

HAPTON PARISH COUNCIL
ACCOUNTS AS AT 31ST MARCH
2019



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Summary of Current Assets

The above statement represents fairly the financial position of the authority as at 31/03/2019 and reflects its income and expenditure during the year.

Approved by the Council on 13th May 2019

Signed

Steve Watson- Clerk

Signed

Timothy Birbeck – Chairman

Hapton Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	14,643.04	
Cash in Hand		
Maintenance Grant	1,998.00	
Electricity North West	23.71	
Clerks Salary		2,193.05
Postages		
Stationery		476.00
Room Hire		
Rent Income	2,015.50	
Maintenance		744.91
Fencing Project		
Other Sponsorship		
Summer Event		600.00
Bonfire Event		1,000.00
Christmas Event		
Insurance		252.00
Audit Fees		160.00
Subscriptions		353.87
Recreation Ground		
Play Area Refurb		
Allotment Bonds	1,250.00	200.00
Wall Art		
Remembrance Day	20.00	60.00
Labour	100.00	5,235.00
Materials		281.00
Administration		634.15
Precept	15,000.00	
Additional Hours		
VAT		
Community Centre	20.00	207.81
Bank Charges/Interest	8.40	8.40
Misc Projects		60.00
Website		19.97
Chair Allowance		200.00
VAT	250.27	390.55
	20,685.88	13,076.71
Closing Balances:		
Balances in Bank Account		22,252.21
Cash in Hand		
TOTAL	35,328.92	35,328.92

The above statement represents fairly the financial position of the council as at 31 Mar 2019

Signed _____
Responsible Financial Officer

Date _____

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

Accounts for Year from 01/04/2018 to 31/03/2019

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		
		31/03/2018 £	31/03/2019 £	
1	Balances brought fwd	8,710.01	14,643.04	*
2	Annual precept	10,000.00	15,000.00	*
3	Total other receipts	9,479.18	5,685.88	*
4	Staff Costs	2,972.20	2,827.20	
5	Loan interest/capital repayments	0.00	0.00	
6	Total other payments	10,573.95	10,249.51	
7	Balances carried forward	14,643.04	22,252.21	*
8	Total Cash and Short Term Investments	14,643.04	22,252.21	*
9	Total Fixed Assets and Long Term Investments	0.00	0.00	
10	Total Borrowings	0.00	0.00	

7 May 2019 (2018-2019)

Hapton Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre		Income			Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over	spend		
1	Maintenance Grant	1,892.00	1,998.00	106						106		
2	Electricity North West	24.00	23.71	0						0		
26	Precept	15,000.00	15,000.00									
29	VAT	250.00		-250						-250		
SUB TOTAL		17,166.00	17,021.71	-144						-144		

Cost Centre		Administration			Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over	spend		
3	Clerks Salary				3,080.00	2,193.05	887			887		
4	Postages											
5	Stationery				350.00	476.00	-126			-126		
6	Room Hire											
33	Website				8.00	19.97	-12			-12		
34	Chair Allowance					200.00	-200			-200		
SUB TOTAL					3,438.00	2,889.02	549			549		

Cost Centre		Allotments			Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over	spend		
7	Rent Income	1,420.00	2,015.50	596						596		
8	Maintenance				500.00	744.91	-245			-245		
20	Allotment Bonds		1,250.00	1,250		200.00	-200			1,050		
SUB TOTAL		1,420.00	3,265.50	1,846	500.00	944.91	-445			1,401		

Cost Centre		Projects & Events			Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over	spend		
9	Fencing Project											
10	Other Sponsorship	200.00		-200						-200		
11	Summer Event				1,000.00	600.00	400			400		
12	Bonfire Event	800.00		-800	1,000.00	1,000.00				-800		
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	20.00	60.00	-40			-20		
30	Community Centre		20.00	20		207.81	-208			-188		
32	Misc Projects				1,000.00	60.00	940			940		
SUB TOTAL		1,000.00	40.00	-960	4,020.00	1,927.81	2,092			1,132		

Cost Centre		Professional Fees			Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over	spend		
14	Insurance				260.00	252.00	8			8		
15	Audit Fees				350.00	160.00	190			190		
16	Subscriptions				400.00	353.87	46			46		
31	Bank Charges/Interest		8.40	8		8.40	-8					
SUB TOTAL			8.40	8	1,010.00	774.27	236			244		

Cost Centre		Lengthsman			Receipts			Payments			Net Position	
Code	Title	Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over	spend		

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

23	Labour	100.00	100	5,300.00	5,235.00	65	165
24	Materials			2,000.00	281.00	1,719	1,719
25	Administration			718.00	634.15	84	84
28	Additional Hours			600.00		600	600
SUB TOTAL		100.00	100	8,618.00	6,150.15	2,468	2,568
NET TOTAL		19,586.00	20,435.61	850	17,586.00	12,686.16	4,900
V.A.T.			250.27			390.55	
GROSS TOTAL		20,685.88				13,076.71	

