**Settrington Parish Council**

**TRANSPARENCY STATEMENT 2018**

**Items of Expenditure above £100**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Purpose** | **Amount £** | **Non Recoverable VAT** |
|  |  |  |  |
| 12-Apr | YLCA | 122.00 | N/A |
| 23-May | Grass Cutting | 197.50 | N/A |
| 12-Jun | Zurich Insurance | 435.12 | N/A |
| 13-Jun | Village book | 600.00 | N/A |
| 14-Jun | Grass Cutting | 277.50 | N/A |
| 24-Jul | Clerk Salary & Expenses | 288.77 | N/A |
| 06-Sep | Grass Cutting | 327.50 | N/A |
| 22-Sep | Clerk Salary & Expenses | 264.57 | N/A |
| 25-Sep | VCC Cemetery Maintenance | 350.00 | N/A |
| 14-Dec | Grass Cutting | 455.00 | N/A |
| 03-Jan | Clerk Salary & Expenses | 256.31 | N/A |
| 30-Jan | GBL Timber-care of trees | 300.00 | N/A |
| 03-Apr | Clerk Salary & Expenses | 253.32 | N/A |

Back-up documentation is available for inspection by appointment with the Treasurer on 01944 768284.

See **Appendix 1** (presented separately on this website), which is a scan of selected pages of the duly signed Annual Return form.

* **Annual Governance Statement**See Section 1 (Page 5)
* **Accounting Statement**See Section 2 (Page 6)
* I**nternal Audit Report** (Page 4)

**End of year accounts**See Appendix 2 below - Bank Reconciliation and Variation Analysis

**List of Councillor or Member Responsibilities**

|  |  |
| --- | --- |
| John Harrison | Neighbourhood Watch (NHW) |
| Alan Mitchell | Malton & Norton Neighbourhood PlanYLCA Branch Representative |
| Philip Marwood | YLCA Branch Representative |
| Jane Ramsden | Malton & Norton Neighbourhood PlanRDC & Parish Liaison Meeting |

**Details of Public Land and Building Assets**

|  |  |  |
| --- | --- | --- |
| Land | Owner/Custodian | Present use |
| Beckside/Village Green – greensward & beck | Primarily - Parish Council /Parish Council | Amenity |
| Chapel Garth - greensward | Birdsall Estates/Parish Council | Amenity |
| Bus shelter | Parish Council/Parish Council | Amenity |

**Minutes, Agendas and Meeting papers of formal meetings**
These are separately presented elsewhere on this website

**Appendix 1**

**2018 ANNUAL RETURN**

Refer to separate feature on website

|  |  |
| --- | --- |
|  | **Appendix 2** **Bank Reconciliation** |
|  |  |  |  |  |  |  |
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|  | **Settrington Parish Council** |
|  |  |  |  |  |  |  |
|  | Financial Year ending | **31st March 2018** |  |  |
|  |  |  |  |  |  |  |
|  | Prepared by |  Pauline Durant - RFO | 27/04/2018 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Balance per bank statement as at | 31/03/2018 |  |  |
|  |  |  |  |  |  |  |
|  |  | Yorkshire Bank A/c No. 35382622 |  | 4,165.56 |
|  | Less:- |  |  |  |  |  |
|  |  | Cheques not presented |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  | 0.00 |
|  |  |  |  |  |  |  |
|  | Barclays Community Bank |  |  | 3.00 |
|  |  |  |  |  |  |   |
|  | Net bank balances as at  | 31st March 2018 | 4,168.56 |
|  |  |  |  |  |  |  |
|  | Skipton Building Society | 986406747 | 2,323.28 |  |
|  | Fixed rate bonds |  | 986406680 | 2,414.91 |  |
|  |  |  |  |  |  | 4,738.19 |
|  |  |  |  |  |  |  |
|  |  | Total net balances as at | 31st March 2018 | 8,906.75 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |   |
|  |  |  |  |  |  |  |
|  |  | Balance carried forward (box 7) |  | 8,906.75 |
|  |  |  |  |  |  |  |
| **The net balances reconcile to the Cash Book (receipts and payments account)**  |
| **for the year as follows:** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Cash Book** |  |  |  |  |  |
|  | Opening balance |  |  |  | 9,432.13 |
|  | Add:- |  |  |  |  |  |
|  | Receipts in year |  |  |  | 4,701.37 |
|  | Less:- |  |  |  |  |  |
|  | Payments in year |  |  |  | -5,226.75 |
|  |  |  |  |  |  | 8,906.75 |
|  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
|  | Financial Year ending | **31st March 2018** |  |  |
|  |  |  |  |  |  |  |
|  | Prepared by |  Pauline Durant - RFO | 27/04/2018 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Movement in fixed assets & long-term investments |  |  |
|  |  | Balance brought forward |  |  | 10,553.00 |
|  |  |  |  |  |  |  |
|  | Add:- | Increase in fixed assets per updated F.A.R. |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Net investment balances as at | 31st March 2018 | 10,553.00 |
|  |  |  |  |  |  |  |
| Represented by |  |  |  |  |  |
|  |  | Fixed assets per register |  |  | 10,553.00 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Total fixed assets & other long term investments (Box 9) | 10,553.00 |
|   |   |   |   |   |   |   |

