

HAPTON PARISH COUNCIL
ACCOUNTS AS AT 31ST MARCH
2018



Hapton Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	8,710.01	
Cash in Hand		
Maintenance Grant	2,546.00	
Electricity North West	23.71	
Clerks Salary		2,293.05
Postages		
Stationery		314.19
Room Hire		
Rent Income	1,779.50	70.00
Maintenance		
Fencing Project	2,040.00	2,085.21
Other Sponsorship		
Summer Event		
Bonfire Event		1,000.00
Christmas Event		
Insurance		252.00
Audit Fees		350.00
Subscriptions		18.00
Recreation Ground		
Play Area Refurb		
Allotment Bonds	1,274.50	850.00
Wall Art		
Remembrance Day		20.00
Labour		5,235.00
Materials		129.28
Administration		679.15
Precept	10,000.00	
Additional Hours		
VAT		
VAT	1,815.47	250.27
	19,479.18	13,546.15
Closing Balances:		
Balances in Bank Account		14,643.04
Cash in Hand		
TOTAL	28,189.19	28,189.19

The above statement represents fairly the financial position of the council as at 31 Mar 2018

Signed _____
Responsible Financial Officer

Date _____

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The above statement represents fairly the financial position of the authority as at 31/03/2018 and reflects its income and expenditure during the year.

Approved by the Council on 10th April 2018

Signed

Steve Watson- Clerk

Signed

Timothy Birbeck – Chairman

Notes on the Accounts

Hapton Parish Council
ANNUAL RETURN - Section 1 : Statement of Accounts

Accounts for Year from 01/04/2017 to 31/03/2018

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 10% from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

Box No.	Description	Year ending		
		31/03/2017 £	31/03/2018 £	
1	Balances brought fwd	1,374.23	8,710.01	*
2	Annual precept	9,000.00	10,000.00	
3	Total other receipts	18,335.93	9,479.18	*
4	Staff Costs	2,767.20	2,972.20	
5	Loan interest/capital repayments	0.00	0.00	
6	Total other payments	17,232.95	10,573.95	*
7	Balances carried forward	8,710.01	14,643.04	*
8	Total Cash and Short Term Investments	8,710.01	14,643.04	*
9	Total Fixed Assets and Long Term Investments	0.00	0.00	
10	Total Borrowings	0.00	0.00	

Hapton Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre Income

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
1	Maintenance Grant	2,546.00	2,546.00					
2	Electricity North West	24.00	23.71	0				0
26	Precept	10,000.00	10,000.00					
29	VAT							
SUB TOTAL		12,570.00	12,569.71	0				0

Cost Centre Administration

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
3	Clerks Salary				2,142.24	2,293.05	-151	-151
4	Postages							
5	Stationery				200.00	314.19	-114	-114
6	Room Hire							
SUB TOTAL					2,342.24	2,607.24	-265	-265

Cost Centre Allotments

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
7	Rent Income	1,420.00	1,779.50	360		70.00	-70	290
8	Maintenance				500.00		500	500
20	Allotment Bonds		1,274.50	1,275		850.00	-850	425
SUB TOTAL		1,420.00	3,054.00	1,634	500.00	920.00	-420	1,214

Cost Centre Projects & Events

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
9	Fencing Project		2,040.00	2,040	2,000.00	2,085.21	-85	1,955
10	Other Sponsorship							
11	Summer Event							
12	Bonfire Event	600.00		-600	1,000.00	1,000.00		-600
13	Christmas Event				1,000.00		1,000	1,000
18	Recreation Ground							
19	Play Area Refurb							
21	Wall Art							
22	Remembrance Day				20.00	20.00		
SUB TOTAL		600.00	2,040.00	1,440	4,020.00	3,105.21	915	2,355

Cost Centre Professional Fees

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
14	Insurance				250.00	252.00	-2	-2
15	Audit Fees				440.00	350.00	90	90
16	Subscriptions				400.00	18.00	382	382
SUB TOTAL					1,090.00	620.00	470	470

Cost Centre Lengthsman

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
23	Labour				5,300.00	5,235.00	65	65
24	Materials				2,000.00	129.28	1,871	1,871
25	Administration				714.08	679.15	35	35
28	Additional Hours				600.00		600	600
SUB TOTAL					8,614.08	6,043.43	2,571	2,571

Hapton Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

NET TOTAL	14,590.00	17,663.71	3,074	16,566.32	13,295.88	3,270	6,344
V.A.T.		1,815.47			250.27		
GROSS TOTAL		19,479.18			13,546.15		

