

Annual Account 2019-2020  
Supporting Information

**Key contact details**

<b>Authority name and reference</b>	<b>West Bagborough Parish Council. Somerset</b>
	<b>Clerk</b>
<b>Name</b>	Peter Hamilton
<b>Address</b>	Gardeners Cottage, Triscombe, Bishops Lydeard Taunton TA5 3HG
<b>Telephone no.</b>	01984618619
<b>Email address</b>	westbagboroughpc@gmail.com
	<b>Chair</b>
<b>Name</b>	Martin King
<b>Address</b>	1 Milton Cottages West Bagborough Taunton TA4 3EF
<b>Telephone no.</b>	01823432392
<b>Email address</b>	martinking2@btinternet.com
	<b>Person carrying out the independent internal audit</b>
<b>Name</b>	Jane Kimber
<b>Address</b>	Court Barton, West Bagborough Taunton TA4 3EQ
<b>Telephone no.</b>	01823432281
<b>Email address</b>	janekimber1@gmail.com

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**Bank reconciliation**

FINANCIAL YEAR ENDING 31 MARCH 2019			
<b>Authority name and reference</b>	West Bagborough Parish Council. Somerset		
Prepared by: Name	Peter Hamilton	Date:	5 <sup>th</sup> July 2020
Role (Clerk/RFO etc)	Clerk		
Approved by: Name	Martin King	Date:	16 <sup>th</sup> July 2020
Role (RFO/Chair etc)	Chair		
<b>Balance per bank statements as at 31 March 2020</b>	<b>£</b>	<b>TOTAL £</b>	
List balances on all bank accounts plus petty cash floats at 31 March 2020:			
Unity Trust Bank. 20370804	11486		11486
<b>Less:</b> any un-presented cheques at 31 March 2020: (normally only current account. List date, cheque number & value. Use separate list if needed )			
<b>Add</b> any unbanked cash at 31 March 2020: (List date & amount received)			
<b>TOTAL - NET BANK BALANCES AS AT 31 MARCH 2020</b>			<b>11486</b>

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
<b>CASH BOOK (receipts and payments/income &amp; expenditure schedules)</b>	<b>£</b>
Opening Balance:	5539
Add: Receipts in the year:	11867
Less: Payments in the year:	5920
<b>CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2019</b>	<b>11486</b>
<b>Must equal total net bank balances above and Section 2, Box 8</b>	

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**Variances that require explanation**

Authority name and reference	West Bagborough Parish Council. Somerset				
Box on Section 2 Accounting Statements	(a) 2019 £	(b) 2020 £	(c) Variance Increase(+) or decrease(-) <b>(b - a)</b> £	(d) Variance divided by 2019 figure times 100 <b>(c / a *100)</b> %	Explanation required? Less than £250 or 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	3500	3500	Nil	Nil	No
Box 3 -Total other receipts	18128	11866	6262-	34%	Yes
Box 4 -Staff costs	700	900	200+	28%	Yes
Box 5 -Loan interest/ capital repayments	n/a				
Box 6 -All other payments	35491	5020	30471-	85%	Yes
Box 9 -Total fixed assets plus long-term investments and assets	47069	47069	Nil	Nil	No
Box 10 – Total borrowings	n/a				

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**Variances.Receipts**

<b>Authority name and reference</b>	West Bagborough Parish Council. Somerset	
<b>BOX NO</b>	<b>Three. Receipts</b>	<b>£</b>
(b) Figure in 2020 column		11867
(a) Figure in 2019 column		21628
<b>(d) Total variance: 2019 figure less 2018 figure: (b - a)</b> A positive figure is an increase (+) a negative figure is a decrease (-)		9761-

Reasons (as many as are applicable)	Amount £
Reason 1 VAT refund difference.	4966+
Reason 2 No 106 grants in 2019-2020	14709-
Reason 3 One off credit from Insurers	18 -
<b>(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)</b>	9761-
<b>(f) Unexplained amount £ of total variance at (d - e)</b>	Nil
Unexplained as % of 2019 figure ( $f / a * 100$ ) <span style="color: red;">(must be below 15%)</span>	Nil
<b>Confirm unexplained amount is less than 15% of 2019 figure</b> <b>YES – satisfactorily explained</b> <b>NO – provide further explanations</b>	YES

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**Variances. Payments**

<b>Authority name and reference</b>	West Bagborough Parish Council. Somerset	
<b>BOX NO</b>	<b>Six. Payments</b>	<b>£</b>
(b) Figure in 2020 column		5920
(a) Figure in 2019 column		36191
<b>(d) Total variance: 2020 figure less 2019 figure: (b - a)</b> <b>A positive figure is an increase (+)</b> <b>a negative figure is a decrease (-)</b>		30271-

Reasons (as many as are applicable)	Amount £
Capital Purchase of additional play equipment	30931-
Increase in Clerks Salary	200+
Additional costs grounds maintenance	80+
One off planning preparation works.	140-
Playpark Repairs to Pirate Ship.	200+
External Audit Fees	240+
Taunton CAB Grant	100+
Other minor items such as non-recurring costs and annual increases to subs, rent and insurance etc. Nett impact shown.	20-
<b>(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)</b>	30271
<b>(f) Unexplained amount £ of total variance at (d - e)</b>	NIL
Unexplained as % of 2019 figure ( $f / a * 100$ ) <b>(must be below 15%)</b>	NIL
<b>Confirm unexplained amount is less than 15% of 2019 figure</b> <b>YES – satisfactorily explained</b> <b>NO – provide further explanations</b>	YES

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**Variances. Asset Register.**

