

Section 2 – Accounting Statements 2019/20 for

TYSOE PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2019 £ | 31 March 2020 £ | |
| 1. Balances brought forward | 30,749 | 43,007 | 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. 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 | 37,864 | 39,269 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 16,971 | 6,675 | 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 | 6,867 | 5,532 | 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. |
| 5. (-) Loan interest/capital repayments | ∅ | ∅ | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 35,710 | 42,151 | 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 | 43,007 | 41,269 | 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 | 43,007 | 41,269 | 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 | 41,816 | 49,639 | 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 | ∅ | ∅ | 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 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

REDACTED

Date

31/07/2020

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

22/07/2020

as recorded in minute reference:

61/2019/10 REFERENCE

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

REDACTED

Explanation of variances – pro forma

Name of smaller authority: **TYSOE 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).

| | 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 | 30,749 | 43,007 | | | | Explanation of % variance from PY opening balance not required - Balance brought forward agrees | |
| 2 Precept or Rates and Levies | 37,864 | 39,269 | 1,405 | 3.71% | NO | | |
| 3 Total Other Receipts | 16,971 | 6,675 | -10,296 | 60.67% | YES | | In 2018/19 the VAT reclaim was greater by over £2K in 2018/19. S106 funds of £8,735 were also received in 2018/19. |
| 4 Staff Costs | 6,867 | 5,532 | -1,335 | 19.44% | YES | | In 2018/19 Tysoe Parish Council employed a new Parish Clerk and RFO. Additional hours were incurred due to handover and training as they were new to the role and providing cover when taking leave of absence. In July 2018 the RFO covered whilst the Clerk took an extended holiday £300. In December 2018 the Parish Council agreed to pay excess overtime that had accumulated due to the clerk learning the role - £470. February 2019 the RFO covered whilst the Clerk was on sick leave - £300. New Parish Clerk signed up for Pension £148.00. Also in 2018/19 AGAR Staff Costs wrongly included Working From Home allowance to the value of £135.98 (see NALC JPAG March 2020 page 17 Line 4 - staff costs 2.16). |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO | | |
| 6 All Other Payments | 35,710 | 42,151 | 6,441 | 18.04% | YES | | In 2019/20 additional costs included legal documentation, additional room hire, and a financial IT system totalling an additional £870. An additional £1,480 was spent on the playing fields & trees, £3,200 on street lights and the playground. Sundry expenses was greater by £700 due to an additional refuse bin supplied by SDC |
| 7 Balances Carried Forward | 43,007 | 41,268 | | | NO | VARIANCE EXPLANATION NOT REQUIRED | |
| 8 Total Cash and Short Term Investments | 0 | 0 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and Assets | 41,816 | 49,639 | 7,823 | 18.71% | YES | | S106 funding secured three new pieces of play equipment for the Children's playground totalling £7,823.00 |
| 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)

Tysoe Parish Council

Prepared by: REDACTED
Name and Role (Clerk/RFO etc)

Date: 26/5/2020

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

| | | | |
|--|---|------------|------------------|
| Bank Reconciliation at 31/03/2020 | | | |
| | Cash in Hand 01/04/2019 | | 43,007.35 |
| | ADD Receipts 01/04/2019 - 31/03/2020 | | 45,943.96 |
| | | | 88,951.31 |
| | SUBTRACT Payments 01/04/2019 - 31/03/2020 | | 47,682.48 |
| A | Cash in Hand 31/03/2020 (per Cash Book) | | 41,268.83 |
| Cash in hand per Bank Statements | | | |
| | Cash | 29/03/2019 | 0.00 |
| | HSBC Current Account | 30/03/2020 | 42,479.12 |
| | | | 42,479.12 |
| | Less unrepresented payments | | 1,210.29 |
| | | | 41,268.83 |
| | Plus unrepresented receipts | | 0.00 |
| B | Adjusted Bank Balance | | 41,268.83 |
| A = B Checks out OK | | | |

REDACTED

31 July 2020