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|  | Bond growth |
| 2,018 | 4,738.19 |
| 2017 | -4,728.63 |
| Growth | 9.56 |

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|  |  **Variance Analysis** |  |  |  |  |  |
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| **Settrington Parish Council** |  |  |
| **Financial Year ending** |  | **31st March 2018** |  |  |
|  |  | **2017** |  | **2018** |  | **Variance** |  |  |
| **Receipts & payments report** |  |  |  |  |  |  |  |  |
| **Receipts** |  |  |  |  |  |  |  |  |
| Precept Box 2 |  | **3,650.00** |  | **3,650.00** |  | **0.00** |  |  |
|  |  |  |  |  |  |  |  |  |
| VAT Reclaim |  |  |  | 477.67 |  | 477.67 |  |  |
| Grascutting - NYCC |  | 0.00 |  | 201.84 |  | 201.84 |  |  |
| Chestnut Cottage |  | 1.00 |  | 0.00 |  | -1.00 |  |  |
| BEDK |  | 2.30 |  | 2.30 |  | 0.00 |  |  |
| Grant - Transparency fund |  | 0.00 |  | 360.00 |  | 360.00 |  |  'one off' income |
| Skipton Fixed Rate bonds |  | 11.06 |  | 9.56 |  | -1.50 |  |  |
|  |  |  |  |  |  | 0.00 |  |  |
| Total Box 3 |  | **14.36** |  | **1,051.37** |  | **1,037.01** |  |  |
|  |  |  |  |  |  |  |  |  |
| Total Income |  | **3,664.36** |  | **4,701.37** |  | **1,037.01** | 28.30% |  |
|  |  |  |  |  |  |  |  |  |
| Clerk's salary |  | 967.08 |  | 1,012.88 |  | -45.80 | -4.74% |  |
|  |  |  |  |  |  |  |  |  |
| Totals - Box 4 |  | **967.08** |  | **1,012.88** |  | **-45.80** | -4.74% |  |
|  |  |  |  |  |  |  |  |  |
| YLCA Membership |  | 119.00 |  | 122.00 |  | -3.00 | -2.52% |  |
| Street Lighting Maintenance |  | 378.00 |  | 0.00 |  | 378.00 | 100.00% | Bi-annual inspection |
| Street light energy |  | 681.40 |  | 682.41 |  | -1.01 | -0.15% |  |
| Bus shelter seat |  | 50.00 |  |  |  | 50.00 |  |  'one off' expenditure |
| Village Hall Rent  |  | 55.00 |  | 132.00 |  | -77.00 |  | 2 x years-2016-17 |
| Zurich Insurance |  | 423.43 |  | 435.12 |  | -11.69 |  |  |
| Audit fees |  | 0.00 |  |  |  | 0.00 |  |  |
| Printing & Stationary |  | 87.96 |  | 50.09 |  | 37.87 |  |  |
| Grasscutting |  | 1,293.00 |  | 1,257.50 |  | 35.50 |  |  |
| Care of village trees |  |  |  | 300.00 |  | -300.00 |  | No work undertaken in prior year |
| Miscellaneous  |  | 599.99 |  | 600.00 |  | -0.01 |  |  |
| YLCA Course fees |  |  |  | 284.75 |  |  |  |  'one off' expenditure |
| Settrington Cemetery fund |  | 350.00 |  | 350.00 |  | 0.00 |  |  |
|  |  |  |  |  |  |  |  |  |
| Totals - Box 6 |  | **4,037.78** |  | **4,213.87** |  | **108.66** | 2.69% |  |
|  |  |  |  |  |  |  |  |  |
| Total - Expenses |  | **5,004.86** |  | **5,226.75** |  | **62.86** | 1.26% |  |
|  |  |  |  |  |  |  |  |  |
| **Movement in cash and short term** |  | **-1,340.50** |  | **-525.38** |  |  |  |  |
| **investments Per Statement of Account** |  |  |  |  |  |  |
| Box 2 |  | 3,650.00 |  | 3,650.00 |  |  |  |  |
| Box 3 |  | 14.36 |  | 1,051.37 |  |  |  |  |
|  |  | **3,664.36** |  | **4,701.37** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Box 4 |  | 967.08 |  | 1,012.88 |  |  |  |  |
| Box 6 |  | 4,037.78 |  | 4,213.87 |  |  |  |  |
|  |  | **5,004.86** |  | **5,226.75** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Explanation for 'high' reserves.** |  |  |  |  |  |  |  |  |
| 1 |  | Skipton Bonds £4,738 + £1,966 inc. in current account = £6,704 |
|  |  | is capital fund from sale of village land about 17 years ago retained  |
|  |  | to provide:- |  |  |  |  |  |
|  | a) | income towards on-going cost of street lighting |  |
|  | b) | capital available for renewal of street lighting as and when necessary |