Hapton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Clerks Salary	10/04/2018		Expenses	100566	Clerk Tax	HMRC	Z	34.59	0.00	34.59
2 Subscriptions	10/04/2018		Expenses	100567	Subscription	LALC	Z	323.87	0.00	323.87
3 Subscriptions	10/04/2018		Expenses	100568	Subscription	CVS	Z	15.00	0.00	15.00
4 Maintenance	10/05/2018		Expenses	100569	Allotment Material	Lanlee	S	594.40	118.88	713.28
5 Allotment Bonds	10/04/2018		Environmental	100208	Allotment Bond	Various	Z	200.00	0.00	200.00
6 Clerks Salary	03/04/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	138.36	0.00	138.36
7 Labour	03/04/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
8 Labour	15/05/2018		Expenses	100570	Lengthsman Invoice	Greenwoods	Z	100.00	0.00	100.00
9 Clerks Salary	15/05/2018		Expenses	100572	Clerk Tax	HMRC	Z	34.59	0.00	34.59
10 Administration	15/05/2018		Expenses	100572	Clerk Tax	HMRC	Z	11.53	0.00	11.53
11 Administration	10/04/2018		Expenses	100566	Clerk Tax	HMRC	Z	11.53	0.00	11.53
12 Administration	03/04/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	46.12	0.00	46.12
13 Clerks Salary	01/05/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	138.36	0.00	138.36
14 Administration	01/05/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	46.12	0.00	46.12
15 Labour	01/05/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
16 Community Centre	15/05/2018		Expenses	100573	Safety Equipment	Safelincs	S	141.98	28.40	170.38
17 Community Centre	15/05/2018		Expenses	100573	Safety Equipment	Great Earthman Ltd	S	5.83	1.17	7.00
18 Maintenance	15/05/2018		Expenses	100574	Allotment Material	Lanlee	S	100.61	20.12	120.73
19 Maintenance	15/05/2018		Expenses	100574	Allotment Material	Lanlee	S	49.90	9.98	59.88
20 Community Centre	15/05/2018		Expenses	100575	Safety Equipment	UK Test Ltd	Z	60.00	0.00	60.00
21 Clerks Salary	11/06/2018		Expenses	100576	Clerk Tax	HMRC	Z	34.59	0.00	34.59
22 Administration	11/06/2018		Expenses	100576	Clerk Tax	HMRC	Z	11.53	0.00	11.53
23 Summer Event	11/06/2018		Expenses	100577	Fairground Rides	LJS Funfairs	Z	600.00	0.00	600.00
24 Clerks Salary	01/06/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	138.36	0.00	138.36
25 Administration	01/06/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	46.12	0.00	46.12
26 Labour	01/06/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
27 Bank Charges/Interest	21/06/2018		Expenses	DR	Bank Interest	HSBC	Z	0.40	0.00	0.40
28 Bank Charges/Interest	21/06/2018		Expenses	DR	Bank Charges	HSBC	Z	8.00	0.00	8.00
29 Clerks Salary	09/07/2018		Expenses	100578	Clerk Tax	HMRC	Z	34.59	0.00	34.59
30 Insurance	09/07/2018		Expenses	100579	Insurance	Zurich	Z	252.00	0.00	252.00
31 Labour	09/07/2018		Expenses	100580	Lengthsman Invoice	Greenwoods	Z	135.00	0.00	135.00
32 Clerks Salary	02/07/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	138.36	0.00	138.36
33 Administration	02/07/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	46.12	0.00	46.12
34 Labour	02/07/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
35 Clerks Salary	01/08/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	138.36	0.00	138.36
36 Administration	01/08/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	46.12	0.00	46.12