<b>Authority name and reference</b>	<b>West Bagborough Parish Council. Somerset</b>	
<b>BOX NO</b>	<b>Nine. Asset register.</b>	<b>£</b>
(b) Figure in 2020 column		47069
(a) Figure in 2019 column		47069
<b>(d) Total variance: 2020 figure less 2019 figure: (b - a)</b> A positive figure is an increase (+) a negative figure is a decrease (-)		No changes

Reasons (as many as are applicable)	Amount £
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	Nil
(f) Unexplained amount £ of total variance at (d - e)	Nil
Unexplained as % of 2019 figure ( $f / a * 100$ ) (must be below 15%)	Nil
<b>Confirm unexplained amount is less than 15% of 2019 figure</b> <b>YES – satisfactorily explained</b> <b>NO – provide further explanations</b>	YES

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**Reconciliation boxes 7 and 8.**

<b>Authority name and reference</b>	West Bagborough Parish Council. Somerset	
		£
<b>A</b>	Figure in <b>Box 8</b> of 2020 column of the Annual Return	11486
<b>B</b>	<b>Less</b> Creditors at 31 March 2020 – owed by the Authority (please supply a detailed list of creditors – <a href="#">see below</a> ) Also subtract any receipts in advance	Nil
<b>C</b>	<b>Plus</b> Debtors at 31 March 2020 – owed to the Authority (please supply a detailed list of debtors – <a href="#">see below</a> ) Also add any payments made in advance (prepayments)	Nil
<b>D</b>	<b>TOTAL</b>	11486

	Figure in <b>Box 7</b> of 2020 column of the Annual Return <b>(must equal line D above)</b>	11486
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**Creditors/receipts in advance list**

Name	Invoice/receipt in advance reference	Date	£ amount
			nil
<b>Total – agreed to B</b>			<b>nil</b>

**Debtor list/prepayments list**

Name	Debtor/prepayment reference	Date	£ amount
<b>Total – agreed to C</b>			<b>nil</b>

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**Analysis of earmarked reserves**

<b>Authority name and reference</b>	West Bagborough Parish Council. Somerset
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
Emergency/contingency reserve for unforeseen matters and uncontrollable costs (e.g. election expenses, storm damage clearance etc)	Short term	5000
<b>(a) TOTAL</b>		<b>5000</b>

Note: \* short-term investments would be included in Box 8 of the Accounting Statements in the Annual return; long-term investments would be in Box 9.

**Please provide an explanation for any high level of general reserves if over 3 times (or less than 0.1) of the precept/rates and levies.**

	£
<b>(b) Precept/rates and levies (Accounting Statements Box 2)</b>	3500
<b>(c) Balance carried forward (Accounting Statements Box 7)</b>	11486
<b>(d) Amount of balances less total earmarked reserves (c – a)</b>	11486
<b>Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)</b>	3.28
<b>Reason if over 3 times or less than 0.1</b>	
Large VAT refund received in 2019-2020. £5500	



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**Certification of commencement of Public Rights**

<b>Authority name and reference</b>	<b>West Bagborough Parish Council. Somerset</b>
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**I confirm that the dates set for the period of exercise of public rights are as follows:**

	<b>Date</b>
<b>Announcement</b>	<b>20th July 2020</b>
<b>Commencement</b>	<b>21<sup>st</sup> July 2020</b>
<b>Ending on</b>	<b>31<sup>st</sup> August 2020</b>

<b>Signed by Clerk/RFO</b>	
	<b>P R Hamilton. 5<sup>th</sup> July 2020</b>

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**Register of Assets.**

<b>Authority name and reference</b>	<b>West Bagborough Parish Council. Somerset</b>
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Description	Acquisition Date	Value £
Jubilee Walk. OS7573 part of footpath West of church	1887	1
War memorial Plot (as trustee). (Gifted)	Ca1920	1
Childrens Playground	1972	450
Playing Field OS5964 approx 3 acres. Acquisition part of larger transaction	1980	1800
Climbing structure (pirate ship), basket swing and play table	2012	7300
Basketball Pitch (surface and basket pole etc.)	2002	3783
9 seats and benches (Jubilee Walk)	Unknown	9
Ex BT Public phone Box. (£1 transfer from BT)	2009	1
Street Light	1988	250
Set of Gang Mowers	1989	400
2xNotice boards	1995	620
Millenium Quilt (Gifted)	2002	1
New Large Notice Board at Village Hall.	2015	1070
HP OfficeJet Pro 6830 Printer	2016	70
HP 250G4 laptop with W10 and Office	2016	382
New play equipment. Log Swing x 2. Horizontal Ladder. Stepping Stones. Drop Rope Traverse. Sahara Complex. Traversing Forest. Spider log Climber. (see full quote for details)	2018	30931
TOTAL VALUE		47069

**Notes for 2019/2020.**

No changes

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**‘No’ or ‘Not covered’ on the Annual Internal Audit Report**

<b>Authority name and reference</b>	West Bagborough Parish Council. Somerset
<b>Person carrying out the internal audit</b>	JANE KIMBER

<b>Internal Audit Objective Conclusion (A to K)</b>	<b>Explanation for ‘No’ and what the Authority is doing to address the weakness - or explanation for why ‘Not covered’*</b>
	<b><u>NOTHING TO REPORT. ALL CRITERIA MET.</u></b>

\* Note: if the relevant objective is **applicable but has not been covered**, the person carrying out the internal audit must provide the Authority and the external auditor with details of:

- o why the objective has not been covered
- o when the most recent internal audit work was done in this area and
- o when it is next planned