

Bacton Parish Council - Summary Accounts 2022/23

Item 9d

(See Notes on next page)

Line No	Income	Actual to date	Budget 2022/23	Actual v Budget £	Actual v Budget %
1	Rent & Interest	1,990	2,160	(170)	-8%
2	Cemetery Fees	1,155	0	1,155	
3	Stewardship	5,013	4,844	169	3%
4	Warden Grant	618	2,293	(1,676)	-73%
5	Other Grants & Dons	1,000	0	1,000	
6	Events	1,654	0	1,654	
7	Precept	28,906	28,906	0	0%
8	Other	155	35	(120)	-342%
9	VAT Refund	0	0	0	
10	Total General Income	40,490	38,238	2,013	5%
11	CIL Funds	74,229	0	74,229	
	Total Restricted Income	74,229	0	74,229	
12	Total Income	114,719	38,238	76,242	

	Expenditure	Actual to date	Budget 2022/23	Actual v Budget £	Actual v Budget %
	Environment				
13	General Maintenance	1,606	1,750	144	8%
14	Grass Cutting	1,750	1,690	(60)	-4%
15	Tree Works	3,140	1,200	(1,940)	-162%
16	Bin Emptying	947	1,007	60	6%
17	Stewardship Scheme	2,303	1,300	(1,003)	-77%
18	Projects	1,350	2,000	650	33%
	Cemetery & Garden of Reflection				
19	General Maintenance	200	200	0	0%
20	Regeneration	0	1,000	1,000	100%
	Play Area Maintenance				
21	Gen Maint & Safety	202	220	18	8%
	Rent				
22	St Mary's Field	700	750	50	7%
	Streetlighting				
23	Maintenance	418	350	(68)	-20%
24	Power	320	200	(120)	-60%
	Professional Fees				
25	Stew'ship, Legal & Plannng	1,249	700	(549)	-78%
	Grants				
26	General	0	0	0	
27	S137	0	150	150	100%
	Events				
28	Jubilee 22/ Coron 23	3,853	0	(3,853)	

29	Other	190	0	(190)	
	People & Payroll				
30	Pay	13,700	13,700	0	0%
31	HMRC	155	155	0	
	Operating Costs				
32	Gen Office & Admin	785	836	51	6%
33	Subscriptions	648	550	(98)	-18%
34	Training	0	800	800	100%
35	Advertising	0	100	100	100%
36	Website and emails	50	153	103	67%
37	Insurance	339	339	0	0%
38	Cost of Meetings	150	288	138	48%
39	Audit	535	550	15	3%
40	ICO	0	40	40	100%
	Fixed Assets				
41	Maintenance	0	100	(100)	-100%
42	Purchase	922	1,250	328	26%
	VAT				
43	VAT on Expenditure	2,624	0	(2,624)	
45	Total expenditure	38,137	31,378	6,759	122%
46	Surplus/Deficit (Ex CIL)	2,353	6,860		
47	Surplus/Deficit (Inc CIL)	76,582	6,860		

Notes on Summary Accounts 2022/23

Numbers refer to the line numbers on the left of the Accounts.

2. None were budgeted.
4. Income partially retrospective and as there was no Warden in place for much of the previous year the monies received in-year were lower than anticipated.
5. Locality Fund grant in support of Jubilee events
6. Funds from Jubilee events.
8. A technical entry (to write off an uncleared cheque from a previous year).
10. Overall, and ignoring CIL funds, income was £2,013 (5%) greater than budgeted, balanced by expenditure that was £2,134 (6%) greater than budget.
15. In-year decision made in context of adequate reserves to cover works that were necessary.
17. One-off costs of re-seeding, largely offset by under-spend in projects.
20. The planned work did not take place within the year.
25. The legal costs of registering Greens were higher than quoted and an un-anticipated planning application fee is also included in this line.
26. Expenditure on the Jubilee events were not anticipated in the budget but was offset by the unplanned income shown at lines 5 and 6, and the use of the community events reserve.
29. Advance payment related to the coronation events held in the following year.
43. No VAT was budgeted (however this is reclaimed so is not a real expense).
- 45/46 The original total expenditure budget was £36,003 but this included amounts for transfer to designated reserves which are not included here as they are not actual expenditure. However, the transfer-to-reserves figure was included when calculating what precept would be necessary – this is unusual (but was before my time!). On that basis the budget anticipated a surplus of £2,235 versus the actual surplus of £2,353; In relation to the net overspend, c£6,000 was on necessary tree works.

Bacton Parish Council Bank Reconciliation & Reserves as at: 31st March 2023

Bank Reconciliation	£	£	£		
Current A/c (Barclays A/c 30135534) 1.4.22:	49,766.27				
Deposit a/c (Barclays A/c 30135526) 1.4.22:	15,272.48				
Less Uncleared:	<u>(154.75)</u>				
Balance at 1.4.22:	64,884.00				
Add receipts in year:		114,718.96			
Less payments in year:		<u>(38,136.97)</u>			
Current A/c (Barclays A/c 30135534) 31.3.23				26,259.41	
Deposit a/c (Barclays A/c 30135526) 31.3.23				115,462.58	0.00
Less Uncleared:				<u>(256.00)</u>	0.00
				<u>£ 141,465.99</u>	<u>£ 141,465.99</u>

Reserves						
Designated Reserves	Balance at 1.4.22	In-Year Receipts	In-Year Tsfrs from Gen Res	In- Year Payments	In-Year Tsfrs to Gen Res	Balance at 31.3.23
Garden of Remembrance Regeneration	1,000.00		250.00			1,250.00
Election	492.22					492.22
Bacton Green	150.00					150.00
Shop Green	2,000.00		300.00			2,300.00
Community Events	2,000.00		750.00	(2,000.00)		750.00
Registration of Greens	500.00			(500.00)		0.00
Pond maintance	500.00			(500.00)		0.00
Pot Hole Repairs	1,000.00					1,000.00
Streetlights	12,000.00		2,000.00	(738.00)		13,262.00
Office equipment	0.00		1,250.00			1,250.00
Playing Field Cap Reserve	0.00		2,000.00			2,000.00
Defibrilators Reserve			600.00			600.00
Totals	19,642.22	0.00	7,150.00	(3,738.00)	0.00	23,054.22
Restricted Reserves						
CIL Fund	7,838.62	74,228.77				82,067.39
General Reserves	37,403.16					36,344.38
TOTAL RESERVES	64,884.00					141,465.99

