

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



179 HIGH STREET, HENLEY IN ARDEN, WARWICKSHIRE, B95 5BA

01564 637 607 07990 515 305 [clerk@henley-in-arden-pc.gov.uk](mailto:clerk@henley-in-arden-pc.gov.uk)

21<sup>st</sup> July 2020

Your Reference: **SBA TEAM**

Our Reference: **rme-jpc-agar2020**

PKF Littlejohn LLP

1 Westerly Circus

Canary Wharf

London

E14 4HD

Emailed for expediency - [sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

Dear Sirs,

**Beaudesert & Henley in Arden Joint Parish Council**  
**Annual Accounts for the Year Ended 31<sup>st</sup> March 2020**

I refer to your emails instructing procedure for this return and the extensions granted due to Covid 19 restrictions.

I enclose the following with this letter:

- Completed and signed AGAR Part 3 and the Annual Internal Audit Report for the year ended 31<sup>st</sup> March 2020.[6 pages]
- Completed confirmation of dates for the period for the provision of public rights form.
- Bank Reconciliation [1 page]
- Explanation of significant variances [1 page]
- Reconciliation between Section 2, boxes 7 and 8 [I&E Basis] [1 page]
- Completed contact details form [1 page]
- Notice of Date of Commencement of the Period of Public Rights [1 page]
- JPC Income & Expenditure Account [1 page]
- Consolidated Balance Sheet [1 page]
- Financial Summary Cashbook [1 page]
- Bank Account Reconciled Statement [Current Account] [7 pages]
- Bank Account Reconciled Statement [Deposit Account] [2 pages]

I confirm that the accounts have been prepared on an Income and Expenditure basis.

I confirm that the Annual Governance Statement 2019/2020 was approved prior to the Accounting Statements 2019/2020 in the minutes.

I trust that I have fully complied with my duties in this matter, but should I have overlooked any issue, please contact me.

Yours faithfully,

Ray Evans

**Parish Clerk & Proper Officer**

## Annual Governance and Accountability Return 2019/20 Part 3

### To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2019/20

## BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

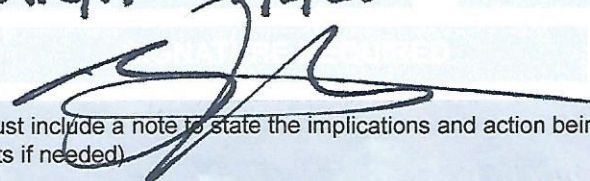
Date(s) internal audit undertaken

Name of person who carried out the internal audit

27/08/19 5/12/19 13/3/20

R J MORGAN INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

5/6/20

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL

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 2020, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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:

20th July 2020

and recorded as minute reference:

102.1

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

Chairman

*Edvine Field*

Clerk

*M. W. [Signature]*

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

henley-in-arden-pc.gov.uk

## Section 2 – Accounting Statements 2019/20 for

### BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	68,779	55,778	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	112,850	117,374	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,185	7,141	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	28,552	19,209	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	101,484	99,162	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	55,778	61,922	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	51,306	62,130	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	172,404	183,035	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.
10. Total borrowings	0.00	0.00	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)	Yes	No	The Council, as a body corporate, 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.
		✓	

I certify that for the year ended 31 March 2020 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

Date 21st July 2020

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

20th July 2020

as recorded in minute reference:

102.2

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

Elaine Field

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2019/20

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHT

Name of smaller authority: **Beaudesert & Henley in Arden Joint Parish Council**  
County Area (local councils and parish meetings only): **Warwickshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **Monday 27<sup>th</sup> July 2020**

and ending on **Friday 4<sup>th</sup> September 2020**

Signed: \_\_\_\_\_

Role: \_\_\_\_\_

*M. Ans*  
*Clerk & proper Officer*  
*21/07/2020*

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.



## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2020" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: **Beaudesert & Henley in Arden Joint PC**

County area (local councils and parish meetings only): **Warwickshire**

### Financial year ending 31 March 2020

Prepared by (Name and Role): **Ray Evans Clerk**

Date: **24.06.2020**

	£	£
<b>Balance per bank statements as at 31/3/2020</b>		
Current Account	1,115.09	
Deposit Account	61,015.69	
	<hr/>	62,130.78
Petty cash float (if applicable)		
Less: any un-presented cheques as at 31/3/2020		
	<hr/>	0.00
Add: any un-banked cash as at 31/3/2020		
	<hr/>	-
<b>Net balances as at 31/3/20 (Box 8)</b>		<b><u>62,130.78</u></b>

## Explanation of variances – pro forma

Name of smaller authority: **Beaudesert & Henley in Arden Joint Parish Council**  
 County area (local councils and Warwickshire)

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations. Including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	68,778	55,778					
2 Precept or Rates and Levies	112,860	117,374	4,524	4.01%	NO		
3 Total Other Receipts	4,165	7,141	2,956	70.63%	YES		VAT reclaim [year 2018-2019] not received until year 2019-2020
4 Staff Costs	28,552	18,209	-9,343	32.72%	YES		Year 2018/19 full 12 months Clerks' salary, 2019/20 only 9 months completed in service
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	101,484	99,162	-2,322	2.29%	NO		
7 Balances Carried Forward	55,778	61,922			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	51,306	62,130	10,824	21.10%	NO	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	172,404	183,035	10,631	6.17%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

**Reconciliation between Box 7 and Box 8 in Section 2 - pro forma**

**(applies to Accounting Statements prepared on an income and expenditure basis only)**

Please complete the highlighted boxes.

Name of smaller authority:

Beaudesert & Henley in Arden Joint Parish Council

County area (local councils and parish meetings only):

Warwickshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

£ £ 61,922.75

**Box 7: Balances carried forward**

Deduct: Debtors (enter these as negative numbers)

Debtors	0.00
VAT Recoverable	(1,132.82)
	<u>(1,132.82)</u>

Deduct: Payments made in advance (prepayments) (enter these as negative numbers)

Payments in Advance	(1,082.12)
	<u>(1,082.12)</u>

**Total deductions**

(2,214.94)

Add:

Creditors (must not include community infrastructure levy (CIL) receipts)

Creditors	2,422.97
	<u>2,422.97</u>

Add:

Receipts in advance (must not include deferred grants/loans received)

1	
2	

**Total additions**

2,422.97

**Box 8: Total cash and short term investments**

62,130.78

## Contact details

Name of smaller authority: **Beaudesert & Henley in Arden Joint Parish Council**  
County Area (local councils and parish meetings only) **Warwickshire**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
<b>Name</b>	Ray Evans	Elaine Field
<b>Address</b>	Whitehouse Cottage 179 High Street Henley in Arden Warwickshire B95 5BA	2 Fieldhouse Close Henley in Arden Warwickshire B95 5DF
<b>Daytime telephone number</b>	01564 637 607	01564 792871
<b>Mobile telephone number</b>	<del>                    </del> 07990 515 305	07887 567 583
<b>Email address</b>	clerk@henley-in-arden-pc.gov.uk	field34@yahoo.co.uk

Smaller authority name: **Beaudesert & Henley in Arden Joint Parish Council**  
**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL  
GOVERNANCE & ACCOUNTABILITY RETURN  
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

**The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)**

NOTICE	NOTES
<p><b>1. Date of announcement 23<sup>rd</sup> July 2020</b></p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:</b></p> <p>Ray Evans, Parish Clerk &amp; Responsible Officer  Telephone 01564 637 607 email: <a href="mailto:clerk@henley-in-arden-pc.gov.uk">clerk@henley-in-arden-pc.gov.uk</a>  Whitehouse Cottage 179 High Street Henley in Arden Warwickshire B95 5BA</p> <p>commencing on <b>Monday 27<sup>th</sup> July 2020</b></p> <p>and ending on <b>Friday 4<sup>th</sup> September 2020</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"> <li>• The opportunity to question the appointed auditor about the accounting records; and</li> <li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li> </ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b>  <b>15 Westferry Circus</b>  <b>Canary Wharf</b>  <b>London E14 4HD</b>  (<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>)</p> <p><b>5. This announcement is made by Ray Evans , Clerk &amp; Proper Officer</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

