

Baslow and Bubnell Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

1. The audit of accounts for Baslow and Bubnell Parish Council for the year ended 31 March 2020 has been completed and the accounts have been published.	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Baslow and Bubnell Parish Council on application to:	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(a) <u>SARAH PORTER</u> <u>CASEY</u>	(b) Insert the hours during which inspection rights may be exercised
(b) <u>1pm → 8pm Mon - Fri</u>	(c) Insert a reasonable sum for copying costs
3. Copies will be provided to any person on payment of £ <u>5</u> (c) for each copy of the Annual Governance & Accountability Return.	(d) Insert the name and position of person placing the notice
Announcement made by: (d) <u>Sarah Porter</u>	(e) Insert the date of placing of the notice
Date of announcement: (e) <u>20th November 2020</u>	

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The **Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO **should** initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections:	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		✓

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

Baslow and Bubnell Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received; based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR risk 'not covered')			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

14.05.2020
TERRY R. AND WOOD

Signature of person who carried out the internal audit

Terry R. Wood

Date

14.05.2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Baslow and Bubnell Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/20

and recorded as minute reference:

23.06.20.05

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

AB

Clerk

SP

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.baslowvillage.com

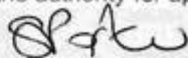
Section 2 – Accounting Statements 2019/20 for

Baslow and Bubnell Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	70,866	63,868	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	14,719	14,719	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	9,261	6,383	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	5,690	5,843	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	25,288	36,265	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	63,868	42,862	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	63,868	42,862	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	44,104	44,104	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	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)	Yes	No	The Council, as a body corporate, 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.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

23/06/20

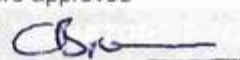
I confirm that these Accounting Statements were approved by this authority on this date:

23/06/20

as recorded in minute reference:

23.06.20.06

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2019/20

In respect of

BASLOW AND BUBNELL PARISH COUNCIL – DE0020

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as amended by SI 2020/404 the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 as it failed to make proper provision during the year 2020/21 for the exercise of public rights, since the correct information was not published on a website as well as a noticeboard. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2020/21 and ensure that it makes proper provision for the exercise of public rights during 2021/22.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

03/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

LOCAL COUNCIL NAME

Baslow&Bubnell Parish Council

COUNTY

Derbyshire

BANK RECONCILIATION YEAR ENDED 31 MARCH 2020

		£
A	Balance on the bank statement at 31 March 2020 (taken from bank statement)	42,862
	Outstanding items	
B	Less unpresented cheques (to agree with attached list)	0
C	Plus uncleared payments into bank (to agree with attached list)	0
D	Petty cash Plus any petty cash balance held at 31 March 2020	0
E	Balance in the cash book (council's own records) at 31 March 2020 (Calculated as A-B+C+D=E and agrees with Box 8 on the Annual Return)	42,862

There is a still high level of reserves as the Parish Council are still developing the new play area for the village – the Baslow Woodland Area. Spend has started and a nature trail and bike track are being installed in 2020.

Explanations of significant variances

We require explanations for significant variances (increases or decreases) of more than 15% between 2019 and 2020 in boxes 2, 3, 4, 5, 6 and 9. Variances of less than 15% or less than £250 need not be explained.

Your explanations must be quantified, ie state how much of the variance is covered by each specific explanation. Your explanations must ensure that the variances for each box are explained and quantified to within 15%.

Guidance is available at paragraph 6 on the back of the 2020 Annual Return and in the *Practitioners' Guide* – available on line at the NALC website.

You can set out your explanations of variances in any way you wish, but they should be clear and complete and easy to follow.

Our suggested method of how to identify variances that require explanation, and suggested layout for providing explanations are set out below.