Hapton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37 Labour	01/08/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
38 Clerks Salary	10/09/2018		Expenses	100581	Clerk Tax	HMRC	Z	34.59	0.00	34.59
39 Clerks Salary	10/09/2018		Expenses	100582	Clerk Tax	HMRC	Z	34.59	0.00	34.59
40 Materials	10/09/2018		Expenses	100583	Lengthsman Materials	Springwood Nursery	Z	76.78	0.00	76.78
41 Audit Fees	10/09/2018		Expenses	100584	Audit	Yorkshire Internal Audit	Z	120.00	0.00	120.00
42 Clerks Salary	08/10/2018		Expenses	100585	Clerk Tax	HMRC	Z	34.59	0.00	34.59
43 Clerks Salary	08/10/2018		Expenses	100586	Clerk Cover	A Roberts	Z	60.00	0.00	60.00
44 Clerks Salary	03/09/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	138.36	0.00	138.36
45 Clerks Salary	01/10/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	138.36	0.00	138.36
46 Labour	03/09/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
47 Labour	01/10/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
48 Administration	03/09/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	46.12	0.00	46.12
49 Administration	01/10/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	46.12	0.00	46.12
50 Clerks Salary	12/11/2018		Expenses	100587	Clerk Tax	HMRC	Z	34.59	0.00	34.59
52 Website	12/11/2018		Expenses	100588	Website Hosting	1&1	S	19.97	4.00	23.97
53 Bonfire Event	12/11/2018		Expenses	100589	Fireworks	Classic Fireworks	S	1,000.00	200.00	1,200.00
54 Labour	12/11/2018		Expenses	100590	Lengthsman Invoice	Greenwoods	Z	100.00	0.00	100.00
55 Materials	12/11/2018		Expenses	100591	Lengthsman Materials	Springwood Nursery	Z	74.29	0.00	74.29
56 Remembrance Day	12/11/2018		Expenses	100593	Remembrance Day Wreath	Royal BRITISH Legion	Z	60.00	0.00	60.00
57 Misc Projects	12/11/2018		Expenses	100594	Hospitality	Hapton Inn	Z	60.00	0.00	60.00
58 Materials	10/12/2018		Expenses	100595	Lengthsman Materials	Greenwoods	Z	129.93	0.00	129.93
59 Administration	09/07/2018		Expenses	100578	Clerk Tax	HMRC	Z	11.53	0.00	11.53
60 Administration	10/09/2018		Expenses	100581	Clerk Tax	HMRC	Z	11.53	0.00	11.53
61 Administration	10/09/2018		Expenses	100582	Clerk Tax	HMRC	Z	11.53	0.00	11.53
62 Administration	08/10/2018		Expenses	100585	Clerk Tax	HMRC	Z	11.53	0.00	11.53
63 Administration	12/11/2018		Expenses	100587	Clerk Tax	HMRC	Z	11.53	0.00	11.53
64 Clerks Salary	01/11/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	138.36	0.00	138.36
65 Administration	01/11/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	46.12	0.00	46.12
66 Administration	03/12/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	46.12	0.00	46.12
67 Clerks Salary	03/12/2018		Expenses	SO	Clerk Salary	Steve Watson	Z	138.36	0.00	138.36
68 Labour	01/11/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
69 Labour	03/12/2018		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
70 Clerks Salary	10/12/2018		Expenses	100596	Clerk Tax	HMRC	Z	34.59	0.00	34.59
71 Clerks Salary	14/01/2019		Expenses	100597	Clerk Tax	HMRC	Z	34.59	0.00	34.59
72 Stationery	14/01/2019		Expenses	100598	Stationery	Briercliffe Parish Council	Z	238.00	0.00	238.00
73 Clerks Salary	02/01/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	138.36	0.00	138.36
74 Labour	02/01/2019		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
75 Administration	10/12/2018		Expenses	100596	Clerk Tax	HMRC	Z	11.53	0.00	11.53
76 Administration	14/01/2019		Expenses	100597	Clerk Tax	HMRC	Z	11.53	0.00	11.53

Hapton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
77 Administration	02/01/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	46.12	0.00	46.12
78 Stationery	14/01/2019		Expenses	100598	Stationery	Briercliffe Parish Council	Z	238.00	0.00	238.00
79 Clerks Salary	11/02/2019		Expenses	100599	Clerk Tax	HMRC	Z	34.59	0.00	34.59
80 Administration	11/02/2019		Expenses	100599	Clerk Tax	HMRC	Z	11.53	0.00	11.53
81 Clerks Salary	01/02/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	138.36	0.00	138.36
82 Administration	01/02/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	46.12	0.00	46.12
83 Labour	01/02/2019		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
84 Clerks Salary	11/03/2019		Expenses	100600	Clerk Tax	HMRC	Z	46.12	0.00	46.12
85 Audit Fees	11/03/2019		Expenses	100601	Audit	PKF Littlejohn	S	40.00	8.00	48.00
86 Subscriptions	11/03/2019		Expenses	100602	Subscription	CVS	Z	15.00	0.00	15.00
87 Labour	11/03/2019		Expenses	100603	Lengthsman Invoice	Greenwoods	Z	100.00	0.00	100.00
88 Chair Allowance	11/03/2019		Expenses	100604	Chair Allowance	Tim Birbeck	Z	200.00	0.00	200.00
89 Clerks Salary	01/03/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	184.48	0.00	184.48
90 Labour	01/03/2019		Expenses	SO	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
Total								12,686.16	390.55	13,076.71