Hapton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Labour	10/04/2017		Expenses	100531	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
2 Materials	10/04/2017		Expenses	100531	Lengthsman Materials	Greenwoods	Z	9.30	0.00	9.30
3 Materials	10/04/2017		Expenses	100531	Lengthsman Materials	Greenwoods	Z	68.60	0.00	68.60
4 Fencing Project	10/04/2017		Expenses	100532	Grant	Hapton Luncheon Club	Z	2,040.00	0.00	2,040.00
5 Allotment Bonds	10/04/2017		Expenses	100533	Allotment Bond	J Gorman	Z	100.00	0.00	100.00
6 Allotment Bonds	10/04/2017		Expenses	100534	Allotment Bond	T Capstick	Z	200.00	0.00	200.00
7 Clerks Salary	03/04/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	170.77	0.00	170.77
8 Labour	08/05/2017		Expenses	100535	Lengthsman Invoice	Greenwoods	Z	300.00	0.00	300.00
9 Fencing Project	08/05/2017		Expenses	100536	CCTV signs	Amazon	Z	12.98	0.00	12.98
10 Fencing Project	08/05/2017		Expenses	100536	Dog Poo Spray	Steve Watson	Z	32.23	0.00	32.23
11 Stationery	08/05/2017		Expenses	100537	Stationery	Briercliffe Parish Council	Z	204.00	0.00	204.00
12 Stationery	08/05/2017		Expenses	100538	Good Councilor Guide	LALC	Z	24.52	0.00	24.52
13 Allotment Bonds	08/05/2017		Expenses	100539cancelled	Allotment Bond	T Dowson	Z	0.00	0.00	0.00
14 Clerks Salary	02/05/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	170.77	0.00	170.77
15 Clerks Salary	12/06/2017		Expenses	100540	Clerk Tax	HMRC	Z	34.15	0.00	34.15
16 Clerks Salary	12/06/2017		Expenses	100542	Clerk Tax	HMRC	Z	34.15	0.00	34.15
17 Labour	12/06/2017		Expenses	100541	Lengthsman Invoice	Greenwoods	Z	100.00	0.00	100.00
18 Clerks Salary	01/06/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	136.61	0.00	136.61
20 Labour	12/06/2017		Expenses	100543	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
21 Clerks Salary	10/07/2017		Environmental	100201	Clerk Tax	HMRC	Z	34.15	0.00	34.15
22 Materials	10/07/2017		Environmental	100202	Lengthsman Materials	Springwood Nursery	S	51.38	10.27	61.65
23 Stationery	10/07/2017		Environmental	100203	Software	Briercliffe Parish Council	Z	85.67	0.00	85.67
24 Audit Fees	10/07/2017		Environmental	100204	Audit	Lianne Abram	Z	150.00	0.00	150.00
25 Allotment Bonds	24/07/2017		Environmental	100205	Allotment Bond	G Kendall	Z	150.00	0.00	150.00
27 Labour	13/08/2017		Expenses	100545	Lengthsman Invoice	Greenwoods	Z	250.00	0.00	250.00
28 Clerks Salary	03/07/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	136.61	0.00	136.61
29 Labour	03/07/2017		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
30 Clerks Salary	01/08/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	136.61	0.00	136.61
31 Labour	01/08/2017		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
32 Labour	11/09/2017		Expenses	100546	Lengthsman Invoice	Greenwoods	Z	50.00	0.00	50.00
33 Rent Income	11/09/2017		Expenses	100547	Allotment Rents	T Wilkinson	Z	70.00	0.00	70.00
34 Clerks Salary	01/09/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	136.61	0.00	136.61
35 Labour	01/09/2017		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
36 Clerks Salary	09/10/2017		Expenses	100549	Clerk Tax	HMRC	Z	105.45	0.00	105.45
37 Audit Fees	09/10/2017		Expenses	100550	Audit	BDO	S	200.00	40.00	240.00
38 Clerks Salary	02/10/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	136.61	0.00	136.61

Hapton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
39 Labour	02/10/2017		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
40 Clerks Salary	13/11/2017		Expenses	100551	Clerk Tax	HMRC	Z	34.15	0.00	34.15
41 Labour	13/11/2017		Expenses	100552	Lengthsman Invoice	Greenwoods	Z	100.00	0.00	100.00
42 Subscriptions	13/11/2017		Expenses	100553	Land Registry Searches	J Lakeland	Z	18.00	0.00	18.00
43 Insurance	13/11/2017		Expenses	100554	Insurance	Zurich	Z	252.00	0.00	252.00
44 Bonfire Event	13/11/2017		Expenses	100555	Fireworks	Classic Fireworks	S	1,000.00	200.00	1,200.00
45 Remembrance Day	13/11/2017		Expenses	100557	Remembrance Day Wreath	Royal British Legion	Z	20.00	0.00	20.00
46 Allotment Bonds	11/09/2017		Environmental	100206	Allotment Bond	T Wilkinson	Z	200.00	0.00	200.00
47 Clerks Salary	01/11/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	136.61	0.00	136.61
48 Labour	01/11/2017		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
49 Administration	03/04/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	59.83	0.00	59.83
50 Administration	02/05/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	59.83	0.00	59.83
51 Administration	01/06/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
52 Administration	03/07/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
53 Administration	01/08/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
54 Administration	01/09/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
55 Administration	02/10/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
56 Administration	01/11/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
57 Administration	12/06/2017		Expenses	100540	Clerk Tax	HMRC	Z	11.97	0.00	11.97
58 Administration	12/06/2017		Expenses	100542	Clerk Tax	HMRC	Z	11.97	0.00	11.97
59 Administration	10/07/2017		Environmental	100201	Clerk Tax	HMRC	Z	11.97	0.00	11.97
60 Administration	09/10/2017		Expenses	100549	Clerk Tax	HMRC	Z	32.91	0.00	32.91
61 Administration	13/11/2017		Expenses	100551	Clerk Tax	HMRC	Z	11.97	0.00	11.97
62 Clerks Salary	01/12/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	136.61	0.00	136.61
63 Administration	01/12/2017		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
66 Labour	01/12/2017		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
67 Labour	08/01/2018		Expenses	100558	Lengthsman Invoice	Greenwoods	Z	35.00	0.00	35.00
68 Clerks Salary	08/01/2018		Expenses	100559	Clerk Tax	HMRC	Z	92.24	0.00	92.24
69 Clerks Salary	08/01/2018		Expenses	100561	Clerk Tax	HMRC	Z	31.77	0.00	31.77
70 Clerks Salary	08/01/2018		Expenses	100560	Clerk Backpay	Steve Watson	Z	127.11	0.00	127.11
71 Allotment Bonds	08/01/2018		Environmental	100207	Allotment Bond	T Dowson	Z	200.00	0.00	200.00
72 Clerks Salary	02/01/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	136.61	0.00	136.61
73 Labour	02/01/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
74 Clerks Salary	12/02/2018		Expenses	100562	Clerk Tax	HMRC	Z	46.12	0.00	46.12
75 Clerks Salary	01/02/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	136.61	0.00	136.61
76 Labour	01/02/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
77 Clerks Salary	12/03/2018		Expenses	100563	Clerk Tax	HMRC	Z	46.12	0.00	46.12
78 Clerks Salary	01/03/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	136.61	0.00	136.61
79 Labour	01/03/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00

