

BURGH & TUTTINGTON PARISH COUNCIL YEAR ENDED 31 MARCH 2022**NOTES REQUIRED TO BE PUBLISHED**

ANALYSIS OF VARIANCES	2021/22	2022/23	Variance	Variance	Explanation	Details
	£	£	£	%	Required?	
Balance brought forward	2,285	2,497	212			
Income						
Precept	3,625		(3,625)	-100%		
Other Income	0		0	100%		
	3,625	0	(3,625)			
Payments						
Staff costs	(2,363)		2,363	-100%		
Staff expenses	(156)		156	-100%		
War memorial expenditure	0		0	100%		
Training	(105)		105	-100%		
Insurance	(258)		258	-100%		
Norfolk Association of Local Councils	(147)		147	-100%		
Tuttington Graveyard	(135)		135	-100%		
St. Mary's Church Burgh PC Graveyard	(135)		135	-100%		
Software licence	(80)		80	-100%		
Poppy Appeal	(34)		34	-100%		
			0			
	(3,413)	0	3,413			
Balance carried forward	2,497	2,497	0			

2022/23 ANALYSIS**RESERVES ANALYSIS**

	Budget £	Expenditure £	Difference £	Reserve
Precept				
Clerks pay	2,196.00		2,196.00	Remaining reserve
Clerks expenses	312.00		312.00	Remaining reserve
St Mary's church Burgh PCC	135.00		135.00	Remaining reserve
Tuttington churchyard account	135.00		135.00	Remaining reserve
Insurance	290.00		290.00	Remaining reserve
Training	500.00		500.00	Remaining reserve
Poppy Appeal	34.00		34.00	Remaining reserve
NALC	156.00		156.00	Remaining reserve
Parish Assets	150.00		150.00	Remaining reserve
Microsoft licence	184.00		184.00	Remaining reserve
Burgh Reading room	37.50		37.50	Remaining reserve
	<u>4,129.50</u>	<u>0.00</u>	<u>4,129.50</u>	
War Memorial works:				
Deposit from Burgh Society			0.00	
Spend not covered by Grant			0.00	
Contribution	4,129.50	0.00	4,129.50	
Total	4,129.50	0.00	4,129.50	

	Opening £	Change £	Closing £
Reserves			
CIL (ring fenced from District Council)	895.00		895.00
Future Biogas	500.00		500.00
Tesco Refurbishment Grant	10.00		10.00
Contribution	1,379.52	4,129.50	5,509.02
Remaining reserve	2,784.52	4,129.50	6,914.02

J Winterbourne Staff Costs

	Net Pay	PAYE	Total	Expenses	Total	Notes	HMRC Credit on PAYE Account
	£	£	£	£	£		£
<u>2017/18</u>							
Sept 17	645.98		645.98	156.00	801.98		
Feb 18	645.98		645.98		645.98		
	1,291.96	0.00	1,291.96	156.00	1,447.96		
<u>2018/19</u>							
Sept 18	771.92		771.92	156.00	927.92		
March 19	1,046.08		1,046.08		1,046.08		
	1,818.00	0.00	1,818.00	156.00	1,974.00		
<u>2019/20</u>							
Sept 19	737.20	212.80	950.00	156.00	1,106.00		
March 20	737.20	212.80	950.00		950.00		
	1,474.40	425.60	1,900.00	156.00	2,056.00		
<u>2020/21</u>							
Sept 20	1,023.20	220.80	1,244.00	156.00	1,400.00	£200 paid to compensate for working extra hours	-260.11
March 21	931.20	58.80	990.00		990.00		-260.33
	1,954.40	279.60	2,234.00	156.00	2,390.00		
<u>2021/22</u>							
August 21	288.00		288.00		288.00	Payment of £288 from HMRC refund mistakenly thought to be PAYE refund. Repaid by J Winterbourne on 26/07/22.	
October 21	1,029.10	8.60	1,037.70	156.00	1,193.70		
March 22	830.30	207.40	1,037.70		1,037.70		
	2,147.40	216.00	2,363.40	156.00	2,519.40		

