

Tarporley Parish Council

CLERK: Ann Wright, 62 Well Street, Malpas, Cheshire, SY14 8QH
TELEPHONE: 01948 861 035
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Information Included

- Bank Reconciliation (below)
- Significant Variances Explanation
- Annual Governance Statement
- Accounting Statements 2015-2016
- Assets Register (Separate)

Power of General Competence

Please note the Council adopted the Power of General Competence at its meeting on 9th February 2016, page 131 of the minutes.

Fidelity Limit for Year 2015-2016

£150,000

Clerk's Contact Detail

Mrs. Ann Wright can be contacted at the above address, telephone number or e-mail.

Please note the Clerk was appointed in March 2015.

Chairman for Year 2015-2016

Mr Ken Parker

Hunters Close, Sapling Lane, Eaton, CW6 9AE
hunters.close@btinternet.com

Bank Reconciliation 31st March 2016

CASH BOOK	Balance b/fwd	£ 97,730.45
	PLUS: Receipts	£ 97,807.43
	LESS: Payments	<u>£ 91,369.96</u>
		£104,167.92

BANK	Current Account	£ 100.00
	Business Reserve Account (Deposit)	£105,259.92
	LESS: unpaid cheques	<u>£ 1192.00</u>
		£104,167.92

Tarporley Parish Council

31 03 15 31 03 16 SIGNIFICANT VARIANCES

1	Balance Brought Forward	73,877	97,730		
2	Annual Precept (plus)	56,613	59,053	Increase of £2440 (4.13%)	
3	Total Other Receipts (plus)	46,065	38,754	Decrease of £7311 due to the following:- New Homes bonus Grant CW&C Brook Road Funding Interest Payment for printer Reimbursement of Room Hire Refund of money by Hibberts LLP Taylor Wimpey Xmas Tree Grant Rotary maintenance funding Less Council tax support grant CW&C Grant for water bowser awarded 2014-2015 Neighbourhood Plan Grants awarded 2014-2015 Reduced income from Cemetery Reduced income from Community Bus Reduced VAT rebate	+2243 +3500 + 5 + 80 + 12 + 613 + 500 + 250 - 440 -1750 -7000 -3680 - 125 -1518
4	Staff Costs (subtract)	13,473	18,392	Increase of £4919 due to the following:- Increased pay/hours of new Clerk (Ann Wright) Payment of additional Clerk from March 2015 (David Carter) Cost of Clerk overlap (John MacDonald) Retiring Clerk Gratuity (John MacDonald) Less Decrease in NI/PAYE contributions made	+ 983 + 149 +1621 +4095 -1929
5	Loan Repayments (subtract)	NIL	NIL		
6	Total Other Payments (subtract)	65,352	72,978	Increase of £7626 due to the following:- Room Hire due to additional meetings Village Maintenance & Planting (see additional information) Brook Road/O S & R Committee ¹ (see additional information) Miscellaneous Spending (see additional information) VAT charged Less Administration costs (see additional information) Reduction in cost of Community Bus Cemetery Maintenance Spending on Neighbourhood Plan (see additional information) Unidentified spend made 2014-2015	+220 +6031 +4493 +6718 +924 -4685 -11 -20 -5688 -357
7	Balances Carried Forward (Total)	97,730	104,167		
8	Total Cash	97,730	104,167		
9	Fixed Assets	151,733	153,431	Increase of £1698 due to the following:- Purchase on water bowser £1698 (+vat).	
10	Borrowings	NIL	NIL		

¹ Outdoor Sports & Recreation Committee

Village Maintenance & Planting	Increase of £6031 due to the following:	
	Miscellaneous supplies & materials	+261
	Plants & materials including for 5x new garden areas	+2982
	Maintenance of new garden areas	+1719
	Play ground inspections	+38
	New water bowser	+1698
	Brook Road Hedge cutting	+350
	Stone for path	+85
	Less	
	Cost of Lengths man & Handy man	-82
	Repairs to play equipment	-303
	Chestnut Tree Inspection	-222
	Rode Street works	-225
	Transformer	-270
Brook Road O S & R Committee	Increase of £4493 due to the following:	
	Topographical Survey	+595
	Groundwork consultancy work to prepare planning application	+4514
	Less	
	Brook Road search fees paid 2014-2015	-616
Miscellaneous Spending	Increase of £6718 due to the following:	
	Cost of Christmas Trees	+50
	Grant to TCC ² for new footpath and kerb	+12270
	Grant Tarporley Guides	+200
	Grant Tarporley Allotment Association	+400
	Sound system for Christmas Lights	+125
	Grant of microphone TCC & U3A	+342
	Less	
	Bunting Tarporley Carnival	-200
	Grant Tarporley Primary School	-500
	Grant Done Room Pre School	-525
	Grant for Hearse House renovations	-2000
	Grant for TCC for playing field	-2000
	Grant to Tarporley Fire Service	-50
	Grant to Decibellas Choir	-250
	Grant for Done Room Parking	-1140
	Grant to Tarporley Primary School PTA	-4
Administration Breakdown	Decrease of £4685 due to the following:	
	Hearse House Rental	+10
	Miscellaneous Printing	+146
	Best Kept Village Entry Fee	+20
	Magazine Articles in Tarporley Talk	+240
	Audit Costs (Internal & External)	+140
	Article in Carnival Guide	+80
	Uncontested Election Fees	+197
	Sign Writing	+65
	Minutes Book Binding (x2)	+90
	Less	
	Clerk's reimbursements	-494
	Subscriptions and Memberships	-234
	Training & Books	-432
	PCSO charge (discounted due to absence)	-3933
	Insurance	-26
	Charges for Christmas Lights power & tree removal	-229
	New sign board purchased 2014-2015	-100
	Traffic Management Charge 2014-2015	-200
	Permissive Footpath Charge	-24

² Tarporley Community Centre

Neighbourhood Plan	Decrease of £5688 due to the following:	
	Fees paid to Kirkwells for preparation of Plan	-3664
	Website maintenance	-528
	Design and printing of plans	-1048
	Advert in local press	-448

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

our responsibility for ensuring that there is a sound system of internal control, including 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 2016, that:

	Agreed		'Yes' means that this smaller 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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has 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 smaller 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	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE
dated DD/MM/YY

Signed by:

Chair

SIGNATURE REQUIRED

dated

DD/MM/YY

Signed by:

Clerk

SIGNATURE REQUIRED

dated

DD/MM/YY

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

Tarporley Parish Council

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	73,877	97,730	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	56,613	59,053	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	46,065	38,754	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	13,473	18,392	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	65,352	72,978	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	97,730	104,167	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	97,730	104,167	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	151,733	153,431	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	NIL	NIL	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 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 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on this date:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY