

Astwood & Hardmead
Parish Council

ANNUAL ACCOUNTS

FOR THE YEAR ENDED
31st MARCH 2019

Start B
CHEQUE DATE
11.5.18
16.5.18
17.5.18
18.6.18
28.6.18
10.7.18
13.8.18
16.8.18
21.8.18
22.8.19
17.9.18
22.10.18
31.10.18
14.11.18
16.11.18
27.11.18
14.1.19

Confirmed
Chairman of the Meeting

Date

Balance	
CHQ NO	
100521	B
100523	B
100522	B
100525	B
100524	B
100526	B
100528	B
100527	B
100530	B
100529	B
100531	B
100532	B
100535	B
100536	B
100533	B
100537	B
100534	B

Confirmed
Chairman of the Meeting

Date

	Community Acc 40349518	31.3.20	1.4.18 - 31.3.19							
2069.49		Staff Costs	Grass Cutting	Dogs bins	Website & Printing	Village Hall	Playground	Misc	Insurance	TOTAL
	BUDGET (PRECEPT)	1,080.00	1,500.00	120.00	600.00	1,000.00	450.00	200.00	600.00	5,550.00
	EXPENDITURE TO DATE	905.89	1,330.00	90.00	28.50	902.00	251.00	122.55	541.25	4,171.19
	BUDGET REMAINING AFTER EXPENDITURE	174.11	170.00	30.00	571.50	98.00	199.00	77.45	58.75	1,378.81
PAYEE	DESCRIPTION									TOTAL
Best Kept Village	Entry Fee							25.00		25.00
E Tandecki	Clerk Salary	309.57								309.57
BALC	Annual subscription							42.55		42.55
Wayne Elsey	Grass Cutting		130.00							130.00
T Giddings	Printing				28.50					28.50
Jonathan Vowles	Internal Audit							45.00		45.00
E Tandecki	Clerk Salary	306.32								306.32
Wayne Elsey	Grass Cutting		600.00							600.00
E Tandecki	Clerk Salary Final	290.00								290.00
TBS Hygiene	Dog Bins			30.00						30.00
TBS Hygiene	Dog Bins			30.00						30.00
Astwood Village Hall	Village Hall					902.00				902.00
Zurich	Insurance								541.25	541.25
TBS Hygiene	Dog Bins			30.00						30.00
Sarah Evans Parker	Playground Application						251.00			251.00
Wayne Elsey	Grass Cutting		600.00							600.00
Robert Stilton	Filing cabinet							10.00		10.00
										-
	TOTAL	905.89	1,330.00	90.00	28.50	902.00	251.00	122.55	541.25	4,171.19
								Balance	3398.30	

Confirmed
Chairman of the Meeting

Date

VAT		
	Statement	535.62
	Statement	1301.32
	Statement	2324.25
	Statement	10.00

Confirmed
Chairman of the Meeting

Date

Receipts

Community Acc 40349518

Starting Balance 1.4.19 £2069.49			Grants	Bank	Precept	VAT	TOTAL
Date	From	DESCRIPTION		Interest			
13.4.18	MKC	Precept			£2,750.00		2,750.00
13.9.18	MKC	Precept			£2,750.00		2,750.00
TOTALS			£-	£-	£5,500.00	£-	£5,500.00

#REF!

SUPPORTING STATEMENT FOR THE YEAR ENDED 31st MARCH 2019

ASSETS

During the year the following assets were purchased : nil
The following assets were disposed of : nil

At 31st March 2019 the following assets were held :

14 Street Lights	3,606.00
4 Street benches	853.00
Defibrillator	1,862.75
Playground Equipment	8,334.00
Playground Bench	398.00

COMMUNITY ASSETS

Village Green, Astwood	1.00
Kick-about area, Cranfield Road, Astwood	1.00

The basis of valuation of these assets is replacement value, with the exception of Community Land, which is valued at a nominal value of £1.

BORROWINGS

At the close of business on 31st March 2019 the Council had the following loans nil
:

LEASES

At 31st March 2019 the following leases were in operation :

nil

VILLAGE HALL

The Parish Council are the Custodian Trustees of Astwood Village Hall.

DEBTORS

#REF!

The ages of the debts were :

Less than 3 months old	#REF!
More than 3 months old	nil
	<hr/> #REF!

EARMARKED RESERVES AS AT 31st MARCH 2019

Balances at 31st March 2019 are :

nil

#REF!

