

Annual Governance and Accountability Return 2019/20 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2020**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.

NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2020**.

Publication Requirements

Smaller authorities **must** publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, and not complete the** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2019/20 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

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 2 of the Annual Governance and Accountability Return 2019/20, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2020. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. 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.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and 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 commencement date 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 **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 been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	Pending	
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', is an explanation available for publication?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	Pending	John mky
	Has an explanation of significant variations from last year to this year been published?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	N/A	N/A

***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

Certificate of Exemption – AGAR 2019/20 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2020, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

SHADINGFIELD, SOTTERLEY, WILLINGHAM & ELOUGH JOINT PARISH COUNCIL

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2019/20: 7580 = 16

Total annual gross expenditure for the authority 2019/20: 8300 = 51

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date



22 12 2020

I confirm that this Certificate of Exemption was approved by this authority on this date:

29/06/2020

Signed by Chairman

Date



22/12/2020

as recorded in minute reference:

129/20

Email of Authority

Telephone number

clerk@shadingfield.suffolk.gov.uk

01986 896121

*Published web address

www.shadingfield.one.suffolk.net

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT

SHADINGFIELD, SOTTERLY, WILLINGHAM AND ELLOUGH JOINT PARISH COUNCILS

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 tick '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

01/12/2020

Name of person who carried out the internal audit

Victoria Waples (on behalf of SALC)

Signature of person who carried out the internal audit



Date

03/12/2020

*If the response is 'no' please 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:

SHADINGFIELD, SOTTERLEY, WILLINGHAM & ELLOUGH JOINT 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.

*For any statement to which the response is 'no', an explanation must be published

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

29/06/2020 20/01/2021

and recorded as minute reference:

129/20 (e) 207/20 (f)

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

Chairman



Clerk



Section 2 – Accounting Statements 2019/20 for

SHADINGFELD, SOTTERLEY, WILLINGHAM & ELLOUGH JOINT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	20318	20471	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	7202	7202	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5081	379	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	4250	4321	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	7880	3980	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	20471	19751	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	20471	19770	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. UNPRESENTED CHQ.
9. Total fixed assets plus long term investments and assets	20053	20053	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	NIL	NIL	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

[Signature]

Date

20/01/2021

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

20/01/2021

as recorded in minute reference:

207/20(f)

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

[Signature]

Shadingfield, Sotterley, Willingham & Ellough Joint Parish Council

Bank Reconciliation for the year ending 31 March 2020

Balance Sheet	2017/18	2018/19	2019/20
Balance brought forward	20945.39	20317.41	20471.08
(+) income	7400.49	12283.54	7580.16
(-) expenditure	6520.00	12082.40	8300.51
Balance as at 31 March	21825.88	20518.55	19750.73
Bank statement			19769.93

Difference £19.20 - unpresented cheque £19.20

INCOME

2019 - 20

Shadingfield Sotterley Willingham & Ellough Joint Parish Council
Accounts for the year ending 31st March 2020

INCOME	Doc. No.	Date	Description	Total	Banked
	1	30/04/2020	000244 - ESC Precept	£3,600.78	30/04/2020
	2	18/09/2019	500005 - Community Picnic	£90.00	18/09/2019
	3	18/09/2019	500005 - Litter Pick	£20.00	18/09/2019
	4	27/09/2019	004023 - ESC Precept	£3,600.78	27/09/2019
	5	15/01/2020	500006 - Grave plot - S. Abbot	£175.00	15/01/2020
	6	05/02/2020	475PE00232054 - HMRC Refund	£93.60	05/02/2020
			TOTAL	£7,580.16	