Date	Description	Company	Description	Income & Expenditure				Bank Account			Notes	Agreed to Bank Statement?	Agreed to Invoice?	Agreed to Minutes?
				Income	Net Expenditure	VAT	Total Expenditure	Net	Income	Expenditure				
				£	£	£	£	£	£	£				
01/04/21	Balance B/F						2,284.70			3,274.70	Agreed to Bank Statement @ £3,274.70	Yes		Yes - 09/05/21
Unpresented Cheques from 2020/21														
12/04/2021	Cheque 100349								-931.20	2,343.50		Yes		Yes - 10/03/21.
12/04/21	Cheque 100350								-58.80	2,284.70		Yes		Yes - 10/03/21.
Current Year Expenditure:														
05/04/21	Cheque 100353	Nalc	Local councils		-147.19		-147.19	2,137.51		2,137.51		Yes	Yes	Mentioned in 10/03/21 minutes
30/04/21			Precept	3,625.00			5,762.51	3,625.00		5,762.51		Yes	Yes	Yes - 09/05/21
06/05/22	Cheque 100354	Zurich	Parish Insurance		-257.60		-257.60	5,504.91		5,504.91		Yes	Yes	Yes - 09/05/21
01/07/21	Tax rebate	HMRC	VAT-refund	288.00			5,792.91	288.00		5,792.91	VAT refund requested in 20/21	Yes	N/A	In minutes 10/11/21 as a refund from HMRC returned to clerk
14/07/21	Cheque 100355	St Many's PCC	Graveyard maintenance		-135.00		-135.00	5,657.91		5,657.91		Yes	N/A	Yes - 12/07/21 - no value
14/07/21	Cheque 100356	Tuttington Churchyard account	Graveyard maintenance		-135.00		-135.00	5,522.91		5,522.91		Yes	N/A	Yes - 12/07/21 - no value
11/08/08	Cheque 100357	SLCC CILCA	cancelled			0.00	5,522.91			5,522.91				
11/08/21	Cheque 100358	J Winterbourne	HMRC refund		-288.00		-288.00	5,234.91		5,234.91	VAT refund assumed to be PAYE refund and paid onto clerk. Repaid by clerk in April 22 when it became clear it was the VAT refund and not a PAYE refund.	Yes		In minutes 10/11/21 as a refund from HMRC returned to clerk
06/08/21	Cheque 100359	J Winterbourne	Training CILCA		-40.00		-40.00	5,194.91		5,194.91		Yes	Yes	Yes - 06/10/21
06/10/21	Cheque 100360	J Winterbourne	Half year salary		-1,029.10		-1,029.10	4,165.81		4,165.81		Yes		Yes - 06/10/21
06/10/21	Cheque 100361	HMRC	PAYE		-8.60		-8.60	4,157.21		4,157.21		Yes		Yes - 06/10/21
06/10/21	Cheque 100362	J Winterbourne	Expenses		-156.00		-156.00	4,001.21		4,001.21		Yes		Yes - 06/10/21 - no value
10/11/21	Cheque 100363	Poppy	Wreaths		-34.00		-34.00	3,967.21		3,967.21	Balance agreed to Bank Statement @ 31/12/21 & 24/04/22	Yes	Yes	Yes - 10/11/21
09/03/22	Cheque 100364	Microsoft Licence	Software licence		-79.99		-79.99	3,887.22		3,887.22	Not banked in year.	No	Seen screenshot	Yes - 06/03/22 Draft Minutes
09/03/22	Cheque 100365	Clerk's salary	Half year salary		-830.30		-830.30	3,056.92		3,056.92	Not banked in year.	No	N/A	Yes - 06/03/22 Draft Minutes
09/03/22	Cheque 100367	HMRC	PAYE		-207.40		-207.40	2,849.52		2,849.52	Not banked in year.	No	N/A	Yes - 06/03/22 Draft Minutes
09/03/22	Cheque 100368	Norfolk County Council Broadland Council	CPS Training		-65.00		-65.00	2,784.52		2,784.52	Not banked in year.	No	Yes	Yes - 06/03/22 Draft Minutes
				3,913.00	-3,413.18	0.00	-3,413.18							
								3,913.00	-3,220.49					

BURGH & TUTTINGTON PARISH COUNCIL YEAR ENDED 31 MARCH 2022**NOTES REQUIRED TO BE PUBLISHED**

<u>ANALYSIS OF VARIANCES</u>	2020/21	2021/22	Variance	Variance	Explanation	Details
	£	£	£	%	Required?	
Balance brought forward	1,949	2,285	335			
<u>Income</u>						
Precept	3,522	3,625	103	3%		
Other Income	1,640	0	(1,640)	-100%		
	5,162	3,625	(1,537)			
<u>Payments</u>						
Staff costs	(2,234)	(2,363)	(129)	6%		
Staff expenses	(156)	(156)	0	0%		
War memorial expenditure	(1,728)		1,728	-100%		
Training	0	(105)	(105)	100%		
Insurance	(258)	(258)	0	0%		
Norfolk Association of Local Councils	(147)	(147)	0	0%		
Tuttington Graveyard	(135)	(135)	0	0%		
St. Mary's Church Burgh PC Graveyard	(135)	(135)	0	0%		
Software licence	0	(80)	(80)	100%		
Poppy Appeal	(34)	(34)	0	0%		
VAT refund on war memorial upkeep		288	288	100%		
	(4,827)	(3,125)	1,702			
Balance carried forward	2,285	2,785	500			

2021/22 ANALYSIS
RESERVES ANALYSIS

	Budget £	Expenditure £	Difference £	Reserve
Precept				
Clerks pay	2,075.40	-2,363.40	-288.00	Includes £288 paid incorrectly to clerk.
Clerks expenses	156.00	-156.00	0.00	
St Mary's church Burgh PCC	135.00	-135.00	0.00	
Tuttington churchyard account	135.00	-135.00	0.00	
Insurance	290.00	-257.60	32.40	
Training	500.00	-105.00	395.00	
Poppy Appeal	34.00	-34.00	0.00	
NALC	150.00	-147.19	2.81	
Rebuild reserves	149.60		149.60	
Other		208.01	208.01	Includes £288 VAT refund from war memorial work in 20/21
			0.00	
	3,625.00	-3,125.18	499.82	Remaining reserve
War Memorial works:				
Deposit from Burgh Society			0.00	
Spend not covered by Grant			0.00	
Contribution	3,625.00	-3,125.18	499.82	

Total **3,625.00** **-3,125.18** **499.82**

	Opening £	Change £	Closing £
Reserves			
CIL (ring fenced from District Council)	895.00		895.00
Future Biogas	500.00		500.00
Tesco Refurbishment Grant	10.00		10.00
Contribution	879.70	499.82	1,379.52
Remaining reserve	2,284.70	499.82	2,784.52