Identifying which variances require explanation

Positive and negative variances must be explained

Box on section 1	2019 £	2020 £	Variance Increase (+) or decrease (-) (2020 less 2019) £	% (Variance divided by 2019 figure multiplied by 100)	Explanation required? Less than £250? - NO Less than 15% - NO More than 15% - YES
Box 2 Annual Precept	14,719	14,719	0	0	NO
Box 3 Total other receipts	9,261	6,383	-2,878	-31%	YES
Box 4 Staff costs	5,690	5,843	153	2.7%	NO
Box 5 Loan interest/ capital repayments	0	0	0	0	NO
Box 6 All other payments	25,288	36,265	10,977	43%	YES
Box 9 Total fixed assets	44,104	44,104	0	0	NO

Explanations of significant variances - continued

Suggested layout for explanations

One sheet to be prepared for each variance that requires explanation.

BOX NO 3	£
Figure in 2019 column	9,261
Figure in 2020 column	6,383
Variance (2019 figure less 2020 figure)	-2,878

Reasons (as many as are applicable)	Amount £
Reason 1 – Reduction in Burial income	-2,878
Unexplained	
Confirm unexplained amount is less than 15% of 2019 figure	

Suggested layout for explanations

One sheet to be prepared for each variance that requires explanation.

BOX NO 6	£
Figure in 2019 column	25,288
Figure in 2020 column	36,265
Variance (2019 figure less 2020 figure)	10,977

Reasons (as many as are applicable)	Amount £
Reason 1 – New Woodland Playground costs	10,977
Unexplained	
Confirm unexplained amount is less than 15% of 2019 figure	

Baslow and Bubnell Parish Council

Bank Rec. As at 9th April 2020

	RBS Current £	RBS Reserve £	Yorkshire Bank Current £	Summary £
Cash Book : Bal b/fwd current A/C 1st April 2019	500.00	63,367.87	0.00	63,867.87
plus : receipts	21,002.76	99.44	1,630.88	22,633.64
less : payments	-42,107.81			-42,107.81
unpresented items				0.00
transferred to reserve a/c	21,105.05	-21,105.05		21,105.05
	<u>500.00</u>	<u>42,362.26</u>	<u>1,630.88</u>	<u>44,493.14</u>
Unpresented chqs				0.00
Unpresented receipts				0.00
Balance		<u>42,362.26</u>	<u>1,630.88</u>	<u>43,993.14</u>
Bank : Current A/C - 16/04/20	0.00			0.00
Deposit A/C - 08/04/20		41,231.38		41,231.38
Yorkshire Bank - 01/03/20			1,630.88	1,630.88
				0.00
Balance at bank	<u>0.00</u>	<u>41,231.38</u>	<u>1,630.88</u>	<u>42,862.26</u>
difference	0.00	1,130.88	0.00	1,130.88
	Yorkshire bank account			

Signed by Responsible Finance Officer

Signed by Chairman

RESERVES		RBS Current £	RBS Reserve £	RBS Reserve £	Total £
Current Bank Balance as per cashbook and bank statements Start of Year		500.00	63,367.87	0.00	63,867.87
*	Woodland additionaly equipment		10,000.00	10,000.00	
	Village Green improvements including sign		2,000.00	2,000.00	
	General reserve	500.00	14,500.00	14,500.00	
		<u>500.00</u>	<u>26,500.00</u>	<u>26,500.00</u>	<u>53,500.00</u>
*					

