

Hargrave and Huxley Parish Council

Clerk & RFO – Trudy Ryall-Harvey from 1st April 2020 – 31st March 2021

Email: clerk.huxleyhargravepc@gmail.com

Mobile: 07805 698 388

Information included:

Bank Reconciliation (below)

Significant variances explanation

Year End Accounts

Register of Assets

Risk Assessment

Chairman for Year 2020-2021

Jane Windsor

jywindsor@hotmail.com

CASH BOOK

Balance brought forward	£12,046
PLUS: Receipts	£ 7,871
LESS: Payments	<u>£ 4,599</u>
	£15,318

BANK

Current Account	£ 3,263
Deposit Account	£ 12,055
LESS: unpaid cheques	<u>£ 0</u>
	£15,318

S135 total budget = £3,361.68 – total spend = £458.90

Parish Council Minutes available at: <https://hargravehuxleypc.co.uk/>

Explanation of variances – pro forma

Name of smaller authority: **Hargrave & Huxley Parish Council**
County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019-20 £	2020-21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	10,875	12,046				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	5,703	5,869	166	2.91%	NO		
3 Total Other Receipts	558	2,002	1,444	258.86%	YES		In 2019-20 received - VAT Rebate +£81,51, Bank Interest +£1,38, CWaC Members Budget Monies +£475 In 2020-21 received - Police & Crime Commissioner Grant +£1,000 Bank Interest +£2,46 CWaC Members Budget Monies +£1,000
4 Staff Costs	2,820	2,754	-66	2.34%	NO		Increase in Hourly Rate for old Clerk to new Clerk as per contract +£428.32 Reduction in amount of overtime paid in year -£349.32
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,270	1,845	-425	18.72%	YES		Professional Services 2019-20 = £704 General Services 2019-20 = £473 Administration 2019-20 = £420 Projects 2019-20 = £1,547 2020-21 = £593 2020-21 = £267 2020-21 = £538 2020-21 = £436
7 Balances Carried Forward	12,046	15,319				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	12,046	15,319				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	12,491	10,074	-2,417	19.35%	YES		Wrote off Defibrillator and Cabinet at Huxley Primary School Added Defibrillator Case £436
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Explanation for ‘high’ reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£	
Earmarked reserves:				
Reserve 1	1658			held as an earmarked reserve to cover the speed limit reduction
Reserve 2	500			Adhoc Items S137
Reserve 3	1000			Replace Noticeboards
Reserve 4	5000			Election
Reserve 5	350			Maintenance Budget
Reserve 6	2000			Earmarked for Village Gates Project
Reserve 7			10508	
General reserve	4811		4811	upto one years precept money to cover unexpected expenditures or emergencies.
Total reserves (must agree to Box 7)			15319	

