

## Burgh and Tuttington Parish Council Accounts

### Items over £100

Zurich Insurance	£257.60
NALC Subscription	£108
Clerk's Pay	£645.96
Clerk's expenses	£156
Tuttington Churchyard	£120
St Mary's Church Churchyard	£120
Website Fees	£190
Website Development	£895
Website setup costs	195.14
Clerk's Pay	£645.98
Parish Computer	£329

**PARISH ACCOUNTS - 2017/18**

Date	Description	Company	Description	Income £	Expenditure £	Net £	Income £	Expenditure £	Net Balance £	Notes
01/04/17	Balance B/F					2,262.27			2,276.27	Balances B/F verified to Accounting Statement & Bank Statement
<b>Unreconciled Cheques from 2016/17</b>										
03/04/17	Cheque 100285					2,262.27			2,276.27	Store receipt checked
19/04/17	Cheque 100282					2,262.27			2,262.27	Royal British Legion receipt

Date	Description	Company	Description	Income £	Expenditure £	Net £	Income £	Expenditure £	Net Balance £	Notes
<b>2017/18</b>										
28/04/17	Precept	Broadland DC	Precept	2,083.00		2,083.00	2,083.00		4,365.27	Zurich Insurance invoice seen
28/04/17	Precept	Broadland DC	Precept	17.00		17.00	17.00		4,382.27	
02/06/17	Cheque 100286	Zurich Municipal	Insurance		-257.60	-257.60		-257.60	4,124.67	
16/08/17	Transparency grant	M.C.A.P.T.C.	Transparency grant	1,610.14		1,610.14	1,610.14		5,734.81	NALC invoice
24/08/17	Cheque 100289	NALC	NALC		-108.36	-108.36		-108.36	5,626.45	In minutes of 11/09/2017
14/09/17	Cheque 100287	Joe Winterbourne	Clerk's pay		-645.98	-645.98		-645.98	4,980.47	In minutes of 11/09/2017
14/09/17	Cheque 100288	Joe Winterbourne	Clerk's expenses		-156.00	-156.00		-156.00	4,824.47	In minutes of 11/09/2017
22/08/17	Cheque 100290	Tuttington Churchyard	Tuttington Graveyard		-120.00	-120.00		-120.00	4,704.47	cheque minuted 04/12/2017 invoices seen
11/09/17	Cheque 100291	Burgh Graveyard	Burgh Graveyard		-190.00	-190.00		-190.00	4,514.47	invoice Presented 04/12/2017
04/12/17	Cheque 100292	Joe Winterbourne	Website Fees		-34.00	-34.00		-34.00	4,480.47	Receipt received
04/12/17	Cheque 100293	Royal British Legion	Poppy Appeal		-875.00	-875.00		-875.00	3,605.47	cheque minuted 04/12/2017 Receipt seen.
04/12/17	Cheque 100294	James Ditten	Website Development		-195.14	-195.14		-195.14	3,410.33	cheque minuted 05/02/2018
04/12/17	Cheque 100295	J Winterbourne	Website setup costs		-120.00	-120.00		-120.00	3,290.33	cheque minuted 05/02/2018
07/12/17	Cheque 100296	St Mary's Church	St Mary's Church PCC Graveyard		-645.98	-645.98		-645.98	2,644.35	cheque 100299 cancelled number mistake
05/02/18	Cheque 100297	J Winterbourne	Clerk's pay		-329.00	-329.00		-329.00	2,315.35	
05/02/18	Cheque 100299	J Winterbourne	Parish computer		-329.00	-329.00		-329.00	2,295.35	
	Balances			3,710.14	-9,677.05	2,295.35	3,710.14	-9,791.05		

INCOME & EXPENDITURE SUMMARY		Income £	Expenditure £	Net £
Balance B/F	Box 1	2,083.00		2,083.00
Precept	Box 2	17.00		1,627.14
Other income	Box 3			
Expenditure:-	Box 4		-1,447.96	-2,229.10
- Staff costs	Box 5		-2,229.10	2,295.35
- Other	Box 6			0.00
Total	Box 7			
	Bank			
Balance Available				189.00
Community / charity reserve				895.00
GL (being fenced from District Council)				1,211.35
Remaining reserve				2,295.35

BANK BOOK		£
Balance per Bank statements @ 31/03/18		
		2,295.33
Less: Unpresented Cheques:-		
Net balance @ 31/03/18		
		2,295.33
The net balances reconcile to the Cash book (receipts and payments account) for the year as follows:		
CASH BOOK		
Opening balance @ 01/04/17		
		2,262.27
Add: Receipts in Year		
		3,710.14
Less: Payments in Year		
		(3,677.08)
Closing Balance per Cash book @ 31/03/18		
		2,295.33

ATTACHMENT 1.2	2016/17	2017/18	Variance
	£	£	£
Box 2: Precept	2,083	2,083	0
Box 3: Other Income	17	1,627	1,610
Box 4: Staff Costs	1,448	1,448	0
Box 5: Loan Interest	0	0	0
Box 6: Other Payments	789	2,229	1,440
Box 7: Balances Carried forward	2,262	2,295	33

NCAPTIC - Transparency grant of £1,610.

2017/18 included Website development £1,260 & Laptop £329. 2016/17 included purchase of tables for £233.

Other Payments Analysis	2016/17	2017/18	Variance
	£	£	£
Website development & fees	0	-1,260	-1,260
Laptop	0	-329	-329
Village tables	-233	0	233
MALC	0	-108	-108
Auditors	-30	0	30
Insurance	-252	-258	-6
Tuttington Graveyard	-120	-120	0
St. Mary's Church Burgh PC	-120	-120	0
Poppy Appeal	-34	-34	0
	-789	-2,229	-1,440

**BURGH & TUTTINGTON PARISH COUNCIL YEAR ENDED 31 MARCH 2018**  
**NOTES REQUIRED TO BE PUBLISHED**

<b>ANALYSIS OF VARIANCES</b>				
	2016/17	2017/18	Variance	Details
	£	£	£	
Balance brought forward	2,399	2,262	-137	
<b>Income</b>				
Precept	2,083	2,083	0	
Other Income	17	17	0	
Transparency grant received in 2017/18	0	1,610	1,610	Grant received in 2017/18 for the Burgh & Tuttington Parish council website development.
	<u>2,100</u>	<u>3,710</u>	<u>1,610</u>	
<b>Payments</b>				
Website development & fees	0	-1,260	-1,260	Cost of developing the website development.
Laptop purchase	0	-329	-329	Purchase of parish council laptop.
Norfolk Association of Local Councils	0	-108	-108	Professional body for parish councils.
Insurance	-252	-258	-6	Change in premium.
Auditors	-30	0	30	No audit fees payable in 2017/18.
Village tables	-233	0	233	Purchase of village tables not repeated in 2017/18.
Staff costs	-1,448	-1,448	0	
Tuttington Graveyard	-120	-120	0	
St. Mary's Church Burgh PC	-120	-120	0	
Poppy Appeal	-34	-34	0	
	<u>-2,237</u>	<u>-3,677</u>	<u>-1,440</u>	
Balance carried forward	<u>2,262</u>	<u>2,295</u>	<u>33</u>	

**BANK RECONCILIATION AS AT 31 MARCH**

	£
Balance as per Bank Statements and Cash Book as at 31 March 2018	<u>2,295.35</u>

There were no un-presented cheques or uncleared income as at 31 March 2018.