**Income & Expenditure Account**

31.03.19			31.03.2020
	£		£
		<b>INCOME</b>	
0.00		Allotments	144.00
0.00		CIL	3,679.24
0.00		Interest on Investments	34.47
0.00		Other Income	2,283.26
0.00		Precept	117,373.62
0.00		Rents	1,000.00
<hr/>		<b>INCOME TOTAL</b>	<hr/>
0.00			124,514.59
		<b>EXPENDITURE</b>	
0.00		Accountancy	400.00
0.00		CCTV	1,985.00
0.00		Elections	2,156.63
0.00		Expenses	2,206.18
0.00		Grants	49,150.00
0.00		HMRC	7,203.27
0.00		Insurance	1,088.07
0.00		IT	1,002.50
0.00		Legal	2,385.00
0.00		Mousley	2,265.00
0.00		Pensions	1,943.52
0.00		Publicity	784.00
0.00		Purchases	4,165.48
0.00		Salaries	17,265.69
0.00		Services	3,144.17
0.00		Support	2,317.77
0.00		Training	1,855.00
0.00		Vale	14,028.74
0.00		Web	3,025.00
<hr/>		<b>EXPENDITURE TOTAL</b>	<hr/>
0.00			118,371.02
55,779.18		Balance at 01.04.2019	55,779.18
0.00		Add Total Income	124,514.59
55,779.18			<hr/>
0.00		Deduct Total Expenditure	180,293.77
55,779.18		Balance at 31.03.2020	118,371.02
<hr/>			<hr/>
<b>55,779.18</b>			<b>61,922.75</b>

Signed  
Chair

Elaine Field

  
Clerk/Responsible Officer

Beaudesert & Henley in Arden Joint Parish Council

# Consolidated Balance Sheet

Unaudited

31/03/19

31/03/20

£

£

## Current assets

0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investment	0.00
0.00	Stocks	0.00
5,295.28	VAT Recoverable	1,132.82
199.50	Debtors	0.00
0.00	Payment in Advance	1,082.12
51,306.51	Cash in Hand at Bank	62,130.78
<u>56,801.29</u>	<b>TOTAL CURRENT ASSETS</b>	<u>64,345.72</u>
<u>56,801.29</u>	<b>TOTAL ASSETS</b>	<u>64,345.72</u>

## Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
1,022.11	Creditors	2,422.97
0.00	Receipts in Advance	0.00
<u>1,022.11</u>	<b>TOTAL CURRENT LIABILITIES</b>	<u>2,422.97</u>
<u>55,779.18</u>	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u>61,922.75</u>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>55,779.18</u>	<b>NET ASSETS</b>	<u>61,922.75</u>

## Represented by

55,779.18	General Fund	36,922.75
0.00	General Maintenance	10,000.00
0.00	Playgrounds	5,000.00
0.00	Emergency & Amenities	10,000.00
<u>55,779.18</u>		<u>61,922.75</u>

Signed

Chairman

Date

AUDIT OPINION

*Elaine Field* 21.7.2020

Responsible Financial Officer

*[Signature]*  
21.07.2020

# Financial Summary - Cashbook

Summary between 01/04/19 and 31/03/20 inclusive.