Hapton Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1	14/04/2018		Environmental		Allotment Bond	Various	Z	50.00	0.00	50.00
2	14/04/2018		Expenses		Allotment Rents	Various	Z	297.50	0.00	297.50
3	03/04/2018		Expenses	CR	Allotment Rents	Various	Z	70.00	0.00	70.00
4	06/04/2018		Expenses	CR	Allotment Rents	Various	Z	70.00	0.00	70.00
5	18/04/2018		Expenses	CR	Allotment Rents	Various	Z	70.00	0.00	70.00
6	29/04/2018		Expenses	CR	Allotment Rents	Various	Z	60.00	0.00	60.00
7	23/05/2018		Expenses	000000	Allotment Rents	Various	Z	401.25	0.00	401.25
8	23/05/2018		Expenses	000000	Room Hire	Various	Z	20.00	0.00	20.00
9	08/05/2018		Expenses	DC	VAT Return	HMRC	R	0.00	250.27	250.27
10	18/05/2018		Expenses	DC	Maintenance Grant	Burnley Borough Council	Z	1,998.00	0.00	1,998.00
11	18/05/2018		Expenses	DC	Precept	Burnley Borough Council	Z	15,000.00	0.00	15,000.00
12	23/05/2018		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
13	23/05/2018		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
14	24/05/2018		Environmental		Allotment Bond	Various	Z	850.00	0.00	850.00
15	13/06/2018		Expenses	000000	Allotment Rents	Various	Z	144.25	0.00	144.25
16	13/06/2018		Environmental	000000	Allotment Bond	Various	Z	50.00	0.00	50.00
17	08/06/2018		Expenses	DC	Allotment Rents	AdshheadC7	Z	70.00	0.00	70.00
18	08/06/2018		Expenses	DC	Allotment Rents	EvansC5	Z	70.00	0.00	70.00
19	22/06/2018		Expenses	DC	Bank Charges	Burnley Borough Council	Z	8.40	0.00	8.40
20	08/08/2018		Expenses	CR	Allotment Rents	Various	Z	70.00	0.00	70.00
21	09/08/2018		Expenses	CR	Rent	Electricity North West	Z	23.71	0.00	23.71
22	07/11/2018		Expenses		Rent	Allotment Tenant	Z	42.50	0.00	42.50
23	07/11/2018		Expenses		Rent	Allotment Tenant	Z	10.00	0.00	10.00
24	07/11/2018		Environmental		Allotment Bond	Allotment Tenant	Z	50.00	0.00	50.00
25	07/11/2018		Environmental		Allotment Bond	Allotment Tenant	Z	150.00	0.00	150.00
26	13/11/2018		Expenses		Remembrance Day Wrea	Hapton Heritage	Z	20.00	0.00	20.00
27	06/02/2019		Expenses		Lengthsman Invoice	Methodist Church	Z	100.00	0.00	100.00
28	06/03/2019		Environmental		Allotment Bond	Various	Z	100.00	0.00	100.00
29	06/03/2019		Expenses		Allotment Rents	Various	Z	20.00	0.00	20.00
30	09/03/2019		Expenses	DC	Allotment Rents	AdshheadC7	Z	70.00	0.00	70.00
31	10/03/2019		Expenses	DC	Allotment Rents	PalmerB4	Z	70.00	0.00	70.00
32	12/03/2019		Expenses	DC	Allotment Rents	RobertsA1	Z	70.00	0.00	70.00
33	14/03/2019		Expenses	DC	Allotment Rents	PalmerD1	Z	70.00	0.00	70.00
34	18/03/2019		Expenses	DC	Allotment Rents	NeedhamC2	Z	70.00	0.00	70.00
35	19/03/2019		Expenses	DC	Allotment Rents	EvansC5	Z	70.00	0.00	70.00
36	25/03/2019		Expenses	DC	Allotment Rents	WigleyC11	Z	60.00	0.00	60.00

Hapton Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
								20,435.61	250.27	20,685.88
						Total				

Hapton Parish Council Payments to Supplier - All

Voucher Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
1&1									
52 Website	12/11/2018		Expenses	100588	Website Hosting	S	19.97	4.00	23.97
1&1 totals							19.97	4.00	23.97
A Roberts									
43 Clerks Salary	08/10/2018		Expenses	100586	Clerk Cover	Z	60.00	0.00	60.00
A Roberts totals							60.00	0.00	60.00
Briercliffe Parish Council									
72 Stationery	14/01/2019		Expenses	100598	Stationery	Z	238.00	0.00	238.00
78 Stationery	14/01/2019		Expenses	100598	Stationery	Z	238.00	0.00	238.00
Briercliffe Parish Council totals							476.00	0.00	476.00
Classic Fireworks									
53 Bonfire Event	12/11/2018		Expenses	100589	Fireworks	S	1,000.00	200.00	1,200.00
Classic Fireworks totals							1,000.00	200.00	1,200.00
CVS									
3 Subscriptions	10/04/2018		Expenses	100568	Subscription	Z	15.00	0.00	15.00
86 Subscriptions	11/03/2019		Expenses	100602	Subscription	Z	15.00	0.00	15.00
CVS totals							30.00	0.00	30.00
Great Earthman Ltd									
17 Community Centre	15/05/2018		Expenses	100573	Safety Equipment	S	5.83	1.17	7.00
Great Earthman Ltd totals							5.83	1.17	7.00
Greenwoods									
7 Labour	03/04/2018		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
8 Labour	15/05/2018		Expenses	100570	Lengthsman Invoice	Z	100.00	0.00	100.00
15 Labour	01/05/2018		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
26 Labour	01/06/2018		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
31 Labour	09/07/2018		Expenses	100580	Lengthsman Invoice	Z	135.00	0.00	135.00
34 Labour	02/07/2018		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
37 Labour	01/08/2018		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
46 Labour	03/09/2018		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
47 Labour	01/10/2018		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00

