

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

| <b>ANALYSIS OF VARIANCES</b>          | <b>2021/22</b> | <b>2022/23</b> | <b>Variance</b> | <b>Variance</b> | <b>Explanation</b> | <b>Details</b> |
|---------------------------------------|----------------|----------------|-----------------|-----------------|--------------------|----------------|
|                                       | <b>£</b>       | <b>£</b>       | <b>£</b>        | <b>%</b>        | <b>Required?</b>   |                |
| <b>Balance brought forward</b>        | <b>2,285</b>   | <b>2,497</b>   | <b>212</b>      |                 |                    |                |
| <b>Income</b>                         |                |                |                 |                 |                    |                |
| Precept                               | 3,625          |                | (3,625)         | -100%           |                    |                |
| Other Income                          | 0              |                | 0               | 100%            |                    |                |
|                                       | <b>3,625</b>   | <b>0</b>       | <b>(3,625)</b>  |                 |                    |                |
| <b>Payments</b>                       |                |                |                 |                 |                    |                |
| 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               |                 |                    |                |
|                                       | <b>(3,413)</b> | <b>0</b>       | <b>3,413</b>    |                 |                    |                |
| <b>Balance carried forward</b>        | <b>2,497</b>   | <b>2,497</b>   | <b>0</b>        |                 |                    |                |

**2022/23 ANALYSIS****RESERVES ANALYSIS**

|                               | Budget<br>£     | Expenditure<br>£ | Difference<br>£ | Reserve           |
|-------------------------------|-----------------|------------------|-----------------|-------------------|
| <b>Precept</b>                |                 |                  |                 |                   |
| 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> |                   |
| <b>War Memorial works:</b>    |                 |                  |                 |                   |
| Deposit from Burgh Society    |                 |                  | 0.00            |                   |
| Spend not covered by Grant    |                 |                  | 0.00            |                   |
| <b>Contribution</b>           | <b>4,129.50</b> | <b>0.00</b>      | <b>4,129.50</b> |                   |
| <b>Total</b>                  | <b>4,129.50</b> | <b>0.00</b>      | <b>4,129.50</b> |                   |

|   | Opening<br>£    | Change<br>£     | Closing<br>£    |
|---|-----------------|-----------------|-----------------|
| <b>Reserves</b>                         |                 |                 |                 |
| 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        |
| <b>Remaining reserve</b>                | <b>2,784.52</b> | <b>4,129.50</b> | <b>6,914.02</b> |

**J Winterbourne Staff Costs**

|                       | Net Pay         | PAYE          | Total           | Expenses      | Total           | Notes  | HMRC Credit on PAYE Account |
|-----------------------|-----------------|---------------|-----------------|---------------|-----------------|--|-----------------------------|
|                       | £               | £             | £               | £             | £               |  | £                           |
| <b><u>2017/18</u></b> |                 |               |                 |               |                 |  |                             |
| Sept 17               | 645.98          |               | 645.98          | 156.00        | 801.98          |  |                             |
| Feb 18                | 645.98          |               | 645.98          |               | 645.98          |  |                             |
|                       | <b>1,291.96</b> | <b>0.00</b>   | <b>1,291.96</b> | <b>156.00</b> | <b>1,447.96</b> |  |                             |
| <b><u>2018/19</u></b> |                 |               |                 |               |                 |  |                             |
| Sept 18               | 771.92          |               | 771.92          | 156.00        | 927.92          |  |                             |
| March 19              | 1,046.08        |               | 1,046.08        |               | 1,046.08        |  |                             |
|                       | <b>1,818.00</b> | <b>0.00</b>   | <b>1,818.00</b> | <b>156.00</b> | <b>1,974.00</b> |  |                             |
| <b><u>2019/20</u></b> |                 |               |                 |               |                 |  |                             |
| Sept 19               | 737.20          | 212.80        | 950.00          | 156.00        | 1,106.00        |  |                             |
| March 20              | 737.20          | 212.80        | 950.00          |               | 950.00          |  |                             |
|                       | <b>1,474.40</b> | <b>425.60</b> | <b>1,900.00</b> | <b>156.00</b> | <b>2,056.00</b> |  |                             |
| <b><u>2020/21</u></b> |                 |               |                 |               |                 |  |                             |
| 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                     |
|                       | <b>1,954.40</b> | <b>279.60</b> | <b>2,234.00</b> | <b>156.00</b> | <b>2,390.00</b> |  |                             |
| <b><u>2021/22</u></b> |                 |               |                 |               |                 |  |                             |
| 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        |  |                             |
|                       | <b>2,147.40</b> | <b>216.00</b> | <b>2,363.40</b> | <b>156.00</b> | <b>2,519.40</b> |  |                             |

| 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  |                    |
| <b>Unrepresented Cheques from 2020/21</b> |                   |                                |                       |                      |                  |             |                   |              |                 |                  |  |                           |   |                    |
| 12/04/21                                  | Cheque 100349     |                                |                       |                      |                  |             |                   |              | -91.20          | 2,343.50         |  | Yes                       | Yes - 10/03/21  |                    |
| 12/04/21                                  | Cheque 100350     |                                |                       |                      |                  |             |                   |              | -8.80           | 2,284.70         |  | Yes                       | Yes - 10/03/21  |                    |
| <b>Current Year Expenditure:</b>          |                   |                                |                       |                      |                  |             |                   |              |                 |                  |  |                           |   |                    |
| 05/04/21                                  | Cheque 100353     | Nalc                           | Local councils        |                      | -147.19          |             | -147.19           | 2,137.51     | -147.19         | 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     | -257.60         | 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     | -135.00         | 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     | -135.00         | 5,522.91         |  | Yes                       | N/A - Yes - 12/07/21 - no value                                   |                    |
| 11/08/08                                  | Cheque 100357     | SILCCILCA                      | 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     | -288.00         | 5,234.91         | VAT refund assumed to be PAYE refund and paid on to clerk. Repaid by clerk in April 22 when it became clear it was the VAT refund and not a PAYE refund. | Yes                       | 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     | -40.00          | 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     | -1,029.10       | 4,165.81         |  | Yes                       | Yes - Yes - 06/10/21  |                    |
| 06/10/21                                  | Cheque 100361     | HMRC                           | PAYE                  |                      | -8.60            |             | -8.60             | 4,157.21     | -8.60           | 4,157.21         |  | Yes                       | Yes - Yes - 06/10/21  |                    |
| 06/10/21                                  | Cheque 100362     | J Winterbourne                 | Expenses              |                      | -156.00          |             | -156.00           | 4,001.21     | -156.00         | 4,001.21         |  | Yes                       | Yes - Yes - 06/10/21 - no value                                   |                    |
| 10/11/21                                  | Cheque 100363     | Poppy                          | Wreaths               |                      | -34.00           |             | -34.00            | 3,967.21     | -34.00          | 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     |                 | 3,967.21         | Not banked in year.  | No                        | Seen screenshot - Yes - 06/03/22 Draft Minutes                    |                    |
| 09/03/22                                  | Cheque 100365     | Clerk's salary                 | Half year salary      |                      | -820.30          |             | -820.30           | 3,056.92     |                 | 3,967.21         | 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     |                 | 3,967.21         | Not banked in year.  | No                        | N/A - Yes - 06/03/22 Draft Minutes                                |                    |
| 09/03/22                                  | Cheque 100368 NCC | Broadland Council CPS Training | Training              |                      | -65.00           |             | -65.00            | 2,784.52     |                 | 3,967.21         | Not banked in year.  | No                        | Yes - Yes - 06/03/22 Draft Minutes                                |                    |
|   |                   |                                |                       | <b>3,913.00</b>      | <b>-3,413.18</b> | <b>0.00</b> | <b>-3,413.18</b>  |              | <b>3,913.00</b> | <b>-3,220.49</b> |  |                           |   |                    |

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

| <b><u>ANALYSIS OF VARIANCES</u></b>   | <b>2020/21</b> | <b>2021/22</b> | <b>Variance</b> | <b>Variance</b> | <b>Explanation</b> | <b>Details</b> |
|---------------------------------------|----------------|----------------|-----------------|-----------------|--------------------|----------------|
|                                       | <b>£</b>       | <b>£</b>       | <b>£</b>        | <b>%</b>        | <b>Required?</b>   |                |
| <b>Balance brought forward</b>        | <b>1,949</b>   | <b>2,285</b>   | <b>335</b>      |                 |                    |                |
| <b><u>Income</u></b>                  |                |                |                 |                 |                    |                |
| Precept                               | 3,522          | 3,625          | 103             | 3%              |                    |                |
| Other Income                          | 1,640          | 0              | (1,640)         | -100%           |                    |                |
|                                       | <b>5,162</b>   | <b>3,625</b>   | <b>(1,537)</b>  |                 |                    |                |
| <b><u>Payments</u></b>                |                |                |                 |                 |                    |                |
| 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%            |                    |                |
|                                       | <b>(4,827)</b> | <b>(3,125)</b> | <b>1,702</b>    |                 |                    |                |
| <b>Balance carried forward</b>        | <b>2,285</b>   | <b>2,785</b>   | <b>500</b>      |                 |                    |                |

**2021/22 ANALYSIS**  
**RESERVES ANALYSIS**

|                               | Budget<br>£     | Expenditure<br>£ | Difference<br>£ | Reserve  |
|-------------------------------|-----------------|------------------|-----------------|--|
| <b>Precept</b>                |                 |                  |                 |  |
| 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  |
| <b>War Memorial works:</b>    |                 |                  |                 |  |
| Deposit from Burgh Society    |                 |                  | 0.00            |  |
| Spend not covered by Grant    |                 |                  | 0.00            |  |
| <b>Contribution</b>           | <b>3,625.00</b> | <b>-3,125.18</b> | <b>499.82</b>   |  |

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

|   | Opening<br>£    | Change<br>£   | Closing<br>£    |
|---|-----------------|---------------|-----------------|
| <b>Reserves</b>                         |                 |               |                 |
| 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        |
| <b>Remaining reserve</b>                | <b>2,284.70</b> | <b>499.82</b> | <b>2,784.52</b> |