

HAPTON PARISH COUNCIL
ACCOUNTS AS AT 31ST MARCH
2020



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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
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	22,252.21	
Cash in Hand		
Maintenance Grant	1,385.00	
Electricity North West	23.71	
Clerks Salary		2,707.44
Postages		
Stationery	238.00	246.00
Room Hire		
Rent Income	2,357.00	
Maintenance		
Other Sponsorship		
Summer Event		
Bonfire Event		1,058.10
Christmas Event		
Insurance		252.00
Audit Fees		140.00
Subscriptions		434.50
Allotment Bonds	200.00	200.00
Remembrance Day		51.00
Labour		4,201.70
Materials		118.45
Administration		526.57
Precept	15,000.00	
Additional Hours	500.00	
VAT		
Community Centre		
Bank Charges/Interest		
Misc Projects	1,750.00	463.00
Website		
Chair Allowance		200.00
VAT		200.00
	21,453.71	10,798.76
Closing Balances:		
Balances in Bank Account		32,907.16
Cash in Hand		
TOTAL	43,705.92	43,705.92

The above statement represents fairly the financial position of the council as at 31 Mar 2020

Signed

Responsible Financial Officer

Date

Hapton Parish Council

ANNUAL RETURN - Section 2 : Statement of Accounts

Accounts for Year from 01/04/2019 to 31/03/2020

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		
		31/03/2019 £	31/03/2020 £	
1	Balances brought fwd	14643.04	22252.21	*
2	Annual precept	15000.00	15000.00	
3	Total other receipts	5685.88	6453.71	
4	Staff Costs	2827.20	3234.01	
5	Loan interest/capital repayments	0.00	0.00	
6	Total other payments	10249.51	7564.75	*
7	Balances carried forward	22252.21	32907.16	*
8	Total Cash and Short Term Investments	22252.21	32907.16	*
9	Total Fixed Assets and Long Term Investments	0.00	0.00	
10	Total Borrowings	0.00	0.00	

Summary of Receipts and Payments

All Cost Centres and Codes

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Maintenance Grant	1,385.00	1,385.00					
2	Electricity North West	24.00	23.71	0				0
26	Precept	15,000.00	15,000.00					
29	VAT							
	SUB TOTAL	16,409.00	16,408.71	0				0

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Clerks Salary				2,422.00	2,707.44	-285	-285
4	Postages							
5	Stationery		238.00	238	350.00	246.00	104	342
6	Room Hire							
33	Website				14.00		14	14
34	Chair Allowance					200.00	-200	-200
	SUB TOTAL		238.00	238	2,786.00	3,153.44	-367	-129

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Rent Income	1,955.00	2,357.00	402				402
8	Maintenance				500.00		500	500
20	Allotment Bonds		200.00	200		200.00	-200	
	SUB TOTAL	1,955.00	2,557.00	602	500.00	200.00	300	902

Projects & Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Other Sponsorship							
11	Summer Event				1,200.00		1,200	1,200
12	Bonfire Event				1,200.00	1,058.10	142	142
13	Christmas Event				1,000.00		1,000	1,000
22	Remembrance Day				100.00	51.00	49	49
30	Community Centre							
32	Misc Projects		1,750.00	1,750	1,200.00	463.00	737	2,487
	SUB TOTAL		1,750.00	1,750	4,700.00	1,572.10	3,128	4,878

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

1 May 2020 (2019-2020)

Professional Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Insurance				300.00	252.00	48	48
15	Audit Fees				300.00	140.00	160	160
16	Subscriptions				400.00	434.50	-35	-35
31	Bank Charges/Interest							
SUB TOTAL					1,000.00	826.50	174	174

Lengthsman

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Labour				5,760.00	4,201.70	1,558	1,558
24	Materials				2,000.00	118.45	1,882	1,882
25	Administration				718.00	526.57	191	191
28	Additional Hours		500.00	500	900.00		900	1,400
SUB TOTAL			500.00	500	9,378.00	4,846.72	4,531	5,031

Summary

NET TOTAL	18,364.00	21,453.71	3,090	18,364.00	10,598.76	7,765	10,855
V.A.T.		0.00			200.00		
GROSS TOTAL		21,453.71			10,798.76		