Bacton Parish Council - Asset Register Year at 31 03 2023

Ref	Description	Location	Date Acquired	Acquisition Value	Custodian	Date of Disposal	Changes in year	Insurance Value
1	Land at Cow Green	Cow Green	unknown	£ -	Council		£ -	£ 1.00
2	Land at Shop Green, Bacton	Shop Green	unknown	0	Council		£ -	£ 1.00
3	Land at Tailors Green, Bacton	Tailors Green	unknown	0	Council		£ -	£ 1.00
4	21 Acres Farm Land	Bacton Green	unknown	0	Council		£ -	£ 1.00
5	Alotment land	Cemetery	unknown	0	Council		£ -	£ 1.00
7	Footpath map sign	Outside Church	unknown	1,038	Council		£ -	£ 682.00
8	Original play equipment: c	St Marys playingfield	unknown	3,055	Council		£ -	£ 3,979.80
9	Monkeybars (6180 ORCH)	St Marys playingfield	2015	5,802	Council		£ -	£ 11,513.70
10	Village sign	Outside Church	1977	2,408	Council		£ -	£ 7,150.00
11	Seats: Original (1)			441	Council		£ -	£ 550.00
12	Seats :New (2)		2012	591	Council		£ -	£ 1,100.00
16	Football Goals	St Marys playingfield	2013	966	Council		£ -	£ 1,320.00
17	Lifebouy x 1	Shop Green	22 01 2018	287	Council		£ -	£ 328.52
18	Lifebouy x 1	Cow Green	22 01 2018	287	Council		£ -	£ 328.52
19	Grit bin		2015	0	Council		£ -	£ 141.90
20	Grit bin		2015	0	Council		£ -	£ 141.90
21	Grit bin		2015	200	Council		£ -	£ 141.90
22	Grit bin	Village hall	09 05 19	129	Council		£ -	£ 141.90
24	Marquee		2016	849	Council		£ -	£ 814.00
26	BT Telephone kiosk	Shop Green	2018	1,764	Council		£ -	£ 2,310.00
27	BT Telephone kiosk	Broad Road	2018	1,764	Council		£ -	£ 2,310.00
28	Climbing Frame		2018	9,076	Council		£ -	£ 9,983.88
29	Zip Wire		2018	7,496	Council		£ -	£ 6,229.99
30	Grass mats		20 07 2018	2,120	Council		£ -	£ 2,125.20
31	Notice Board at Shop Green		01 04 2019	650	Council		£ -	£ 743.60
32	Defibrilator and Cabinet	Shop Green	18 06 2018	2,070	Council		£ -	£ 2,277.00
33	Defibrilator and Cabinet	Broad Road	21 03 2019	1,138	Council		£ -	£ 1,251.80
34	Wooden 'no parking' signs x 10		16 07 2018	350	Council		£ -	£ 385.00
35	Defibrilator and Cabinet	Village hall	16 12 2019	1,390	Council		£ -	£ 1,529.00
36	Grit bin	St Marys Close	21 01 2020	137	Council		£ -	£ 150.26
37	Dog bin	St Marys playingfield	25 02 2020	187	Council		£ -	£ 205.54

38	Streetlights	Various locations as Stei awaiting comp	17,551	Council	£ -	£ 19,305.62
39	8.57 ha Entitlements	Bacton Green 01 04 2020	986	Council	£ -	£ 1,084.11
40	VAS	Part share with Cotton 2017		Council		£ 3,086.60
41	Swing Cradle Seats	St Marys playingfield	281	Council	£ -	£ 309.10
42	Safety Matting	Under Monkey Bars St Marys Playingfiel	1,175	Council	£ -	£ 1,292.50
43	Entrance	Bacton Green	3,940	Council	£ -	£ 4,334.00
44	Fencing - Encl Dog Area	St Marys Field	2,923	Council	£ -	£ 3,214.75
45	SIDS	Various locations	3,607	Council	£ -	£ 3,967.76
46	Beacon	Beacon Green 2022	1,100	Council	£ -	£ 1,210.00
47	Grit Spreader	Warden 2023	179	Warden	179	£ 196.90
48	Fencing	St Marys Field 2023	743	Council	743	£ 817.30
Total			76,679		922	96,659

Summary of Adjustments and Changes

Per 31st March 2022 Register

75,116

Correction of double deduction in 2021

641 (Item disposed of as shown as the negative of its value)

In-Year Additions as shown

922

Total Book Value 31st March 2023

76,679

We acknowledge as the members of:

Bacton Parish Council ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

12/06/2023

and recorded as minute reference:

9.c.ii **MINUTE REFERENCE**

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman **SIGNATURE REQUIRED**
 Clerk **SIGNATURE REQUIRED**

<http://bacton.onesuffolk.net> ENTER WEBSITE/EMAIL ADDRESS

Section 2 – Accounting Statements 2022/23 for

Bacton Parish Council AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>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.</i>
1. Balances brought forward	35,019	64,884	<i>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.</i>
2. (+) Precept or Rates and Levies	23,126	28,906	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	36,103	85,813	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	10,059	13,855	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	19,305	23,747	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	64,884	141,465	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	64,884	141,465	<i>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.</i>
9. Total fixed assets plus long term investments and assets	75,116	76,679	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

12/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

12/06/2023

as recorded in minute reference:

9.e.iii

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED