

**Astwood & Hardmead
Parish Council**

ANNUAL ACCOUNTS

FOR THE YEAR ENDED
31st MARCH 2020

#REF!

SUPPORTING STATEMENT
FOR THE YEAR ENDING 31ST MARCH 2020

ASSETS

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

As at the 31st March 2020 the following assets were held:

14 Street Lights
4 Street benches
Defibrillator
Playground Equipment
Playground Bench

COMMUNITY ASSETS

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

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 2020 the Council had the following loans:

LEASES

At 31st March 2020 the following leases were in operation

VILLAGE HALL

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

DEBTORS

EARMARKED RESERVES AS AT 31ST MARCH 2020

Balances at 31st March 2020 are:

TENANCIES

During the Year the following tenancies were entered into :

SECTION 137 PAYMENTS

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the pr of electorate for the benefit of people in the area on activities or projects not specifically authori

The limit for this Council in the year ended 31st March 2020 was £1,200.00 (£5.00 x 240) and t
:

Payee *Nature of payment*

AGENCY WORK

During the year the Council undertook the following agency work :

ADVERTISING AND PUBLICITY

The following costs were incurred during the year :

EMPLOYEE PENSION FUND

The following costs were incurred during the year :

Signed _____
Chairman

Dated _____

Signed _____
Responsible Financial Officer

Dated _____

2019

nil
nil

3,606.00
853.00
1,862.75
8,334.00
398.00

1.00
1.00

nil

nil

#REF!
nil
#REF!

nil

nil

product of £5.00 per head
sed by other powers.

he payments made were

nil

nil

nil

nil

ASTWOOD & HARDMEAD PARISH COUNCIL

AUDIT COMMISSION ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2020

	Year ending		Notes and Guidance for Compilers
	31.3.19 £	31.3.2020 £	
			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	3,398	2,306	Total balances and reserves at the beginning of the year as recorded in the Council's financial records.
2 (+) Annual precept	5,500	7,000	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	905	990	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	3,265	6,588	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	3,399	1,728	Total balances and reserves at the end of the year. (Must equal (1+2+3) - (4+5+6))
8 Total cash & investments	3,398	3,398	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31st March 2020 - to agree with bank reconciliation.
9 Total fixed assets	#REF!	6,321	The recorded current book value at 31st March 2020 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 2020 of all loans from third parties (usually PWLB).

Start Balance		£3,398
<u>CHEQUE</u>	<u>CHQ NO</u>	
<u>DATE</u>		
10.4.19	100543	B
19.4.19	100545	B
18.7.19	100548	B
28.8.19	100550	B
9.9.19	100553	B
12.9.19	100554	B
18.9.19	100549	B
12.11.19	100556	B
14.11.19	100555	B
18.11.19	100557	B
26.11.19	100560	B
19.3.20	100561	B
19.3.20	100562	B
<u>Unpresented Cheques for fina</u>		
23.3.20	100563	

Confirmed
Chairman of the Meeting

Date

23.3.20	100564	
23.3.20	100565	

Confirmed
Chairman of the Meeting

Date

<u>Community Acc 40349518</u>		<u>ACCOUNTS 1.4.19 - 31.3.20</u>								
Precept for the year was £7000										
.30		<u>Staff Costs</u>	<u>Grass Cutting</u>	<u>Dogs bins</u>	<u>Website & Printing</u>	<u>Misc</u>	<u>Insurance</u>	<u>TOTAL</u>		
BUDGET (PRECEPT)								-		
EXPENDITURE TO DATE								-		
BUDGET REMAINING AFTER EXPENDITURE			-	-		-	-	-		
<u>PAYEE</u>	<u>DESCRIPTION</u>							<u>TOTAL</u>	<u>VAT</u>	
MKC	Salt bins				240.00			240.00		
Orchard Press	Printing				410.00			410.00	Statement	
Wayne Elsey	Grass Cutting		600.00					600.00		
Derek Phillips	Website				81.17			81.17		
K Hale	Web Design				150.00			150.00		
Smith Jenkins	NHP Consultancy					3,150.00		3,150.00		
Kim Durden	Flowers					146.22		146.22	Statement	
Zurich	Insurance						699.76	699.76		
Wayne Elsey	Grass Cutting		600.00					600.00		
R Geldart	Expenses Postage	57.00						57.00		
A M Duggan	Clerk Salary	933.33						933.33	Statement	
Marcus Young	Dog Bins			136.80				136.80		
Marcus Young	Dog Bins			374.40				374.40		
								-	Statement	
	TOTAL	990.33	1,200.00	511.20	881.17	3,296.22	699.76	7,578.68		
							Balance	20,366.91		
ncial year 1.4.19 - 31.3.20										
Path Gates & Signs	North Crawley Estate					200.60	Not cleared			

Confirmed

Chairman of the Meeting

Date

Smith Jenkins	NHP Consultancy					6,300.00	Cleared 1.5.20			
Sarah Evans	Playground Dog hooks					45.30	Not cleared			
					Total	6,545.90				

Confirmed
Chairman of the Meeting

Date

650.00
4127.39
2290.09
511.20

Confirmed
Chairman of the Meeting

Date

Receipts**Community Acc 40349518**

Starting Balance 1.4.20 £3398.30			Grants	Precept	Misc	VAT		
Date	From	DESCRIPTION					TOTAL	
12.4.19	MKC	Precept		£3,500.00			3,500.00	
13.5.19	Local Giving	Playground	£626.82				626.82	
15.5.19	Local Giving	Playground	£1,080.70				1,080.70	
22.5.19	Local Giving	Playground	£1,219.50				1,219.50	
31.5.19	Local Giving	Playground	£299.32				299.32	
5.6.19	Local Giving	Playground	£1,039.22				1,039.22	
12.6.19	Local Giving	Playground	£112.12				112.12	
20.6.19	Local Giving	Playground	£112.02				112.02	Statement 7,989.70
3.7.19	Local Giving	Playground	£627.83				627.83	
10.7.19	Local Giving	Playground	£328.20				328.20	
18.7.19	Local Giving	Playground	£280.60				280.60	
25.7.19	Local Giving	Playground	£46.90				46.90	
29.7.19	Groundwork	Playground	£8,485.00				8,485.00	
31.7.19	Local Giving	Playground	£70.10				70.10	
7.8.19	Local Giving	Playground	£46.50				46.50	
16.8.19	Local Giving	Playground	£46.70				46.70	
21.8.19	Local Giving	Playground	£23.20				23.20	
30.8.19	Local Giving	Playground	£281.20				281.20	
6.9.19	MKC	Precept		£3,500.00			3,500.00	
9.9.19	Local Giving	Playground	£359.80				359.80	Statement 14,096.03
4.11.19	Barclays	Deposit			£2,098.00		2,098.00	
6.11.19	MKC	Credit (Precept?)			£182.00		182.00	
7.11.19	Local Giving	Playground	£41.56				41.56	
8.11.19	MKC	Credit (Precept?)			£140.00		140.00	Statement 2,461.56
TOTALS			£15,127.29	£7,000.00	£2,420.00	£-	£24,547.29	

Start Balance		£3,398
<u>CHEQUE</u>	<u>CHQ NO</u>	
<u>DATE</u>		
18.11.19	100557	B
26.11.19	100560	B

Confirmed
Chairman of the Meeting

Date

<u>Community Acc 40349518</u>		<u>ACCOUNTS 1.4.19 - 31.3.20</u>		
Precept for the year was £7000				
		<u>Staff Costs</u>	<u>TOTAL</u>	
BUDGET (PRECEPT)			-	
EXPENDITURE TO DATE			-	
BUDGET REMAINING AFTER EXPENDITURE			-	
<u>PAYEE</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>	<u>VAT</u>
R Geldart	Expenses Postage	57.00	57.00	
A M Duggan	Clerk Salary	933.33	933.33	
			-	
	TOTAL	990.33	990.33	

Confirmed

Chairman of the Meeting

Date

Start Balance		£3,398
<u>CHEQUE</u>	<u>CHQ NO</u>	
<u>DATE</u>		
10.4.19	100543	B
19.4.19	100545	B
18.7.19	100548	B
28.8.19	100550	B
9.9.19	100553	B
12.9.19	100554	B
18.9.19	100549	B
12.11.19	100556	B
14.11.19	100555	B
19.3.20	100561	B
19.3.20	100562	B

Confirmed
Chairman of the Meeting

Date

	Community Acc 40349518							
		ACCOUNTS 1.4.19 - 31.3.20						
	Precept for the year was £7000							
30		<u>Grass Cutting</u>	<u>Dogs bins</u>	<u>Website & Printing</u>	<u>Misc</u>	<u>Insurance</u>	<u>TOTAL</u>	
	BUDGET (PRECEPT)						-	
	EXPENDITURE TO DATE						-	
	BUDGET REMAINING AFTER EXPENDITURE	-	-		-	-	-	
	PAYEE	DESCRIPTION					TOTAL	VAT
	MKC	Salt bins		240.00			240.00	
	Orchard Press	Printing		410.00			410.00	
	Wayne Elsey	Grass Cutting	600.00				600.00	
	Derek Phillips	Website		81.17			81.17	
	K Hale	Web Design		150.00			150.00	
	Smith Jenkins	NHP Consultancy			3,150.00		3,150.00	
	Kim Durden	Flowers			146.22		146.22	
	Zurich	Insurance				699.76	699.76	
	Wayne Elsey	Grass Cutting	600.00				600.00	
	Marcus Young	Dog Bins		136.80			136.80	
	Marcus Young	Dog Bins		374.40			374.40	
							-	
	TOTAL		1,200.00	511.20	881.17	3,296.22	699.76	6,588.35