Balances at the start of the year

## Ordinary Accounts

Lloyds TSB Current	£306.51
Lloyds TSB Deposit	£51,000.00
Total	<u>£51,306.51</u>

RECEIPTS	Net	Vat	Gross
Council	£134,552.55	£0.00	£134,552.55
Total Receipts	<u>£134,552.55</u>	<u>£0.00</u>	<u>£134,552.55</u>

PAYMENTS	Net	Vat	Gross
Council	£118,052.28	£5,676.00	£123,728.28
Total Payments	<u>£118,052.28</u>	<u>£5,676.00</u>	<u>£123,728.28</u>

Closing Balances

## Ordinary Accounts

Lloyds TSB Current	£1,115.09
Lloyds TSB Deposit	£61,015.69
Total	<u>£62,130.78</u>

Reserve Balances

General Maintenance	£10,000.00
Playgrounds	£5,000.00
Emergency & Amenities	£10,000.00
Reserves total	<u>£25,000.00</u>

Signed

Elaine Field

Chair

[Signature]  
Clerk / Responsible Financial Officer



# Bank Account Reconciled Statement

Lloyds TSB Current

00335801

30-98-26

Statement Number

1

Statement Opening Balance

£306.51

Opening Date

01/04/19

Statement Closing Balance

£1,115.09

Closing Date

31/03/20

True/ Cashbook Closing Balance

£1,115.09

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/04/19		Henley Focus Magazine	59.00	0.00	247.51
01/04/19		United Business Centres	1.93	0.00	245.58
01/04/19		Booker R	0.00	18.00	263.58
01/04/19		Secure Parking	46.37	0.00	217.21
02/04/19		Bronjewski R	0.00	36.00	253.21
05/04/19		NEST Pension	192.84	0.00	60.37
12/04/19		WALC	60.00	0.00	0.37
12/04/19		HMRC	1,569.84	0.00	-1,569.47
12/04/19		WALC	60.00	0.00	-1,629.47
12/04/19	Transfer		0.00	2,002.18	372.71
15/04/19		Intuit Limited	21.60	0.00	351.11
16/04/19		RC Window Cleaning	50.00	0.00	301.11
18/04/19		WALC	60.00	0.00	361.11
23/04/19		Southam Starre	37.58	0.00	323.53
24/04/19		Allotment Tenants	0.00	181.50	505.03
26/04/19		Stratford District Council	0.00	58,300.00	58,805.03
29/04/19		Allotment Tenants	0.00	18.00	58,823.03
30/04/19		Henley Focus Magazine	59.00	0.00	58,764.03
30/04/19		Bailey G.A.	1,564.22	0.00	57,199.81
30/04/19		T Mousley and Sons	468.00	0.00	56,731.81
30/04/19		Bailey G.A.	154.31	0.00	56,577.50
30/04/19		Society of Local Council Clerks	96.00	0.00	56,481.50
30/04/19		Network Rail	242.70	0.00	56,238.80
30/04/19		Vale JP	334.80	0.00	55,904.00
30/04/19	Transfer		38,000.00	0.00	17,904.00
01/05/19		Neighbourhood Watch	175.00	0.00	17,729.00
01/05/19		Christmas Lights	3,400.00	0.00	14,329.00
01/05/19		Evergreens	350.00	0.00	13,979.00
01/05/19		United Business Centres	4.21	0.00	13,974.79