Hapton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
80 Administration	02/01/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
81 Administration	01/02/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
82 Administration	01/03/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
Total								13,295.88	250.27	13,546.15

Hapton Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1 Rent Income	02/04/2017		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
2 Rent Income	12/04/2017		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
3 Rent Income	21/04/2017		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
4 Rent Income	13/04/2017		Expenses	DC	Allotment Rents	Various	Z	350.00	0.00	350.00
5 Rent Income	13/04/2017		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
6 Fencing Project	07/04/2017		Expenses	DC	Grant	Lancashire County Coun	Z	2,040.00	0.00	2,040.00
7 Maintenance Grant	26/04/2017		Expenses	DC	Maintenance Grant	Burnley Borough Council	Z	2,546.00	0.00	2,546.00
8 Precept	26/04/2017		Expenses	DC	Precept	Burnley Borough Council	Z	10,000.00	0.00	10,000.00
9 Allotment Bonds	18/05/2017		Expenses		Allotment Bond	Various	Z	400.00	0.00	400.00
10 Rent Income	18/05/2017		Expenses		Allotment Rents	Various	Z	130.00	0.00	130.00
12 Rent Income	15/06/2017		Expenses		Allotment Rents	Various	Z	140.00	0.00	140.00
13 Allotment Bonds	15/06/2017		Environmental		Allotment Bond	Various	Z	200.00	0.00	200.00
14 Rent Income	11/07/2017		Expenses		Allotment Rents	Various	Z	82.50	0.00	82.50
15 Rent Income	11/07/2017		Environmental		Allotment Rents	Various	Z	50.00	0.00	50.00
16 Allotment Bonds	06/09/2017		Environmental		Allotment Bond	D Pounder	Z	200.00	0.00	200.00
17 Rent Income	06/09/2017		Expenses		Allotment Rents	D Pounder	Z	48.00	0.00	48.00
18 Rent Income	06/09/2017		Expenses		Allotment Rents	R Naughton	Z	62.00	0.00	62.00
19 Rent Income	06/09/2017		Expenses		Allotment Rents	P Clark	Z	48.00	0.00	48.00
20 Allotment Bonds	06/09/2017		Environmental		Allotment Bond	P Clark	Z	200.00	0.00	200.00
21 Rent Income	06/09/2017		Expenses		Allotment Rents	S Alderson	Z	62.50	0.00	62.50
22 Electricity North West	06/09/2017		Expenses		Donations	Electricity North West	Z	23.71	0.00	23.71
23 Rent Income	05/07/2017		Expenses		Allotment Rents	T Wilkinson	Z	70.00	0.00	70.00
24 Rent Income	15/07/2017		Expenses		Allotment Rents	D Benson	Z	70.00	0.00	70.00
25 Rent Income	13/09/2017		Expenses		Allotment Rents	Various	Z	12.00	0.00	12.00
26 Allotment Bonds	13/09/2017		Environmental		Allotment Bond	Various	Z	50.00	0.00	50.00
27 Rent Income	11/10/2017		Expenses		Allotment Rents	Various	Z	24.50	0.00	24.50
28 Allotment Bonds	11/10/2017		Environmental		Allotment Bond	Various	Z	100.00	0.00	100.00
29 Allotment Bonds	11/10/2017		Environmental		Allotment Bond	Various	Z	124.50	0.00	124.50
30 VAT	01/05/2017		Expenses		VAT Return	HMRC	R	0.00	1,815.47	1,815.47
31 Rent Income	14/03/2018		Expenses		Allotment Rents	B Stott	Z	70.00	0.00	70.00
32 Rent Income	08/03/2018		Expenses	Bank Trans	Allotment Rents	L Sheer	Z	70.00	0.00	70.00
33 Rent Income	10/03/2018		Expenses	Bank Trans	Allotment Rents	McLellan	Z	70.00	0.00	70.00
34 Rent Income	16/03/2018		Expenses	Bank Trans	Allotment Rents	B Needham	Z	70.00	0.00	70.00
35 Rent Income	28/03/2018		Expenses	Bank Trans	Allotment Rents	R Naughton	Z	70.00	0.00	70.00
Total								17,663.71	1,815.47	19,479.18

