

NORTON LINSEY PARISH COUNCIL
END OF YEAR ACCOUNTS
31 March 2021

Bank reconciliation		
Financial year ending 31 March 2021		
Name of smaller authority:		NORTON LINSEY PARISH COUNCIL
County area local councils and parish meetings only:		WARWICKSHIRE
Prepared by (Name and Role):		RENIFER BENDALL, CLERK / RFO
Date:		20/05/2021
Balance per bank statements as at 31/3/21:		
Current Account (NatWest)	£9,995.96	
Reserve Account 1 (NatWest)	£8,962.00	
Reserve Account 2 (NatWest)	£85.97	
95-day notice Account (Cambridge & Counties)	£12,475.47	
Business Everyday Saver (Santander)	£1.08	
		£31,520.48
Petty cash float (if applicable):		
	£0.00	£0.00
Less any unrepresented cheques as at 31/3/21:		
Cheque No. 634	£50.08	
Cheque No. 637	£30.00	
Cheque No. 642	£100.00	
Cheque No. 643	£250.00	
		£430.08
Add any un-banked cash as at 31/3/21:		
	£0.00	£0.00
Net balances as at 31/3/21		£31,090.40

Income / Expenditure Against Budget				
	Budget	YEAR END 31-Mar-21	Variance	
RECEIPTS				
Receipt	£ 10,000.00	£ 10,000.00	£ -	
Bank Interest - General Savings (Reserve Account 1)	£ 15.00	£ 3.87	£ -	£ 11.03
Bank Interest - Depot Fund (Reserve Account 2 and C&C 95-day Notice Account)	£ 180.12	£ 204.16	£ -	£ 24.04
Other	£ -	£ -	£ -	£ -
TOTAL	£ 10,195.12	£ 10,208.13	£ 13.01	
EXPENDITURE				
WALC Subscription	£ 130.00	£ 127.00	£ -	£ 3.00
Insurance	£ 350.00	£ 274.32	£ -	£ 75.68
Seminars for Councillors	£ 100.00	£ 15.00	£ -	£ 85.00
Audit	£ 200.00	£ 200.00	£ -	£ -
Staff costs (includes payments to HMRC)	£ 3,300.00	£ 5,267.96	£ -	£ 1,967.96
Clerk's travel expenses	£ 50.00	£ 35.55	£ -	£ 14.45
Home working allowance	£ 42.00	£ 42.00	£ -	£ -
Admin Expenses: Stationery/Printing/Postage/etc	£ 100.00	£ 245.06	£ -	£ 145.06
Miscellaneous	£ 100.00	£ 99.58	£ -	£ 0.42
Hire of Rooms	£ 250.00	£ 250.00	£ -	£ -
Society of Local Council Clerks Membership	£ 85.00	£ 92.00	£ -	£ 7.00
Information Commissioners Office (Data protection)	£ 40.00	£ 40.00	£ -	£ -
Clerk's Training	£ 100.00	£ 135.00	£ -	£ 35.00
Website	£ 48.00	£ -	£ -	£ 48.00
Section 137 Grants	£ 2,365.00	£ 995.29	£ -	£ 1,369.71
Grants under Discretionary Powers	£ 400.00	£ 1,350.00	£ -	£ 950.00
Election Costs	£ -	£ 2,833.54	£ -	£ 2,833.54
Assets Fund (purchase, repair, renewal, inspection)	£ -	£ 883.65	£ -	£ 883.65
Reclaimable VAT	£ -	£ 268.87	£ -	£ 268.87
TOTAL	£ 7,660.00	£ 12,364.82	£ 4,704.82	

Expenditure over £100 which is not individually listed above				
Item	Date of Expenditure	Value (gross)	Amount of Recoverable VAT	
Lease	13-Oct-20	£ 699.99	£ 116.66	
Flood warning signs	16-Oct-20	£ 120.38	£ 20.06	
Local Council Administration 12th Edition	12-Nov-20	£ 120.00	£ -	
		£ 940.37	£ 136.72	

Reserves		
 earmarked reserves at 31.03.21:		
Asset Reserve Reserve Fund	£ 4,693.64	
Sum held for Election Expenses	£ 666.46	
Depot Fund (see variances for explanation)	£ 17,922.62	
General reserves at 31.03.21:	£ 13,167.78	

Explanation of variances from Annual Return 2020/2021

Name of smaller authority:		Norton Lindsey Parish Council		
County area local councils and parish meetings only:		Warwickshire		
2019/20	2020/21	Variance	Explanation?	
£	£	£	%	
1 Balances Brought Forward	35,407	35,407		
2 Receipts or Rates and Levies	10,208	10,208	100.00	NO
3 Total Other Receipts	1,421	266	-18.72	YES
4 Staff Costs	5,268	5,268	100.00	YES
5 Loan Interest/Capital Repayment	0	0	0.00	NO
6 All Other Payments	28,366	28,367	100.00	YES
7 Balances Carried Forward	13,168	13,168		YES
8 Total Cash and Short Term Investments	35,407	35,407		
9 Total Fixed Assets plus Other Long Term Investments	16,486	16,486	100.00	NO
10 Total Donations	0	0	0.00	NO

Explanation of 2020/21 Variance:

- 1 Balances Brought Forward: Reconciliation requires ledger balance based on Square (not DO NOT CARE) WITH THE BALANCE SHEET. Explanation from smaller authority (must include currency and supporting Source)
- 2 Receipts or Rates and Levies: Explanation of % variance is Full PTV quarterly balance not required - Balance brought forward agreed.
- 3 Total Other Receipts: Total other receipts in the year 2019/20 included bank interest of £632.11, a repayment by the Clerk of £17,922.62 (£17,922.62) which had been deducted from salary, and an insurance claim of £1,177.88 for a bench destroyed and destroyed damaged in an accident. Other receipts in the year 2020/21 include bank interest of £208.11.
- 4 Staff Costs: The Clerk's basic salary for 2019/2020 was £1,188.76. There were overtime payments totaling £164.64 and a PAYE/NI payment to HMRC of £116.50. In 2020/21 the Clerk's basic salary was £1,125.56 (a rise due to the National Joint Council for Local Government Services increase in pay grades). There were payments for overtime and unused holiday pay which totalled £1,364.95, and PAYE/NI payments to HMRC of £1,407.97.
- 6 All Other Payments: In 2019, NLPC made a donation of £25,000 for the rebuilding of the St. Mary's Hall. The money came from the Depot Fund which is a sum of money reserved from Warwickshire Council since 2011 following the sale of parcels in Norton Lindsey, and is only to be used for capital projects that benefit the community. A breakdown of the variance of other payments for the year's 2019/20 and 2020/21 are shown on Expenditure above.
- 7 Balances Carried Forward: EXPLANATION RELEVATION THE WAVE STAFF

Notes:
Rounding errors of up to £1 are tolerable.
Variances of £200 or less are tolerable.
BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 CAPITAL PLUS INTEREST PAYMENTS