# Bank Account Reconciled Statement

01/05/19	Society of Local Council Clerks	220.00	0.00	13,754.79
01/05/19	St. John's Church	800.00	0.00	12,954.79
01/05/19	HWMT	7,000.00	0.00	5,954.79
01/05/19	Secure Parking	50.10	0.00	5,904.69
01/05/19	Scan	175.00	0.00	5,729.69
01/05/19	Henley In Bloom	1,800.00	0.00	3,929.69
01/05/19	Henley Memorial Hall	1,000.00	0.00	2,929.69
02/05/19	Crathorne P	47.97	0.00	2,881.72
02/05/19	The Opera Experience	250.00	0.00	2,631.72
02/05/19	Eborall J	0.00	36.00	2,667.72
02/05/19	WALC	751.00	0.00	1,916.72
02/05/19	Guild Hall Trust	1,000.00	0.00	916.72
03/05/19	NEST Pension	179.82	0.00	736.90
07/05/19	Henley In Bloom	0.00	1,800.00	2,536.90
07/05/19	Vale JP	1,387.80	0.00	1,149.10
07/05/19	HDTL	1,152.00	0.00	-2.90
07/05/19	Transfer	0.00	4,000.00	3,997.10
08/05/19	HMRC (VAT)	0.00	5,295.28	9,292.38
13/05/19	Bromhead J	0.00	36.00	9,328.38
16/05/19	Intuit Limited	21.60	0.00	9,306.78
20/05/19	Stratford District Council	0.00	472.50	9,779.28
24/05/19	The Opera Experience	-250.00	0.00	10,029.28
03/06/19	Bailey G.A.	1,880.27	0.00	8,149.01
03/06/19	United Business Centres	2.59	0.00	8,146.42
03/06/19	Secure Parking	50.10	0.00	8,096.32
03/06/19	Weir J	660.00	0.00	7,436.32
03/06/19	Weir J	-660.00	0.00	8,096.32
10/06/19	Guild Hall Trust	500.00	0.00	7,596.32
10/06/19	The Opera Experience	250.00	0.00	7,346.32
10/06/19	Weir J	660.00	0.00	6,686.32
11/06/19	RC Window Cleaning	50.00	0.00	6,636.32
13/06/19	Henley Focus Magazine	59.00	0.00	6,577.32
17/06/19	Intuit Limited	21.60	0.00	6,555.72
18/06/19	WALC	46.00	0.00	6,509.72
19/06/19	Vale JP	3,018.60	0.00	3,491.12
19/06/19	HDTL	2,448.00	0.00	1,043.12
19/06/19	Henley Bakery	250.00	0.00	793.12

# Bank Account Reconciled Statement

19/06/19		Bowls Club	500.00	0.00	293.12
19/06/19	Transfer		0.00	5,000.00	5,293.12
27/06/19		Bailey G.A.	2,212.40	0.00	3,080.72
01/07/19		Secure Parking	50.10	0.00	3,030.62
01/07/19		NEST Pension	206.79	0.00	2,823.83
01/07/19		United Business Centres	2.11	0.00	2,821.72
01/07/19		Westmacotts	54.00	0.00	2,767.72
01/07/19		Henley Focus Magazine	59.00	0.00	2,708.72
01/07/19		HDTL	30.00	0.00	2,678.72
01/07/19		NEST Pension	199.30	0.00	2,479.42
04/07/19	Transfer		0.00	5,000.00	7,479.42
10/07/19		Henley Library	2,000.00	0.00	5,479.42
12/07/19		HMRC	1,762.50	0.00	3,716.92
15/07/19		Intuit Limited	21.60	0.00	3,695.32
17/07/19		Vale JP	1,999.20	0.00	1,696.12
17/07/19		Robinson WJ	200.00	0.00	1,496.12
17/07/19		Hicks J	369.60	0.00	1,126.52
17/07/19		Taylor J	648.00	0.00	478.52
17/07/19		Stratford District Council	1,985.00	0.00	-1,506.48
17/07/19	Transfer		0.00	5,000.00	3,493.52
22/07/19		Southam Starre	26.56	0.00	3,466.96
29/07/19		RC Window Cleaning	50.00	0.00	3,416.96
29/07/19		Bailey G.A.	213.80	0.00	3,203.16
29/07/19		Henley Memorial Hall	120.00	0.00	3,083.16
29/07/19		T Mousley and Sons	228.00	0.00	2,855.16
29/07/19		Bailey G.A.	1,755.97	0.00	1,099.19
29/07/19		Botany Bay Nurseries	2,160.00	0.00	-1,060.81
29/07/19	Transfer		0.00	5,000.00	3,939.19
01/08/19		United Business Centres	3.12	0.00	3,936.07
01/08/19		Evans R	43.00	0.00	3,893.07
01/08/19		Secure Parking	50.10	0.00	3,842.97
02/08/19		SIMS	1,379.00	0.00	2,463.97
02/08/19		Bear Club Clothing	360.00	0.00	2,103.97
05/08/19		Spaldings	234.90	0.00	1,869.07
05/08/19	Transfer		0.00	5,000.00	6,869.07
07/08/19		T Mousley and Sons	180.00	0.00	6,689.07
14/08/19		Vale JP	2,431.44	0.00	4,257.63