Confirmed

Chairman of the Meeting

Date

Astwood & Hardmead PC

	Description	31st March 2019	31st March 2020	Variance (£)
1	Balance brought forward	3,398.00	2,306.00	1,092.00
2	Precept	5,500.00	7,000.00	1,500.00
3	Total other receipts	-	-	-
4	Staff Costs	905.00	990.00	85.00
5	Loans	-	-	-
6	All other payments	3,265.00	6,588.00	3,323.00
7	Balances carried forward	3,399.00	3,398.00	1.00
8	Total cash	3,398.00	1,728.00	1,670.00
9	Total fixed assets	6,321.00	6,321.00	-
10	Total borrowings	-	-	-

Unpresented Cheques for financial year 1.4.19 - 31.3.20

23.3.20	Cheque Number 100563	Path Gates & Signs	North Crawley Estate	200.60
23.3.20	Cheque Number 100564	Smith Jenkins	NHP Consultancy	6,300.00
23.3.20	Cheque Number 100565	Sarah Evans	Playground Dog hooks	45.30
				6,545.90

Council Explanations
Last years closing balance
Housing development
Slight increase in hours
Payments to suppliers and Neighbourhood plan
Payments to suppliers and Neighbourhood plan

ASTWOOD & HARDMEAD PA

SECTION 4 - ANNUAL INTERNAL **DI** **FOR THE YEAR ENDING 31**

The council's internal audit, acting independently and on the basis of an assessment, carrying out a selective assessment of compliance with relevant procedures and a review of operations during the financial year ended 31st MARCH 2020

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 conclusions are set out below. The objectives of internal control and, opposite, are the internal control objectives in all significant respects, the following control objectives were being achieved 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 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 conducted in this area and when it is next planned, or, if coverage is not required, explain why not (add separate sheets if needed).

RISH COUNCIL

LAUDIT REPORT

st MARCH 2020

ssment of risk, has included
 nd controls expected to be in

s and planned coverage. On the
 : summarised in this table. Set
 l audit conclusions on whether,
 ed throughout the financial year

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


g taken to address any
internal audit work was done
ired, internal audit must



Your Community

Date Description

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 o
to get in touch with us.

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and the Prudential Regulation Authority (Financial Services) Registered in England. Registered No. 9740322. Registered

ASTWOOD
PARISH CO

Sort Code 2
Account No

SWIFTBIC BU

IBAN GB90 B

Issued on 0

Account

At a c

01 Jan

Money out £	Money in £	Balance £
		3,408.30
10.00		3,398.30
		3,398.30
10.00	0.00	

Start balanc

Money ou

► Commiss

Money in

► Gross int

End balan

Your depos
by the Fina
Compensat

For unusual transactions, see the next page for how

ation Authority and regulated by the Financial Conduct Authority
(s Register No. 759676).
d Office: 1 Churchill Place, London E14 5HP.

DH

D AND HARDMEAD
OUNCIL.

20-05-74

5 40349518

JKBGB22

UKB 2005 7440 3495 18

01 April 2019

glance

- 29 Mar 2019

nce	£3,408.30
-----	-----------

t	£10.00
---	--------

ion charges £0.00

£0.00

erest earned £0.00

ce	£3,398.30
----	-----------

it is eligible for protection
ncial Services
tion Scheme.

Certified copy



201928

BARCLAYS BANK PLC



05 Nov 2019 00:13:06

Page 1



MISS ANNMARIE DUGGAN
ASTWOOD AND HARDMEAD PARISH
COUNCIL
9 MAIN ROAD
ASTWOOD
NEWPORT PAGNELL
MK16 9JS

Your Community

Date	Description
1 Jan	Start Balance
19 Mar	 Cheque Issued Ref: 100561
	 Cheque Issued Ref: 100562
31 Mar	Balance carried forward
	Total Payments/Receipts

[Anything wrong?](#) If you notice any incorrect c
to get in touch with us.

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and the Prudential Regulation Authority (Financial Service
Registered in England. Registered No. 9740322. Register

34.3.19 - 1.4.20

ASTWOOD
PARISH C

Sort Code 2
Account No

SWIFTBIC BI

IBAN GB90 B

Issued on C

+

/ Account

At a

01 Jan

Money out £	Money in £	Balance £
		20,878.11
736.80 ✓	✓	20,741.31
374.40 ✓	✓	20,366.91
		20,366.91
511.20	0.00	

For unusual transactions, see the next page for how

01 Jan

Start bala

Money ou

▶ Commis

Money in

▶ Gross int

End balar

Your depo
by the Fina
Compensa

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

D AND HARDMEAD
OUNCIL.

20-05-74

o 40349518

UKBGB22

3UKB 2005 7440 3495 18

01 April 2020

glance

31 May 2020

- 31 Mar 2020

Income	£20,878.11
--------	------------

Out	£511.20
-----	---------

Commission charges	£0.00
--------------------	-------

	£0.00
--	-------

Interest earned	£0.00
-----------------	-------

Income	£20,366.91
--------	------------

Account is eligible for protection
Financial Services
Compensation Scheme.