Monthly Budget Monitoring

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2	BASLOW AND BUBNELL PARISH COUNCIL														
3	RECEIPTS & PAYMENTS ACCOUNT 2019 - 2020														
4	Date	9th April 2020													
5	Month	12													
6															
7	PAYMENTS	Administration													
8		Clerk's salary	5,843.21	5,808.00	(35.21)										
9		Clerk's expenses	274.70	340.00	65.30										
10		Parish Mobile phone	78.00	72.00	(6.00)										
11		Councillor's expenses (travel & sub - £10 / person)	17.95	75.00	57.05										
12		Training	0.00	200.00	200.00										
13		Audit fees	276.80	100.00	(176.80)										
14		Room hire	264.00	350.00	86.00										
15		Subscription DALC + PPP Forum	138.00	125.00	(13.00)										
16		Website maintenance	712.97	1,000.00	287.03										
17		Insurance	494.75	500.00	5.25										
18		Stationery, Printing and Adverts	109.31	100.00	(9.31)										
19			8,209.69	8,670.00	460.31										
20		Burial Ground													
21		Maintenance	50.00	100.00	50.00										
22		Rates inc. water	47.90	150.00	102.10										
23		Refuse removal	0.00	0.00	0.00										
24		Grass cut	1,050.00	1,200.00	150.00										
25			1,147.90	1,450.00	302.10										
26		Community Orchard and Amenity Area													
27		Grass cutting	1,125.00	1,200.00	75.00										
28		Other Maintenance	497.50	0.00	(497.50)										
29			1,622.50	1,200.00	(422.50)										
30		Old Ford													
31		Grass cutting	150.00	150.00	0.00										
32			150.00	150.00	0.00										
33		Woodland Park													
34		Safety Inspection	0.00	100.00	100.00										
35		Playground Maintenance	1,000.00	500.00	(500.00)										
36		Woodland Maintenance	320.00	500.00	180.00										
37		Woodland Rent	50.00	50.00	0.00										
38		Woodland Spraying	0.00	150.00	150.00										
39			1,370.00	1,300.00	(70.00)										
40		Misc													
41		Village clock maintenance	217.00	200.00	(17.00)										
42		Bench - maintenance	230.00	1,000.00	770.00										
43		Grit Bins x 5 / 2 x fills	0.00	375.00	375.00										
44		Grit - store for paths/roads	50.00	0.00	(50.00)										
45		Election Costs	243.09	239.00	(4.09)										
46		Parish Paths	426.00	330.00	(96.00)										
47		Dog Bins	0.00	0.00	0.00										
48		Contingency	0.00	0.00	0.00										
49			1,166.09	2,144.00	977.91										
50		S137 Grants													
51		S137 grants (incl Village Hall donations)	652.90	1,500.00	847.10										
52			652.90	1,500.00	847.10										
53	WORKING PARTIES														
54		WP - Emergency Planning	0.00	0.00	0.00										
55		WP - Woodland	22,964.45	0.00	(22,964.45)										
56		WP - Orchard	0.00	0.00	0.00										
57			22,964.45	0.00	(22,964.45)										
58															
59		Total Payments	37,283.53	16,414.00	(20,869.53)										
60															
61		VAT	4,824.28	0.00	(4,824.28)										
62		Total Payments after VAT	42,107.81	16,414.00	(25,693.81)										
63															
64															
65															
66	RECEIPTS														
67		Bank Interest	1,699.44	15.00	1,684.44										
68		DDDC Reimbursements	999.00	999.00	0.00										
69		DCC Footpath Grant (Right of way Grant)	385.00	385.00	0.00										
70		Burial Ground	1,605.00	0.00	1,605.00										
71		Website	160.00	160.00	0.00										
72		Donations	1,307.00	0.00	1,307.00										
73		Vat	227.76	1,000.00	(772.24)										
74		Total Receipts before precept	6,383.20	2,559.00	3,824.20										
75															
76		Precept	14,719.00	14,719.00	0.00										
77															
78		TOTAL RECEIPTS Including PRECEPT	21,102.20	17,278.00	3,824.20										
79															
80		PROFIT / (LOSS) for year to 31st March 2020	-21,005.61	864.00	-21,869.61	-781.59	864.00	-1,645.59							
81															
82															
83															
84		Cumulative Bank Balances as at 1st April 2017						63,867.87							
85		Forecast surplus in year						-781.59							
86															
87		Forecast Cumulative Bank Balances as at 31st March 2018						63,086.28							