Hapton Parish Council Payments to Supplier - All

Voucher Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
Amazon									
9 Fencing Project	08/05/2017		Expenses	100536	CCTV signs	Z	12.98	0.00	12.98
Amazon totals							12.98	0.00	12.98
BDO									
37 Audit Fees	09/10/2017		Expenses	100550	Audit	S	200.00	40.00	240.00
BDO totals							200.00	40.00	240.00
Briercliffe Parish Council									
11 Stationery	08/05/2017		Expenses	100537	Stationery	Z	204.00	0.00	204.00
23 Stationery	10/07/2017		Environmental	100203	Software	Z	85.67	0.00	85.67
Briercliffe Parish Council totals							289.67	0.00	289.67
Classic Fireworks									
44 Bonfire Event	13/11/2017		Expenses	100555	Fireworks	S	1,000.00	200.00	1,200.00
Classic Fireworks totals							1,000.00	200.00	1,200.00
G Kendall									
25 Allotment Bonds	24/07/2017		Environmental	100205	Allotment Bond	Z	150.00	0.00	150.00
G Kendall totals							150.00	0.00	150.00
Greenwoods									
1 Labour	10/04/2017		Expenses	100531	Lengthsman Invoice	Z	400.00	0.00	400.00
2 Materials	10/04/2017		Expenses	100531	Lengthsman Materials	Z	9.30	0.00	9.30
3 Materials	10/04/2017		Expenses	100531	Lengthsman Materials	Z	68.60	0.00	68.60
8 Labour	08/05/2017		Expenses	100535	Lengthsman Invoice	Z	300.00	0.00	300.00
17 Labour	12/06/2017		Expenses	100541	Lengthsman Invoice	Z	100.00	0.00	100.00
20 Labour	12/06/2017		Expenses	100543	Lengthsman Invoice	Z	400.00	0.00	400.00
27 Labour	13/08/2017		Expenses	100545	Lengthsman Invoice	Z	250.00	0.00	250.00
29 Labour	03/07/2017		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
31 Labour	01/08/2017		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
32 Labour	11/09/2017		Expenses	100546	Lengthsman Invoice	Z	50.00	0.00	50.00
35 Labour	01/09/2017		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
39 Labour	02/10/2017		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
41 Labour	13/11/2017		Expenses	100552	Lengthsman Invoice	Z	100.00	0.00	100.00
48 Labour	01/11/2017		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00

Hapton Parish Council Payments to Supplier - All

Voucher Code	Bank	Minute	Date	Cheque No	Description	VAT Type	Net	VAT	Total
66 Labour	Expenses		01/12/2017	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
67 Labour	Expenses		08/01/2018	100558	Lengthsman Invoice	Z	35.00	0.00	35.00
73 Labour	Expenses		02/01/2018	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
76 Labour	Expenses		01/02/2018	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
79 Labour	Expenses		01/03/2018	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
Greenwoods totals							5,312.90	0.00	5,312.90
Hapton Luncheon Club									
4 Fencing Project	Expenses		10/04/2017	100532	Grant	Z	2,040.00	0.00	2,040.00
Hapton Luncheon Club totals							2,040.00	0.00	2,040.00
HMRC									
15 Clerks Salary	Expenses		12/06/2017	100540	Clerk Tax	Z	34.15	0.00	34.15
16 Clerks Salary	Expenses		12/06/2017	100542	Clerk Tax	Z	34.15	0.00	34.15
21 Clerks Salary	Environmental		10/07/2017	100201	Clerk Tax	Z	34.15	0.00	34.15
36 Clerks Salary	Expenses		09/10/2017	100549	Clerk Tax	Z	105.45	0.00	105.45
40 Clerks Salary	Expenses		13/11/2017	100551	Clerk Tax	Z	34.15	0.00	34.15
57 Administration	Expenses		12/06/2017	100540	Clerk Tax	Z	11.97	0.00	11.97
58 Administration	Expenses		12/06/2017	100542	Clerk Tax	Z	11.97	0.00	11.97
59 Administration	Environmental		10/07/2017	100201	Clerk Tax	Z	11.97	0.00	11.97
60 Administration	Expenses		09/10/2017	100549	Clerk Tax	Z	32.91	0.00	32.91
61 Administration	Expenses		13/11/2017	100551	Clerk Tax	Z	11.97	0.00	11.97
68 Clerks Salary	Expenses		08/01/2018	100559	Clerk Tax	Z	92.24	0.00	92.24
69 Clerks Salary	Expenses		08/01/2018	100561	Clerk Tax	Z	31.77	0.00	31.77
74 Clerks Salary	Expenses		12/02/2018	100562	Clerk Tax	Z	46.12	0.00	46.12
77 Clerks Salary	Expenses		12/03/2018	100563	Clerk Tax	Z	46.12	0.00	46.12
HMRC totals							539.09	0.00	539.09
J Gorman									
5 Allotment Bonds	Expenses		10/04/2017	100533	Allotment Bond	Z	100.00	0.00	100.00
J Gorman totals							100.00	0.00	100.00
J Lakeland									
42 Subscriptions	Expenses		13/11/2017	100553	Land Registry Searches	Z	18.00	0.00	18.00
J Lakeland totals							18.00	0.00	18.00
LALC									
12 Stationery	Expenses		08/05/2017	100538	Good Councillor Guide	Z	24.52	0.00	24.52