# Bank Account Reconciled Statement

15/08/19		Intuit Limited	21.60	0.00	4,236.03
16/08/19		Stratford District Council	701.66	0.00	3,534.37
16/08/19		Stratford District Council	954.97	0.00	2,579.40
16/08/19		Hub at Henley	6,250.00	0.00	-3,670.60
16/08/19	Transfer		0.00	7,500.00	3,829.40
19/08/19		DM Payroll Services	42.00	0.00	3,787.40
21/08/19		CPRE	36.00	0.00	3,751.40
21/08/19		Allotment Tenants	0.00	18.00	3,769.40
29/08/19	Transfer		0.00	5,000.00	8,769.40
02/09/19		Bailey G.A.	1,755.97	0.00	7,013.43
02/09/19		Bailey G.A.	337.48	0.00	6,675.95
02/09/19		Secure Parking	50.10	0.00	6,625.85
02/09/19		United Business Centres	2.63	0.00	6,623.22
03/09/19		Henley Focus Magazine	59.00	0.00	6,564.22
05/09/19		NEST Pension	206.79	0.00	6,357.43
05/09/19		NEST Pension	194.80	0.00	6,162.63
16/09/19		RC Window Cleaning	50.00	0.00	6,112.63
16/09/19		Intuit Limited	21.60	0.00	6,091.03
26/09/19		Stratford District Council	0.00	58,300.00	64,391.03
27/09/19		Bailey G.A.	251.17	0.00	64,139.86
27/09/19		Bailey G.A.	1,704.68	0.00	62,435.18
01/10/19		United Business Centres	2.90	0.00	62,432.28
01/10/19		Secure Parking	50.10	0.00	62,382.18
02/10/19		Vale JP	1,736.10	0.00	60,646.08
02/10/19		Henley Library	2,000.00	0.00	58,646.08
03/10/19		PKF Little Johns LLP	480.00	0.00	58,166.08
03/10/19		Came & Company	2,170.19	0.00	55,995.89
03/10/19		Henley Focus Magazine	90.00	0.00	55,905.89
03/10/19	Transfer		54,000.00	0.00	1,905.89
07/10/19		Stratford District Council	500.00	0.00	1,405.89
11/10/19		Glasdon	177.83	0.00	1,228.06
11/10/19		RTA	225.00	0.00	1,003.06
11/10/19		WALC	35.00	0.00	968.06
11/10/19		Thomas Guise Limited	187.00	0.00	781.06
11/10/19		EDGE IT Systems Limited	406.80	0.00	374.26
11/10/19	Transfer		0.00	15,000.00	15,374.26
14/10/19		EDGE IT Systems Limited	553.80	0.00	14,820.46