HARGRAVE & HUXLEY PARISH COUNCIL FINANCIAL TRANSACTIONS 2020-21

Statement Date	Description	R	P	MP	People & Expenses	Professional Services	General Services	Admin	Projects	Projects from reserves	VAT	Receipts	Totals	Bank Reconciliation	Comments
	BUDGET														
14/04/2020	CWac				£3,496	£620.00	£300	£750	£697	£3,350		RECEIPTS		£12,046.24	Bank Balance at 1st April 2020
27/04/2020	Mrs T Ryall-Harvey	9	1	25	-223.43							5,869.00	5,869.00	17,915.24	
04/05/2020	Clerk's Expenses	9	1	25				-67.39					-223.43	17,691.81	Tax Point 1
11/05/2020	Bank Interest			35								0.36	-67.39	17,624.42	
19/05/2020	Old Chad Orchard	9	1	25		-40.00					-8		0.36	17,624.78	
25/05/2020	Mrs T Ryall-Harvey	9	1	25	-223.43								-48.00	17,576.78	Internal Auditor
09/06/2020	CHALC	9	4	25				-144.36					-223.43	17,353.35	Tax Point 2
09/06/2020	Bank Interest			35								0.48	-144.36	17,208.99	Subscription 2020-21
09/06/2020	Clerk's Expenses	9	1	25				-13.04					0.48	17,209.47	
25/06/2020	Mrs T Ryall-Harvey	9	1	25	-223.43								-13.04	17,196.43	Clerk's Expense May - June
25/06/2020	AED Cabinets	15	7	29					-355.00		-81.65		-223.43	16,973.00	Tax Point 3
06/07/2020	Mrs T Ryall-Harvey	15	1	29				-30.72					-436.65	16,536.35	
06/07/2020	Autela Payroll	15	1	29				-50.20			-10.04		-30.72	16,505.63	Clerk's Expenses July
09/07/2020	Bank Interest			35								0.50	-60.24	16,445.39	Payroll Services Q1
15/07/2020	ICO Data Protection	15	4	29				-35.00					0.50	16,445.89	
29/07/2020	Mrs T Ryall-Harvey	15	1	29	-223.43								-35.00	16,410.89	Data protection subscription
10/08/2020	Bank Interest			35								0.42	-223.43	16,187.46	Tax Point 4
17/08/2020	Mrs T Ryall-Harvey	17	1	32	-223.43								0.42	16,187.88	
07/09/2020	Mrs T Ryall-Harvey	17	1	32				-23.20					-223.43	15,964.45	Tax Point 5
07/09/2020	British Legion	17	7	32		-22.25							-23.20	15,941.25	
08/09/2020	Autela Payroll	17	1	32				-41.20			-8.24		-22.25	15,919.00	Remembrance poppy Wreath
09/09/2020	Bank Interest			35								0.10	-49.44	15,869.56	Payroll Services Q2
25/09/2020	Mrs T Ryall-Harvey	17	1	32	-223.43								0.10	15,869.66	
09/10/2020	Bank Interest			35								0.10	-223.43	15,646.23	Tax Point 6
23/10/2020	Mrs T Ryall-Harvey	24	1	35	-265.88								0.10	15,646.33	
04/11/2020	CHALC	24	8	35				-25.00					-265.88	15,380.45	Tax Point 7
04/11/2020	Mrs T Ryall-Harvey	24	1	35				-31.30					-25.00	15,355.45	Chairmanship Training
09/11/2020	Bank Interest			39								0.10	-31.30	15,324.15	Clerk's Expenses
25/11/2020	Mrs T Ryall-Harvey	24	1	35	-229.49								0.10	15,324.25	
08/12/2020	Autela Payroll	29	1	39				-40.20			-8.04		-229.49	15,094.76	Tax Point 8
09/12/2020	Bank Interest			39								0.10	-48.24	15,046.52	Payroll Services Q3
18/12/2020	Hargrave PCC	29	3	39		-20.00							0.10	15,046.62	
24/12/2020	Mrs T Ryall-Harvey	29	1	39	-229.49								-20.00	15,026.62	Room Hire Costs
11/01/2021	Bank Interest	38		46								0.11	-229.49	14,797.13	Tax Point 9
12/01/2021	Mrs T Ryall-Harvey	29	1	39				-60.20					0.11	14,797.24	
25/01/2021	Mrs T Ryall-Harvey	29	1	39	-229.49								-60.20	14,737.04	Clerk's Expenses
09/02/2021	Bank Interest	38		46									-229.49	14,507.55	Tax Point 10
10/02/2021	Ashton Hayes PC	38	8	46				-18.00				0.10	0.10	14,507.65	
25/02/2021	Mrs T Ryall-Harvey	38	1	46	-229.49								-18.00	14,489.65	Training for Clerk split between 5
26/02/2021	PCC Cheshire	38		46								1,000.00	-229.49	14,260.16	Tax Point 11
09/03/2021	Bank Interest											0.09	1,000.00	15,260.16	Police and Crime Commissioner G
11/03/2021	Ashton Hayes PC	38	4	46				-13.88					0.09	15,260.25	
11/03/2021	Came & Co	38	2	46	-338.40								-13.88	15,246.37	Bitdefender subscription split bet
11/03/2021	Visual Sales & Servic	38	5	46		-187.88					-37.58		-338.40	14,907.97	Parich Council Insurance
17/03/2021	Autela Payroll					-48.20					-9.64		-225.46	14,682.51	Accessibility & GDPR website Upd
18/03/2021	CWac											1,000.00	-57.84	14,624.67	Payroll Service Q4
25/03/2021	Mrs T Ryall-Harvey	38	1	46	-229.49								1,000.00	15,624.67	Members Budget Money towards
29/03/2021	Mrs T Ryall-Harvey	38	1	46				-76.67					-229.49	15,395.18	Clerk's Salary
													-76.67	15,318.51	Clerk's Expenses
													0.00	15,318.51	

[illegible]

HARGRAVE & HUXLEY PARISH COUNCIL

Parish Assets as at 07-03-2021

In Huxley area:-

Item	Acquired	Location	Cost/Value	Insured Value	Date of disposa	Reason for disposal	Supplier	Insured under
Wooden Seat	Dec-04	outside Huxley School	£344.00	£354.32	n/a	n/a	Presented by the Historical Society	Street Furniture
Noticeboard	Jan-03	In Methodist chapel churchyard	£413.00	£425.39	n/a	n/a	Presented by Huxley Parish Council	Street Furniture
Embroidered Parish Map	Oct-00	In Huxley Village Hall	None	None	n/a	n/a	Presented by Huxley & Hargrave W.I.	
Huxley Village Sign	1970	Opposite Methodist Chapel	£400.00	£400.00	n/a	n/a	Commissioner by Huxley Millennium Committee	Street Furniture
Millennium waymaker	Nov-02	In the Methodist chapel ground	None	None	n/a	n/a	Adopted by Huxley Parish Council	
BT Telephone Kiosk	Apr-10	Currently in The Inn at huxley Grounds	£750.00	£1,500.00	n/a	n/a		
Wooden Carving		In the Methodist chapel Churchyard						
Defibrillator	Oct-19	In Telephone Box outside 'The Inn @ Huxley'	£1,200.00	£1,000.00			Purchased by Hargrave & Huxley Parish Council	Defib Equipment
Defibrillator Case	Jun-20	Outside The Inn at Huxley	£436.00				Purchased by Hargrave & Huxley Parish Council	Defib Equipment