Hapton Parish Council Payments to Supplier - All

Voucher Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
LALC totals							24.52	0.00	24.52
Lianne Abram									
24 Audit Fees	10/07/2017		Environmental	100204	Audit	Z	150.00	0.00	150.00
Lianne Abram totals							150.00	0.00	150.00
Royal BRITISH Legion									
45 Remembrance Day	13/11/2017		Expenses	100557	Remembrance Day Wreath	Z	20.00	0.00	20.00
Royal BRITISH Legion totals							20.00	0.00	20.00
Springwood Nursery									
22 Materials	10/07/2017		Environmental	100202	Lengthsman Materials	S	51.38	10.27	61.65
Springwood Nursery totals							51.38	10.27	61.65
Steve Watson									
7 Clerks Salary	03/04/2017		Expenses	SO	Clerk Salary	Z	170.77	0.00	170.77
10 Fencing Project	08/05/2017		Expenses	100536	Dog Poo Spray	Z	32.23	0.00	32.23
14 Clerks Salary	02/05/2017		Expenses	SO	Clerk Salary	Z	170.77	0.00	170.77
18 Clerks Salary	01/06/2017		Expenses	SO	Clerk Salary	Z	136.61	0.00	136.61
28 Clerks Salary	03/07/2017		Expenses	SO	Clerk Salary	Z	136.61	0.00	136.61
30 Clerks Salary	01/08/2017		Expenses	SO	Clerk Salary	Z	136.61	0.00	136.61
34 Clerks Salary	01/09/2017		Expenses	SO	Clerk Salary	Z	136.61	0.00	136.61
38 Clerks Salary	02/10/2017		Expenses	SO	Clerk Salary	Z	136.61	0.00	136.61
47 Clerks Salary	01/11/2017		Expenses	SO	Clerk Salary	Z	136.61	0.00	136.61
49 Administration	03/04/2017		Expenses	SO	Clerk Salary	Z	59.83	0.00	59.83
50 Administration	02/05/2017		Expenses	SO	Clerk Salary	Z	59.83	0.00	59.83
51 Administration	01/06/2017		Expenses	SO	Clerk Salary	Z	47.87	0.00	47.87
52 Administration	03/07/2017		Expenses	SO	Clerk Salary	Z	47.87	0.00	47.87
53 Administration	01/08/2017		Expenses	SO	Clerk Salary	Z	47.87	0.00	47.87
54 Administration	01/09/2017		Expenses	SO	Clerk Salary	Z	47.87	0.00	47.87
55 Administration	02/10/2017		Expenses	SO	Clerk Salary	Z	47.87	0.00	47.87
56 Administration	01/11/2017		Expenses	SO	Clerk Salary	Z	47.87	0.00	47.87
62 Clerks Salary	01/12/2017		Expenses	SO	Clerk Salary	Z	136.61	0.00	136.61
63 Administration	01/12/2017		Expenses	SO	Clerk Salary	Z	47.87	0.00	47.87
70 Clerks Salary	08/01/2018		Expenses	100560	Clerk Backpay	Z	127.11	0.00	127.11
72 Clerks Salary	02/01/2018		Expenses	SO	Clerk Salary	Z	136.61	0.00	136.61
75 Clerks Salary	01/02/2018		Expenses	SO	Clerk Salary	Z	136.61	0.00	136.61
78 Clerks Salary	01/03/2018		Expenses	SO	Clerk Salary	Z	136.61	0.00	136.61
80 Administration	02/01/2018		Expenses	SO	Clerk Salary	Z	47.87	0.00	47.87

Hapton Parish Council Payments to Supplier - All

Voucher Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
81 Administration	01/02/2018		Expenses	SO	Clerk Salary	Z	47.87	0.00	47.87
82 Administration	01/03/2018		Expenses	SO	Clerk Salary	Z	47.87	0.00	47.87
Steve Watson totals							2,465.34	0.00	2,465.34
T Capstick									
6 Allotment Bonds	10/04/2017		Expenses	100534	Allotment Bond	Z	200.00	0.00	200.00
T Capstick totals							200.00	0.00	200.00
T Dowson									
13 Allotment Bonds	08/05/2017		Expenses	100539cancelled	Allotment Bond	Z	0.00	0.00	0.00
71 Allotment Bonds	08/01/2018		Expenses Environmental	100207	Allotment Bond	Z	200.00	0.00	200.00
T Dowson totals							200.00	0.00	200.00
T Wilkinson									
33 Rent Income	11/09/2017		Expenses	100547	Allotment Rents	Z	70.00	0.00	70.00
46 Allotment Bonds	11/09/2017		Expenses Environmental	100206	Allotment Bond	Z	200.00	0.00	200.00
T Wilkinson totals							270.00	0.00	270.00
Zurich									
43 Insurance	13/11/2017		Expenses	100554	Insurance	Z	252.00	0.00	252.00
Zurich totals							252.00	0.00	252.00
Total							13,295.88	250.27	13,546.15