21.12.2020

EXPENDITURE

2019.20

Invoice filing no.	Cheque Date	Invoice Date	Payee	Description	Invoice No.	Cheque No.	Nett	VAT	Total	Date Cheque Cleared
01	17/04/2019	31/03/2019	A Downes - Clerk	Pay - March (41.5 hours)	Payslip	000038	395.08	0.00	395.08	23/04/2019
02	17/04/2019	31/03/2019	A Downes - Clerk	Expenses - March	E005	000039	43.32	0.00	43.32	23/04/2019
03	17/04/2019	01/04/2019	Suffolk Association of Local Councils	Subscription for SALC (and NALC)	21662	000040	249.86	0.00	249.86	29/04/2019
04	17/04/2019	26/02/2019	Mrs R London (Cllr)	Defender Plastic Bird Spikes for Playing Field	Email	000041	19.98	0.00	19.98	24/04/2019
05	17/04/2019	29/03/2019	Waveney Norse	Bin emptying Jan to Mar 2019	45IN-009943	000042	9.99	2.00	11.99	29/04/2019
06	17/04/2019	07/04/2019	Pest Control Service	Mole trapping - Shadingfield Football Playing Field	001	000043	100.00	0.00	100.00	23/04/2019
07	15/05/2019	15/04/2019	Vertas Group Limited	Grounds Maintenance (April - June)	SIN044284	000044	209.79	41.96	251.75	03/06/2019
08	15/05/2019	30/04/2019	Ms A Downes	Clerk's expenses	E006	000045	36.16	0.00	36.16	17/05/2019
09	15/05/2019	30/04/2019	Ms A Downes	Clerk's pay	N/A	000046	501.26	0.00	501.26	17/05/2019
10	15/05/2019	10/05/2019	Beccles Town Council	Stationery	15 18/19	000047	15.84	0.00	15.84	23/05/2019
11	19/06/2019	31/05/2019	Ms A Downes	Clerk's expenses	E007	000048	79.42	0.00	79.42	21/06/2019
12	19/06/2019	31/05/2019	Ms A Downes	Clerk's pay	N/A	000049	719.98	0.00	719.98	21/06/2019
13	19/06/2019	31/05/2019	HMRC	Clerk's PAYE	N/A	000050	116.87	0.00	116.87	17/07/2019
14	19/06/2019	12/06/2019	SALC	Internal Audit fee	22154	000051	145.00	29.00	174.00	11/07/2019
15	23/07/2019	30/06/2019	Ms A Downes	Clerk's expenses	E008	000052	62.77	0.00	62.77	24/07/2019
16	23/07/2019	30/06/2019	Ms A Downes	Clerk's pay	N/A	000053	367.22	0.00	367.22	24/07/2019
17						000054				
18	23/07/2019	22/07/2019	Vertas Group Limited	Grounds Maintenance (July - Sept)	SIN048505	000055	209.79	41.96	251.75	20/08/2019
19	12/08/2019	31/07/2019	Ms A Downes	Clerk's pay	N/A	000056	304.28	0.00	304.28	14/08/2019
20	12/08/2019	31/07/2019	Ms A Downes	Clerk's expenses	E009	000057	15.27	0.00	15.27	14/08/2019
21	18/09/2019	09/07/2019	St John PCC, Shadingfield	Donation to grass cutting costs	Ltr	000058	300.00	0.00	300.00	27/09/2019
22	18/09/2019	30/06/2019	Waveney Norse	Bin emptying (April to June 2019)	45IN-011406	000059	9.99	2.00	11.99	16/10/2019
23	18/09/2019	19/08/2019	East Suffolk Council	Uncontested Election costs	777002075	000060	108.80	0.00	108.80	22/10/2019
24	18/09/2019	02/01/2019	Vertas Group Limited	Grounds Q4 from 2018 (no invoice received)	SIN039255	000061	84.24	16.85	101.09	24/10/2019
25	18/09/2019	21/08/2019	Beccles Town Council	Photocopying	14 19/20	000062	12.50	0.00	12.50	23/09/2019
26	18/09/2019	31/08/2019	Ms A Downes	Clerk's pay	N/A	000063	281.52	0.00	281.52	20/09/2019
27	18/09/2019	31/08/2019	Ms A Downes	Clerk's expenses	E010	000064	4.05	0.00	4.05	20/09/2019
28			Community Action Suffolk	Parish Protect Insurance		000065			566.63	
29	10/10/2019	30/09/2019	Ms A Downes	Clerk's pay	N/A	000066	367.22	0.00	367.22	14/10/2019
30	10/10/2019	30/09/2019	Ms A Downes	Clerk's expenses	E011	000067	33.70	0.00	33.70	18/10/2019
31	10/10/2019	29/09/2019	Waveney Norse	Bin emptying (July to Sept 2019)	45IN-012756	000068	9.99	2.00	11.99	16/10/2019
32			First Impressions	Picnic banner		000069			130.80	22/11/2019
33				SPOILED CHEQUE		000070				
34	19/11/2019	04/10/2019	Mrs C Ellis (Amazon)	No dogs allowed sign	N/A	000071	38.97	2.02	40.99	25/11/2019
35	19/11/2019	19/11/2019	LoudMouse Marketing	Design 'The Big Pick Up' signs	190036	000072	50.00	0.00	50.00	07/01/2020
36	19/11/2019	22/10/2019	Vertas Group Limited	Grounds Maintenance (Oct to Dec 2019)	SIN052482	000073	209.76	41.95	251.71	05/12/2019
37	19/11/2019	31/10/2019	Ms A Downes	Clerk's pay	N/A	000074	272.76	0.00	272.76	25/11/2019
38	19/11/2019	31/10/2019	Ms A Downes	Clerk's expenses	E012	000075	15.42	0.00	15.42	25/11/2019
39	19/11/2019	20/06/2019	SALC	Councillor briefing for 2 Cllrs	22242	000076	46.00	9.20	55.20	02/12/2019