Hapton Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	02/04/2019		Expenses	BT	Allotment Rents	Various	Z	70.00	0.00	70.00
2	04/04/2019		Expenses	BT	Allotment Rents	Various	Z	70.00	0.00	70.00
3	07/04/2019		Expenses	BT	Allotment Rents	Various	Z	70.00	0.00	70.00
4	08/04/2019		Expenses	BT	Allotment Rents	Various	Z	70.00	0.00	70.00
5	11/04/2019		Expenses	BT	Allotment Rents	Various	Z	70.00	0.00	70.00
12	11/04/2019		Expenses	BT	Allotment Rents	Various	Z	70.00	0.00	70.00
6	12/04/2019		Expenses	DC	Precept	Burnley Borough Council	Z	15,000.00	0.00	15,000.00
7	12/04/2019		Expenses	DC	Maintenance Grant	Burnley Borough Council	Z	1,385.00	0.00	1,385.00
8	25/04/2019		Expenses	BT	Allotment Rents	Various	Z	70.00	0.00	70.00
9	28/04/2019		Expenses	BT	Allotment Rents	Various	Z	70.00	0.00	70.00
10	30/04/2019		Expenses	Cash	Allotment Rents	Various	Z	280.00	0.00	280.00
13	02/05/2019		Expenses		Allotment Rents	Various	Z	70.00	0.00	70.00
14	02/05/2019		Expenses		Allotment Rents	KithanC10	Z	70.00	0.00	70.00
15	05/06/2019		Expenses		Uncashed Cheque	Briercliffe Parish Council	Z	238.00	0.00	238.00
16	13/06/2019		Expenses	Tran	Allotment Rents	J Chew	Z	70.00	0.00	70.00
17	14/06/2019		Expenses	Cash	Allotment Rents	Various	Z	140.00	0.00	140.00
18	18/06/2019		Expenses	Cash	Allotment Rents	Various	Z	70.00	0.00	70.00
19	27/06/2019		Expenses	Cash	Allotment Rents	Bird	Z	70.00	0.00	70.00
20	11/07/2019		Expenses		Allotment Rents	Various	Z	70.00	0.00	70.00
22	11/07/2019		Expenses		Donations	Electricity North West	Z	23.71	0.00	23.71
23	25/07/2019		Expenses	tran	Allotment Bond	Various	Z	200.00	0.00	200.00
24	25/07/2019		Expenses	tran	Allotment Rents	Various	Z	47.00	0.00	47.00
21	02/08/2019		Expenses		Allotment Rents	Various	Z	210.00	0.00	210.00
25	16/10/2019		Expenses	DC	Local Delivery Scheme	Lancashire County Council	Z	250.00	0.00	250.00
26	22/10/2019		Expenses	DC	Local Delivery Scheme	Lancashire County Council	Z	250.00	0.00	250.00
27	28/11/2019		Fundraising	DC	Grant	RWE	Z	1,750.00	0.00	1,750.00
28	07/03/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
29	12/03/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
30	12/03/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
31	14/03/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
32	19/03/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
33	24/03/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
34	24/03/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
35	25/03/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
36	28/03/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00
37	28/03/2020		Expenses	DC	Allotment Rents	Various	Z	70.00	0.00	70.00

Hapton Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
								21,453.71	0.00	21,453.71
										Total
								21,453.71	0.00	21,453.71

Hapton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Clerks Salary	01/04/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	168.26	0.00	168.26
48 Administration	01/04/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
2 Clerks Salary	08/04/2019		Expenses	100605	Clerk Tax	Steve Watson	Z	46.12	0.00	46.12
3 Labour	08/04/2019		Expenses	100606	Lengthsman Invoice	Greenwoods	Z	300.00	0.00	300.00
7 Clerks Salary	01/05/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	168.26	0.00	168.26
47 Administration	01/05/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
4 Clerks Salary	13/05/2019		Expenses	100607	Clerk Tax	HMRC	Z	54.03	0.00	54.03
5 Labour	13/05/2019		Expenses	100608	Lengthsman Invoice	Greenwoods	Z	500.00	0.00	500.00
6 Misc Projects	13/05/2019		Expenses	100609	Flowers	C Downham	Z	13.00	0.00	13.00
10 Clerks Salary	03/06/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	168.26	0.00	168.26
46 Administration	03/06/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
11 Labour	10/06/2019		Expenses	100612	Lengthsman Invoice	Greenwoods	Z	104.50	0.00	104.50
8 Clerks Salary	10/06/2019		Expenses	100610	Clerk Tax	HMRC	Z	54.03	0.00	54.03
9 Labour	10/06/2019		Expenses	100611	Lengthsman Invoice	Greenwoods	Z	400.00	0.00	400.00
22 Clerks Salary	01/07/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	168.26	0.00	168.26
45 Administration	01/07/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
12 Clerks Salary	08/07/2019		Expenses	100613	Clerk Tax	HMRC	Z	54.03	0.00	54.03
13 Labour	08/07/2019		Expenses	100614	Lengthsman Invoice	Greenwoods	Z	245.50	0.00	245.50
14 Stationery	08/07/2019		Expenses	100615	Keys	Steve Watson	Z	8.00	0.00	8.00
15 Materials	08/07/2019		Expenses	100616	Flowers	BAGS	Z	82.50	0.00	82.50
16 Materials	08/07/2019		Expenses	100617	Flowers	Springwood Nursery	Z	22.00	0.00	22.00
23 Clerks Salary	01/08/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	168.26	0.00	168.26
43 Administration	01/08/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
17 Audit Fees	02/08/2019		Expenses	100618	Internal Audit	Yorkshire Internal Audit	Z	140.00	0.00	140.00
18 Insurance	02/08/2019		Expenses	100619	Insurance	Zurich	Z	252.00	0.00	252.00
19 Subscriptions	02/08/2019		Expenses	100620	Subscription	LALC	Z	434.50	0.00	434.50
21 Allotment Bonds	02/08/2019		Environmental	100209	Allotment Bond	S Alderson	Z	200.00	0.00	200.00
20 Labour	07/08/2019		Expenses	100621	Lengthsman Invoice	Greenwoods	Z	600.00	0.00	600.00
25 Clerks Salary	02/09/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	168.26	0.00	168.26
44 Administration	02/09/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
26 Labour	09/09/2019		Expenses	100623	Lengthsman Invoice	Greenwoods	Z	200.00	0.00	200.00
24 Clerks Salary	09/09/2019		Expenses	100622	Clerk Tax	HMRC	Z	108.06	0.00	108.06
28 Clerks Salary	01/10/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	168.26	0.00	168.26
42 Administration	01/10/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
29 Labour	14/10/2019		Expenses	100627	Lengthsman Invoice	Greenwoods	Z	300.00	0.00	300.00
27 Clerks Salary	14/10/2019		Expenses	100626	Clerk Tax	HMRC	Z	54.03	0.00	54.03

Hapton Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
41 Administration	01/11/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
30 Clerks Salary	01/11/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	168.26	0.00	168.26
32 Clerks Salary	11/11/2019		Expenses	100628	Clerk Tax	HMRC	Z	54.03	0.00	54.03
33 Labour	11/11/2019		Expenses	100629	Lengthsman Invoice	Greenwoods	Z	200.00	0.00	200.00
34 Remembrance Day	11/11/2019		Expenses	100630	Remembrance Day Wreath	Royal BRITISH Legion	Z	51.00	0.00	51.00
35 Stationery	11/11/2019		Expenses	100631	Stationery	Briercliffe Parish Council	Z	238.00	0.00	238.00
36 Clerks Salary	11/11/2019		Expenses	100632	Clerk Tax	HMRC	Z	54.03	0.00	54.03
37 Bonfire Event	11/11/2019		Expenses	100633	Catering	Various	Z	58.10	0.00	58.10
38 Chair Allowance	11/11/2019		Expenses	100634	Chair Allowance	Tim Birbeck	Z	200.00	0.00	200.00
39 Labour	11/11/2019		Expenses	100635	Lengthsman Invoice	Greenwoods	Z	300.00	0.00	300.00
40 Administration	02/12/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
31 Clerks Salary	02/12/2019		Expenses	SO	Clerk Salary	Steve Watson	Z	168.26	0.00	168.26
53 Clerks Salary	02/01/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	168.26	0.00	168.26
54 Administration	02/01/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
49 Clerks Salary	13/01/2020		Expenses	100636	Clerk Tax	HMRC	Z	54.03	0.00	54.03
50 Misc Projects	13/01/2020		Expenses	100637	Road Sign	Lancashire County Council	Z	250.00	0.00	250.00
51 Misc Projects	13/01/2020		Expenses	100638	Lengthsman Invoice	Greenwoods	Z	200.00	0.00	200.00
52 Bonfire Event	13/01/2020		Expenses	100639	Fireworks	Classic Fireworks	S	1,000.00	200.00	1,200.00
56 Clerks Salary	03/02/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	168.26	0.00	168.26
57 Administration	03/02/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	47.87	0.00	47.87
58 Labour	10/02/2020		Expenses	100641	Lengthsman Invoice	Greenwoods	Z	460.00	0.00	460.00
55 Clerks Salary	10/02/2020		Expenses	100640	Clerk Tax	HMRC	Z	54.03	0.00	54.03
62 Clerks Salary	02/03/2020		Expenses	SO	Clerk Salary	Steve Watson	Z	216.13	0.00	216.13
59 Clerks Salary	09/03/2020		Expenses	100642	Clerk Tax	HMRC	Z	54.03	0.00	54.03
60 Labour	09/03/2020		Expenses	100643	Lengthsman Invoice	Greenwoods	Z	591.70	0.00	591.70
61 Materials	09/03/2020		Expenses	100644	Flowers	C Downham	Z	13.95	0.00	13.95
Total							Total	10,598.76	200.00	10,798.76

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 31/03/2020

Cash in Hand 01/04/2019 22,252.21

ADD

Receipts 01/04/2019 - 31/03/2020 21,453.71

43,705.92

SUBTRACT

Payments 01/04/2019 - 31/03/2020 10,798.76

A **Cash in Hand 31/03/2020** **32,907.16**
 (per Cash Book)

Cash in hand per Bank Statements

Cash	31/03/2020	0.00	
Expenses	31/03/2020	16,856.46	
Fundraising	31/03/2020	12,464.65	
Environmental	31/03/2020	3,800.00	

33,121.11

Less unrepresented payments 213.95

32,907.16

Plus unrepresented receipts 0.00

B **Adjusted Bank Balance** **32,907.16**

A = B Checks out OK

Hapton Parish Council
RECONCILIATION - Expenses

From Accounts	£16,642.51
Payments not cashed Add	£213.95
Receipts not entered Subtract	£0.00
<hr/>	
Statement should be	£16,856.46

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

082213_091 1/ 8 00001 38185 7607 32000

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



Your Statement

Account Summary

Opening Balance	12,464.65
Payments In	0.00
Payments Out	0.00
Closing Balance	12,464.65

International Bank Account Number
GB03HBUK40151781410199

Branch Identifier Code
HBUKGB4114H

Sortcode	Account Number	Sheet Number
40-15-17	81410199	282

1 March to 31 March 2020

Account Name
Fundraising Account

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
29 Feb 20	BALANCE BROUGHT FORWARD			12,464.65
31 Mar 20	BALANCE CARRIED FORWARD			12,464.65

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	EAR variable
Credit interest is not paid			Debit interest		21.34%

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
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www.hsbc.co.uk

Your Statement

082213_091 3/ 8 00001 38187 7607 32000

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



Account Summary

Opening Balance	17,018.32
Payments In	700.00
Payments Out	861.86
Closing Balance	16,856.46

International Bank Account Number

GB91HBUK40151741410180

Branch Identifier Code

HBUKGB4114H

Sortcode Account Number Sheet Number

40-15-17 41410180 295

1 March to 31 March 2020

Account Name

Expenses Account

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
29 Feb 20	BALANCE BROUGHT FORWARD			17,018.32
02 Mar 20	SO STEPHEN WATSON HPC1	216.13		16,802.19
07 Mar 20	BP HALL SK HallA1a		70.00	16,872.19
11 Mar 20	CHQ 100643	591.70		16,280.49
12 Mar 20	CR TAYLOR C BPO TAYLORC9		70.00	16,420.49
14 Mar 20	CR TAYLOR C BPO TAYLORC8		70.00	16,490.49
18 Mar 20	CHQ 100642 PALMERB4	54.03		16,436.46
19 Mar 20	CR PALMER L PALMERD1		70.00	16,506.46
24 Mar 20	CR LUXTON V LUXTONC4		70.00	16,576.46
	CR ADSHEAD M ADSHEADC7		70.00	16,646.46
25 Mar 20	CR PETER ROBERTS ROBERTS A1		70.00	16,716.46
28 Mar 20	CR J Devanney EVANSC5		70.00	16,786.46
	CR RACHEL NAUGHTON NaughtonA2		70.00	16,856.46
31 Mar 20	BALANCE CARRIED FORWARD			16,856.46

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
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www.hsbc.co.uk

082213_091 7/ 8 00001 38191 7607 32000

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



1 March to 31 March 2020

Account Name
Environmental Account

Account Summary

Opening Balance	3,800.00
Payments In	0.00
Payments Out	0.00
Closing Balance	3,800.00

International Bank Account Number
GB27HBUK40151711410202

Branch Identifier Code
HBUKGB4114H

Sortcode	Account Number	Sheet Number
40-15-17	11410202	282

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
29 Feb 20	BALANCE BROUGHT FORWARD			3,800.00
31 Mar 20	BALANCE CARRIED FORWARD			3,800.00

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	EAR variable
Credit interest is not paid			Debit interest		21.34%



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. Total other receipts have increased due to the Council receiving less from the Borough Councils Maintenance grant, balanced out with a WindFarm Grant of £1,750.
3. Total other payments has reduced as the council cancelled the Summer Fair due to weather in 2019.

LIST OF ASSETS HELD AT 31/03/2020

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