copying Telephone	Travel	Equip	Office Allow	Hall Hire & Meeting costs	Audit & Legal	Subs	Ins	Books & training	
4/3/19	HALC	Training (reissued cheque) see folio 29	30	531	90.00	15.00											75.00
4/3/19	D Drodge	salary	31	532	474.24		474.24										
4/3/19	D Drodge	Expenses	32	533	77.91				11.25		66.66						
					6,835.97	157.38	3,570.94	113.10	288.11	540.76	549.28	265.00	200.00	390.00	300.00		461.40

**Denny Lodge Parish Council Income 2018-2019**

<b>Date</b>	<b>Description</b>	<b>Folio</b>	<b>Type</b>	<b>Bank</b>	<b>Vat refund</b>	<b>Precept</b>	<b>Grants</b>	<b>Miscellaneous</b>	<b>Total Income</b>
Brought forward				5,866.47					
30/4/18	Precept	1	BACS	2,708.00		2,708.00			2,708.00
27/9/18	Precept	2	BACS	2,708.00		2,708.00			2,708.00
<b>Total</b>				11,282.47	0.00	5,416.00	0.00	0.00	5,416.00

## Denny Lodge Parish Council Income 2018-2019

### Receipts & Payments Account

for the year ended 31st March 2019

		2018/19	Note ref	2017/18
		£		£
Income				
	Precept	5,416.00		5,284.00
	Grants	0.00		1,181.39
	Misc	0.00		0.00
	VAT recovered	0.00		0.00
		<b>5,416.00</b>		<b>6,465.39</b>
Expenditure				
	Administration	5,062.19	<i>Note 1</i>	3,237.24
	Audit fees	200.00	<i>Note 2</i>	190.00
	Hall hire	265.00		175.00
	Subscriptions	390.00	<i>Note 3</i>	373.21
	Training	461.40		0.00
	Insurance	300.00		288.46
	Vat paid on this year's expenditure	157.38		5.50
		<b>6,835.97</b>		<b>4,269.41</b>
General Fund				
	Opening balance	5,866.47		3,670.49
	Additional income	5,416.00		6,465.39
		11,282.47		10,135.88
	Deduct total expenditure	6,835.97		4,269.41
	Balance as at 31 March 2019	<b>4,446.50</b>		<b>5,866.47</b>
Bank balances				
	Current	4,446.50		6,354.85
	Adjustments(unpresented cheques)	0.00		-488.38
		<b>4,446.50</b>		<b>5,866.47</b>

Mr P Roberts..... Chairman Date.....	Mrs D Drodge..... Responsible Financial Officer Date.....
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## **Denny Lodge Parish Council 2018-2019**

Statement supporting the accounts  
for the year ended 31st March 2019

The accounts have been prepared on a receipts and payments basis. No account has been taken of outstanding items.

<b>A. Assets</b>	Value £
Assets are valued at purchase value with the exception of Community land (including leased land) which is valued nominally at £1.00	-
a. Movements in the year	
Equipment purchase, and equipment disposal	483.94
b. Community Assets	
Fixed assets (see register)	508.38
Total	<b>508.38</b>

### **B. Borrowings**

At the close of business on 31st March 2019 there were no borrowings

### **C. VAT**

VAT has been treated as an expense when incurred and as a receipt when recovered

### **D S137 payments**

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £7.86 per head of electorate for the benefit of the people in the Parish on activities or projects not specifically authorised by other powers

### **E Pensions**

No pension payments were paid in the year ended 31st March 2019

## **Denny Lodge Parish Council Expenditure 2018-19**

Statement supporting the accounts continued for the year ended 31st March 2019

<b>Expenditure Analyses</b>	<b>2018/19 (£)</b>	<b>2017/18 (£)</b>
<b>1. Administration</b>		
Salary Clerk	3,570.94	2,930.28
Expenses Clerk		
Travel	288.11	67.95
Office allowance	549.28	155.54
	<b>4,408.33</b>	<b>3,153.77</b>
<b>Total staff costs</b>		
Other		
Post, phone, stationery	113.10	42.60
Equipment	540.76	40.87
Books and Training	461.40	0.00
Hall meeting costs	265.00	175.00
VAT	157.38	5.50
	<b>1,380.26</b>	<b>258.47</b>
	<b>5,788.59</b>	<b>3,412.24</b>
<b>Total admin other</b>		
<b>Total admin</b>		
<b>2. Audit &amp; Legal</b>		
Internal audit	160.00	155.00
External audit	0.00	0.00
Employment advice	0.00	0.00
ICO Registration	40.00	35.00
Misc		
	<b>200.00</b>	<b>190.00</b>
<b>3. Subscriptions</b>		
HALC	174.00	167.00
ALCC	30.00	0.00
SLCC	72.00	38.21
TLC Online	114.00	168.00
	<b>390.00</b>	<b>373.21</b>

Mr P Roberts.....  
Chairman

Mrs D Drodge.....  
Responsible Financial Officer

## Denny Lodge Parish Council Income 2018-2019

### Analytical review

for the year ended 31st March 2019

Box No	Description	2018/19	2017/18	Change	Comment
1	Brought forward	5,866.47	3,670.49		
2	Annual precept	5,416.00	5,284.00		
3	Total other receipts	-	1,181.39	100% decrease	No other receipts
4	Staff costs	4,408.33	3,153.77	39% increase	Change of clerk
5	Loan Interest	n/a	n/a		
6	Other payments	2,427.64	1,115.64	45% increase	Equipment purchase
7	Balance carried forward	4,446.50	5,866.47		
8	Cash & investments	4,446.50	5,866.47		
9	Total fixed assets	508.38	22.44		
10	Total borrowings	n/a	n/a		

#### Bank Reconciliation

Lloyds Current	4,446.50	6,354.85
	<b>4,446.50</b>	<b>6,354.85</b>
Adjustments(unpresented cheques)	-	488.38
Add receipts- income not banked)	-	-
Bank balance	<b>4,446.50</b>	<b>5,866.47</b>

Mr P Roberts.....  
 Chairman  
 Date.....

