

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

HIGHAM WITH WEST CLOSE BOOTH PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	35,150	35,628	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	10,092	13,657	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	4,278	2,557	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	1,766	1,800	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	12,126	12,060	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	35,628	37,982	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	35,833	37,977	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	99,884	99,884	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td style="text-align: center;">✓</td> </tr> </table>		Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

20/06/17.

I confirm that these accounting statements were approved by this smaller authority on:

20/06/17

and recorded as minute reference:

4561

Signed by Chair at meeting where approval is given:



Higham with West Close Booth Parish Council

Accounts 2016 – 2017

Explanatory Notes for quantified significant variances

Box 6 All Other payments

	2015-2016	2016-2017
Miscellaneous	135	260
Insurance	492	465
Village Newspaper & Website	725	435
Annual Village Meeting & Xmas Party	1087	1089
Audit & Playground Check	312	272
Minor Repairs	175	
Tree Removals	-	-
Drainage Works	-	-
Lengthsman	1224	2313
Maintenance	7376	6651
Village Hall Donations	600	575
Playground Refurbishment	-	-
	<u>12126</u>	<u>12060</u>

Difference between box 7 & box 8 is VAT to be reclaimed.

There is no petty cash account.

Explanatory Notes regarding level of reserves

N/A

Higham with West Close Booth Parish Council

Accounts 2016 – 2017

Bank Reconciliation

Business Current Account

Balance as at 31/03/2017 £4624.12

Less unrepresented Items:

Higham Village hall	£50.00
Higham Village Hall	£50.00
Clerk Fee	£146.00
Sabden Parish Council	£1112.64
HMRC	£30.00

£1388.64

Balance £3235.48

Business Savings Account

Balance as at 31/03/2017 £34741.67

Box 8 £37977.15

VAT reclaim due £4.83

Unpaid Creditors £0.00

Box 7 £37981.98