BASLOW AND BUBNELL PARISH COUNCIL
PAYMENTS 2019 - 2020

DATE	Cheque	Paid To/Details	Meeting Approval	Cleared Account	ADMINISTRATION										BURIAL GROUND				AMENITY		OLD FORD	WOODLAND PARK				
					Clerk's Salary	Clerk's Expenses	Parish Mobile Phone	Councillor's Expenses	Training	Audit Fees	Room Hire	Subs	Website	Insurance	Stationery, Printing and Adverts	Maintenance	Rates	Refuse	Grass cutting	Grass Cutting	Other Maintenance	Grass Cutting	Safety Inspection	Playground Maintenance	Woodland Maintenance	Woodland Rent
				Budget	5,808.00	340.00	72.00	75.00	200.00	100.00	350.00	125.00	1,000.00	500.00	100.00	100.00	150.00	0.00	1,200.00	1,200.00	0.00	150.00	100.00	500.00	500.00	50.00
16/04/2019	1434	Clerk pay and expenses	16/04/2019	24/04/2019	476.40	26.50	6.00								7.32											
16/04/2019	1435	Opera PR - Website	16/04/2019	07/05/2019							32.00		79.99													
16/04/2019	1436	Baslow Village Hall	16/04/2019	08/05/2019																						
16/04/2019	1437	Peak Park Parishes Forum Subs	16/04/2019	15/05/2019								24.00														
21/05/2019	1438	Clerk pay and expenses	21/05/2019	13/01/2020	464.60	20.00	6.00																			
21/05/2019	1439	Zurich	21/05/2019	29/05/2019										494.75												
21/05/2019	1440	William Brindley	21/05/2019	29/05/2019														140.00	110.00		20.00			200.00		
21/05/2019	1441	Thompson Tree services	21/05/2019	05/06/2019																						
21/05/2009	1442	Information Commissioner	21/05/2019	03/06/2019								40.00														
21/05/2019	1443	Opera PR - Website	21/05/2019	10/06/2019									200.00													
21/05/2019	1444	Audit	21/05/2019	05/06/2019						76.80																
21/05/2019	1445	Peak Playground	21/05/2019	06/06/2019																						
18/06/2019	1446	Clerk pay and expenses	18/06/2019	20/06/2019	464.40	28.20	6.00																			
18/06/2019	1447	Judson Signs	18/06/2019	02/07/2019																						
18/06/2019	1448	William Brindley	18/06/2019	02/07/2019																						
18/06/2019	1449	Baslow Methodist Chapel	18/06/2019	04/07/2019							108.00															
18/06/2019	1450	HMRC	18/06/2019	01/07/2019	186.21																					
16/07/2019	1451	Clerk pay and expenses	16/07/2019	23/07/2019	945.20	40.00	12.00								7.35											
16/07/2019	1452	William Brindley	16/07/2019	26/07/2019																						
17/09/2019	1453	Clerk pay and expenses	17/09/2019	20/09/2019	448.00	20.00	6.00																			
17/09/2019	1454	William Brindley	17/09/2019	26/09/2019																						
17/09/2019	1455	Opera PR - Website	17/09/2019	03/10/2019									232.98													
17/09/2019	1456	Thompson Tree Services	17/09/2019	07/10/2019																						
17/09/2019	1457	Audit - PKR	17/09/2019	30/09/2019						200.00															120.00	
17/09/2019	1458	David Robins	17/09/2019	19/09/2019																			1,000.00			
03/10/2019	DD	DDDC	17/09/2019	01/11/2019																						
15/10/2019	1459	Clerk pay and expenses	15/10/2019	22/10/2019	476.40	20.00	6.00																			
15/10/2019	1460	William Brindley	15/10/2019	29/10/2019																						
15/10/2019	1461	Village Hall	15/10/2019	05/11/2019							16.00															
15/10/2019	1462	Chatsworth	15/10/2019	28/10/2019																						
15/10/2019	1463	British Legion	15/10/2019	29/10/2019																						
19/11/2019	1464	Clerk pay and expenses	19/11/2019	26/11/2019	476.40	20.00	6.00	17.95							62.00											
19/11/2019	1465	William Brindley	19/11/2019	02/12/2019											7.32											
19/11/2019	1466	Chris Holland - Noticeboard	19/11/2019	29/11/2019																						
19/11/2019	1467	Website - Opera PR	19/11/2019	03/12/2019									200.00													
19/11/2019	1468	St Anne's Church	19/11/2019	28/11/2019																						
10/12/2019	1469	Clerk pay and expenses	21/01/2020	20/12/2019	476.40	20.00	6.00								18.00											
03/12/2019	1470	Tree lights	21/01/2020	10/12/2019																						
21/01/2020	1471	Clerk pay and expenses	21/01/2020	23/01/2020	357.30	20.00	6.00																			
21/01/2020	1472	Paving slabs - D Robins	21/01/2020	29/01/2020																						
17/03/2020	1	Clerk pay and expenses	17/03/2020	24/03/2020	357.30	20.00	6.00																			
17/03/2020	2	Clerk pay and expenses	17/03/2020	24/03/2020	357.30	20.00	6.00								7.32											
17/03/2020	3	Village Hall clock - Smiths	17/03/2020	31/03/2020																						
17/03/2020	4	Website - Opera PR	17/03/2020	VOID									Bounced													
17/03/2020	5	CPRE -Friends of the Peaks	17/03/2020	20/04/2020								50.00														
17/03/2020	6	Water Plus	17/03/2020	31/03/2020																						
17/03/2020	7	Methodist Chapel hall hire	17/03/2020	23/04/2020							108.00							47.90								
17/03/2020	8	PPPF	17/03/2020	14/04/2020								24.00														
17/03/2020	11	Clerk pay and expenses	17/03/2020	28/04/2020	357.30	20.00	6.00																			
					5,843.21	274.70	78.00	17.95	0.00	276.80	264.00	138.00	712.97	494.75	109.31	50.00	47.90	0.00	1,050.00	1,125.00	497.50	150.00	0.00	1,000.00	320.00	50.00
					8,209.69										1,147.90				1,622.50		150.00					

