LURGASHALL PARISH COUNCIL'S TRANSPARENCY REQUIREMENTS 2016/17

	LURGASHALL PARISH COUNCIL 2016/17	
2015/16	**INCOME & EXPENDITURE**	**2016/17**
£		**£**
28,519	**FUNDS BROUGHT FORWARD**	**21,587**
£	**INCOME**	**£**
13,500	PRECEPT	14,500
7	BANK INTEREST	7
110	ALLOTMENTS	209
4,980	GRANTS	6,305
2,546	VAT RECOVERED	537
5	MISCELLANEOUS	781
21,149	**TOTAL INCOME**	**22,338**
49,668		**43,925**
	GRANTS RECEIVED 2015/16	
	Operation Watershed funding £4.,980	
	GRANTS RECEIVED 2016/17	
	New Homes Bonus £1,405	
	CDC Queen's 90th Birthday grant £250	
	Fete contribution to Cricket Pavilion £4,000	
	SSALC transparency fund grant £650	
2015/16	**EXPENDITURE**	**2016/17**
£		**£**
5,182	GENERAL ADMIN * (Note 2)	5,181
380	NEWSLETTER	390
300	CHAIRMANS ALLOWANCE	300
155	LITTER BIN EMPTYING	197
5,084	VILLAGE GREEN AND SURROUNDINGS * (Note 3)	5,139
507	ALLOTMENTS	680
798	PLAYGROUND	682
10,425	HIGHWAYS inc OPERATION WATERSHED	0
2,385	GRANTS AND DONATIONS * (Note 1)	2,685
2,688	VAT PAID	791
177	ELECTION COSTS	0
0	MISCELLANEOUS	250
28,081	**TOTAL EXPENDITURE**	**16,294**
21,587	**TOTAL FUNDS AT YEAR END**	**27,631**
Note 1:	**GRANTS AND DONATIONS**	£
	VILLAGE HALL	1000
	PCC	375
	CRICKET CLUB	560
	L.R.A	250
	S137	
	CITIZENS ADVICE BUREAU (WAVERLEY)	100
	HASLEMERE FIRST RESPONDERS 2015/16 AND 2016/17	100
	KENT SURREY SUSSEX AIR AMBULANCE	100
	ROTHER VALLEY TOGETHER	50
	PETWORTH COTTAGE NURSING HOME	50
	CHICHESTER DISTRICT FOODBANK (PETWORTH)	100
	TOTAL GRANTS AND DONATIONS	**2,685**
Note 2:	**GENERAL ADMINISTRATION**	£
	CLERKS SALARY	3,613
	WEST SUSSEX ALC LTD (ANNUAL SUBSCRIPTION)	179
	INSURANCE	621
	AUDIT	250
	GENERAL EXPENSES	453
	TRAINING	65
	TOTAL	**5,181**
Note 3:	**VILLAGE GREEN AND SURROUNDS**	
		£
	FINGERBOARD/POST	2,225
	GRASS CUTTING	1,444
	VILLAGE GREEN PARKING EXTENSION	1,200
	TREEWORK	250
	GRIT BIN SITE RENTAL	20
	TOTAL	**5,139**

		EXPENDITURE DETAIL		
DATE	**CHEQUE NO**	**PAYEE AND DESCRIPTION OF EXPENDITURE**	**TOTAL exc VAT**	**VAT**
			£	£
04/04/2016	880	Garden Escapes (replacement cheque for parish grass cutting)	426	-
04/04/2016	881	Haslemere First Responders (Annual Donation 2015/16)	50	-
04/04/2016	882	West Sussex ALC Ltd (Annual Subs 2016/17)	179	-
12/05/2016	883	Chichester District Council (Litter bin emptying)	197	39
12/05/2016	884	The Leconfield Estates (Playground rental and allotment water)	275	-
12/05/2016	885	Mr James Tree (Internal Audit 2016/17)	50	-
12/05/2016	886	Mrs Helen Cruikshank (Clerk's March & April's Salary pus exps)	654	-
12/05/2016	887	Miss A Grout (Newsletter printing/editor contribution)	190	-
12/06/2017	888	Aon UK Ltd (Annual Insurance renewal 2016/17)	621	-
14/07/2017	889	E C Simpson (Car parking extension)	1,200	240
14/07/2017	890	The Leconfield Estates (Allotment Water)	36	-
14/07/2017	891	Mrs Helen Cruikshank (Clerk's May & June Salary plus exps)	671	-
14/07/2017	892	Playsafety Ltd (Annual play area inspection)	67	13
15/09/2017	893	Lurgashall Village Hall (Grant from CDC for Queen's 90th celebrations)	250	-
15/09/2017	894	Miss A Grout (Newsletter printing/editor contribution)	200	-
15/09/2017	895	Dr Wilding (Chairman's Half Yearly Allowance)	150	-
15/09/2017	896	Mrs Helen Cruikshank (Clerk's July & August Salary plus exps)	664	-
15/09/2017	897	Lurgashall PCC (Annual Donation 16/17)	375	-
15/09/2017	898	Lurgashall Village Hall (Annual Donation 16/17)	1,000	-
15/09/2017	899	Lurgashall Recreation Assocation (Annual Donation 16/17)	250	-
15/09/2017	900	Lurgashall Cricket Club (Annual Donation 16/17)	560	-
15/09/2017	901	PKF Littlejohn LLP (External Auditors)	200	40
10/11/2017	902	SSALC Ltd (Chairmans course)	65	13
10/11/2017	903	The Leconfield Estates (Allotment Water and site rental of grit bin)	79	-
10/11/2017	904	Mrs Helen Cruikshank (Clerk's Sept & Oct Salary plus exps)	684	-
10/11/2017	905	Garden Escapes (Parish Grass Cutting April-Nov 2016)	1,690	-
06/12/2017	906	Melvyn C Lilywhite (Mini digger maintenance works)	240	-
19/01/2017	907	Mrs Helen Cruikshank (Clerk's Nov & Dec Salary plus exps)	734	-
19/01/2017	908	The Leconfield Estates (Allotment Water)	14	-
09/03/2017	909	Mrs Helen Cruikshank (Clerk's Jan & Feb Salary plus exps)	660	-
09/03/2017	910	M C Lilywhite (Treeworks at the allotments)	250	-
20/03/2017	911	Dr Wilding (Chairman's Half Yearly Allowance)	150	-
20/03/2017	912	J K Engineering (New Village Green fingerboard)	2,225	445
20/03/2017	913	Citizens Advice Bureau (Annual Donation 16/17)	100	-
20/03/2017	914	Haslemere Community First Responders (Annual Donation 16/17)	50	-
20/03/2017	915	Kent Surrey Sussex Air Ambulance (Annual Donation 16/17)	100	-
20/03/2017	916	Chichester Foodbank (Annual Donation 16/17)	100	-
20/03/2017	917	Rother Valley Together (Annual Donation 16/17)	50	-
20/03/2017	918	Petworth Cottage Nursing Home (Annual Donation 16/17)	50	-
			15,503	**791**