# Bank Account Reconciled Statement

15/10/19		Intuit Limited	21.60	0.00	14,798.86
21/10/19		WALC	35.00	0.00	14,763.86
21/10/19		NEST Pension	212.78	0.00	14,551.08
24/10/19		T Mousley and Sons	774.00	0.00	13,777.08
24/10/19		RC Window Cleaning	50.00	0.00	13,727.08
24/10/19		Hub at Henley	9,375.00	0.00	4,352.08
24/10/19		Vale JP	1,619.40	0.00	2,732.68
29/10/19		Bailey G.A.	216.25	0.00	2,516.43
29/10/19		Bailey G.A.	1,789.84	0.00	726.59
29/10/19		Glasdon	105.18	0.00	621.41
29/10/19		NEST Pension	212.78	0.00	408.63
29/10/19	Transfer		0.00	1,000.00	1,408.63
01/11/19		Stratford District Council	0.00	35.00	1,443.63
01/11/19		Secure Parking	50.10	0.00	1,393.53
01/11/19		United Business Centres	1.63	0.00	1,391.90
04/11/19		Henley Focus Magazine	90.00	0.00	1,301.90
04/11/19	Transfer		0.00	3,516.60	4,818.50
11/11/19		DM Payroll Services	42.00	0.00	4,776.50
15/11/19		Intuit Limited	21.60	0.00	4,754.90
20/11/19		Vale JP	1,290.00	0.00	3,464.90
20/11/19		T Mousley and Sons	720.00	0.00	2,744.90
21/11/19		Greenfingers	360.72	0.00	2,384.18
21/11/19		VASA	500.00	0.00	1,884.18
25/11/19		Henley Focus Magazine	250.00	0.00	1,634.18
25/11/19	Transfer		0.00	5,000.00	6,634.18
28/11/19		Stratford District Council	0.00	3,679.24	10,313.42
29/11/19		Bailey G.A.	1,832.52	0.00	8,480.90
29/11/19		Bailey G.A.	214.91	0.00	8,265.99
02/12/19		NEST Pension	218.78	0.00	8,047.21
02/12/19		Secure Parking	50.10	0.00	7,997.11
02/12/19		Stratford District Council	0.00	301.12	8,298.23
02/12/19		United Business Centres	3.23	0.00	8,295.00
06/12/19		HMRC (VAT)	0.00	4,543.18	12,838.18
11/12/19		Vale JP	1,019.34	0.00	11,818.84
11/12/19		Society of Local Council Clerks	126.00	0.00	11,692.84
11/12/19		RC Window Cleaning	50.00	0.00	11,642.84
16/12/19		WALC	35.00	0.00	11,607.84

# Bank Account Reconciled Statement

16/12/19	Intuit Limited	21.60	0.00	11,586.24
23/12/19	Henley Focus Magazine	59.00	0.00	11,527.24
23/12/19	Bailey G.A.	1,598.10	0.00	9,929.14
23/12/19	Bailey G.A.	257.77	0.00	9,671.37
30/12/19	Henley Community Library	2,000.00	0.00	7,671.37
02/01/20	Secure Parking	50.10	0.00	7,621.27
02/01/20	Henley Medical Centre	0.00	1,000.00	8,621.27
02/01/20	United Business Centres	1.43	0.00	8,619.84
03/01/20	HMRC	687.89	0.00	7,931.95
03/01/20	HMRC	649.03	0.00	7,282.92
03/01/20	HMRC	588.87	0.00	6,694.05
03/01/20	NEST Pension	185.81	0.00	6,508.24
06/01/20	HMRC	3.78	0.00	6,504.46
06/01/20	Hicks J	184.80	0.00	6,319.66
06/01/20	HMRC	4.16	0.00	6,315.50
06/01/20	HMRC	4.41	0.00	6,311.09
13/01/20	HMRC	4.41	0.00	6,306.68
13/01/20	HMRC	662.24	0.00	5,644.44
13/01/20	HMRC	3.78	0.00	5,640.66
13/01/20	HMRC	713.07	0.00	4,927.59
16/01/20	WALC	35.00	0.00	4,892.59
16/01/20	Intuit Limited	21.60	0.00	4,870.99
27/01/20	Henley Focus Magazine	59.00	0.00	4,811.99
27/01/20	HMRC	549.29	0.00	4,262.70
27/01/20	RC Window Cleaning	50.00	0.00	4,212.70
27/01/20	NFU Croft Car Park (N. Pointon)	0.00	448.26	4,660.96
03/02/20	Peacock G.	1,171.72	0.00	3,489.24
03/02/20	United Business Centres	0.86	0.00	3,488.38
03/02/20	Peacock G.	306.60	0.00	3,181.78
03/02/20	NEST Pension	125.87	0.00	3,055.91
03/02/20	Secure Parking	50.10	0.00	3,005.81
03/02/20	Vale JP	1,234.20	0.00	1,771.61
10/02/20	Thomas Guise Limited	1,457.00	0.00	314.61
10/02/20	WALC	60.00	0.00	254.61
10/02/20	Thomas Guise Limited	1,218.00	0.00	-963.39
10/02/20	Transfer	0.00	2,000.00	1,036.61
17/02/20	Intuit Limited	24.00	0.00	1,012.61