BASLOW AND BUBNELL PARISH COUNCIL
PAYMENTS 2019 - 2020

DATE	Cheque	Paid To/Details	Meeting Approval	Cleared Account	MISCELLANEOUS							DONATIONS	WORKING PARTIES				TOTAL	VAT	TOTAL
					Woodland weed spraying	Village clock	Bench Maintenance	Grit Bins & Salt	Grit Store / Footpaths	Election	Parish Paths and Roundabout	Dog Bins	S137	Emergency	Woodland Park	Orchard	By Category		By Item
				Budget	150.00	200.00	1,000.00	375.00	0.00	239.00	330.00	0.00	1,500.00	0.00	26,000.00	0.00	42,414.00	1,000.00	
16/04/2019	1434	Clerk pay and expenses	16/04/2019	24/04/2019													516.22		516.22
16/04/2019	1435	Opera PR - Website	16/04/2019	07/05/2019													79.99		79.99
16/04/2019	1436	Baslow Village Hall	16/04/2019	08/05/2019													32.00		32.00
16/04/2019	1437	Peak Park Parishes Forum Subs	16/04/2019	15/05/2019													24.00		24.00
21/05/2019	1438	Clerk pay and expenses	21/05/2019	13/01/2020													490.60		490.60
21/05/2019	1439	Zurich	21/05/2019	29/05/2019													494.75		494.75
21/05/2019	1440	William Brindley	21/05/2019	29/05/2019							20.00						290.00		290.00
21/05/2019	1441	Thompson Tree services	21/05/2019	05/06/2019													200.00	40.00	240.00
21/05/2009	1442	Information Commissioner	21/05/2019	03/06/2019													40.00		40.00
21/05/2019	1443	Opera PR - Website	21/05/2019	10/06/2019													200.00		200.00
21/05/2019	1444	Audit	21/05/2019	05/06/2019													76.80		76.80
21/05/2019	1445	Peak Playground	21/05/2019	06/06/2019											22,927.50		22,927.50	4585.50	27,513.00
18/06/2019	1446	Clerk pay and expenses	18/06/2019	20/06/2019													498.60		498.60
18/06/2019	1447	Judson Signs	18/06/2019	02/07/2019													136.00	27.20	163.20
18/06/2019	1448	William Brindley	18/06/2019	02/07/2019													535.00		535.00
18/06/2019	1449	Baslow Methodist Chapel	18/06/2019	04/07/2019													108.00		108.00
18/06/2019	1450	HMRC	18/06/2019	01/07/2019													186.21		186.21
16/07/2019	1451	Clerk pay and expenses	16/07/2019	23/07/2019													1,004.55		1,004.55
16/07/2019	1452	William Brindley	16/07/2019	26/07/2019													340.00		340.00
17/09/2019	1453	Clerk pay and expenses	17/09/2019	20/09/2019													474.00		474.00
17/09/2019	1454	William Brindley	17/09/2019	26/09/2019					50.00								710.00		710.00
17/09/2019	1455	Opera PR - Website	17/09/2019	03/10/2019													232.98		232.98
17/09/2019	1456	Thompson Tree Services	17/09/2019	07/10/2019													120.00	24.00	144.00
17/09/2019	1457	Audit - PKR	17/09/2019	30/09/2019													200.00	40.00	240.00
