

ANTINGHAM PARISH COUNCIL

Summary Receipts & Payments Account

For The Year Ending 31st March 2024

31/03/2023

£

£

31/03/2024

£

Receipts

3,600.00	Precept	3,600.00
4.46	Interest on Investments	16.50
136.70	VAT Repayment	2,038.22
294.61	Miscellaneous (bottlebank)	238.75
64.00	Miscellaneous receipts	-
2,250.00	Grants (illuminated bollard/defib)	5,681.93
6,349.77	Total Receipts	11,575.40

Payments

803.00	Staff Costs	759.20
328.22	Administration	345.56
70.00	HM Revenue & Customs	189.80
120.00	Hall Hire	0.00
421.27	Insurance	444.83
700.96	Grants/Donations S137	772.29
331.70	Miscellaneous	10,572.75
23.74	VAT	2,014.58
2,798.89	Total Payments	15,099.01

Receipts and Payments Summary

7,750.14	Balance at 1st April 2023	11,301.02
6,349.77	Total Receipts	11,575.40
2,798.89	Less Total Payments	15,099.01
11,301.02	C/F 2023/2024	7,777.41

These cumulative funds are represented by:

9,251.41	Current Account - Barclays	6,726.30
2,049.61	Business Saver - Barclays	1,066.11
0.00	Cheque 670 - Countrystyle	15.00
11,301.02		7,777.41

The above statement represents the financial position of the authority at 31st March 2024 and reflects its receipts and payments during the financial year.

Signed: 

Chairman

Date: 14/5/2024

Signed: 

Responsible Financial Officer

Date: 14-5-2025

ANTINGHAM PARISH COUNCIL - EXPENDITURE 1st April 2023- 31st March 2024												
CHQ NO	DATE	TO	STAFF COSTS	ADMIN	HM Rev Customs	HALL HIRE	INSURANCE	S137/GRANTS DONATIONS	OTHER	VAT	TOTAL	
639	16.05.23	NPTS							55.00		£55.00	
640	16.05.23	Countrystyle Recycling							17.50	3.50	£21.00	
641	16.05.23	CHT							2,650.00	530.00	£3,180.00	
643	16.05.23	Ros Calvert - audit							50.00		£50.00	
644	16.05.23	AJ Gallagher							444.83		£444.83	
645	16.05.23	Countrystyle Recycling							17.50	3.50	£21.00	
646	16.05.23	P Hayward Gardening							20.00		£20.00	
647	16.05.23	Elaine Pugh	260.00								£260.00	
649	16.05.23	HMRC			65.00						£65.00	
650	16.05.23	Antingham Village Hall (King's event)						604.14			£604.14	
651	02.08.23	Westcodec-bollards and road mgmnt							3,862.93	772.69	£4,635.62	
652	02.08.23	Countrystyle							10.00	2.00	£12.00	
654	02.08.23	Secret Gardens (Inst delib)							125.00		£125.00	
655	02.08.23	Elaine Pugh - Clerk	156.00	71.65							£227.65	
656	02.08.23	HMRC			39.00						£39.00	
657	02.08.23	Steve Jackman - website updating							135.00		£135.00	
658	02.08.23	Phil Hayward - grass cutting							20.00		£20.00	
659	01.08.23	Wix Website - Elaine Pugh							90.00	18.00	£108.00	
660	01.08.23	Countrystyle							7.50	1.50	£9.00	
661	07.11.23	Countrystyle Recycling							31.50	6.30	£37.80	
662	07.11.23	NNDG (elections)							30.37		£30.37	
663	07.11.23	Antingham Village Hall (bottlebank)						168.15			£168.15	
664	07.11.23	NNDG (bin emptying)							53.95	10.79	£64.74	
666	07.11.23	Westcodec-SAM2 -50/50 Scheme							3,319.00	663.80	£3,982.80	
667	07.11.23	Mr P Hayward							30.00		£30.00	
668	07.11.23	Elaine Pugh	187.20	82.80							£270.00	
669	07.11.23	HMRC			46.80						£46.80	
670	13.02.24	Countrystyle Recycling							12.50	2.50	£15.00	
671	13.02.24	HMRC			39.00						£39.00	
672	13.02.24	Elaine Pugh	156.00	94.36							£250.36	
D/D	13.02.24	ICO - Data Protection Renewal							35.00		£35.00	
		TOTALS	£ 759.20	£ 345.56	£ 189.80		£ 444.83	£ 772.29	£ 10,572.75	£ 2,014.58	£16,099.01	