SUPPORTING STATEMENT FOR THE YEAR ENDED 31st MARCH 2019

TENANCIES

During the Year the following tenancies were entered into : _____ nil

SECTION 137 PAYMENTS

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £5.00 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for this Council in the year ended 31st March 2019 was £1,200.00 (£5.00 x 240) and the payments made were :

<i>Payee</i>	<i>Nature of payment</i>	_____
		nil

AGENCY WORK

During the year the Council undertook the following agency work : _____ nil

ADVERTISING AND PUBLICITY

The following costs were incurred during the year : _____ nil

EMPLOYEE PENSION FUND

The following costs were incurred during the year : _____ nil

Signed _____
Chairman

Dated _____

Signed _____
Responsible Financial Officer

Dated _____

ASTWOOD & HARDMEAD PARISH COUNCIL

AUDIT COMMISSION ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2019

	Year ending		Notes and Guidance for Compilers
	31.3.18 £	31.3.2019 £	
			General Please round all figures to nearest £. Report £0 or Nil balances. All figures must agree to the Council's underlying financial records for the relevant year.
1 Balances brought forward	2,069	3,398	Total balances and reserves at the beginning of the year as recorded in the Council's financial records.
2 (+) Annual precept	4,950	5,500	Total amount of precept income received in the year.
3 (+) Total other receipts	#REF!	nil	Total income or receipts as recorded in the cashbook minus the precept.
4 (-) Staff costs	1,150	905	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
5 (-) Loan interest / capital repayments	nil	nil	Total expenditure or payments of capital and interest made during the year on the Council's borrowings (if any).
6 (-) Total other payments	4,156	3,265	Total expenditure or payments as recorded in the cashbook minus employment costs (line 4) and loan/interest expenditure/payments (line 5).

7 (=) Balances carried forward	3,398	3,399	Total balances and reserves at the end of the year. (Must equal (1+2+3) - (4+5+6))
8 Total cash & investments	2,069	3,398	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31st March 2019 - to agree with bank reconciliation.
9 Total fixed assets	#REF!	6,321	The recorded current book value at 31st March 2019 of all tangible fixed assets owned by the Council as recorded in the asset register.
10 Total borrowings	nil	nil	The outstanding capital balance as at 31st March 2019 of all loans from third parties (usually PWLB).

Astwood & Hardmead PC

	Description	31st March 2018	31st March 2019	Variance (£)
1	Balance brought forward	2,069.00	3,398.00	1,329.00
2	Precept	4,950.00	5,500.00	550.00
3	Total other receipts	-	-	-
4	Staff Costs	1,150.00	905.00	245.00
5	Loans	-	-	-
6	All other payments	4,156.00	3,265.00	891.00
7	Balances carried forward	3,398.00	3,399.00	1.00
8	Total cash	2,069.00	3,398.00	1,329.00
9	Total fixed assets	6,321.00	6,321.00	-
10	Total borrowings	-	-	-

Council Explanations
Last years closing balance
Slightly higher precept, annual increase
Less hours
Payments to suppliers and Neighbourhood plan
Payments to suppliers and Neighbourhood plan

Start B
CHEQUE DATE
16.5.18
13.8.18
21.8.18

Confirmed
 Chairman of the Meeting

Date

<u>Balance</u>	
<u>CHQ NO</u>	
100523	B
100528	B
100530	B

Confirmed
Chairman of the Meeting

Date

ACCOUNTS 31.3.18 - 31.3.19		
2069.49		Staff Costs
	BUDGET (PRECEPT)	1,080.00
	EXPENDITURE TO DATE	905.89
	BUDGET REMAINING AFTER EXPENDITURE	174.11
PAYEE	DESCRIPTION	
E Tandecki	Clerk Salary	309.57
E Tandecki	Clerk Salary	306.32
E Tandecki	Clerk Salary Final	290.00
	TOTAL	905.89

Confirmed
Chairman of the Meeting

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100527	B
100529	B
100531	B
100532	B
100535	B
100536	B
100533	B
100537	B
100534	B

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	Community Acc 40349518	31.3.20	1.4.18 - 31.3.19							
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	EXPENDITURE TO DATE	-	1,330.00	90.00	28.50	902.00	251.00	122.55	541.25	3,265.30
	BUDGET REMAINING AFTER EXPENDITURE	1,080.00	170.00	30.00	571.50	98.00	199.00	77.45	58.75	2,284.70
PAYEE	DESCRIPTION									TOTAL
Best Kept Village	Entry Fee							25.00		25.00
BALC	Annual subscription							42.55		42.55
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TBS Hygiene	Dog Bins			30.00						30.00
Sarah Evans Parker	Playground Application						251.00			251.00
Wayne Elsey	Grass Cutting		600.00							600.00
Robert Stilton	Filing cabinet							10.00		10.00
										-
	TOTAL	-	1,330.00	90.00	28.50	902.00	251.00	122.55	541.25	3,265.30

Confirmed
Chairman of the Meeting

Date

VAT

Confirmed
Chairman of the Meeting

Date

ASTWOOD & HARDMEAD P

SECTION 4 - ANNUAL INTERNAL FOR THE YEAR ENDED 31st M

The council's internal audit, acting independently and on the basis of an assessment, has been carrying out a selective assessment of compliance with relevant procedures and the operation during the financial year ended 31st MARCH 2019

The Internal audit has been carried out in accordance with the council's needs. On the basis of the findings in the areas examined, the internal audit concludes that, overall, Set out below are the objectives of internal control and, opposite, are the findings. It is whether, in all significant respects, the following control objectives were being met at the financial year to a standard adequate to meet the needs of the council.

