

WILBARSTON PARISH COUNCIL

FINANCE REPORT - 8th April 2021

Internal/External Audit Dates: Details of the annual audit for Wilbarston Parish Council for the year ending 31st March 2021 have been received from PKF Littlejohn, External Auditor.

Activity and Key dates for the 2020/21 reporting season	Date Arranged
Internal Audit to be carried out by NCALC, Internal Auditor	tbc
Presentation of Accounts 20/21 to Wilbarston Parish Council for approval	Thursday 13 May 2021
Section 1 (Statement of accounts) and Section 2 (Annual Governance statement) of the Audit Commission annual return to be presented to Wilbarston Parish Council for approval	Thursday 13 May 2021
Display Notice (online and notice board) Notice of Public Rights & Publication of Annual Governance & Accountability Return and Sections 1 & 2 of the approved AGAR	By 31st May 2021
Send annual return. Deadline by which completed & approved AGAR and all applicable supporting documents or Exemption Certificate must be submitted to PKF Littlejohn sba@pkf-littlejohn.com (Please email PKF Littlejohn if this deadline cannot be met.)	Absolute latest Thursday 1 July 21
Statutory common period to be included in the smaller authority's period for the exercise of public rights – for all authorities, both exempt and subject to our review. Authorities should publish the dates of their public inspection period. If this is significantly earlier or later than in previous years they should inform the public through their websites (where available) of the reasons why they are departing from normal practice for 2021.	Monday 14 June – Friday 23 July 21
Make records available. Suggested period to be included in the smaller authority's period for the exercise of public rights. As above	Monday 14 June – Friday 23 July 21
For those authorities subject to a review only, the statutory deadline by which the AGAR Part 3 & signed external auditor report must be published by the smaller authority (this includes publishing on the smaller authority's website). NB: The <i>Notice of Conclusion of Audit</i> , which will be emailed to non-exempt authorities at the end of the review process along with our External Auditor Report and Certificate, must be published at the same time. There is no signed external auditor report or other closure documentation issued by the external auditor for authorities who have claimed exemption from the limited assurance regime. This is the date by which the Part 3 AGAR Sections 1, 2 and 3 including the completed External Auditor Report and Certificate must be published. This does not apply to an authority that has certified itself as exempt and submitted a Certificate of Exemption to the external auditor.	Thursday 30 September 2021

WILBARSTON PARISH COUNCIL

Payments processed in March:

Type	Amount	Payee	Reason for Payment	Statutory Power
IB	£500.00	North Northants CFR	Grant (first responder emergency kit)	GPC

Accounts for Payment:

Type	Amount	Payee	Reason for Payment	Statutory Power
S Order	£276.93	Clerk	Salary March 2021	s.112 LGA 1972
IB	£28.92	Clerk	Expenses March 2021	s.111 LGA 1972
IB	£4.50	Cllr Andrew Smith	Travel Expenses – VAS sign transportation	s.111 LGA 1972
IB	£36.00	CPRE	Annual Membership 2021-22	s.143 LGA 1942
IB	£134.05	Parish Magazine Printing	Chronicle Newsletter	s.42 LGA 1942
IB	£526.28	Northants CALC	Membership/Internal Audit/Data Protection Officer fee	s.143 LGA 1942/ s.111 LGA 1972
IB	£21.50	Penny James	Plants for the village green	GPC
IB	£636.00	2commune	Hosting, support, annual license, and email addresses	s.111 LGA 1972

LGA = Local Government Act

Receipts:

Account	Date	Amount	Received from	Reason for Payment
Current	2/3/21	£10.00	Internal Transfer from WW account	VAS sign contribution Brampton Ash
Current	5/3/21	£3260.00	PCC Northants	VAS sign grant
Current	11/3/21	£500.00	Kettering BC	Fence grant
Current	16/3/21	£10.00	Plot holder 2 Rushton Road	Should have been sent to the Allotment Ass
Current	29/3/21	£10.00	Stoke Albany	VAS sign contribution
Welland W	26/3/21	£1,079.22	Northamptonshire CC	Welland Wanderer contribution

WILBARSTON PARISH COUNCIL

Bank Statement & Bank Reconciliation 31st March 2021

<u>Bank Accounts</u>	Unity Trust Current A/C	Welland Wanderer A/C	Unity Trust Reserve A/c
Balance 1 Apr 20 per statement	£11,607.00	£0.00	£4,756.24
Outstanding Receipt			
Reconciled balance 1 Apr 20	£11,607.00	£3,355.72	£4,751.50
Receipts	£16,697.76	£10,206.84	£4.74
Payments	£12,974.74	£6,971.56	
U/p Cheques			
Transfer Current to Reserve a/c			
Closing Balance	£15,330.02	£6,591.00	£4,756.24

<u>Bank Reconciliation</u>	31-Mar-21
Balance per Statement	£15,330.02
U/p Cheques	
Reconciled Balance	£15,330.02

VAT Return: A claim for the refund of VAT from 1st April 2020 to 31st March 2021 will be submitted to HM Customs & Excise for the total amount of £845.75

PAYE End of Year Submission & PAYE Real Time from April 2020 to March 2021: The PAYE End of year submission to March 2021 was completed and sent to HMRC online on 4/4/21.