Hapton Parish Council Payments to Supplier - All

Voucher Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
54 Labour	12/11/2018		Expenses	100590	Lengthsman Invoice	Z	100.00	0.00	100.00
58 Materials	10/12/2018		Expenses	100595	Lengthsman Materials	Z	129.93	0.00	129.93
68 Labour	01/11/2018		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
69 Labour	03/12/2018		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
74 Labour	02/01/2019		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
83 Labour	01/02/2019		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
87 Labour	11/03/2019		Expenses	100603	Lengthsman Invoice	Z	100.00	0.00	100.00
90 Labour	01/03/2019		Expenses	SO	Lengthsman Invoice	Z	400.00	0.00	400.00
Greenwoods totals							5,364.93	0.00	5,364.93
Hapton Inn									
57 Misc Projects	12/11/2018		Expenses	100594	Hospitality	Z	60.00	0.00	60.00
Hapton Inn totals							60.00	0.00	60.00
HIMRC									
1 Clerks Salary	10/04/2018		Expenses	100566	Clerk Tax	Z	34.59	0.00	34.59
9 Clerks Salary	15/05/2018		Expenses	100572	Clerk Tax	Z	34.59	0.00	34.59
10 Administration	15/05/2018		Expenses	100572	Clerk Tax	Z	11.53	0.00	11.53
11 Administration	10/04/2018		Expenses	100566	Clerk Tax	Z	11.53	0.00	11.53
21 Clerks Salary	11/06/2018		Expenses	100576	Clerk Tax	Z	34.59	0.00	34.59
22 Administration	11/06/2018		Expenses	100576	Clerk Tax	Z	11.53	0.00	11.53
29 Clerks Salary	09/07/2018		Expenses	100578	Clerk Tax	Z	34.59	0.00	34.59
38 Clerks Salary	10/09/2018		Expenses	100581	Clerk Tax	Z	34.59	0.00	34.59
39 Clerks Salary	10/09/2018		Expenses	100582	Clerk Tax	Z	34.59	0.00	34.59
42 Clerks Salary	08/10/2018		Expenses	100585	Clerk Tax	Z	34.59	0.00	34.59
50 Clerks Salary	12/11/2018		Expenses	100587	Clerk Tax	Z	34.59	0.00	34.59
59 Administration	09/07/2018		Expenses	100578	Clerk Tax	Z	11.53	0.00	11.53
60 Administration	10/09/2018		Expenses	100581	Clerk Tax	Z	11.53	0.00	11.53
61 Administration	10/09/2018		Expenses	100582	Clerk Tax	Z	11.53	0.00	11.53
62 Administration	08/10/2018		Expenses	100585	Clerk Tax	Z	11.53	0.00	11.53
63 Administration	12/11/2018		Expenses	100587	Clerk Tax	Z	11.53	0.00	11.53
70 Clerks Salary	10/12/2018		Expenses	100596	Clerk Tax	Z	11.53	0.00	11.53
71 Clerks Salary	14/01/2019		Expenses	100597	Clerk Tax	Z	34.59	0.00	34.59
75 Administration	10/12/2018		Expenses	100596	Clerk Tax	Z	11.53	0.00	11.53
76 Administration	14/01/2019		Expenses	100597	Clerk Tax	Z	11.53	0.00	11.53
79 Clerks Salary	11/02/2019		Expenses	100599	Clerk Tax	Z	34.59	0.00	34.59
80 Administration	11/02/2019		Expenses	100599	Clerk Tax	Z	11.53	0.00	11.53
84 Clerks Salary	11/03/2019		Expenses	100600	Clerk Tax	Z	46.12	0.00	46.12

Hapton Parish Council Payments to Supplier - All

Voucher Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
HMRC totals							553.44	0.00	553.44
HSBC									
27 Bank Charges/Interest	21/06/2018		Expenses	DR	Bank Interest	Z	0.40	0.00	0.40
28 Bank Charges/Interest	21/06/2018		Expenses	DR	Bank Charges	Z	8.00	0.00	8.00
HSBC totals							8.40	0.00	8.40
LALC									
2 Subscriptions	10/04/2018		Expenses	100567	Subscription	Z	323.87	0.00	323.87
LALC totals							323.87	0.00	323.87
Lanlee									
4 Maintenance	10/05/2018		Expenses	100569	Allotment Material	S	594.40	118.88	713.28
18 Maintenance	15/05/2018		Expenses	100574	Allotment Material	S	100.61	20.12	120.73
19 Maintenance	15/05/2018		Expenses	100574	Allotment Material	S	49.90	9.98	59.88
Lanlee totals							744.91	148.98	893.89
LJS Funfairs									
23 Summer Event	11/06/2018		Expenses	100577	Fairground Rides	Z	600.00	0.00	600.00
LJS Funfairs totals							600.00	0.00	600.00
PKF Littlejohn									
85 Audit Fees	11/03/2019		Expenses	100601	Audit	S	40.00	8.00	48.00
PKF Littlejohn totals							40.00	8.00	48.00
Royal British Legion									
56 Remembrance Day	12/11/2018		Expenses	100593	Remembrance Day Wreath	Z	60.00	0.00	60.00
Royal British Legion totals							60.00	0.00	60.00
Safelincs									
16 Community Centre	15/05/2018		Expenses	100573	Safety Equipment	S	141.98	28.40	170.38
Safelincs totals							141.98	28.40	170.38
Springwood Nursery									
40 Materials	10/09/2018		Expenses	100583	Lengthsman Materials	Z	76.78	0.00	76.78
55 Materials	12/11/2018		Expenses	100591	Lengthsman Materials	Z	74.29	0.00	74.29
Springwood Nursery totals							151.07	0.00	151.07
Steve Watson									