All VAT is recoverable

LURGASHALL PARISH COUNCIL

BANK RECONCILIATION as at 31st March 2017

FINANCIAL YEAR ENDING 31st MARCH 2017

Prepared by Helen Cruikshank, Parish Clerk and Responsible Financial Officer

	£	£
Balance per Current Account Bank Statement as at 31st March 2017		**10,589.78**
Balance per Reserve Account I Bank Statement as at 5th January 2017		**12,375.00**
Balance per Reserve Account II Bank Statement as at 31st March 2017		**4,816.51**
Less : unpresented cheques no's:		
Citizens Advice Bureau Waverley (Annual donation 2016/17)	100.00	
Haslemere Community First Responders (Annual donation 2016/17)	50.00	
		150.00
Add: Monies yet to be credited:-		
		-
		27,631.29
The net balances reconcile to the Cash Book for the year, as follows:		
CASH BOOK		
Opening Balance 1st April 2016		21,587.09
Add : Receipts in the year		22,338.19
Less : Payments in the year		16,293.99
		27,631.29
Closing balance per cash book as at 31.03.2017		**27,631.29**

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here: LURGASHALL PARISH COUNCIL

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 2017, 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 on:

DD/MM/YYYY

Signed by Chair at meeting where approval is given:

SIGNATURE

and recorded as minute reference:

MINUTE REFERENCE

Clerk:

SIGNATURE

*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.

Statements 1-8 were all agreed as YES compliance and statement 9 was N/A. Sections 1 and 2 were agreed at Lurgashall Parish Council's AGM on 11th May, item 52/17.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here: LURGASHALL PARISH COUNCIL

	Year ending 31 March 2016 £	Year ending 31 March 2017 £	Notes and guidance
			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.
1. Balances brought forward	28,519	21,587	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	13,500	14,500	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,648	7,838	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	3,491	3,613	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	–	–	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	24,589	12,681	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	21,587	27,631	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	21,587	27,631	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	154,922	157,592	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	–	–	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		✓	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 2017 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

Date DD/MM/YYYY

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

LURGASHALL PARISH COUNCIL

EXPLANATION OF VARIANCES – 2016/17

Section 1	2015/16	2016/17	Variance +/- £	Detailed explanation of variance
Box 2	13,500	14,500	1,000	
Box 3	7,648	7,816	190	
Box 4	3,491	3,613	122	
Box 5	0		0	
Box 6	24,589	12,681	-11,908	15/16 figures include Operation Watershed projects (£10,425), the BT kiosk restoration project (£2,888) and Village Green parking extension (£1,150). 16/17 figures include new fingerpost (£2,670).
Box 9	154,922	157,592	2,670	New fingerpost on Village Green (£2,670)
Box 10	0		0	

LURGASHALL PARISH COUNCIL 2016/17

COMMITTEES 2016/17

PLANNING
Mr Ray Cooper
Mr Joseph Harden
Mr Sean Hellett
Mr Neil Jowett
Mrs Anthea Martin-Jenkins
Dr Andy Tate
Dr Peter Wilding

FINANCE AND GENERAL PURPOSES
Mr Jeremy Bonnett
Mr Ray Cooper
Mr Joseph Harden
Mr Neil Jowett
Mrs Anthea Martin-Jenkins
Dr Peter Wilding

HIGHWAYS (INCLUDING WINTER PLANNING AND VILLAGE GREEN)
Mr Jeremy Bonnett
Mr Ray Cooper
Mr Joseph Harden
Mr Sean Hellett
Dr Andy Tate
Dr Peter Wilding

SPECIAL RESPONSIBILITES
Systems Audit – Mrs Anthea Martin-Jenkins
Playground – Mr Ray Cooper

REPRESENTATIVES
Village Hall Management Committee – Mr Ray Cooper
L.R.A – Dr Andy Tate
North-East Community Forum – Mr Ray Cooper

PARISH COUNCIL ASSETS AND BUILDINGS – 2016/17

BUS SHELTER

CRICKET PAVILION

NOTICEBOARD

WOODEN SEATS

PHONE BOX INC DEFIBRILLATOR

GRIT BINS

PLAYGROUND EQUIPMENT INC SURFACES AND FENCING