In Hargrave area:-

Item	Acquired	Location	Cost/Value	Insured Value	Date of disposa	Reason for disposal	Supplier	Insured under
Wooden bus shelter	Not Known	Entrance to church car park, Hargrave	£1,925.72	£2,359.86	n/a	n/a	Not Known	Street Furniture
Noticeboard	Not Known	Bus shelter by church hall, Hargrave	£477.00	£569.15	n/a	n/a	Not Known	Street Furniture
War Memorial	Not Known	Entrance to new cemetery	£2,282.75	£2,657.31	n/a	n/a	Not Known	
Phone Box	Not Known	Chapel Lane, Hargrave	£1,000.00	£1,000.00	n/a	n/a	Adopted by Foulk Stapleford Parish Council	Street Furniture
Embroidered parish map	Oct-00	In Hartgrave Village Hall	None	None	n/a	n/a	Presented by Huxley & Hargrave W.I.	
Village Sign	Not Known	Chapel Lane, Hargrave	£384.37	£458.19	n/a	n/a	Erected by CWaC	Street Furniture
Wooden Carving		Hargrave						
Defibrillator & Case	Not Known	Outside Hargrave Village Hall	£1,200.00				Donated by Vicar of Hargrave to the village	Defib Equipment

In Greenbloom area:-

Item	Acquired	Location	Cost/Value	Insured Value	Date of disposa	Reason for disposal	Supplier	Insured under
Noticeboard	Not Known							
General:-								
Item	Acquired	Location	Cost/Value	Insured Value	Date of disposa	Reason for disposal	Supplier	Insured under
Lenovo Laptop	Feb-19	Clerks Possession	350	350	n/a	n/a	E Buyer	Office Equipment

HARGRAVE & HUXLEY PARISH COUNCIL

Administration Topic	Risk Identified	Level	Management of risk	Action
Legal Powers	Ensure Council is acting legally including payments.	M	Councillors to be aware of Council's legal powers. Powers to be listed on accounts.	
Minutes	Accurate & Legal Loss	L	Approved at following meeting Copy of minutes to be retained & on website Completed minutes books to be archived	Minutes to be backed up onto website
Financial Records	Adequate	L	Accounts approved by council regularly& minuted.	Subject to internal audit Internal Audit annually –March/April Budget Review 6 monthly
Members Interests	Conflict of Interests	L	All councillors to receive code of conduct training. All councillors to complete register of interests and to keep up to date. Interests to be declared and minuted.	
Staff	Loss key personnel	L	Hours, health/long term illness, training, resignation. Monitor and manage as appropriate.	Annual review –January
	Fraud by Staff	L	Fidelity guarantee value set at appropriate level	Annual review–March/April (for Audit)
Loss of Property	Due to critical damage or third party performance	L	Review adequacy of Insurance Cover Annual	Review - February
Assets & Maintenance	Assets valued correctly Damage to third party L M	L M	Annual inspection Review adequacy of Insurance Cover Adequate public liability insurance	Annual review–Feb Review– Feb
Risk Assessment	Risk Assessment adequate, amended to take in account changes in circumstance	L	Annual review by council & internal auditor.	April as part of the internal audit and reviewed by Council at May Meeting
FINANCIAL				
Precept yearly review of budget to actual	Legal Process Not submitted Not paid by LA Adequacy of Funding	L L L M	Resolution to be minuted. RFO to submit and obtain proof of receipt Confirmation of payment to be obtained Half yearly review budget to actual	Annual –January Annual –April Annual September
Other income	Cash handling & banking	L	No cash handling	
Grants	Making applications on behalf of the Parish Council	L	RFO to monitor	As required

Grants & Donations (making payments)	No power to pay.	L	Payments to be agreed by resolution of council.	As required
Salaries	Wrong salary / hours / rate paid	L	Salary rate agreed, hours to be approved by council	Review & agree at May Mtg
	Wrong deductions –NI & Income Tax	L	Check to PAYE Calculations.	Internal Audit annually –April/May
Direct Costs & Overhead expenses	Goods not supplied to Council	M	Follow up on all orders by RFO	
	Invoice incorrectly calculated or recorded& correct Payments made.	L	All payments/invoices to be confirmed/checked by minimum two councillors by email or signed invoice & checked against statements by RFO. Cheque payments –2 signatures & stub to signed.	Councillors to check payments against statements& printed confirmations at each meeting.
			Where no invoice exists (donations/grants) recipient to sign receipt of payment slip.	Internal Audit annually – April/May
Election	Costs Inadequate resources to pay for election.	L	Quarterly review of budget	Annual –April, July, Oct, Jan –RFO Chairman & Vice Chairman
VAT	VAT analysis	L	Vat receipts to be request and filed. Vat to be listed on accounts.	Vat claimed annually by RFO Internal Audit annually –March/April
	Claimed within time limits	L		
Reserves – General & Earmarked	Adequacy	L	Consider at Budget setting and as part of half yearly review of budget.	Annual –September Annual January.

Adopted 12th May 2019
Chairperson Cllr O De Braekeleer
Reviewed and agreed - March 2020
Reviewed and agreed – March 2021
To be next reviewed March 2022