17/09/2019	1458	David Robins	17/09/2019	19/09/2019													1,000.00		1,000.00
03/10/2019	DD	DDDC	17/09/2019	01/11/2019						243.09							243.09		243.09
15/10/2019	1459	Clerk pay and expenses	15/10/2019	22/10/2019													502.40		502.40
15/10/2019	1460	William Brindley	15/10/2019	29/10/2019							20.00						450.00		450.00
15/10/2019	1461	Village Hall	15/10/2019	05/11/2019													16.00		16.00
15/10/2019	1462	Chatsworth	15/10/2019	28/10/2019													50.00		50.00
15/10/2019	1463	British Legion	15/10/2019	29/10/2019													62.00		62.00
19/11/2019	1464	Clerk pay and expenses	19/11/2019	26/11/2019											36.95		564.62		564.62
19/11/2019	1465	William Brindley	19/11/2019	02/12/2019							220.00						540.00		540.00
19/11/2019	1466	Chris Holland - Noticeboard	19/11/2019	29/11/2019													347.50		347.50
19/11/2019	1467	Website - Opera PR	19/11/2019	03/12/2019													200.00		200.00
19/11/2019	1468	St Anne's Church	19/11/2019	28/11/2019									115.00				115.00		115.00
10/12/2019	1469	Clerk pay and expenses	21/01/2020	20/12/2019													520.40		520.40
03/12/2019	1470	Tree lights	21/01/2020	10/12/2019									537.90				537.90	107.58	645.48
21/01/2020	1471	Clerk pay and expenses	21/01/2020	23/01/2020													383.30		383.30
21/01/2020	1472	Paving slabs - D Robins	21/01/2020	29/01/2020			230.00										230.00		230.00
17/03/2020	1	Clerk pay and expenses	17/03/2020	24/03/2020													383.30		383.30
17/03/2020	2	Clerk pay and expenses	17/03/2020	24/03/2020													390.62		390.62
17/03/2020	3	Village Hall clock - Smiths	17/03/2020	31/03/2020		217.00											217.00		217.00
17/03/2020	4	Website - Opera PR	17/03/2020	VOID													0.00		0.00
17/03/2020	5	CPRE -Friends of the Peaks	17/03/2020	20/04/2020													50.00		50.00
17/03/2020	6	Water Plus	17/03/2020	31/03/2020													47.90		47.90
17/03/2020	7	Methodist Chapel hall hire	17/03/2020	23/04/2020													108.00		108.00
17/03/2020	8	PPPF	17/03/2020	14/04/2020													24.00		24.00
17/03/2020	11	Clerk pay and expenses	17/03/2020	28/04/2020													383.30		383.30
																	0.00		0.00
																	0.00		0.00
																	0.00		0.00
																	0.00		0.00
					0.00	217.00	230.00	0.00	50.00	243.09	426.00	0.00	652.90	0.00	22,964.45	0.00	37,283.53	4,824.28	42,107.81
									1,166.09				652.90		22,964.45		37,283.53	4,824.28	42,107.81

Receipts

BASLOW AND BUBNELL PARISH COUNCIL

	Totals	14,719.00	1,600.00	99.44	999.00	385.00	1,605.00	160.00	1,307.00	227.76	21,102.20
RECEIPTS 2019 - 2020	Budget	14,719.00	0.00	15.00	999.00	385.00	0.00	160.00	0.00	1,000.00	17,278.00