OK
21.12.20

40	12/12/2019	30/11/2019	Ms A Downes	Clerk's pay	N/A	000077	314.16	0.00	314.16	13/12/2019
41	12/12/2019	20/11/2019	Ms A Downes	Clerk's expenses	E012	000078	15.27	0.00	15.27	13/12/2019
42	12/12/2019	10/12/2019	Ladywell Accountancy Services	Employee PAYE Services	20/191828	000079	75.00	0.00	75.00	13/01/2020
43	12/12/2019		Community Action Suffolk	One Suffolk Web Hosting		000080	60.00	0.00	60.00	10/01/2020
44	12/12/2019	01/12/2019	Pest Control Service	Mole trapping - Shadingfield Football Playing Field	01/12/2019	000081	40.00	0.00	40.00	03/01/2020
45	15/01/2020	30/12/2019	Waveney Norse	Bin emptying - Oct to Dec 2019	45IN-014148	000082 ✓	9.99	2.00	11.99	16/3/20
46	15/01/2020	31/01/2020	Ms Andrea Downes	Clerk's pay	Timesheet	000083	254.66	0.00	254.66	17/01/2020
47	17/02/2020	15/11/2019	Friends of Brampton Primary School	Donation to IT Equipment	Letter	000084 ✓	500.00	0.00	500.00	01/03/20
48	13/01/2020	13/11/2019	Wicksteed Leisure Ltd	Play Equipment Inspection		000085	60.00	12.00	72.00	20/03/20
49	17/02/2020	13/02/2020	Information Commissioner	Data Protection	A8575387	000086 ✓	40.00	0.00	40.00	01/03/20
50	19/02/2020	29/02/2020	A Downes - Clerk	Clerk's pay - Jan (27 hours)	Timesheet	000087 ✓	257.04	0.00	257.04	21/2/20
51	19/02/2020	31/01/2020	A Downes - Clerk	Clerk's expenses	E015	000088 ✓	11.22	0.00	11.22	21/2/20
52	16/03/2020	16/03/2020	Suffolk Association of Local Councils	Preparing For Audit Training	22877	000089	16.00	3.20	19.20	28/4/20
53	18/03/2020	31/03/2020	A Downes - Clerk	Clerk's pay - Feb (30 hours)	Timesheet	000090	285.60	0.00	285.60	20/5/2020
54	18/03/2020	29/02/2020	A Downes - Clerk	Clerk's expenses	E016	000091	11.20	0.00	11.20	20/3/2020
							7,396.94	206.14	8,300.51	

Net pay

Staff costs £4320 = 78
Other costs £3979 = 73

21.12.2020

[Signature]