Hapton Parish Council

Payments to Supplier - All

Voucher Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
6 Clerks Salary	03/04/2018		Expenses	50	Clerk Salary	Z	138.36	0.00	138.36
12 Administration	03/04/2018		Expenses	50	Clerk Salary	Z	46.12	0.00	46.12
13 Clerks Salary	01/05/2018		Expenses	50	Clerk Salary	Z	138.36	0.00	138.36
14 Administration	01/05/2018		Expenses	50	Clerk Salary	Z	46.12	0.00	46.12
24 Clerks Salary	01/06/2018		Expenses	50	Clerk Salary	Z	138.36	0.00	138.36
25 Administration	01/06/2018		Expenses	50	Clerk Salary	Z	46.12	0.00	46.12
32 Clerks Salary	02/07/2018		Expenses	50	Clerk Salary	Z	138.36	0.00	138.36
33 Administration	02/07/2018		Expenses	50	Clerk Salary	Z	46.12	0.00	46.12
35 Clerks Salary	01/08/2018		Expenses	50	Clerk Salary	Z	138.36	0.00	138.36
36 Administration	01/08/2018		Expenses	50	Clerk Salary	Z	46.12	0.00	46.12
44 Clerks Salary	03/09/2018		Expenses	50	Clerk Salary	Z	138.36	0.00	138.36
45 Clerks Salary	01/10/2018		Expenses	50	Clerk Salary	Z	138.36	0.00	138.36
48 Administration	03/09/2018		Expenses	50	Clerk Salary	Z	46.12	0.00	46.12
49 Administration	01/10/2018		Expenses	50	Clerk Salary	Z	46.12	0.00	46.12
64 Clerks Salary	01/11/2018		Expenses	50	Clerk Salary	Z	138.36	0.00	138.36
65 Administration	01/11/2018		Expenses	50	Clerk Salary	Z	46.12	0.00	46.12
66 Administration	03/12/2018		Expenses	50	Clerk Salary	Z	46.12	0.00	46.12
67 Clerks Salary	03/12/2018		Expenses	50	Clerk Salary	Z	138.36	0.00	138.36
73 Clerks Salary	02/01/2019		Expenses	50	Clerk Salary	Z	138.36	0.00	138.36
77 Administration	02/01/2019		Expenses	50	Clerk Salary	Z	46.12	0.00	46.12
81 Clerks Salary	01/02/2019		Expenses	50	Clerk Salary	Z	138.36	0.00	138.36
82 Administration	01/02/2019		Expenses	50	Clerk Salary	Z	46.12	0.00	46.12
89 Clerks Salary	01/03/2019		Expenses	50	Clerk Salary	Z	184.48	0.00	184.48
Steve Watson totals							2,213.76	0.00	2,213.76
Tim Birbeck									
88 Chair Allowance	11/03/2019		Expenses	100604	Chair Allowance	Z	200.00	0.00	200.00
Tim Birbeck totals							200.00	0.00	200.00
UK Test Ltd									
20 Community Centre	15/05/2018		Expenses	100575	Safety Equipment	Z	60.00	0.00	60.00
UK Test Ltd totals							60.00	0.00	60.00
Various									
5 Allotment Bonds	10/04/2018		Environmental	100208	Allotment Bond	Z	200.00	0.00	200.00
Various totals							200.00	0.00	200.00
Yorkshire Internal Audit									
41 Audit Fees	10/09/2018		Expenses	100584	Audit	Z	120.00	0.00	120.00

Hapton Parish Council Payments to Supplier - All

Voucher Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
Yorkshire Internal Audit totals									
Zurich							120.00	0.00	120.00
30 Insurance	09/07/2018		Expenses	100579	Insurance	Z	252.00	0.00	252.00
Zurich totals							252.00	0.00	252.00
Total							12,686.16	390.55	13,076.71

Hapton Parish Council
Receipts from Customer - All

Voucher Code	Date	Minute	Bank	Receipt No	Description	VAT Type	Net	VAT	Total
AdsheadC7									
17 Rent Income	08/06/2018		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
30 Rent Income	09/03/2019		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
AdsheadC7 totals							140.00	0.00	140.00
Allotment Tenant									
22 Rent Income	07/11/2018		Expenses		Rent	Z	42.50	0.00	42.50
23 Rent Income	07/11/2018		Expenses		Rent	Z	10.00	0.00	10.00
24 Allotment Bonds	07/11/2018		Environmental		Allotment Bond	Z	50.00	0.00	50.00
25 Allotment Bonds	07/11/2018		Environmental		Allotment Bond	Z	150.00	0.00	150.00
Allotment Tenant totals							252.50	0.00	252.50
Burnley Borough Council									
10 Maintenance Grant	18/05/2018		Expenses	DC	Maintenance Grant	Z	1,998.00	0.00	1,998.00
11 Precept	18/05/2018		Expenses	DC	Precept	Z	15,000.00	0.00	15,000.00
19 Bank Charges/Interest	22/06/2018		Expenses	DC	Bank Charges	Z	8.40	0.00	8.40
Burnley Borough Council totals							17,006.40	0.00	17,006.40
Electricity North West									
21 Electricity North West	09/08/2018		Expenses	CR	Rent	Z	23.71	0.00	23.71
Electricity North West totals							23.71	0.00	23.71
EvansC5									
18 Rent Income	08/06/2018		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
35 Rent Income	19/03/2019		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
EvansC5 totals							140.00	0.00	140.00
Hapton Heritage									
26 Remembrance Day	13/11/2018		Expenses		Remembrance Day Wreath	Z	20.00	0.00	20.00
Hapton Heritage totals							20.00	0.00	20.00
HMRC									
9 VAT	08/05/2018		Expenses	DC	VAT Return	R	0.00	250.27	250.27
HMRC totals							0.00	250.27	250.27
Methodist Church									

