

CHERITON BISHOP PARISH COUNCIL

Accounts for year ending 31st March 2015

- 1) **Receipts and Payments**
- 2) **Balance sheet**
- 3) **Explanation of Significant Variance's**
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Approved by
Chairman

Date

Cheriton Bishop Parish Council

Receipts & Payments account

Year ending 31st March 2015

Year ending 31st March 2014

Year ending 31st March 2015

£ 15.03	Co-op interest	£ 16.18
£ 2,971.00	Newsletter income	£ 3,088.00
£ 75.00	Donations & Grants	£ 150.00
£ 805.00	Council tax support grant	£ 777.22
£ 6,645.00	Precept	£ 6,822.78
£ 10,511.03		£ 10,854.18
£ 5,180.52	Payroll expenses	£ 4,770.61
£ 368.16	General Admin	£ 321.00
£ 311.60	Clerks Travel/office allowance	£ 304.84
£ 12.30	Grants/donations	£ -
£ 162.25	Hall hire	£ 93.50
£ 540.00	Village Green rent	£ 286.00
£ 324.45	Insurance	£ 319.69
£ 878.00	Parish Plan printing	£ 221.00
£ 136.35	Postage/telephone	£ 94.33
£ 61.80	Stationery	£ 121.97
£ 258.60	Subscriptions	£ 285.91
£ 150.00	Audit Fee's	£ 150.00
£ -	Election expenses	£ -
£ 1,820.43	Newsletter production costs	£ 1,163.48
£ 808.32	jubilee seats	£ 933.53
£ 30.00	Section 137 payments	£ 1,440.00
£ 11,042.78		£ 10,505.86

Cheriton Bishop Parish Council

Balance Sheet 31st March 2015

B/F balance at 1/4/14	£ 12,303.33	amended ref Note from auditor
Plus Receipts	£ 10,854.18	on 2013/14 return
Total	£ 23,157.51	

Less payments	£ 10,505.86
	£ 12,651.65

C/F balance at 31/3/15	£ 12,651.65
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Balance at Co-op current account 31/3/15	£ 2,593.13
Balance at Co-op deposit account 31/3/15	£ 10,058.52
Total	£ 12,651.65

Assets as listed on page 4	£ 10,148.00
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Total assets	£ 22,799.65
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Ring fenced amount included in above balance

Newsletter

B/F balance 31/3/14	£ 9,423.57
Receipts 31/3/15	£ 3,088.00
Expenditure to 31/3/15	£ 1,163.48
	£ 11,348.09

Note: newsletter balance is intended for a replacement printer and IT equipment

Balance includes a contingency fund of	£ 3,500.00
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Cheriton Bishop Parish Council

Explanation of Significant Variance's

Col.	Last year 2014	This year 2015	1 diff.	2 15% of 2014	3 variance above £ 150 or 15% explanation req.	
1	Balance B/F	12835	12303	-532	1925.25	no
2	Annual Precept	6645	6822	177	996.75	no
3	Total other receipts	3866	4032	166	579.9	no
4	Staff costs	5180	4770	-410	777	no
5	Loans/interest	0	0	0	0	no
6	Total other payments	5863	5735	-128	879.45	no
7	Balance C/F	12303	12651	348	1845.45	no
8	Total cash & investments	12303	12651	348	1845.45	no
9	Total fixed assets	9358	10148	790	1403.7	no
10	Total borrowings	0	0	0	0	no

Explanation

there are no variances in excess of 15%

Cheriton Bishop Parish Council

Assets Register

	Description	Valuation
<u>Community assets</u>		
*	Bus shelters	£ 1,000.00
*	Jubilee seats from Dec 2014	£ 1,440.00
*	Notice boards by 2	£ -
*	Chairman's Chain of Office	£ 100.00
*	Printer	£ 600.00
*	Teen Shelter installed May 07	£ 5,000.00
*	Strimmer	£ 139.00
*	Flag pole from July 2012	£ 900.00
*	New Mower from May 2013 John Deere JM36	£ 525.00
*	Jubilee seat from Sept 2013	£ 444.00
*	Acer Aspire F5 57 laptop computer January 2016	£ 275.00
*	Epson WF 3620 printer	£ 75.00
	Total	<u>£ 10,498.00</u>

Note: Community assets are listed at insurance valuation
No other valuation has been undertaken
Items starred are covered by the Councils insurance policy

Cheriton Bishop Parish Council

RISK MANAGEMENT including internal audit

The Council has appointed an independent internal auditor which meets the requirements of the Audit regulations
The Council produces an annual budget on which it sets its Precept

The Council has Resolved to:

1. Ensure the register of assets is complete and their value is up to date
 2. Ensure that the Insurance cover for the Parish Council and its assets is adequate particularly with regard to Public Liability, Fidelity for employees etc.
 3. Ensure that the Council's Standing Orders and Financial Regulations are up to date and identify any changes required for approval by the Council
 4. Review the terms of conditions of employees to ensure they are meeting any statutory requirements
 5. Has resolved to set up a contingency fund and invest it in a high interest account
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- a. The Council does not run a petty cash float or handle any cash
 - b. All payments are made by cheque and signed by two signatories
 - c. All income is banked
 - d. There is no cash income
 - e. There is an annual survey of assets

Internal Audit

Following the annual review of internal audit procedures

The Council resolved to appoint a nominated councillor to monitor and review the councils financial controls during the year and to make recommendations to the council

The following were checked quarterly
bank statements against reconciliations
cheques against bank statements
Invoices against cheques
Clerk to provide a financial report and bank balances quarterly

The following were checked at each monthly meeting when payments were authorised
Cheques against invoices and agenda