# Bank Account Reconciled Statement

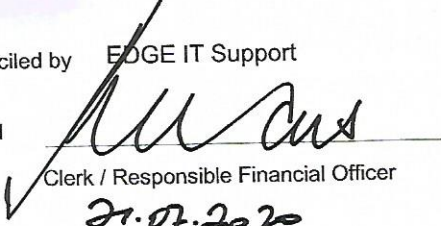
18/02/20	T Mousley and Sons	348.00	0.00	664.61
18/02/20	Evans R	138.94	0.00	525.67
18/02/20	Transfer	0.00	12,000.00	12,525.67
20/02/20	Joseph Hardy Trust	1,200.00	0.00	11,325.67
24/02/20	Hub at Henley	9,375.00	0.00	1,950.67
02/03/20	Secure Parking	50.10	0.00	1,900.57
02/03/20	RC Window Cleaning	50.00	0.00	1,850.57
02/03/20	Henley Focus Magazine	59.00	0.00	1,791.57
02/03/20	United Business Centres	1.68	0.00	1,789.89
02/03/20	Pointon N	448.26	0.00	1,341.63
02/03/20	Evans R	186.75	0.00	1,154.88
16/03/20	Intuit Limited	24.00	0.00	1,130.88
24/03/20	Cllr David Broadbent	15.79	0.00	1,115.09

Uncleared and unrepresented effects

Total

Reconciled by EDGE IT Support

Signed

  
Clerk / Responsible Financial Officer

21.07.2020

  
Chair

# Bank Account Reconciled Statement

Lloyds TSB Deposit

00336107

30-98-26

Statement Number

2

Statement Opening Balance

£87,000.00

Opening Date

01/05/19

Statement Closing Balance

£61,015.69

Closing Date

31/03/20

True/ Cashbook Closing  
Balance

£61,015.69

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
07/05/19	Transfer		4,000.00	0.00	83,000.00
09/05/19		Lloyds TSB Bank	0.00	2.52	83,002.52
10/06/19		Lloyds TSB Bank	0.00	3.64	83,006.16
19/06/19	Transfer		5,000.00	0.00	78,006.16
04/07/19	Transfer		5,000.00	0.00	73,006.16
09/07/19		Lloyds TSB Bank	0.00	3.11	73,009.27
17/07/19	Transfer		5,000.00	0.00	68,009.27
29/07/19	Transfer		5,000.00	0.00	63,009.27
05/08/19	Transfer		5,000.00	0.00	58,009.27
09/08/19		Lloyds TSB Bank	0.00	2.82	58,012.09
16/08/19	Transfer		7,500.00	0.00	50,512.09
29/08/19	Transfer		5,000.00	0.00	45,512.09
09/09/19		Lloyds TSB Bank	0.00	2.12	45,514.21
03/10/19	Transfer		0.00	54,000.00	99,514.21
09/10/19		Lloyds TSB Bank	0.00	2.39	99,516.60
11/10/19	Transfer		15,000.00	0.00	84,516.60
29/10/19	Transfer		1,000.00	0.00	83,516.60
04/11/19	Transfer		3,516.60	0.00	80,000.00
09/11/19		Lloyds TSB Bank	0.00	3.78	80,003.78
25/11/19	Transfer		5,000.00	0.00	75,003.78
09/12/19		Lloyds TSB Bank	0.00	2.97	75,006.75
09/01/20		Lloyds TSB Bank	0.00	3.19	75,009.94
10/02/20		Lloyds TSB Bank	0.00	3.29	75,013.23
10/02/20	Transfer		2,000.00	0.00	73,013.23
18/02/20	Transfer		12,000.00	0.00	61,013.23
09/03/20		Lloyds TSB Bank	0.00	2.46	61,015.69

Uncleared and unrepresented effects

Total



# Bank Account Reconciled Statement

Reconciled by EDGE IT Support

Signed

  
Clerk / Responsible Financial Officer

27.07.2020

Elaine Field

Chair