

Section 2 – Accounting Statements 2018/19 for

TOWEDNACK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	14,739	15,414	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	7,172	7,172	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,715	3,722	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	3,539	3,929	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	7,673	5,608	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	15,414	16,771	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	15,414	16,771	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	6,183	10,383	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	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 as a body corporate 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

 **SIGNATURE REQUIRED**

Date

30/04/2019

I confirm that these Accounting Statements were approved by this authority on this date:

30/04/2019

as recorded in minute reference:

Minutes 30/04/19 16g)

Signed by Chairman of the meeting where the Accounting Statements were approved

 **SIGNATURE REQUIRED**

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered figures.

Name of smaller authority:

TOWEDNACK PARISH COUNCIL

County area (local councils and parish meetings only):

CORNWALL

Financial year ending 31 March 2019

Prepared by (Name and Role):

FIONA DREW - CLERK & RFO

Date:

17/04/2019

Balance per bank statements as at 31/3/19:

£ £

General Account	£5,910.87
Cemetery Account	£9,038.98
Deposit Account	£2,401.53
account 4	
account 5	
account 6	
account 7	
account 8	

[add more accounts if necessary]

£17,351.38

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)

300194 - Chris Curnow	-£580.00
item 2	
item 3	
item 4	
item 5	
item 6	
item 7	
item 8	

[add more lines if necessary]

(580.00)

Add: any un-banked cash as at 31/3/19

Net balances as at 31/3/19 (Box 8)

£16,771.38

Explanation of variances – pro forma

Name of smaller authority:
Towednack Parish Council
County area (local councils and Cornwall)

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).

	2017/18 £	2018/19 £	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	14,739	15,414				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	7,172	7,172	0	0.00%	NO		
3 Total Other Receipts	4,715	3,722	-993	21.06%	YES		£430 less in cemetery fees, £330 less in VAT reclaim, £320 less in donations, £85 more in grants
4 Staff Costs	3,539	3,929	390	11.02%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	7,873	5,608	-2,065	26.81%	YES		Repairs carried out in 2018 to Church Road £1620 and fingerpost repairs £365
7 Balances Carried Forward	15,414	16,771				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	15,414	16,771			YES	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	6,183	10,383	4,200	67.93%	YES		Fingerpost £3000, 2 Nancledra Signs £600 each
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

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:			
Cemetery	9038.98		This cannot be used for anything other than work relating to cemetery and related expenses 3 month reserve & 50% towards election recharge for 2021 - see sheet attached
Deposit	2401.53		
Reserve 3			
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
		11440.51	
General reserve	5330.87	5330.87	
Total reserves (must agree to Box 7)		16771.38	