Hapton Parish Council

Receipts from Customer - All

Voucher Code	Date	Minute	Bank	Receipt No	Description	VAT Type	Net	VAT	Total
B Needham									
34 Rent Income	16/03/2018		Expenses	Bank Trans	Allotment Rents	Z	70.00	0.00	70.00
B Needham totals							70.00	0.00	70.00
B Stott									
31 Rent Income	14/03/2018		Expenses		Allotment Rents	Z	70.00	0.00	70.00
B Stott totals							70.00	0.00	70.00
Burnley Borough Council									
7 Maintenance Grant	26/04/2017		Expenses	DC	Maintenance Grant	Z	2,546.00	0.00	2,546.00
8 Precept	26/04/2017		Expenses	DC	Precept	Z	10,000.00	0.00	10,000.00
Burnley Borough Council totals							12,546.00	0.00	12,546.00
D Benson									
24 Rent Income	15/07/2017		Expenses		Allotment Rents	Z	70.00	0.00	70.00
D Benson totals							70.00	0.00	70.00
D Pounder									
16 Allotment Bonds	06/09/2017		Environmental Expenses		Allotment Bond	Z	200.00	0.00	200.00
17 Rent Income	06/09/2017		Expenses		Allotment Rents	Z	48.00	0.00	48.00
D Pounder totals							248.00	0.00	248.00
Electricity North West									
22 Electricity North West	06/09/2017		Expenses		Donations	Z	23.71	0.00	23.71
Electricity North West totals							23.71	0.00	23.71
HMRC									
30 VAT	01/05/2017		Expenses		VAT Return	R	0.00	1,815.47	1,815.47
HMRC totals							0.00	1,815.47	1,815.47
L Sheer									
32 Rent Income	08/03/2018		Expenses	Bank Trans	Allotment Rents	Z	70.00	0.00	70.00
L Sheer totals							70.00	0.00	70.00
Lancashire County Council									
6 Fencing Project	07/04/2017		Expenses	DC	Grant	Z	2,040.00	0.00	2,040.00

Hapton Parish Council Receipts from Customer - All

Voucher Code	Date	Minute	Bank	Receipt No	Description	VAT Type	Net	VAT	Total
Lancashire County Council totals									
McLellan							2,040.00	0.00	2,040.00
33 Rent Income	10/03/2018		Expenses	Bank Trans	Allotment Rents	Z	70.00	0.00	70.00
McLellan totals							70.00	0.00	70.00
P Clark									
19 Rent Income	06/09/2017		Expenses		Allotment Rents	Z	48.00	0.00	48.00
20 Allotment Bonds	06/09/2017		Environmental		Allotment Bond	Z	200.00	0.00	200.00
P Clark totals							248.00	0.00	248.00
R Naughton									
18 Rent Income	06/09/2017		Expenses		Allotment Rents	Z	62.00	0.00	62.00
35 Rent Income	28/03/2018		Expenses	Bank Trans	Allotment Rents	Z	70.00	0.00	70.00
R Naughton totals							132.00	0.00	132.00
S Alderson									
21 Rent Income	06/09/2017		Expenses		Allotment Rents	Z	62.50	0.00	62.50
S Alderson totals							62.50	0.00	62.50
T Wilkinson									
23 Rent Income	05/07/2017		Expenses		Allotment Rents	Z	70.00	0.00	70.00
T Wilkinson totals							70.00	0.00	70.00
Various									
1 Rent Income	02/04/2017		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
2 Rent Income	12/04/2017		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
3 Rent Income	21/04/2017		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
4 Rent Income	13/04/2017		Expenses	DC	Allotment Rents	Z	350.00	0.00	350.00
5 Rent Income	13/04/2017		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
9 Allotment Bonds	18/05/2017		Expenses		Allotment Bond	Z	400.00	0.00	400.00
10 Rent Income	18/05/2017		Expenses		Allotment Rents	Z	130.00	0.00	130.00
12 Rent Income	15/06/2017		Expenses		Allotment Rents	Z	140.00	0.00	140.00
13 Allotment Bonds	15/06/2017		Environmental		Allotment Bond	Z	200.00	0.00	200.00
14 Rent Income	11/07/2017		Expenses		Allotment Rents	Z	82.50	0.00	82.50
15 Rent Income	11/07/2017		Environmental		Allotment Rents	Z	50.00	0.00	50.00
25 Rent Income	13/09/2017		Expenses		Allotment Rents	Z	12.00	0.00	12.00
26 Allotment Bonds	13/09/2017		Environmental		Allotment Bond	Z	50.00	0.00	50.00
27 Rent Income	11/10/2017		Expenses		Allotment Rents	Z	24.50	0.00	24.50

Hapton Parish Council
Receipts from Customer - All

Voucher Code	Date	Minute	Bank	Receipt No	Description	VAT Type	Net	VAT	Total
28 Allotment Bonds	11/10/2017		Environmental		Allotment Bond	Z	100.00	0.00	100.00
29 Allotment Bonds	11/10/2017		Environmental		Allotment Bond	Z	124.50	0.00	124.50
Various totals							1,943.50	0.00	1,943.50
Total							17,663.71	1,815.47	19,479.18

