

HAPTON PARISH COUNCIL
ACCOUNTS AS AT 31ST MARCH
2021



Contents

Annual Return

Statement of Accounts

Annual Budget Monitoring Report

Payments and Receipts

Bank Reconciliation

Notes to the accounts

Bank Accounts

Summary of Current Assets

The above statement represents fairly the financial position of the authority as at 31/03/2020 and reflects its income and expenditure during the year.

Signed

Steve Watson- Clerk

Signed

Timothy Birbeck – Chairman

Hapton Parish Council

ANNUAL RETURN - Section 2 : Statement of Accounts

Accounts for Year from 01/04/2020 to 31/03/2021

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 15% and £200 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		
		31/03/2020 £	31/03/2021 £	
1	Balances brought fwd	22252.21	32907.16	*
2	Annual precept	15000.00	15000.00	
3	Total other receipts	6453.71	3202.50	*
4	Staff Costs	3234.01	3570.54	
5	Loan interest/capital repayments	0.00	0.00	
6	Total other payments	7564.75	6168.51	*
7	Balances carried forward	32907.16	41370.61	*
8	Total Cash and Short Term Investments	32907.16	41370.61	*
9	Total Fixed Assets and Long Term Investments	2.00	2.00	
10	Total Borrowings	0.00	0.00	

Hapton Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	32,907.16	
Cash in Hand		
Maintenance Grant	675.00	
Electricity North West		
Clerks Salary		3,570.54
Postages		140.67
Stationery		
Room Hire		
Rent Income	2,027.50	
Maintenance		
Other Sponsorship		
Summer Event		
Bonfire Event		
Christmas Event		
Insurance		252.00
Audit Fees		223.00
Subscriptions		873.88
Allotment Bonds	300.00	450.00
Remembrance Day		34.00
Labour		3,767.50
Materials		
Administration		
Precept	15,000.00	
Additional Hours		
Community Centre		198.00
Bank Charges/Interest		
Misc Projects		29.46
Website		
Chair Allowance	200.00	200.00
VAT		
	18,202.50	9,739.05
Closing Balances:		
Balances in Bank Account		41,370.61
Cash in Hand		
TOTAL	51,109.66	51,109.66

The above statement represents fairly the financial position of the council as at 31 Mar 2021

Signed _____

Responsible Financial Officer

Date _____

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

7 April 2021 (2020-2021)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Maintenance Grant	675.00	675.00					(0%)
2	Electricity North West	24.00		-24				-24 (-100%)
26	Precept	15,000.00	15,000.00					(0%)
	SUB TOTAL	15,699.00	15,675.00	-24				-24 (-0%)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Clerks Salary				2,652.00	3,570.54	-919	-919 (-34%)
4	Postages					140.67	-141	-141 (N/A)
5	Stationery				350.00		350	350 (100%)
6	Room Hire							(N/A)
33	Website				14.00		14	14 (100%)
34	Chair Allowance		200.00	200		200.00	-200	(N/A)
	SUB TOTAL		200.00	200	3,016.00	3,911.21	-895	-695 (-23%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Rent Income	1,955.00	2,027.50	73				73 (3%)
8	Maintenance				500.00		500	500 (100%)
20	Allotment Bonds		300.00	300		450.00	-450	-150 (N/A)
	SUB TOTAL	1,955.00	2,327.50	373	500.00	450.00	50	423 (17%)

Projects & Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Other Sponsorship							(N/A)
11	Summer Event				1,500.00		1,500	1,500 (100%)
12	Bonfire Event				1,200.00		1,200	1,200 (100%)
13	Christmas Event				400.00		400	400 (100%)
22	Remembrance Day				100.00	34.00	66	66 (66%)
30	Community Centre					198.00	-198	-198 (N/A)
32	Misc Projects				760.00	29.46	731	731 (96%)
	SUB TOTAL				3,960.00	261.46	3,699	3,699 (93%)

Professional Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

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

7 April 2021 (2020-2021)

14 Insurance	300.00	252.00	48	48 (16%)
15 Audit Fees	150.00	223.00	-73	-73 (-48%)
16 Subscriptions	450.00	873.88	-424	-424 (-94%)
31 Bank Charges/Interest				(N/A)
SUB TOTAL	900.00	1,348.88	-449	-449 (-49%)

Lengthsman

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Labour				5,760.00	3,767.50	1,993	1,993 (34%)
24	Materials				2,000.00		2,000	2,000 (100%)
25	Administration				718.00		718	718 (100%)
28	Additional Hours				800.00		800	800 (100%)
	SUB TOTAL				9,278.00	3,767.50	5,511	5,511 (59%)

Summary

NET TOTAL	17,654.00	18,202.50	549	17,654.00	9,739.05	7,915	8,463 (23%)
V.A.T.		0.00			0.00		
GROSS TOTAL		18,202.50			9,739.05		