Bank statement 20 March £19769 = 93

Budget

	BUDGET 2019-20	ACTUAL	+/-	BUDGET 2020-2021	COMMENTS
SALARY	£ 2,970.24	£ 4,437.65	£ (1,467.41)	£ 5,000.00	Taking CilCA into account being completed over 6 months
HMRC - PAYE	£ 750.00	£ -	£ 750.00	£ -	Current Clerk doesn't pay tax at the moment
PLAYING FIELD	£ 5,000.00	£ -	£ 5,000.00	£ 5,000.00	Carried over
PLAY AREA - GRASS CUTTING AND EQUIPMENT					
INSPECTION	£ 1,170.00	£ 989.27	£ 180.73	£ 1,000.00	
PEST CONTROL	£ -	£ 140.00	£ (140.00)	£ 200.00	New expense for 2019/20
MEMBERSHIPS	£ 253.00	£ 249.86	£ 3.14	£ 250.00	SALC and NALC
INTERNAL AUDIT	£ 174.00	£ 174.00	£ -	£ 186.00	
EXTERNAL AUDIT	£ 43.20	£ -	£ 43.20	£ -	A Parish Council as small as SSWE doesn't need an External Audit
HALL HIRE	£ 121.00	£ 132.00	£ (11.00)	£ 154.00	Increase in meetings (allowing for Extraordinary Planning Meetings)
INSURANCES	£ 633.07	£ 566.63	£ 66.44	£ 565.00	
ACCOUNTANCY SERVICES	£ 75.00	£ 75.00	£ -	£ 75.00	
ADMIN (CLERK'S EXPENSES)	£ 300.00	£ 356.14	£ (56.14)	£ 350.00	
DONATIONS	£ -	£ 800.00	£ (800.00)	£ 600.00	New for 2019/20
ELECTION EXPENSES	£ 5,000.00	£ 108.80	£ 4,891.20	£ 5,000.00	Carry over each year in case
COURSE/ TRAINING FEES	£ 752.00	£ 74.40	£ 677.60	£ 902.40	Cemetery, CilCA, 3 new/top up Councillors, 1 Chair (check CilCA hours)
MISCELLANEOUS	£ -	£ 40.00	£ (40.00)	£ 40.00	ICO Fee
CEMETERY MANAGEMENT	£ -	£ -	£ -	£ 130.00	Mower servicing and fuel for G Fisher to fill mower
WAR MEMORIAL	£ -	£ -	£ -	£ 500.00	Upkeep and maintenance
VAS	£ 81.46	£ -	£ 81.46	£ 2,000.00	From Clive's emails
NEIGHBOURHOOD PLAN	£ 1,500.00	£ -	£ 1,500.00	£ 1,500.00	Carried over
DEFIBRILLATOR	£ 1,000.00	£ -	£ 1,000.00	£ 1,500.00	Carried over and added £500 following quotes
BIN EMPTYING	£ 47.96	£ 47.96	£ -	£ 60.00	Possible additional bin
LITTER PICKER SETS	£ -	£ -	£ -	£ 100.00	
VILLAGE SIGN	£ -	£ -	£ -	£ 1,000.00	
RAISING PARISH PROFILE	£ 250.00	£ 180.80	£ 69.20	£ 250.00	
WEB HOSTING	£ 60.00	£ 60.00	£ -	£ 60.00	
NEIGHBOURHOOD WATCH	£ 60.00	£ -	£ -	£ 250.00	New addition for 2020-21
GOOD NEIGHBOUR SCHEME	£ 60.00	£ -	£ -	£ 600.00	New addition for 2020-21
FRIENDLY BENCH	£ 60.00	£ -	£ -	£ 750.00	New addition for 2020-21
	£ 20,180.93	£ 8,432.51	£ 11,748.42	£ 28,022.40	

RESERVES - EARMARKED (2020/21)

Play area, repairs and upgrade
Neighbourhood Plan
Neighbourhood Watch
Good Neighbour Scheme
Friendly Bench
Defibrillator
Community Picnic

£ 5,000.00
£ 1,500.00
£ 250.00
£ 600.00
£ 750.00
£ 1,500.00
£ 500.00
£ 10,100.00

Catering and publicity

21.12.2020

Budget 2019-20

Budget 20-21

Inc: 1. 2019/20 and 2020/21