PARISH ACCOUNTS - 2020/21

Date	Description	Company	Description	Income & Expenditure					Bank Account			Internal Audit Review:		
				Income	Net Expenditure	VAT	Total Expenditure	Net	Income	Expenditure	Net Balance	Bank Account Review	Invoices Seen	Agreed to Minutes
				£	£	£	£	£	£	£	£			
01/04/20	Balance B/F							1,949.49			2,423.82	Agreed to Bank Statement		
Unpresented Cheques from 2019/20														
19/03/20	Cheque 100332	NALC	CILCA Training							-175.00	2,248.82	Agreed to Bank Statement	On 19/20	
19/03/20	Cheque 100333	NALC	Training materials							-81.83	2,166.99	Agreed to Bank Statement	On 19/20	
19/03/20	Cheque 100335	NALC	CILCA Training							-180.00	1,986.99	Agreed to Bank Statement	On 19/20	
11/04/20	Cheque 100336	Burgh Reading Room	Hire costs for 2019/20							-37.50	1,949.49	Agreed to Bank Statement	On 19/20	In minutes from 22/07/20.
30/04/20	Precept	Broadland District Council	Precept for 2020/21	3,522.00		0.00	0.00	5,471.49	3,522.00		5,471.49	Agreed to Bank Statement	Remittance Advice seen	Agreed in minutes from 13/11/19. Budget detail seen.
06/05/20	Cheque 100337	Zurich	Parish Insurance		-257.60	0.00	-257.60	5,213.89		-257.60	5,213.89	Agreed to Bank Statement	Invoice seen	In minutes from 22/07/20.
14/05/20	Cheque 100338	NALC	Subscription		-147.19	0.00	-147.19	5,066.70		-147.19	5,066.70	Agreed to Bank Statement	Invoice seen	In minutes from 22/07/20.
15/06/20	Grant	SLCC	Grant to assist clerk's training	200.00			0.00	5,266.70	200.00		5,266.70	Agreed to Bank Statement	Training bursary request form seen.	In minutes from 22/07/20 & 09/09/20.
09/09/20	Cheque 100339	Cancelled	Half year salary				0.00	5,266.70			5,266.70			
09/09/20	Cheque 100340	HMRC	Employee Tax		-220.80	0.00	-220.80	5,045.90		-220.80	5,045.90	Agreed to Bank Statement	N/A	Approved in minutes from 09/09/20.
09/09/20	Cheque 100341	J Winterbourne	Clerk's half year pay		-925.20	0.00	-925.20	4,120.70		-925.20	4,120.70	Agreed to Bank Statement	N/A	Approved in minutes from 09/09/20.
02/11/20		War Memorial Grant	War memorial upkeep	720.00		0.00	0.00	4,840.70	720.00		4,840.70	Agreed to Bank Statement	No documentation.	Receipt mentioned in minutes from 13/01/21.
11/11/20	Cheque 100342	St Mary's PCC	Churchyard upkeep		-135.00	0.00	-135.00	4,705.70		-135.00	4,705.70	Agreed to Bank Statement	N/A	Approved in minutes from 11/11/20.
11/11/20	Cheque 100343	Tuttington churchyard	Churchyard upkeep		-135.00	0.00	-135.00	4,570.70		-135.00	4,570.70	Agreed to Bank Statement	N/A	Approved in minutes from 11/11/20.
11/11/20	Cheque 100344	Poppy Wreaths	Poppy Appeal		-34.00	0.00	-34.00	4,536.70		-34.00	4,536.70	Agreed to Bank Statement	Receipt seen.	Approved in minutes from 11/11/20.
12/11/20	Cheque 100346	Clerk	Grant and salary		-254.00	0.00	-254.00	4,282.70		-254.00	4,282.70	Agreed to Bank Statement	N/A	Approved in draft minutes of 10/03/21.
25/02/21		Deposit from Burgh Society	War memorial upkeep	720.00		0.00	0.00	5,002.70	720.00		5,002.70	Agreed to Bank Statement	No documentation.	Funding agreement mentioned in meeting of minutes of 11/03/20.
10/03/21	Cheque 100345	cancelled					0.00	5,002.70			5,002.70			
10/03/21	Cheque 100347	cancelled					0.00	5,002.70			5,002.70			
10/03/21	Cheque 100348	cancelled					0.00	5,002.70			5,002.70			
10/03/21	Cheque 100349	J Winterbourne	Half year salary		-931.2	0	-931.20	4,071.50			5,002.70	Presented 12/04/21		Approved in minutes from 10/03/21.
10/03/21	Cheque 100350	HMRC	Clerk PAYE		-58.8	0	-58.80	4,012.70			5,002.70	O/S		Approved in minutes from 10/03/21.
10/03/21	Cheque 100351	H L Perfitt	cancelled				0.00	4,012.70			5,002.70			
02/03/21	Cheque 100352	H L Perfitt	War memorial		-1,440.00	-288.00	-1,728.00	2,284.70		-1,728.00	3,274.70	Agreed to Bank Statement (£3,274.70).	Invoice seen. Cost of £1,440 plus £288 VAT (being reclaimed but not received).	Approved in minutes from 10/03/21.
				5,162.00	-4,538.79	-288.00	-4,826.79			5,162.00	-4,311.12			

BURGH & TUTTINGTON PARISH COUNCIL YEAR ENDED 31 MARCH 2021**NOTES REQUIRED TO BE PUBLISHED****ANALYSIS OF VARIANCES**

	2019/20	2020/21	Variance	Variance	Explanation Required?	Details
	£	£	£	%		
Balance brought forward	2,083	1,949	(134)			
Income						
Precept	3,320	3,522	202	6%		
Other Income	0	1,640	1,640	100%	£720 grant form the War Memorial Trust & £720 from Burgh Society for the war memorial refurbishment.	
	3,320	5,162	1,842			
Payments						
Staff costs	(1,900)	(2,234)	(334)	18%		Training bursary for £200 passed to J Winterbourne to compensate for the additional hours required to complete the CiLCA training course.
Staff expenses	(156)	(156)	0	0%		
War memorial expenditure		(1,728)	(1,728)	100%		Refurbishment of war memorial. Pre VAT cost of £1,440 covered by grant from War Memorial Trust & Burgh Society. Applied for the recovery of VAT of £288.
Training	(509)		509	-100%		
Insurance	(258)	(258)	0	0%		
Norfolk Association of Local Councils	(147)	(147)	(1)	0%		
Tuttington Graveyard	(135)	(135)	0	0%		
St. Mary's Church Burgh PC Graveyard	(135)	(135)	0	0%		
Contribution to Tuttington tent	(93)		93	-100%		One off spend.
Tuttington sign materials	(50)		50	-100%		One off spend.
Room hire for Parish council meetings	(38)		38	-100%		All meetings held via Zoom.
Poppy Appeal	(34)	(34)	0	0%		
			0	100%		
			0	100%		
			0	100%		
	(3,454)	(4,827)	(1,373)			
Balance carried forward	1,949	2,285	335			

2020/21 ANALYSIS
RESERVES ANALYSIS

	Budget £	Expenditure £	Difference £	Reserve
Precept				
Clerks pay	1,980.00	-2,034.00	-54.00	Uplift.
Clerks expenses	156.00	-156.00	0.00	
St Mary's church Burgh PCC	135.00	-135.00	0.00	
Tuttington churchyard account	135.00	-135.00	0.00	
Insurance	283.25	-257.60	25.65	
Training	500.00		500.00	
Poppy Appeal	34.00	-34.00	0.00	
NALC	148.05	-147.19	0.86	
Maintenance of assets	150.00		150.00	
Roundings	0.70		0.70	
	3,522.00	-2,898.79	623.21	
War Memorial works:				
Deposit from Burgh Society	720.00	-1,008.00	-288.00	Applied for recovery of £288 VAT.
Contribution	4,242.00	-3,906.79	335.21	

SLCC Training Expenses Bursary				
Training Expenses	200.00	-200.00	0.00	Paid to J Winterbourne to compensate for extra hours worked re training.
	200.00	-200.00	0.00	

War Memorial Grant				
War memorial	720.00	-720.00	0.00	
	720.00	-720.00	0.00	
Total	5,162.00	-4,826.79	335.21	

	Opening £	Change £	Closing £	
Reserves				
CIL (ring fenced from District Council)	895.00		895.00	Community Infrastructure Levy
Future Biogas	500.00		500.00	
Tesco Refurbishment Grant	10.00		10.00	
Contribution	544.49	335.21	879.70	
SLCC Training Expenses Grant	0.00	0.00	0.00	
War Memorial Grant	0.00	0.00	0.00	
Remaining reserve	1,949.49	335.21	2,284.70	

Date	Description	Company	Description	Income & Expenditure			Bank Account		
				Income £	Expenditure £	Net £	Income £	Expenditure £	Net Balance £
01/04/19	Balance B/F					2,083.09			2,083.09
30/04/19	Precept	Broadland District Council	Precept for 2019/20	3,320.00		5,403.09	3,320.00		5,403.09
22/05/19	cheque 100316	Tuttington churchyard account	Tent contribution		-93.00	5,310.09		-93.00	5,310.09 reserved community money
22/06/19	cheque 100317	Zurich Municipal	Parish Insurance		-257.60	5,052.49		-257.60	5,052.49 Invoice, agreed in minutes
03/07/19	cheque 100318	Nalc	Local councils		-146.67	4,905.82		-146.67	4,905.82 Invoice, agreed in minutes
10/07/19	cheque 100319	Tuttington churchyard account	Churchyard		-135.00	4,770.82		-135.00	4,770.82 Agreed in minutes
10/07/19	cheque 100320	St Mary's church burgh PCC	Churchyard		-135.00	4,635.82		-135.00	4,635.82 Agreed in minutes
11/09/19	cheque 100321	J Winterbourne/cancelled	Clerk's pay/cancelled			4,635.82			4,635.82 cheque cancelled
11/09/19	Cheque 100322	J Winterbourne	Clerk's expenses		-156.00	4,479.82		-156.00	4,479.82 Agreed in minutes
11/09/19	Cheque 100323	J Winterbourne	Clerk's pay		-737.20	3,742.62		-737.20	3,742.62 Agreed in minutes
11/09/19	Cheque 100324	HMRC	Tax from clerk's pay		-212.80	3,529.82		-212.80	3,529.82 Agreed in minutes
20/09/19	Cheque 100325	R Knowles	Grant for Tuttington Village Sign materials		-50.00	3,479.82		-50.00	3,479.82 Receipt
07/11/19	Cheque 100327	Poppy Appeal	Remembrance Wreath		-17.00	3,462.82		-17.00	3,462.82 Agreed in minutes
07/11/19	Cheque 100328	St Mary's church burgh PCC	Remembrance Wreath		-17.00	3,445.82		-17.00	3,445.82 Agreed in minutes
13/11/19	Cheque 100326	Nalc	Councillor Training		-72.00	3,373.82		-72.00	3,373.82 Councillor Training
11/03/20	Cheque 100329	Clerk's pay/cancelled	Cancelled		0.00	3,373.82		0.00	3,373.82 cheque cancelled
11/03/20	Cheque 100330	HMRC	Clerk's Tax		-212.80	3,161.02		-212.80	3,161.02 Agreed in minutes
11/03/20	Cheque 100331	J Winterbourne	Clerk's Pay		-737.20	2,423.82		-737.20	2,423.82 Agreed in minutes
19/03/20	Cheque 100332	NALC	Cilca Training		-175.00	2,248.82			2,248.82 Invoice, agreed in minutes
19/03/20	Cheque 100333	NALC	Training Materials		-81.83	2,166.99			2,423.82 Invoice, agreed in minutes
19/03/20	Cheque 100334	Cancelled				2,166.99			2,423.82 cheque cancelled
19/03/20	Cheque 100335	NALC	Cilca Training		-180.00	1,986.99			2,423.82 Invoice, agreed in minutes
14/03/20	Cheque 100336	Burgh Society Reading rooms	Hire of rooms		-37.50	1,949.49			2,423.82 but cheque not written until
				3,320.00	-3,453.60		3,320.00	-2,979.27	

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INCOME & EXPENDITURE SUMMARY				
Balance B/F	Box 1		2,083.09	
Precept	Box 2		3,320.00	
Other income	Box 3			
Expenses:-				
- Staff costs	Box 4		-1,900.00	
- Other	Box 6		-1,553.60	
Total	Box 7		1,949.49	
Reserve Analysis				
		Bal B/F	Change	Bal C/F
Community / charity reserve		93.00	-93.00	0.00
CIL (ring fenced from District Council)		895.00	0.00	895.00
Contribution	Future Biogas	500.00	0.00	500.00
Tesco Refurbishment Grant		10.00	0.00	10.00
Remaining reserve		585.09	-40.60	544.49
		2,083.09	-133.60	1,949.49

Revised to exclude mileage - PH 30/04/21.

BANK RECN	£
Balance per Bank statements @ 31/03/20	2,423.82
Less Unpresented Cheques:-	
Cheque 100332	(175.00)
Cheque 100333	(81.83)
Cheque 100335	(180.00)
Cheque 100336	(37.50)
Net Balance @ 31/03/20	1,949.49
The net balances reconcile to the Cash book (receipts and payments account) for the year as follows:	
CASH BOOK	
Opening Balance @ 01/04/19	2,083.09
Add: Receipts in Year	3,320.00
Less: Payments in Year	(3,453.60)
Closing Balance per Cash Book @ 31/03/20	1,949.49

ATTACHMENT 1.2	2018/19	2019/20	Variance
	£	£	£
Box 2: Precept	3,189	3,320	131
Box 3: Other Income	1,500	0	-1,500
Box 4: Staff Costs	1,974	1,900	-74
Box 5: Loan Interest	0	0	0
Box 6: Other Payments	2,927	1,554	-1,374
Box 7: Balances Carried forward	2,083	1,949	-134

Excludes Mileage as per Section 2.16 of the Practitioners Guide 2020.

BURGH & TUTTINGTON PARISH COUNCIL YEAR ENDED 31 MARCH 2020**NOTES REQUIRED TO BE PUBLISHED**

<u>ANALYSIS OF VARIANCES</u>			
	2018/19	2019/20	Variance
	£	£	£
Balance brought forward	2,295	2,083	(212)
<u>Income</u>			
Precept	3,189	3,320	131
Other Income	1,500	0	(1,500)
	4,689	3,320	(1,369)
<u>Payments</u>			
Election costs	(1,133)	0	1,133
Staff costs	(1,974)	(2,056)	(82)
Burgh sign	(750)	0	750
Refurbishment of memorial seat pad	(240)	0	240
Training	0	(509)	(509)
Insurance	(258)	(258)	0
Norfolk Association of Local Councils	(140)	(147)	(7)
Tuttington Graveyard	(120)	(135)	(15)
St. Mary's Church Burgh PC Graveyard	(120)	(135)	(15)
Gravel	(96)	0	96
Contribution to Tuttington tent	0	(93)	(93)
Tuttington sign materials	0	(50)	(50)
Room hire for Parish council meetings	(38)	(38)	0
Poppy Appeal	(34)	(34)	0
	(4,901)	(3,454)	1,448
Balance carried forward	2,083	1,949	(134)

Variance	Explanation
%	Required?
4%	
-100%	
-100%	
4%	
-100%	
-100%	
100%	
0%	
5%	
13%	
13%	
-100%	
100%	
100%	
0%	
0%	

2019/20 ANALYSIS

	Income £	Expenditure £	Difference £
<u>Precept</u>			
Clerks pay	1,890.00	-1,900.00	-10.00
Clerks expenses	156.00	-156.00	0.00
St Mary's church Burgh PCC	135.00	-135.00	0.00
Tuttington churchyard account	135.00	-135.00	0.00
Insurance	278.00	-257.60	20.40
Training	301.00	-508.83	-207.83
Poppy Appeal	34.00	-34.00	0.00
NALC	141.00	-146.67	-5.67
Maintenance of assets	150.00		150.00
Rebuild reserves	100.00		100.00
Tuttington sign maintenance		-50.00	-50.00
Room hire		-37.50	-37.50
	<u>3,320.00</u>	<u>-3,360.60</u>	<u>-40.60</u>
<u>Tesco Grant</u>			
Plants			0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Biogas Traffic Calming</u>			
			0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	<u>3,320.00</u>	<u>-3,360.60</u>	<u>-40.60</u>
<u>Community / Charity Reserve</u>			
Contributon to Tuttington tent		-93.00	-93.00
	<u>0.00</u>	<u>-93.00</u>	<u>-93.00</u>

Opening

Change

Closing

Reserve

Remaining reserve
Remaining reserve
Remaining reserve
Remaining reserve
Remaining reserve
Remaining reserve
Remaining reserve
Remaining reserve
Remaining reserve
Remaining reserve

Tesco Refurbishment Grant

Future Biogas

PARISH ACCOUNTS - 2018/19

Date	Description	Company	Description	Income & Expenditure			Bank Account			Notes
				Income £	Expenditure £	Net £	Income £	Expenditure £	Net Balance £	
01/04/18	Balance B/F					2,295.35			2,295.35	
30/04/18	Precept	Broadland		3,189.00		5,484.35	3,189.00		5,484.35	Precept
05/06/18	cheque 100300	Zurich	parish Insurance		-257.60	5,226.75		-257.60	5,226.75	Parish Insurance
06/06/18	cheque 100302	J Rumsby	Bag of gravel		-48.00	5,178.75		-48.00	5,178.75	Bag of gravel community money receipt
23/08/18	Remittance	Groundwork UK	Tesco grant	1,000.00		6,178.75	1,000.00		6,178.75	Tesco Grant
10/09/18	cheque 100303	J Winterbourne	Bag of gravel		-48.00	6,130.75		-48.00	6,130.75	Bag of gravel community money receipt
10/09/18	cheque 1000304	J Winterbourne	Expenses		-156.00	5,974.75		-156.00	5,974.75	Minuted 10/09/2018
10/09/18	cheque 1000305	J Winterbourne	Clerk's pay		-771.92	5,202.83		-771.92	5,202.83	Minuted 10/09/2018
10/09/18	cheque 100306	St Mary's church Burgh PCC	Graveyard		-120.00	5,082.83		-120.00	5,082.83	Minuted 10/09/2018
10/09/18	cheque 100309	Tuttington churchyard account	Graveyard		-120.00	4,962.83		-120.00	4,962.83	Minuted 10/09/2018
21/09/18	cheque 100308	Election Services	election Invoice		-1,132.57	3,830.26		-1,132.57	3,830.26	Minuted 05/11/2018
21/09/18	cheque 100307	Nalc	National assoc of local councils		-139.59	3,690.67		-139.59	3,690.67	Minuted 05/11/2018
07/11/18	cheque 100310	Jessica Perry	First payment Burgh Sign		-325.00	3,365.67		-325.00	3,365.67	Minuted 05/11/2018
07/11/18	cheque 100311	Poppy Appeal	Poppy Wreaths for Burgh and Tuttington		-34.00	3,331.67		-34.00	3,331.67	Minuted 07/01/2019
09/11/18	cheque 100312	P Letman	Refurbishment of memorial seat paid on collection		-240.00	3,091.67		-240.00	3,091.67	Minuted 07/01/2019
20/11/19	Remittance	Future Biogas	Contribution to traffic calming	500.00		3,591.67	500.00		3,591.67	Minuted 07/01/2019
20/12/18	cheque 100313	Jessica Perry	Final payment for Burgh Sign		-425.00	3,166.67		-425.00	3,166.67	Minuted 07/01/2019
16/01/19	cheque 100314	Burgh Reading Room	Hire of room for Parish Council Meetings		-37.50	3,129.17		-37.50	3,129.17	
13/03/19	cheque 100315	Clerk's Pay	Clerk's pay		-1,046.08	2,083.09		-1,046.08	2,083.09	Minuted 13/03/2019
				4,689.00	-4,901.26		4,689.00	-4,901.26		

INCOME & EXPENDITURE SUMMARY		
Balance B/F	Box 1	2,295.35
Precept	Box 2	3,189.00
Other income	Box 3	1,500.00
Expenses:-		
- Staff costs	Box 4	-1,974.00
- Other	Box 6	-2,927.26
Total	Box 7	2,083.09
Reserve Analysis		
Community / charity reserve		93.00
CIL (ring fenced from District Council)		895.00
Contribution	Future Biogas	500.00
Remaining reserve		595.09
		2,083.09

BANK RECN	£
Balance per Bank statements @ 31/03/19	2,083.09
Less Unpresented Cheques:-	
Net Balance @ 31/03/19	<u>2,083.09</u>
The net balances reconcile to the Cash book (receipts and payments account) for the year as follows:	
CASH BOOK	
Opening Balance @ 01/04/18	2,295.35
Add: Receipts in Year	4,689.00
Less: Payments in Year	(4,901.26)
Closing Balance per Cash Book @ 31/03/19	<u>2,083.09</u>

ATTACHMENT 1.2	2017/18	2018/19	Variance
	£	£	£
Box 2: Precept	2,083	3,189	1,106
Box 3: Other Income	1,627	1,500	-127
Box 4: Staff Costs	1,448	1,974	526
Box 5: Loan Interest	0	0	0
Box 6: Other Payments	2,229	2,927	698
Box 7: Balances Carried forward	2,295	2,083	-212

	2017/18	2018/19	Variance
	£	£	£
	0	0	
Other Payments Analysis			
Website development & fees	-1,260	0	1,260
Election costs		-1,133	
Laptop	-329		329
Gravel	0	-96	-96
NALC	-108	-140	-32
Auditors	0	0	0
Insurance	-258	-258	0
Burgh sign		-750	
Refurbishment of memorial seat pad		-240	
Tuttington Graveyard	-120	-120	0
St. Mary's Church Burgh PC	-120	-120	0
Room hire for Parish Council meetings		-38	
Poppy Appeal	-34	-34	0
	<u>-2,229</u>	<u>-2,927</u>	<u>1,461</u>
recn	0	0	

BURGH & TUTTINGTON PARISH COUNCIL YEAR ENDED 31 MARCH 2019
NOTES REQUIRED TO BE PUBLISHED

ANALYSIS OF VARIANCES						
	2017/18	2018/19	Variance	Variance	Explanation	Details
	£	£	£	%	Required?	
Balance brought forward	2,262	2,295	33			
Income						
Precept	2,083	3,189	1,106	53%	Yes	As applied.
Other Income	17	1,500	1,483	8724%	Yes	£1,000 grant received from Tesco & £500 received from Biogas as a contribution to traffic calming in 2018/19.
Transparency grant received in 2017/18	1,610	0	(1,610)	-100%	Yes	One off grant from N.C.A.P.T.C. received in 2017/18 re website development.
	3,710	4,689	979			
Payments						
Election costs	0	(1,133)	(1,133)	100%	Yes	Costs of election held in 2018/19.
Website development & fees	(1,260)	0	1,260	-100%	Yes	Non-recurrent cost of website development in previous year.
Laptop purchase	(329)	0	329	-100%	Yes	Non-recurrent purchase of laptop in previous year.
Staff costs	(1,448)	(1,974)	(526)	36%	Yes	Agreed increase in hours from 160 to 180.
Burgh sign	0	(750)	(750)	100%	Yes	Refurbishment of Burgh sign paid for by Tesco grant.
Refurbishment of memorial seat pad	0	(240)	(240)	100%	Yes	Refurbishment of memorial seat pad paid for by Tesco grant.
Insurance	(258)	(258)	0	0%		
Norfolk Association of Local Councils	(108)	(140)	(31)	29%	Yes	
Tuttington Graveyard	(120)	(120)	0	0%		
St. Mary's Church Burgh PC Graveyard	(120)	(120)	0	0%		
Gravel		(96)	(96)	100%	Yes	
Room hire for Parish council meetings	0	(38)	(38)	100%	Yes	Room hire for Parish council meetings
Poppy Appeal	(34)	(34)	0	0%		
	(3,677)	(4,901)	(1,224)			
Balance carried forward	2,295	2,083	(212)			

BANK RECONCILIATION AS AT 31 MARCH 2019

	£
Balance as per Bank Statements and Cash	
Book as at 31 March 2019	<u><u>2,083</u></u>

2018/19 ANALYSIS

	Income £	Expenditure £	Difference £
Precept			
Clerks pay	1,544.00	-1,818.00	-274.00
Clerks expenses	156.00	-156.00	0.00
St Mary's church Burgh PCC	120.00	-120.00	0.00
Tuttington churchyard account	120.00	-120.00	0.00
Insurance	275.00	-257.60	17.40
Training	500.00		500.00
Poppy Appeal	34.00	-34.00	0.00
NALC	140.00	-139.59	0.41
Maintenance of assets	300.00		300.00
Election		-1,132.57	-1,132.57
Gravel		-96.00	-96.00
Room hire		-37.50	-37.50
	3,189.00	-3,911.26	-722.26

Tesco Grant

	1,000.00		1,000.00
Burgh sign		-750.00	-750.00
Memrial seat pad refurbishment		-240.00	-240.00
	1,000.00	-990.00	10.00

Biogas Traffic Calming

	500.00		500.00
	500.00	0.00	500.00

Total	4,689.00	-4,901.26	-212.26
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	Opening £	Change £	Closing £
Reserves			
Community / charity reserve	189.00	-96.00	93.00
CIL (ring fenced from District Council)	895.00		895.00
Future Biogas		500.00	500.00
Tesco Refurbishment Grant		10.00	10.00
Contribution	1,211.35	-626.26	585.09
Remaining reserve	2,295.35	-212.26	2,083.09