Hapton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
5 Clerks Salary	01/04/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
1 Labour	14/04/2020		Expenses	100645	Lengthsman Invoice	Greenwoods	Z	450.00	0.00	450.00
2 Clerks Salary	14/04/2020		Expenses	100646	Clerk Tax	HMRC	Z	54.03	0.00	54.03
8 Clerks Salary	01/05/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
3 Clerks Salary	05/05/2020		Expenses	100647	Clerk Tax	HMRC	Z	54.03	0.00	54.03
4 Subscriptions	05/05/2020		Expenses	100648	Subscription	LALC	Z	426.26	0.00	426.26
6 Clerks Salary	11/05/2020		Expenses	del	Clerk Tax	HMRC	Z	0.00	0.00	0.00
7 Labour	11/05/2020		Expenses		Lengthsman Invoice	Greenwoods	Z	0.00	0.00	0.00
9 Clerks Salary	01/06/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
10 Labour	08/06/2020		Expenses	100649	Lengthsman Invoice	Greenwoods	Z	477.50	0.00	477.50
11 Clerks Salary	08/06/2020		Expenses	100650	Clerk Tax	HMRC	Z	54.03	0.00	54.03
18 Clerks Salary	01/07/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
12 Allotment Bonds	13/07/2020		Expenses	100651	Allotment Bond	Various	Z	150.00	0.00	150.00
13 Allotment Bonds	13/07/2020		Expenses	100652	Allotment Bond	Various	Z	200.00	0.00	200.00
14 Allotment Bonds	13/07/2020		Expenses	100653	Allotment Bond	Various	Z	100.00	0.00	100.00
15 Labour	13/07/2020		Expenses	100654	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
16 Clerks Salary	13/07/2020		Expenses	100655	Clerk Tax	HMRC	Z	54.03	0.00	54.03
17 Subscriptions	13/07/2020		Expenses	100656	Subscription	CVS	Z	15.00	0.00	15.00
19 Clerks Salary	03/08/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
20 Clerks Salary	10/08/2020		Expenses	100657	Clerk Tax	HMRC	Z	54.03	0.00	54.03
21 Labour	10/08/2020		Expenses	100658	Lengthsman Invoice	Greenwoods	Z	300.00	0.00	300.00
22 Misc Projects	10/08/2020		Expenses	100659	Sundries	Various	Z	29.46	0.00	29.46
28 Clerks Salary	01/09/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
23 Clerks Salary	14/09/2020		Expenses	100660	Clerk Salary	Steve Watson	Z	208.27	0.00	208.27
24 Clerks Salary	14/09/2020		Expenses	100661	Clerk Tax	HMRC	Z	76.58	0.00	76.58
25 Labour	14/09/2020		Expenses	100662	Lengthsman Invoice	Greenwoods	Z	380.00	0.00	380.00
26 Community Centre	14/09/2020		Expenses	100663	PAT Testing	UK Test Ltd	Z	198.00	0.00	198.00
27 Insurance	14/09/2020		Expenses	100664	Insurance	Zurich	Z	252.00	0.00	252.00
29 Clerks Salary	01/10/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
30 Clerks Salary	12/10/2020		Expenses	100669	Clerk Salary	Steve Watson	Z	13.04	0.00	13.04
31 Clerks Salary	12/10/2020		Expenses	100668	Clerk Tax	HMRC	Z	57.29	0.00	57.29
32 Labour	12/10/2020		Expenses	100670	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
33 Chair Allowance	12/10/2020		Expenses	100665	Chair Allowance	Tim Birbeck	Z	200.00	0.00	200.00
42 Clerks Salary	02/11/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
37 Audit Fees	09/11/2020		Expenses	100671	Audit	Yorkshire Internal Audit	Z	175.00	0.00	175.00
38 Remembrance Day	09/11/2020		Expenses	100672	Remembrance Day Wreath	Royal British Legion	Z	34.00	0.00	34.00

Hapton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
39 Clerks Salary	09/11/2020		Expenses	100673	Clerk Salary	Steve Watson	Z	13.04	0.00	13.04
40 Clerks Salary	09/11/2020		Expenses	100674	Clerk Tax	HMRC	Z	57.29	0.00	57.29
41 Labour	09/11/2020	100675	Expenses	100675	Lengthsman Invoice	Greenwoods	Z	300.00	0.00	300.00
36 Clerks Salary	01/12/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
34 Clerks Salary	14/12/2020		Expenses	100676	Clerk Tax	HMRC	Z	57.29	0.00	57.29
35 Labour	14/12/2020		Expenses	100677	Lengthsman Invoice	Greenwoods	Z	500.00	0.00	500.00
43 Clerks Salary	04/01/2021		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
44 Clerks Salary	11/01/2021		Expenses	100679	Clerk Tax	HMRC	Z	57.29	0.00	57.29
45 Clerks Salary	11/01/2021		Expenses	100678	Clerk Salary	Steve Watson	Z	26.08	0.00	26.08
46 Audit Fees	11/01/2021		Expenses	100680	Audit	PKF Littlejohn	Z	48.00	0.00	48.00
49 Clerks Salary	01/02/2021		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
47 Clerks Salary	08/02/2021		Expenses	100681	Clerk Salary	Steve Watson	Z	13.04	0.00	13.04
48 Clerks Salary	08/02/2021		Expenses	100682	Clerk Tax	HMRC	Z	57.29	0.00	57.29
56 Clerks Salary	01/03/2021		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
50 Clerks Salary	08/03/2021		Expenses	100683	Clerk Salary	Steve Watson	Z	13.04	0.00	13.04
51 Clerks Salary	08/03/2021		Expenses	1006834	Clerk Tax	HMRC	Z	57.29	0.00	57.29
52 Subscriptions	08/03/2021		Expenses	100685	Subscription	LALC	Z	432.62	0.00	432.62
53 Postages	08/03/2021		Expenses	100686	Postage	Briercliffe Parish Council	Z	40.99	0.00	40.99
54 Postages	08/03/2021		Expenses	100686	Stationery	Briercliffe Parish Council	Z	99.68	0.00	99.68
55 Labour	08/03/2021		Expenses	100687	Lengthsman Invoice	Greenwoods	Z	560.00	0.00	560.00
Total								9,739.05	0.00	9,739.05

Hapton Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Rent Income	03/04/2020		Expenses	DC	Allotment Rents	Various	Z	60.00	0.00	60.00
2 Rent Income	14/04/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
4 Precept	14/04/2020		Expenses	DC	Precept	Burnley Borough Council	Z	15,000.00	0.00	15,000.00
5 Maintenance Grant	14/04/2020		Expenses	DC	Maintenance Grant	Burnley Borough Council	Z	675.00	0.00	675.00
3 Rent Income	21/04/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
6 Rent Income	12/05/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
7 Rent Income	30/05/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
8 Rent Income	16/06/2020		Expenses	401517	Allotment Rents	Various	Z	140.00	0.00	140.00
9 Rent Income	16/06/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
10 Rent Income	31/08/2020		Expenses	DC	Allotment Rents	Various	Z	30.00	0.00	30.00
11 Rent Income	30/09/2020		Expenses	DC	Allotment Rents	Various	Z	30.00	0.00	30.00
12 Rent Income	12/10/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
13 Rent Income	23/10/2020		Expenses	DC	Allotment Rents	Various	Z	30.00	0.00	30.00
14 Rent Income	03/12/2020		Expenses	cash	Allotment Rents	Various	Z	350.00	0.00	350.00
15 Allotment Bonds	03/12/2020		Expenses	cash	Allotment Bond	Various	Z	200.00	0.00	200.00
16 Rent Income	04/12/2020		Expenses	cash	Allotment Rents	Various	Z	140.00	0.00	140.00
17 Rent Income	08/12/2020		Expenses	cash	Allotment Rents	Various	Z	30.00	0.00	30.00
18 Rent Income	30/12/2020		Expenses	cash	Allotment Rents	Various	Z	30.00	0.00	30.00
19 Chair Allowance	06/01/2021		Expenses	100634	Uncashed Cheque	Tim Birbeck	Z	200.00	0.00	200.00
20 Allotment Bonds	19/01/2021		Expenses	DC	Allotment Bond	Various	Z	100.00	0.00	100.00
21 Rent Income	19/01/2021		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
22 Rent Income	12/03/2021		Expenses	401517	Allotment Rents	Various	Z	70.00	0.00	70.00
23 Rent Income	27/03/2021		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
24 Rent Income	27/03/2021		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
25 Rent Income	27/03/2021		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
26 Rent Income	29/03/2021		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
27 Rent Income	29/03/2021		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
28 Rent Income	29/03/2021		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
29 Rent Income	31/03/2021		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
30 Rent Income	31/03/2021		Expenses	DC	Allotment Rents	Various	Z	67.50	0.00	67.50
31 Rent Income	31/03/2021		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
Total								18,202.50	0.00	18,202.50

Hapton Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/03/2021			
	Cash in Hand 01/04/2020		32,907.16
	ADD		
	Receipts 01/04/2020 - 31/03/2021		18,202.50
			51,109.66
	SUBTRACT		
	Payments 01/04/2020 - 31/03/2021		9,739.05
A	Cash in Hand 31/03/2021 (per Cash Book)		41,370.61
	Cash in hand per Bank Statements		
	Cash	31/03/2021	0.00
	Expenses	31/03/2021	25,538.58
	Fundraising	31/03/2021	12,464.65
	Environmental	31/03/2021	3,800.00
			41,803.23
	Less unrepresented payments		432.62
			41,370.61
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		41,370.61
A = B Checks out OK			



Hapton Parish Council Meeting

ANNUAL REPORT NOTES

1. The balance brought forward have increased as the Council has been unable to fully operate due to lockdown.
2. Total other receipts have decreased due to the Council receiving less from the Borough Councils Maintenance grant, balanced out with a WindFarm Grant of £1,750 in 2019, 2 grants of £250 from Lancashire County Council and collected allotment rents for 2020 before March 31st.
3. Payments have decreased due to lockdown inactivity.

Hapton Parish Council
BANK ACCOUNTS

Environmental	£3,800.00
Fundraising	£12,464.65
Expenses	£25,105.96
Total in Banks	41,370.61
Cash	0.00
GRAND TOTAL (Banks and Cash)	£41,370.61

LIST OF ASSETS HELD AT 31/03/2021

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