Mrs D Drodge.....  
 Responsible Financial Officer  
 Date.....





**East Boldre Parish Council -Answers to Annual Governance Statement 2009-10**

Question		Answer	Evidence
			EXAMPLES
1	We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts & Audit Regulations and proper practices	Y	
2	We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	Y	
3	We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial ability of the council to conduct its business or on its finances	Y	
4	We have provided proper opportunity during the year for the exercise of elector's rights in accordance with requirements of the Accounts and Audit Regulations	Y	
5	We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	Y	

**East Boldre Parish Council -Answers to Annual Governance Statement 2009-10**

Question		Answer	Evidence
6	We have maintained throughout the year an adequate and effective system of internal audit of the council accounting system and carried out a review of its effectiveness	Y	
7	We have taken appropriate action on all matters raised in reports from internal and external audit.	Y	
8	We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statement	Y	
9	Trust funds (including charitable) - in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the funds(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	

Mr P.....  
 Chairman  
 Date.....

Mrs D Drodge.....  
 Responsible Financial Officer  
 Date.....

<b>Denny Lodge Parish Council - expenditure budget on final year 2018-19</b>						
	<b>Actual</b>	<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	<b>To date</b>	<b>Reasons</b>
	2016/17	2017/18	(Actual as late)	2018/19	2018/19	<b>for change</b>
<b>Income</b>						
Precept	<b>5,232.00</b>	5,284.00	5,284.00	5,416.00	5,416.00	
Grants	0.00	0.00	1,181.39	0.00	0.00	No grant
Miscellaneous	50.00	0.00	0.00	0.00	0.00	
VAT recovered	0.00	150.00	0.00	180.00	0.00	
<b>Total Income</b>	<b>5,282.00</b>	<b>5,434.00</b>	<b>6,465.39</b>	<b>5,596.00</b>	<b>5,416.00</b>	
<b>Expenditure</b>						
<i>Administrative Expenditure</i>						
Salaries inc PAYE &NI	3,275.64	3,088.00	2,930.28	3,570.94	3,570.94	Change of clerk
Stationery & postage	162.59	310.00	42.60	150.00	113.10	
Travel Allowance	196.25	250.00	67.95	200.00	288.11	Bank travel
Office Allowance	140.37	133.00	155.54	400.00	549.28	Full claim. Change of clerk
Equipment	464.00	96.00	40.87	600.00	540.76	PC Purchase
Training	25.00	100.00	0.00	500.00	461.40	Outside help
VAT Paid	7.13	0.00	5.50	160.00	157.38	Back claims
<b>Total Admin cost</b>	<b>4,270.98</b>	<b>3,977.00</b>	<b>3,242.74</b>	<b>5,580.94</b>	<b>5,680.97</b>	
<i>Operating Expenditure</i>						
Hall Hire	177.00	185.00	175.00	265.00	265.00	Rent rise
Audit & Legal Fee	155.00	158.00	190.00	200.00	200.00	
Insurance	276.49	282.00	288.46	300.00	300.00	
Subscriptions	222.05	260.00	373.21	450.00	390.00	Website incl
Advertising	0.00	33.00	0.00	0.00	0.00	
<b>Total Op. Cost</b>	<b>830.54</b>	<b>918.00</b>	<b>1,026.67</b>	<b>1,215.00</b>	<b>1,155.00</b>	
<b>Grand Total Expenditure</b>	<b>5,101.52</b>	<b>4,895.00</b>	<b>4,269.41</b>	<b>6,795.94</b>	<b>6,835.97</b>	
<i>Summary</i>						
Total Income	5,282.00	5,434.00	6,465.39	5,596.00	5,416.00	
Total Expenditure	5,101.52	4,895.00	4,269.41	6,795.94	6,835.97	
<b>Surplus (shortfall)</b>	<b>180.48</b>	<b>539.00</b>	<b>2,195.98</b>	<b>-1,199.94</b>	<b>-1,419.97</b>	
<i>General Fund</i>						
Opening balance	3,490.01	3,670.49	3,670.49	5,866.47	5,866.47	
Add surplus above	180.48	539.00	2,195.98	-1,199.94	-1,419.97	
<b>Closing balance</b>	<b>3,670.49</b>	<b>4,209.49</b>	<b>5,866.47</b>	<b>4,666.53</b>	<b>4,446.50</b>	

**Denny Lodge Parish Council**  
**Bank reconciliation**  
for the year ended 31st March 2019

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**Balance per bank statements**

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Bank statement current number  
Bank statement savings number

**Total**

Less uncleared cheques

<b>Date</b>	<b>Payee</b>	<b>Cheque No</b>
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**Total**

**Net bank balances as at 31/3/19**

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**The net balances reconciles to the cash book for the year, as follows**

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Opening balance

Add: Receipts in the year

Less: payments in the year (Expenditure + previous year uncleared cheques)

**Closing balance per cash book**

Mr P.....  
Finance Chairman  
Date:

Mrs D Drodge.....  
Responsible Financial Officer  
Date: