

## Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

BURTON FLEMING PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	4,935	4,696	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	6,500	7,000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	1,909	1,046	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	(3,631)	(3,737)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	(5,017)	(3,766)	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	4,696	5,239	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	4,696	5,239	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	—	—	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
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)		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table>	Yes	No		✓	The Council 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.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

J.E. Helen

Date

09/05/17

I confirm that these accounting statements were approved by this smaller authority on:

09/05/17

and recorded as minute reference:

55/17

Signed by Chair at meeting where approval is given:

K W Wells

# Bank reconciliation – pro forma

Burton Fleming Parish Council

Financial year ending 31 March 2017

Prepared by JENNIFER HOBSON - CLERK (Name and role)

Date 10.05.17

	£	£
Balance per bank statements as at 31 March 2017:		
CURRENT ACCOUNT	2267.32	
DEPOSIT ACCOUNT	2971.77	
	<hr/>	5239.09
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2017		

Add: any un-banked cash at 31 March 2017

Net balances as at 31 March 2017 (Box 8)	<hr/>	<u>5239.09</u>
--	-------	----------------

***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

## CASH BOOK:

Opening Balance 1 April 2016 (Prior year Box 8)	4695.51
Add: Receipts in the year	8046.47
Less: Payments in the year	(7502.89)
Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)	<hr/> <u>5239.09</u>

**BURTON FLEMING PARISH COUNCIL -Annex 1****Box 3 Receipts Variance Explanations**

<b>Receipt</b>	<b>2015/16</b>	<b>2016/17</b>	<b>Variance</b>	<b>Explanation</b>
Bank Interest	£2.95	£2.75	-£0.20	Less interest received this year
Cemetery Fees	£200.00	£210.00	£10.00	More Cemetery Fees received this year
VAT Reclaimed	£0.00	£421.72	£421.72	VAT reclaimed this year covered previous year too
Grants Received	£1,623.41	£0.00	-£1,623.41	No Grants received this year
Donations Received	£53.00	£200.00	£147.00	£200 North Wolds Lions Club donation received this year
Newsletter Donations Received	£0.00	£182.00	£182.00	Parish Council only took over the administration of the newsletter this year
	£1,879.36	£1,016.47	<b>-£862.89</b>	

**BURTON FLEMING PARISH COUNCIL -Annex 2**

**Box 6 Payments Variance Explanations**

Payment	2015/16	2016/17	Variance	Explanation
Administration	£117.00	£95.70	-£21.30	Less admin expenses paid this year likely to be due to the website being set up last year
Open Spaces	£2,245.00	£2,290.00	£45.00	Increase in grass cutting costs this year
Electricity	£282.61	£172.23	-£110.38	Electricity supply cut off for a large part of 2016 so less cost than usual
Donations	£0.00	£300.00	£300.00	No donations made in previous year
War Memorial Cleaning	£1,111.50	£0.00	-£1,111.50	No war memorial cleaning required this year
Ragwort Treatment	£0.00	£25.00	£25.00	No ragwort treatment required in previous year
Pest Control	£0.00	£60.00	£60.00	No pest control required in previous year
Village Improvements	£73.02	£250.00	£176.98	New seat purchased with North Wolds Lions Club Donation
Website Subscription	£0.00	£33.85	£33.85	No website in previous year
Black Jack Repairs	£0.00	£130.00	£130.00	No Black Jack Repairs in previous year
Parish PC	£505.80	£0.00	-£505.80	No PC expense this year
SLCC Membership	£88.00	£93.00	£5.00	Increase in membership cost this year
Insurance	£251.85	£253.00	£1.15	Increase in premium this year
VAT Paid	£342.62	£63.37	-£279.25	Less purchases made this year hence less VAT paid this year
	£5,017.40	£3,766.15	<b>-£1,251.25</b>	