Reserve

Remaining reserve

Remaining reserve

Remaining reserve

Remaining reserve

Remaining reserve

Remaining reserve

Remaining reserve

Remaining reserve

Remaining reserve

Remaining reserve

Community / charity reserve

Remaining reserve

Tesco reserve

Tesco reserve

Tesco reserve

Future Biogas

PARISH ACCOUNTS - 2017/18

Date	Description	Company
01/04/17	Balance B/F	

Unpresented Cheques from 2016/17

03/04/17 Cheque 100285
19/04/17 Cheque 100282

2017/18

28/04/17	Precept	Broadland DC
28/04/17	Precept	Broadland DC
02/06/17	Cheque 100286	Zurich Municipal
18/08/17	Transparency grant	N.C.A.P.T.C.
24/08/17	Cheque 100289	NALC
14/09/17	Cheque 100287	Joe Winterbourne
14/09/17	Cheque 100288	Joe Winterbourne
22/09/17	Cheque 100290	Tuttington Churchyard
11/09/17	Cheque 100291	Burgh Graveyard
04/12/17	Cheque 100292	Joe Winterbourne
04/12/17	Cheque 100293	Royal British Legion
04/12/17	Cheque 100294	James Ditton
04/12/17	Cheque 100295	J Winterbourne
07/12/17	Cheque 100296	St Mary's Church Burgh PCC
05/02/18	Cheque 100297	J Winterbourne
05/02/18	Cheque 100299	Jwinterbourne

Balances

<u>INCOME & EXPENDITURE</u>	
<u>SUMMARY</u>	
Balance B/F	Box 1
Precept	Box 2
Other income	Box 3
Expenses:-	
- Staff costs	Box 4
- Other	Box 6
Total	Box 7
<u>Reserve Analysis</u>	
Community / charity reserve	
CIL (ring fenced from District Council)	
Remaining reserve	

BANK RECBalance per Bank statements @
31/03/18

Less Unpresented Cheques:-

Net Balance @ 31/03/18**The net balances reconcile to the Cash book (receipts and pa****CASH BOOK**

Opening Balance @ 01/04/17

Add: Receipts in Year

Less: Payments in Year

Closing Balance per Cash Book @ 31/03/18**ATTACHMENT 1.2****2016/17****£**

Box 2: Precept	2,083
Box 3: Other Income	17
Box 4: Staff Costs	1,448
Box 5: Loan Interest	0
Box 6: Other Payments	789
Box 7: Balances Carried forward	2,262

0

2016/17**£****Other Payments Analysis**

Website development & fees	0
Laptop	0
Village tables	-233
NALC	0
Auditors	-30
Insurance	-252
Tuttington Graveyard	-120
St. Mary's Church Burgh PC	-120
Poppy Appeal	-34
	<hr/>
	-789

Description	Income & Expenditure			
	Income £	Expenditure £	Net £	Income £
			2,262.27	
			2,262.27	
			2,262.27	
			2,262.27	
			2,262.27	
			2,262.27	
Precept	2,083.00		4,345.27	2,083.00
Precept	17.00		4,362.27	17.00
Insurance		-257.60	4,104.67	
Transparency grant	1,610.14		5,714.81	1,610.14
NALC		-108.36	5,606.45	
Clerk's pay		-645.98	4,960.47	
Clerk's expenses		-156.00	4,804.47	
Tuttington Graveyard		-120.00	4,684.47	
Burgh Graveyard			4,684.47	
Website Fees		-190.00	4,494.47	
Poppy Appeal		-34.00	4,460.47	
Website Development		-875.00	3,585.47	
Website setup costs		-195.14	3,390.33	
St Mary's Church PCC Graveyard		-120.00	3,270.33	
Clerk's pay		-645.98	2,624.35	
Parish computer		-329.00	2,295.35	
	3,710.14	-3,677.06		3,710.14

	2,262.27
	2,083.00
	1,627.14
	-1,447.96
	-2,229.10
	2,295.35
recn	0.00
	189.00
	895.00
	1,211.35
	2,295.35

	£
	2,295.35
	<hr/>
	2,295.35
	<hr/> <hr/>
payments account) for the year as follows:	
	2,262.27
	3,710.14
	(3,677.06)
	<hr/>
	2,295.35
	<hr/> <hr/>

2017/18	Variance
£	£
2,083	0
1,627	1,610
1,448	0
0	0
2,229	1,440
2,295	33

NCAPTC - Transparency grant of £1,610.

2017/18 included Website development £1,260 & laptop

2017/18	Variance
£	£
0	
-1,260	-1,260
-329	-329
0	233
-108	-108
0	30
-258	-6
-120	0
-120	0
-34	0
<hr/>	<hr/>
-2,229	-1,440
<hr/> <hr/>	<hr/> <hr/>

Bank Account		
Expenditure	Net Balance	Notes
£	£	
	2,376.27	Balances B/F verified to Accounting Statement & Bank Statement
	2,376.27	
	2,376.27	
-80.00	2,296.27	Store receipt checked
-34.00	2,262.27	Royal British Legion receipt
	2,262.27	
	2,262.27	
	4,345.27	
	4,362.27	
-257.60	4,104.67	Zurich Insurance invoice seen
	5,714.81	
-108.36	5,606.45	NALC Invoice
-645.98	4,960.47	In minutes of 11/09/2017
-156.00	4,804.47	In minutes of 11/09/2017
-120.00	4,684.47	In minutes 11/09/2017
	4,684.47	In minutes of 11/09/17 /cheque cancelled.
-190.00	4,494.47	cheque minuted 04/12/2017 Invoices seen
-34.00	4,460.47	Invoices; Presented 04/12/2017
-875.00	3,585.47	Receipt received
-195.14	3,390.33	cheque minuted 04/12/2017. Receipt seen.
-120.00	3,270.33	cheque minuted 05/02/2018
-645.98	2,624.35	cheque minuted 05/02/2018
-329.00	2,295.35	Cheque 100298 cancelled number mistake
-3,791.06		

op £329. 2016/17 included purchase of tables for £233.