

Section 2 – Accounting Statements 2019/20 for

DIGBY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	15,585	15,609	<i>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.</i>
2. (+) Precept or Rates and Levies	16,267	17,095	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	2,914	3,065	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	6,867	7,124	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	12,290	9,147	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	15,609	19,498	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	15,609	19,498	<i>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.</i>
9. Total fixed assets plus long term investments and assets	54,894	55,199	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 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

AS REQUIRED

Date

20/05/2020

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

20/05/2020

as recorded in minute reference:

MINUTE 20/05 (e)(iii)

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

J. Bourne

Explanation of variances – pro forma

Name of smaller authority: **Digby Parish Council**
 County area (local councils and Lincolnshire)

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).

	2018/19 £	2019/20 £	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	15,585	15,609					
2 Precept or Rates and Levies	16,267	17,095	828	5.09%	NO		
3 Total Other Receipts	2,914	3,065	151	5.18%	NO		
4 Staff Costs	6,667	7,124	257	3.74%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	12,290	9,147	-3,143	25.57%	YES		Scheduled tree works £1550 not completed in this financial year & there was not the expected election costs due to the uncounted result
7 Balances Carried Forward	15,609	19,496			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	15,609	19,496				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	64,664	65,199	305	0.56%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the column headed "Year ending 31 March 2020" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are reconciled on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 2020

Prepared by (Name and Role):

Date:

		£	£
Balance per bank statements as at 31/3/20:			
	Current Acc	14,831.3	
	Allotment Acc	5,150.6	
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			19,981.9
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)			
	item 1	(438.00)	
	item 2	(45.60)	
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			(483.60)
Add: any un-banked cash as at 31/3/xx			
Net balances as at 31/3/20 (Box 8)			<u>19,498.3</u>