Hapton Parish Council
Receipts from Customer - All

Voucher Code	Date	Minute	Bank	Receipt No	Description	VAT Type	Net	VAT	Total
27 Labour	06/02/2019		Expenses		Lengthsman Invoice	Z	100.00	0.00	100.00
Methodist Church totals									
							100.00	0.00	100.00
NeedhamC2									
34 Rent Income	18/03/2019		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
NeedhamC2 totals									
							70.00	0.00	70.00
PalmerB4									
31 Rent Income	10/03/2019		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
PalmerB4 totals									
							70.00	0.00	70.00
PalmerD1									
33 Rent Income	14/03/2019		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
PalmerD1 totals									
							70.00	0.00	70.00
RobertsA1									
32 Rent Income	12/03/2019		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
RobertsA1 totals									
							70.00	0.00	70.00
Various									
1 Allotment Bonds	14/04/2018		Environmental		Allotment Bond	Z	50.00	0.00	50.00
2 Rent Income	14/04/2018		Expenses		Allotment Rents	Z	297.50	0.00	297.50
3 Rent Income	03/04/2018		Expenses	CR	Allotment Rents	Z	70.00	0.00	70.00
4 Rent Income	06/04/2018		Expenses	CR	Allotment Rents	Z	70.00	0.00	70.00
5 Rent Income	18/04/2018		Expenses	CR	Allotment Rents	Z	70.00	0.00	70.00
6 Rent Income	29/04/2018		Expenses	CR	Allotment Rents	Z	60.00	0.00	60.00
7 Rent Income	23/05/2018		Expenses	000000	Allotment Rents	Z	401.25	0.00	401.25
8 Community Centre	23/05/2018		Expenses	000000	Room Hire	Z	20.00	0.00	20.00
12 Rent Income	23/05/2018		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
13 Rent Income	23/05/2018		Expenses	DC	Allotment Rents	Z	70.00	0.00	70.00
14 Allotment Bonds	24/05/2018		Environmental		Allotment Bond	Z	850.00	0.00	850.00
15 Rent Income	13/06/2018		Expenses	000000	Allotment Rents	Z	144.25	0.00	144.25
16 Allotment Bonds	13/06/2018		Environmental	000000	Allotment Bond	Z	50.00	0.00	50.00
20 Rent Income	08/08/2018		Expenses	CR	Allotment Rents	Z	70.00	0.00	70.00
28 Allotment Bonds	06/03/2019		Environmental		Allotment Bond	Z	100.00	0.00	100.00
29 Rent Income	06/03/2019		Expenses		Allotment Rents	Z	20.00	0.00	20.00
Various totals							2,413.00	0.00	2,413.00
WigleyC11									

Hapton Parish Council Receipts from Customer - All

Voucher Code	Date	Minute	Bank	Receipt No	Description	VAT Type	Net	VAT	Total
36 Rent Income	25/03/2019		Expenses	DC	Allotment Rents	Z	60.00	0.00	60.00
WigleyC11 totals							60.00	0.00	60.00
Total							20,435.61	250.27	20,685.88

Hapton Parish Council

Bank Reconciliation at 31/03/2019			
	Cash in Hand 01/04/2018		
			14,643.04
	ADD		
	Receipts 01/04/2018 - 31/03/2019		20,685.88
			35,328.92
	SUBTRACT		
	Payments 01/04/2018 - 31/03/2019		13,076.71
A	Cash in Hand 31/03/2019 (per Cash Book)		22,252.21
	Cash in hand per Bank Statements		
	Cash	31/03/2019	0.00
	Environmental	31/03/2019	3,850.00
	Fundraising	31/03/2019	10,714.65
	Expenses	31/03/2019	8,140.56
			22,705.21
	Less unpresented cheques As attached		453.00
			22,252.21
	Plus unpresented receipts As attached		0.00
B	Adjusted Bank Balance		22,252.21
	A = B Checks out OK		

