

Annual Account 2021-2022
Supporting Information

Key contact details

Authority name and reference		West Bagborough Parish Council. Somerset
	Clerk	
Name	Peter Hamilton	
Address	Gardeners Cottage, Triscombe, Bishops Lydeard Taunton TA5 3HG	
Telephone no.	01984618619	
Email address	westbagboroughpc@gmail.com	
	Chair	
Name	Martin Jones	
Address	Post Box Cottage West Bagborough Taunton TA4 3EF	
Telephone no.	01823430579	
Email address	martinvjones@talktalk.net	
	Person carrying out the independent internal audit	
Name	Jane Kimber	
Address	Court Barton, West Bagborough Taunton TA4 3EQ	
Telephone no.	01823432281	
Email address	janekimber1@gmail.com	

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Bank reconciliation

FINANCIAL YEAR ENDING 31 MARCH 2022			
Authority name and reference	West Bagborough Parish Council. Somerset		
Prepared by: Name	Peter Hamilton	Date:	19 th May 2022
Role (Clerk/RFO etc)	Clerk		
Approved by: Name	Martin Jones	Date:	19 th May 2022
Role (RFO/Chair etc)	Chair		
Balance per bank statements as at 31 March 2021	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2021:			
Unity Trust Bank. 20370804	12718	12718	
Less: any un-presented cheques at 31 March 2021: (normally only current account. List date, cheque number & value. Use separate list if needed)			
Add any unbanked cash at 31 March 2021: (List date & amount received)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2021		12718	

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	12718
Add: Receipts in the year:	9529
Less: Payments in the year:	11538
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2022	10709
Must equal total net bank balances above and Section 2, Box 8	

Variances that require explanation

Authority name and reference	West Bagborough Parish Council. Somerset				
Box on Section 2	(a)	(b)	(c) Variance Increase(+)	(d) Variance divided by	Explanation required? Less than

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Accounting Statements	2021 £	2022 £	or decrease(-) (b – a) £	2021 figure times 100 (c / a *100) %	£250 or 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	3500	3252	248-	7%	No
Box 3 -Total other receipts	2860	6277	3417+	120%	Yes
Box 4 -Staff costs	900	900	Nil	Nil	No
Box 5 -Loan interest/ capital repayments	n/a				
Box 6 -All other payments	4228	10638	6410+	152%	Yes
Box 9 -Total fixed assets plus long-term investments and assets	47069	47069	Nil	Nil	No
Box 10 – Total borrowings	n/a				

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Variances.Receipts

Authority name and reference	West Bagborough Parish Council. Somerset	
BOX NO	Three. Receipts	£
(b) Figure in 2022 column		9529
(a) Figure in 2021 column		6360
(d) Total variance: 2021 figure less 2020 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		3169+

Reasons (as many as are applicable)	Amount £
Reason 1 CIL Receipts	2890+
VAT Refund	352+
Cricket Club Rent (Every 7 years)	175+
Reduced Precept	248-
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	3169
(f) Unexplained amount £ of total variance at (d - e)	Nil
Unexplained as % of 2021 figure ($f / a * 100$) (must be below 15%)	Nil
Confirm unexplained amount is less than 15% of 2021 figure YES – satisfactorily explained NO – provide further explanations	YES

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Variances. Payments

Authority name and reference	West Bagborough Parish Council. Somerset	
BOX NO	Six. Payments	£
(b) Figure in 2022 column		11538
(a) Figure in 2021 column		5128
(d) Total variance: 2021 figure less 2020 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		6410+

Reasons (as many as are applicable)	Amount £
Minor individual items such as non-recurring costs and annual increases to subs. Nett impact shown.	359-
Safety Surfacing to Playpark Swing Area	6641+
Increased Insurance costs. 31% increase.	128+
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	6410+
(f) Unexplained amount £ of total variance at (d - e)	NIL
Unexplained as % of 2021 figure (f / a *100) (must be below 15%)	NIL
Confirm unexplained amount is less than 15% of 2021 figure YES – satisfactorily explained NO – provide further explanations	YES

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Variances. Asset Register.