A Appropriate books of account have been properly kept throughout the year.
B The council's financial regulations have been met, payments were supported by receipts, invoices, expenditure was approved and VAT was appropriately accounted for.
C The council assessed the significant risks to achieving its objectives and had adequate arrangements to manage these.
D The annual precept 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, expenditure was approved and VAT appropriately accounted for.
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
H Assets and investments registers were complete and accurate and properly maintained
I Periodic and year-end bank account reconciliations were properly carried out.
J Year end accounts were prepared on the correct accounting basis (receipts and payments or income & expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit.

Signature of person who carried out the internal audit:

*	If the response is 'no' please state the implications and action being taken to address the weakness in control identified (add separate sheets if needed).
**	If the response is 'not covered' please state when the most recent audit was done in this area and when it is next planned, or, if coverage is not planned, must explain why not (add separate sheets if needed).

ARISH COUNCIL

AUDIT REPORT

MARCH 2019

assessment of risk, has included
and controls expected to be in

ands and planned coverage. On
ns are summarised in this table.
ternal audit conclusions on
eing achieved throughout the

Agreed? Please choose from one the following Yes/No*/Not covered**	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	
Yes	

Jonathan Vowles FCA CTA



ng taken to address any
t internal audit work was
ot required, internal audit





BARCLAYS

MRS P REYNOLDS-NUNN
ASTWOOD AND HARDMEAD PARIS
COUNCI
25 PARK CLOSE
MOGGERHANGER
BEDFORD
MK44 3RY

Your Community

Date	Description
------	-------------

30 Mar		Start Balance
13 Apr	Giro	Direct Credit From Mkc Paymen Ref: Precept
11 May		Cheque Issued Ref: 100521
16 May		Cheque Issued Ref: 100523
17 May		Cheque Issued Ref: 100522
18 Jun		Cheque Issued Ref: 100525
28 Jun		Cheque Issued Ref: 100524
29 Jun		Balance carried forward
Total Payments/Receipts		

Anything wrong? If you notice any incorrect to get in touch with us.

Barclays Bank UK PLC. Authorised by the Prudential Regu
and the Prudential Regulation Authority (Financial Servic
Registered in England. Registered No. 9740322. Register

31.3.18 - 1.4.19.

ASTWC
PARISH

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Money out £

Money in £

Balance £

Start balance

			2,069.49
nts		2,750.00	4,819.49
	25.00		4,794.49
	309.57		4,484.92
	42.55		4,442.37
	130.00		4,312.37
	28.50		4,283.87
			4,283.87
	535.62	2,750.00	

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(es Register No. 759676).
ed Office: 1 Churchill Place, London E14 5HP.

DOD AND HARDMEAD
COUNCIL.

de 20-05-74

t No 40349518

C BUKBGB22

90 BUKB 2005 7440 3495 18

on 02 July 2018

a glance

ar - 29 Jun 2018

alance  £2,069.49

out £535.62

mission charges £0.00

in £2,750.00

interest earned £0.00

ance £4,283.87

posit is eligible for protection
Financial Services
Insurance Scheme.

Changes to personal data law

From May 2018, the General
Data Protection Regulation will
change the law in regard to
personal data. Search
for 'GDPR data control' to
learn how it affects you. It
includes updates to our
privacy notices to reflect your
rights in relation to personal
data and the legal grounds for
processing it.



201928

BARCLAYS BANK PLC

05 Nov 2019 00:13:08

Page 1




BARCLAYS

Your Community

Date	Description
------	-------------

1 Jan	Start Balance
-------	---------------

1 Jan Start Balance

14 Jan  Cheque Issued
Ref: 100534

29 Mar Balance carried forward

Total Payments/Receipts

Anything wrong? If you notice any incorrect
to get in touch with us.

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Barclays Bank UK PLC. Authorised by the Prudential Regu
and the Prudential Regulation Authority (Financial Servic
Registered in England. Registered No. 9740322. Register

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y Account

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01 Ja

Money out £

Money in £

Balance £

Start ba

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		3,408.30
	✓ 10.00	3,398.30
		3,398.30
	10.00	0.00

Money

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▶ Gross

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or unusual transactions, see the next page for how

ulation Authority and regulated by the Financial Conduct Authority
es Register No. 759676).
ed Office: 1 Churchill Place, London E14 5HP.

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DOD AND HARDMEAD
COUNCIL.

de 20-05-74

t No 40349518

C BUKBGB22

90 BUKB 2005 7440 3495 18

n 01 April 2019

a glance

n - 29 Mar 2019

alance £3,408.30

out £10.00

mission charges £0.00

in £0.00

interest earned £0.00

ance £3,398.30

posit is eligible for protection
Financial Services
Insurance Scheme.



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BARCLAYS

201928

BARCLAYS BANK PLC

05 Nov 2019 00:13:06

Page 1