Date	Received from	Payment	Cleared account	Precept	Current Account Interest	Deposit Account Interest	DDC Reimburse	DCC Footpath	Burial Ground	Website Income	Donations Grants	VAT	TOTAL	
02/04/2019	Northwood&Tinkersley PC	Cheque	16/04/2019	14,719.00							7.00		7.00	
04/04/2019	HMRC	BACS	04/04/2019										227.76	227.76
25/04/2019	DDDC	BACS	30/04/2019											14,719.00
30/04/2019	RBS	RBS	30/04/2019			11.16								11.16
05/05/2019	Percivals	Cheque	14/05/2019							110.00				110.00
07/05/2019	Baslow Pottery	Cheque	14/05/2019								20.00			20.00
03/05/2019	Triumph	BACS	03/05/2019								20.00			20.00
13/05/2019	Baslow Physio	BACS	13/05/2019								20.00			20.00
21/05/2019	DCC Grant	Cheque	22/05/2019									500.00		500.00
23/05/2019	Fishers	BACS	03/06/2019								40.00			40.00
23/05/2019	Rowleys	BACS	23/05/2019							40.00			40.00	
31/05/2019	RBS	RBS	31/05/2019			13.23							13.23	
03/06/2019	Percivals	Cheque	14/06/2019						110.00				110.00	
24/06/2019	Hulleys	BACS	24/06/2019							20.00			20.00	
28/06/2019	RBS	RBS	28/06/2019			8.52							8.52	
16/07/2019	Daynes Monuments	Cheque	23/07/2019						35.00				35.00	
31/07/2019	RBS	RBS	31/07/2019			8.69							8.69	
01/08/2019	Mettams	Cheque	28/08/2019						200.00				200.00	
30/08/2019	Percivals	Cheque	16/09/2019						110.00				110.00	
30/08/2019	Mettams	Cheque	16/09/2019						100.00				100.00	
30/08/2019	RBS	RBS	30/08/2019			7.72							7.72	
30/09/2019	RBS	RBS	30/09/2019			7.92							7.92	
10/10/2019	Mettams	Cheque	21/10/2019						200.00				200.00	
11/10/2019	Mettams	Cheque	21/10/2019						200.00				200.00	
31/10/2019	RBS	RBS	31/10/2019			7.57							7.57	
23/11/2019	Percivals	Cheque	03/01/2020						35.00				35.00	
29/11/2019	RBS	RBS	29/11/2020			6.93							6.93	
11/12/2019	Percivals	Cheque	03/01/2020						35.00				35.00	
20/12/2019	Mettams	Cheque	03/01/2020						100.00				100.00	
30/12/2020	RBS	RBS	30/12/2020			7.24							7.24	
06/01/2020	Mandale Memorials	Cheque	20/01/2020						35.00				35.00	
14/01/2020	DDDC	BACS	16/01/2020				999.00						999.00	
14/01/2020	VE Day donations - II	BACS	24/01/2020								200.00		200.00	
16/01/2020	Community Grant DCC	Cheque	10/02/2020								500.00		500.00	
31/01/2020	RBS	RBS	31/01/2020			6.96							6.96	
18/02/2020	Mettams	Cheque	23/03/2020						100.00				100.00	
18/02/2020	Mandale Memorials	Cheque	23/03/2020						35.00				35.00	
20/02/2020	DDDC	BACS	24/02/2020					385.00					385.00	
28/02/2020	Chatsworth	BACS	28/02/2020								100.00		100.00	
28/02/2020	RBS	RBS	28/02/2020			6.27							6.27	
10/03/2020	Nouth	Cheque	23/03/2020						200.00				200.00	
31/03/2020	RBS	RBS	31/03/2020			7.23							7.23	
24/04/2020	Yorkshire Bank	Yorkshire Bank	24/04/2020		1,600.00								1,600.00	
													0.00	
				14,719.00	1,600.00	99.44	999.00	385.00	1,605.00	160.00	1,307.00	227.76	21,102.20	