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|  |  |  |  |  |  |  |  |  |
|  |  | 336.40 |  | 0.00 |  | -336.40 |  | Reduction of allowance |
|  |  | 2.00 |  | 1.00 |  | -1.00 |  |  |
|  |  | 2.30 |  | 2.30 |  | 0.00 |  |  |
|  |  | 615.83 |  | 0.00 |  | -615.83 |  |  'one off' income |
|  |  | 8.52 |  | 11.06 |  | 2.54 |  |  |
|  |  |  |  |  |  | 0.00 |  |  |
|  |  | **965.05** |  | **14.36** |  | **-950.69** |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **4,535.05** |  | **3,664.36** |  | **-870.69** | -19.20% |  |
|  |  |  |  |  |  |  |  |  |
|  |  | 1,173.79 |  | 967.08 |  | 206.71 | 17.61% |  2016 = 5 x quarters |
|  |  |  |  |  |  |  |  |  |
|  |  | **1,173.79** |  | **967.08** |  | **206.71** | 17.61% |  |
|  |  |  |  |  |  |  |  |  |
|  |  | 115.00 |  | 119.00 |  | -4.00 | -3.48% |  |
|  |  | 222.00 |  | 378.00 |  | -156.00 | -70.27% | Bi-annual inspection |
|  |  | 677.42 |  | 681.40 |  | -3.98 | -0.59% |  |
|  |  |  |  | 50.00 |  | -50.00 |  |  'one off' expenditure |
|  |  |  |  | 55.00 |  | -55.00 |  | See notes |
|  |  | 409.26 |  | 423.43 |  | -14.17 |  |  |
|  |  | 0.00 |  | 0.00 |  | 0.00 |  |  |
|  |  | 71.17 |  | 87.96 |  | -16.79 |  |  |
|  |  | 1,320.00 |  | 1,293.00 |  | 27.00 |  |  |
|  |  | 400.00 |  |  |  | 400.00 |  | No expenditure needed in current year. |
|  |  | 3.50 |  | 599.99 |  | -596.49 |  |  'one off' expenditure |
|  |  | 350.00 |  | 350.00 |  | 0.00 |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **3,568.35** |  | **4,037.78** |  | **-469.43** | -13.16% |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **4,742.14** |  | **5,004.86** |  | **-262.72** | -5.54% |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **-207.09** |  | **-1,340.50** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | 3,570.00 |  | 3,650.00 |  |  |  |  |
|  |  | 965.05 |  | 14.36 |  |  |  |  |
|  |  | **4,535.05** |  | **3,664.36** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | 1,173.79 |  | 967.08 |  |  |  |  |
|  |  | 3,568.35 |  | 4,037.78 |  |  |  |  |
|  |  | **4,742.14** |  | **5,004.86** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | Skipton Bonds £4,729 + £1,966 inc. in current account = £6,695 |
|  |  | is capital fund from sale of village land about 16 years ago retained  |
|  |  | to provide:- |  |  |  |  |  |
|  | a) | income towards on-going cost of street lighting |  |
|  | b) | capital available for renewal of street lighting as and when necessary |
|  |  |  |  |  |  |  |  |  |
|  |  | Village hall rent for 2016-17 - £66 - not yet paid |  |
|  |  |  - £55 relates to prior year. |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | Planned expenditure for current year - care of trees - |  |
|  |  | not yet used. |  |  |  |  |  |