Hapton Parish Council
DRAFT PAYMENTS LIST : Cheques 1 to 100605

Vchr.	Cheque	Cde.	Name	Description	Amount
5	100208	20	Various	Allotment Bond	200.00
1	100566	3	HMRC	Clerk Tax	34.59
11	100566	25	HMRC	Clerk Tax	11.53
			Subtotal No. 100566		46.12
2	100567	16	LALC	Subscription	323.87
3	100568	16	CVS	Subscription	15.00
4	100569	8	Lanlee	Allotment Material	713.28
8	100570	23	Greenwoods	Lengthsman Invoice	100.00
9	100572	3	HMRC	Clerk Tax	34.59
10	100572	25	HMRC	Clerk Tax	11.53
			Subtotal No. 100572		46.12
16	100573	30	Safelincs	Safety Equipment	170.38
17	100573	30	Great Earthman Ltd	Safety Equipment	7.00
			Subtotal No. 100573		177.38
18	100574	8	Lanlee	Allotment Material	120.73
19	100574	8	Lanlee	Allotment Material	59.88
			Subtotal No. 100574		180.61
20	100575	30	UK Test Ltd	Safety Equipment	60.00
21	100576	3	HMRC	Clerk Tax	34.59
22	100576	25	HMRC	Clerk Tax	11.53
			Subtotal No. 100576		46.12
23	100577	11	LJS Funfairs	Fairground Rides	600.00
29	100578	3	HMRC	Clerk Tax	34.59
59	100578	25	HMRC	Clerk Tax	11.53
			Subtotal No. 100578		46.12
30	100579	14	Zurich	Insurance	252.00
31	100580	23	Greenwoods	Lengthsman Invoice	135.00
38	100581	3	HMRC	Clerk Tax	34.59
60	100581	25	HMRC	Clerk Tax	11.53
			Subtotal No. 100581		46.12
61	100582	25	HMRC	Clerk Tax	11.53
39	100582	3	HMRC	Clerk Tax	34.59
			Subtotal No. 100582		46.12
40	100583	24	Springwood Nursery	Lengthsman Materials	76.78
41	100584	15	Yorkshire Internal Audit	Audit	120.00
42	100585	3	HMRC	Clerk Tax	34.59
62	100585	25	HMRC	Clerk Tax	11.53
			Subtotal No. 100585		46.12
43	100586	3	A Roberts	Clerk Cover	60.00
50	100587	3	HMRC	Clerk Tax	34.59
63	100587	25	HMRC	Clerk Tax	11.53
			Subtotal No. 100587		46.12
52	100588	33	1&1	Website Hosting	23.97
53	100589	12	Classic Fireworks	Fireworks	1,200.00
54	100590	23	Greenwoods	Lengthsman Invoice	100.00
55	100591	24	Springwood Nursery	Lengthsman Materials	74.29
56	100593	22	Royal BRitish Legion	Remembrance Day Wreath	60.00
57	100594	32	Hapton Inn	Hospitality	60.00
58	100595	24	Greenwoods	Lengthsman Materials	129.93
70	100596	3	HMRC	Clerk Tax	34.59
75	100596	25	HMRC	Clerk Tax	11.53
			Subtotal No. 100596		46.12
76	100597	25	HMRC	Clerk Tax	11.53
71	100597	3	HMRC	Clerk Tax	34.59
			Subtotal No. 100597		46.12
72	100598	5	Briercliffe Parish Council	Stationery	238.00
78	100598	5	Briercliffe Parish Council	Stationery	238.00
			Subtotal No. 100598		476.00
79	100599	3	HMRC	Clerk Tax	34.59
80	100599	25	HMRC	Clerk Tax	11.53

Hapton Parish Council
DRAFT PAYMENTS LIST : Cheques 1 to 100605

Vchr.	Cheque	Cde.	Name	Description	Amount
			Subtotal No. 100599		46.12
84	100600	3	HMRC	Clerk Tax	46.12
85	100601	15	PKF Littlejohn	Audit	48.00
86	100602	16	CVS	Subscription	15.00
87	100603	23	Greenwoods	Lengthsman Invoice	100.00
88	100604	34	Tim Birbeck	Chair Allowance	200.00
<hr/>					
TOTAL					6,054.55

Hapton Parish Council
SUMMARY OF VAT POSITION

<u>Actual to date</u>	
Brought Forward	£-250.27
Receipts	<u>£250.27</u>
Sub Total	£0.00
Payments	<u>£390.55</u>
Bal. carry/fwd.	-£390.55



Hapton Parish Council Meeting

ANNUAL REPORT NOTES

1. The balance brought forward have increased as the Council is increasing reserves following advice from the Auditor.
2. The Precept was increased to £15,000 to build up reserves and compensate for a reduction in the Borough Councils maintenance grant.
3. Total other receipts have decreased due to the Council receiving less from the Borough Councils Maintenance grant, not applying for external grants from the Wind farm and not getting sponsorship money for the Fireworks

Totalling an decrease in income of £ 3,800

5.

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
56	Remembrance Day	12/11/2018	Expenses	100593	Remembrance Day Wreath	Royal British Legion	Z	60.00	0.00	60.00
Total								60.00	0.00	60.00

Hapton Parish Council
BANK ACCOUNTS

Environmental	£3,850.00
Fundraising	£10,714.65
Expenses	£7,687.56
Total in Banks	22,252.21
Cash	0.00
GRAND TOTAL (Banks and Cash)	£22,252.21

LIST OF ASSETS HELD AT 31/03/2019

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