COUNCILLOR-ANTINGHAM-2023-2024-ACCOUNTS

ANTINGHAM PARISH COUNCIL - INCOME 1st APRIL 2023 - 31st March 2024						
DATE	FROM	PRECEPT	GRANT	INTEREST	VAT REFUND	TOTALS
28.04.23	NINDC - Precept 1st tranche	1,800.00				1,800.00
01.08.23	NCC Botlebank				238.75	238.75
25.08.23	NCC - Ed Maxfield's contribution - Bollards		2,362.93			2,362.93
29.09.23	NINDC - Precept 2nd tranche	1,800.00				1,800.00
07.11.23	NCC Parish Partnership Scheme 50/50 (SAM2)		1,659.50			1,659.50
06.11.23	NCC Parish Partnership Scheme 50/50 (SAM2)		1,659.50			1,659.50
22.02.24	HMRC VAT reclaim (22,23,24)				2,038.22	2,038.22
Interest from Barclays						
05.06.23	Barclays interest (March-June)			4.27		4.27
04.09.23	Barclays interest (June-Sept)			4.58		4.58
04.12.23	Barclays interest (Sept-Dec)			3.68		3.68
04.03.23	Barclays interest (Dec-March)			3.97		3.97
	TOTALS	3,600.00	5,681.93	16.50	2,038.22	238.75
						11,575.40

ANTINGHAM PARISH COUNCIL
Bank reconciliation
For The Year Ending 31st March 2024

Attachment 1.1

Prepared by: Elaine Pugh - Clerk and RFO

Balance per bank statements as at 31 March 2024

Current Account - Barclays

£ £
6,726.30

Business Saver - Barclays

1,066.11

7,792.41

Petty cash float (not applicable)

0.00

Less any unpresented cheques at 31st March 2024

15.00

Unbanked cash at 31st March 2024

Net bank balance as at 31 March 2024

0

Net balances as at 31st March 2024

7,777.41

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

CASH BOOK

Opening Balance 1st April 2024

11,301.02

Add: Receipts in the year 2023/2024

11,575.73

Less: Payments in 2023/2024

15,099.34

Closing balance per cash book 2024

7,777.41

(receipts and payments book) as at 31st March 2024

Explanation of variances

Name of Council: **ANTINGHAM PARISH COUNCIL**

Explanations for variance of more than 15% (and over £200) for individual boxes in Section 1 except where there are "compensating" variances which leave a box relatively unchanged.

	2022/2023	2023/2024	Variance	Detailed explanation of variance (with amounts to nearest £10)
Box 1 Balances carried forward	7,750	11,301	3551	Balances carried over from 2022/2023 were higher than previously due to grants being received for the NCC PP Scheme for installation of solar bollards and defibrillator.
Box 2 Precept	3,600	3,600	+£0	The Precept remain static for 2023/2024 The Council considered it had sufficient funds for the next financial year.
Box 3 Other Income	2,750	7,975	+£5225	Income is up due to receipt of grants which and all VAT being reclaimed in the same year.
Box 4 Staff costs	873	949	+£75	Staff costs increased marginally due to the increase in hourly rate.
Box 5 Loan interest/ capital	NIL	NIL	£NIL	
Box 6 Other payments	1,926	14,150	-£215	Payments have increased substantially due to the projects being completed by the Council. Defibrillator, 2 new bollards and an additional SAM2 unit.
Box 7 Balances carried forward	11,301	7,777	+£3,551	The balances have decreased due to the 3 projects achieved during the year 23-24. <i>£5,000 is held for maintenance of Antingham Village Hall and £2,777 for general reserves</i>
Box 9 Fixed assets & Long term assets	6,765	18,562	+£0	for the 2 bollards at Southrepps Rd £4635. Defibrillator at Strawberry Field £3,180 and 1 additional SAM2 unit cost £3982. The Village sign has been revalued for a replacement cost of £1,083. Total 11,797.
Box 10 Total Borrowings	£Nil	£Nil	£0	

ANTINGHAM PARISH COUNCIL

Accounts for the year ended 31st March 2024 - Asset List

On schedule

ASSETS HELD

1 Dog Bin at Sandy Lane	100.00		Yes
1 village sign	3,673.00		Yes
1 notice board	400.00	1 notice board removed	Yes
1 SAM Unit	3,200.00	Purchased November 2015	Yes
1 SAM Unit	3,982.00	01/11/2023 - NCC/50/50 scheme	Not required as under £250 each
3 grit bins	565.00	Purchased November 2022	
1 set of bollards - Southrepps Road	4,635.52	August 2023 - 50/50 scheme	
1 defibrillator - (Strawberry field)	3,180.00	May-23	
TOTAL OF ASSETS HELD	19,735.52		
	01.04.24		

ANTINGHAM PARISH COUNCIL - RISK ASSESSMENT 2023-2024				
Risk	Insured	Risk	Action	Completed
Notice board	Y	Low	Monitor	Yes
Fidelity guarantee	Yes	Low	Ensure insurance policy in place and meets reserves	In place
Cheque Fraud	No	Low	Councillor's to check invoices	Checked at meetings
Cheque signing	No	Low	To be signed by 2 Members	Checked as required
Payments to HMRC	No	Low	Clerk to ensure paid and provide payslips	Reported regularly
Income	No	Low	Clerk to ensure all income is accounted for	Clerk
VAT return	No	Low	To be undertaken in May/June	Completed
Asset register	No	Low	Reviewed annually in May	Done
Council insurance	N/A	Low	Ensure insurance policy in place	Done
SAM II	Yes	Medium	Locked with secure locks and Councillor responsible for transfer from post to post in hi-viz jacket	Yes
			NEW SAM 2 agreed by NCC to be purchased	
Prepared by Elaine Pugh				
Date: May 2024				