Authority name and reference	West Bagborough Parish Council. Somerset	
BOX NO	Nine. Asset register.	£
(b) Figure in 2021 column		47069
(a) Figure in 2020 column		47069
(d) Total variance: 2021 figure less 2020 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		No changes

Reasons (as many as are applicable)	Amount £
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	Nil
(f) Unexplained amount £ of total variance at (d - e)	Nil
Unexplained as % of 2021 figure (f / a *100) (must be below 15%)	Nil
Confirm unexplained amount is less than 15% of 2021 figure YES – satisfactorily explained NO – provide further explanations	YES

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Reconciliation boxes 7 and 8.

Authority name and reference		West Bagborough Parish Council. Somerset
		£
A	Figure in Box 8 of 2022 column of the Annual Return	10709
B	Less Creditors at 31 March 2021 – owed by the Authority (please supply a detailed list of creditors – see below) Also subtract any receipts in advance	Nil
C	Plus Debtors at 31 March 2021 – owed to the Authority (please supply a detailed list of debtors – see below) Also add any payments made in advance (prepayments)	Nil
D	TOTAL	10709

	Figure in Box 7 of 2021 column of the Annual Return (must equal line D above)	10709
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Creditors/receipts in advance list

Name	Invoice/receipt in advance reference	Date	£ amount
			nil
Total – agreed to B			nil

Debtor list/prepayments list

Name	Debtor/prepayment reference	Date	£ amount
Total – agreed to C			nil

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Analysis of earmarked reserves

Authority name and reference	West Bagborough Parish Council. Somerset
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
Emergency/contingency reserve for unforeseen matters and uncontrollable costs (e.g. election expenses, storm damage clearance etc)	Short term	2000
Car Park Project	Short term	3000
(a) TOTAL		5000

Note: * short-term investments would be included in Box 8 of the Accounting Statements in the Annual return; long-term investments would be in Box 9.

Please provide an explanation for any high level of general reserves if over 3 times (or less than 0.1) of the precept/rates and levies.

	£
(b) Precept/rates and levies (Accounting Statements Box 2)	3500
(c) Balance carried forward (Accounting Statements Box 7)	10709
(d) Amount of balances less total earmarked reserves (c – a)	5709
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	1.63
Reason if over 3 times or less than 0.1	

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Certification of commencement of Public Rights

Authority name and reference	West Bagborough Parish Council. Somerset
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I confirm that the dates set for the period of exercise of public rights are as follows:

	Date
Announcement	20th May 2022
Commencement	13th June 2022
Ending on	22nd July 2022

Signed by Clerk/RFO	
	P R Hamilton. 20th May 2022

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Register of Assets.

Authority name and reference	West Bagborough Parish Council. Somerset
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Description	Acquisition Date	Value £
Jubilee Walk. OS7573 part of footpath West of church	1887	1
War memorial Plot (as trustee). (Gifted)	Ca1920	1
Childrens Playground	1972	450
Playing Field OS5964 approx 3 acres. Acquisition part of larger transaction	1980	1800
Climbing structure (pirate ship), basket swing and play table	2012	7300
Basketball Pitch (surface and basket pole etc.)	2002	3783
9 seats and benches (Jubilee Walk)	Unknown	9
Ex BT Public phone Box. (£1 transfer from BT)	2009	1
Street Light	1988	250
Set of Gang Mowers	1989	400
2xNotice boards	1995	620
Millenium Quilt (Gifted)	2002	1
New Large Notice Board at Village Hall.	2015	1070
HP OfficeJet Pro 6830 Printer	2016	70
HP 250G4 laptop with W10 and Office	2016	382
New play equipment. Log Swing x 2. Horizontal Ladder. Stepping Stones. Drop Rope Traverse. Sahara Complex. Traversing Forest. Spider log Climber. (see full quote for details)	2018	30931
TOTAL VALUE		47069

Notes for 2021/2022.

No changes

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‘No’ or ‘Not covered’ on the Annual Internal Audit Report

Authority name and reference	West Bagborough Parish Council. Somerset
Person carrying out the internal audit	JANE KIMBER

Internal Audit Objective Conclusion (A to K)	Explanation for ‘No’ and what the Authority is doing to address the weakness - or explanation for why ‘Not covered’*
	<u>NOTHING TO REPORT. ALL CRITERIA MET.</u>

* Note: if the relevant objective is **applicable but has not been covered**, the person carrying out the internal audit must provide the Authority and the external auditor with details of:

- o why the objective has not been covered
- o when the most recent internal audit work was done in this area and
- o when it is next planned