Hapton Parish Council

Bank Reconciliation at 31/03/2018			
	Cash in Hand 01/04/2017		8,710.01
	ADD		
	Receipts 01/04/2017 - 31/03/2018		19,479.18
	SUBTRACT		
	Payments 01/04/2017 - 31/03/2018		13,546.15
A	Cash in Hand 08/04/2018 (per Cash Book)		14,643.04
	Cash in hand per Bank Statements		
	Cash	08/04/2018	0.00
	Environmental	08/04/2018	2,800.00
	Fundraising	08/04/2018	10,714.65
	Expenses	08/04/2018	1,128.39
			14,643.04
	Less unrepresented cheques As attached		0.00
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		14,643.04
	A = B Checks out OK		

Hapton Parish Council
DRAFT PAYMENTS LIST : Cheques 100000 to 100600

Vchr.	Cheque	Cde.	Name	Description	Amount
21	100201	3	HMRC	Clerk Tax	34.15
59	100201	25	HMRC	Clerk Tax	11.97
			Subtotal No. 100201		46.12
22	100202	24	Springwood Nursery	Lengthsman Materials	61.65
23	100203	5	Briercliffe Parish Council	Software	85.67
24	100204	15	Lianne Abram	Audit	150.00
25	100205	20	G Kendall	Allotment Bond	150.00
46	100206	20	T Wilkinson	Allotment Bond	200.00
71	100207	20	T Dowson	Allotment Bond	200.00
1	100531	23	Greenwoods	Lengthsman Invoice	400.00
2	100531	24	Greenwoods	Lengthsman Materials	9.30
3	100531	24	Greenwoods	Lengthsman Materials	68.60
			Subtotal No. 100531		477.90
4	100532	9	Hapton Luncheon Club	Grant	2,040.00
5	100533	20	J Gorman	Allotment Bond	100.00
6	100534	20	T Capstick	Allotment Bond	200.00
8	100535	23	Greenwoods	Lengthsman Invoice	300.00
9	100536	9	Amazon	CCTV signs	12.98
10	100536	9	Steve Watson	Dog Poo Spray	32.23
			Subtotal No. 100536		45.21
11	100537	5	Briercliffe Parish Council	Stationery	204.00
12	100538	5	LALC	Good Councillor Guide	24.52
15	100540	3	HMRC	Clerk Tax	34.15
57	100540	25	HMRC	Clerk Tax	11.97
			Subtotal No. 100540		46.12
17	100541	23	Greenwoods	Lengthsman Invoice	100.00
58	100542	25	HMRC	Clerk Tax	11.97
16	100542	3	HMRC	Clerk Tax	34.15
			Subtotal No. 100542		46.12
20	100543	23	Greenwoods	Lengthsman Invoice	400.00
27	100545	23	Greenwoods	Lengthsman Invoice	250.00
32	100546	23	Greenwoods	Lengthsman Invoice	50.00
33	100547	7	T Wilkinson	Allotment Rents	70.00
36	100549	3	HMRC	Clerk Tax	105.45
60	100549	25	HMRC	Clerk Tax	32.91
			Subtotal No. 100549		138.36
37	100550	15	BDO	Audit	240.00
40	100551	3	HMRC	Clerk Tax	34.15
61	100551	25	HMRC	Clerk Tax	11.97
			Subtotal No. 100551		46.12
41	100552	23	Greenwoods	Lengthsman Invoice	100.00
42	100553	16	J Lakeland	Land Registry Searches	18.00
43	100554	14	Zurich	Insurance	252.00
44	100555	12	Classic Fireworks	Fireworks	1,200.00
45	100557	22	Royal BRitish Legion	Remembrance Day Wreath	20.00
67	100558	23	Greenwoods	Lengthsman Invoice	35.00
68	100559	3	HMRC	Clerk Tax	92.24
70	100560	3	Steve Watson	Clerk Backpay	127.11
69	100561	3	HMRC	Clerk Tax	31.77
74	100562	3	HMRC	Clerk Tax	46.12
77	100563	3	HMRC	Clerk Tax	46.12
TOTAL					7,640.15

Hapton Parish Council**Form 126 Schedule - VAT between 01/04/2017 to 31/03/2018**

Invoice Date	Supplier VAT Reg No	Supplier	Desc	VAT
	4605974	Classic Fireworks	Fireworks	200.00
01/08/2017	677638576	Springwood Nursery	Lengthsman Materials	10.27
29/09/2017	830847032	BDO	Audit	40.00

Amount of VAT you can claim for this period is: £ 250.27

Box 1 – The Parish Council Large Recreation ground drainage project in 2015 left the Council with an outstanding VAT return for 2016 of £8,977 which accounts for the difference in the Balances.

Box 2 – The Parish Council Precept was increased to £10,000.00

Box 3 – The Parish Council received £7,162 less in VAT return, £880 less in Borough Council Maintenance Grant and £1,000 less in RWE grant.

Box 4 – Staff costs have increased as per annual pay increase.

Box 6 – Payments have reduced with £6,701.65 less on the Recreation Ground Drainage Project.

Box 7 – Carried forward is increased as the Council has now reclaimed all the VAT from the Recreation Ground Project and had to cancel a number of events due to the weather.

Hapton Parish Council
PAYMENTS - S.137/G P Competence Entries

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
45 Remembrance Day	13/11/2017		Expenses	100557	Remembrance Day Wreath	Royal British Legion	Z	20.00	0.00	20.00
Total								20.00	0.00	20.00

Hapton Parish Council
BANK ACCOUNTS

Environmental	£2,800.00
Fundraising	£10,714.65
Expenses	£1,128.39
Total in Banks	14,643.04
Cash	0.00
GRAND TOTAL (Banks and Cash)	£14,643.04

Hapton Parish Council
TRANSFERS

Date	Desc	From	To	Amount
18/05/2017	Bank to Bank Transfer	Expenses	Environmental	1,976.45
12/06/2017	Bank to Bank Transfer	Expenses	Environmental	400.00
11/07/2017	Bank to Bank Transfer	Expenses	Environmental	343.44
12/03/2018	Bank to Bank Transfer	Expenses	Fundraising	9,000.00
12/03/2018	Bank to Bank Transfer	Expenses	Environmental	25.50
			Total.....	11,745.39

Contact tel 03457 60 60 60

see reverse for call times

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048538_090 7/ 8 00001 35007 6359 32000

Mr Steve Watson
Hapton Parish Council
842 Padiham Road
Burnley
Lancashire
BB12 6NN



Your Statement

Account Summary

Opening Balance	2,774.50
Payments In	25.50
Payments Out	0.00
Closing Balance	2,800.00

International Bank Account Number

GB27HBUK40151711410202

Branch Identifier Code

HBUKGB4114H

Sortcode Account Number Sheet Number

40-15-17 11410202 258

1 March to 31 March 2018

Account Name

Environmental Account

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
28 Feb 18	BALANCE BROUGHT FORWARD			2,774.50
15 Mar 18	CR CHQ IN AT HSBC BANK PLC BURNLEY		25.50	2,800.00
31 Mar 18	BALANCE CARRIED FORWARD			2,800.00

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	AER variable
Credit interest is not paid			Debit interest		21.34%

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048538_090 1/ 8 00001 35001 6359 32000

Mr Steve Watson
Hapton Parish Council
842 Padiham Road
Burnley
Lancashire
BB12 6NN



Your Statement

Account Summary

Opening Balance	1,714.65
Payments In	9,000.00
Payments Out	0.00
Closing Balance	10,714.65

International Bank Account Number

GB03HBUK40151781410199

Branch Identifier Code

HBUKGB4114H

Sortcode Account Number Sheet Number

40-15-17 81410199 258

1 March to 31 March 2018

Account Name

Fundraising Account

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
28 Feb 18	BALANCE BROUGHT FORWARD			1,714.65
15 Mar 18	CR CHQ IN AT HSBC BANK PLC BURNLEY		9,000.00	10,714.65
31 Mar 18	BALANCE CARRIED FORWARD			10,714.65

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Credit Interest Rates	AER	Debit Interest Rates	EAR
balance	variable	balance	variable
Credit interest is not paid		Debit interest	21.34%

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Your Statement

048538_090 3/ 8 00001 35003 6359 32000

Mr Steve Watson
Hapton Parish Council
842 Padiham Road
Burnley
Lancashire
BB12 6NN



Account Summary

Opening Balance	10,434.49
Payments In	350.00
Payments Out	9,656.10
Closing Balance	1,128.39

International Bank Account Number

GB91HBUK40151741410180

Branch Identifier Code

HBUKGB4114H

Sortcode Account Number Sheet Number

40-15-17 41410180 265

1 March to 31 March 2018

Account Name

Expenses Account

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
28 Feb 18	BALANCE BROUGHT FORWARD			10,434.49
01 Mar 18	SO STEPHEN WATSON HPC1	184.48		
	SO MR MJ GREENWOOD HPC2	400.00		9,850.01
08 Mar 18	CR L Sheer SHEER B1		70.00	9,920.01
10 Mar 18	BP MCLELLAN IJ McLellanA4		70.00	9,990.01
15 Mar 18	CR CHQ IN AT HSBC BANK PLC BURNLEY		70.00	
	CHQ 100564	9,000.00		
	CHQ 100565	25.50		1,034.51
16 Mar 18	CR B Needham NEEDHAMC2		70.00	1,104.51
22 Mar 18	CHQ 100563	46.12		1,058.39
28 Mar 18	CR RACHEL NAUGHTON NaughtonA2		70.00	1,128.39
31 Mar 18	BALANCE CARRIED FORWARD			1,128.39

Information about the Financial Services Compensation Scheme

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Text phone 03457 125 563
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www.hsbc.co.uk

1 March to 31 March 2018

Your Statement

Account Name
Expenses Account

Sortcode **Account Number** **Sheet Number**
40-15-17 41410180 266

Credit Interest Rates	<i>balance</i>	<i>AER</i> <i>variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not paid			Debit interest		21.34%

List of current assets

Page 1 1st April 2018

Hapton Parish
Council

LIST OF ASSETS HELD AT 31/03/2018

Community

Date Purchased	Description of Asset	Current Value
	Hapton Community Room	£ 1.00
	Land inc. play area, rec, allot/garages	£ 1.00
	Sub Total	£ 2.00

Equipment

Date Purchased	Description of Asset	Current Value
	Sub Total	£ -
	Total Value of all assets	£ 2.00