

GIMINGHAM PARISH COUNCIL

Summary Receipts and Payments Account For the Year Ending 31st March 2022

31/03/2021

£	Receipts
8,300.00	Precept
1,727.00	Allotment Rents
1.31	Interest on Investments
240.61	Recycling Credits
159.65	Wayleave Payments
544.97	Miscellaneous (incl VAT return)
225.00	Other (Defibrillator & SAM2)
-	Grants
11,198.54	Total Receipts

31/03/2022

£	
7,500.00	
1,855.00	
0.48	
278.69	
159.65	
133.75	
-	
-	
9,927.57	

Payments	
1,664.00	Staff Costs
310.23	Stationery/administration
416.00	HMRC payments
22.00	Hall Hire
1,430.50	Village Maintenance
850.00	Grass Cutting
1,998.82	Insurance
1,188.73	Miscellaneous
750.00	Section 137/Donations (incl Vhall recycling)
133.75	VAT
50.00	Allotment refunds
8,814.03	Total Payments

1,683.85
250.82
331.20
0.00
2,528.95
900.00
2,057.28
3,474.25
711.59
261.85
-
12,199.79

Receipts and Payments Summary

9,217.75	Balance at 1st April 2021	10,923.59
11,198.54	Total receipts	9,927.57
8,814.03	Less Total Payments	12,199.79

11,602.26	C/F 2022/2023	8,651.37
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These cumulative funds are represented by:

5,060.53	Savings Account - Lloyds	5,061.01
6,252.43	Business Account - current	3,734.96
389.37	Outstanding cheques (982 and 986)	144.60
10,923.59	TOTAL FUNDS HELD	8,651.37

The above statement represents the financial position of the authority at 31st March 2022 and reflects its receipts and payments during the financial year.

Signed - Chairman

Date

Signed - RFO

Date

Signed - Internal Auditor

Date

16-5-2022

GIMINGHAM PARISH COUNCIL EXPENDITURE 2021-2022

GIMINGHAM PARISH COUNCIL EXPENDITURE 2021-2022																
DATE	CHQ	TO	AMOUNT	SALARY	EXPENSES ADMIN	HMRC	HALL HIRE	VILLAGE Maintenance	GRASS CUTTING	INSURANCE	MISC/ OTHER	S137	ALLOTMENT REFUNDS	DONATIONS	VAT	TOTAL
19.04.21	CHQ	PAYEE														
19.04.21	935	Elaine Pugh	143.05	143.05												143.05
19.04.21	934	HMRC	32.00			32.00										32.00
19.04.21	933	Countrystyle	14.40													14.40
DATE	CHQ	PAYEE	AMOUNT	SALARY	ADMIN	HMRC	HIRE	Maintenance	CUTTING	INSURANCE	OTHER	S137	REFUNDS	DONATIONS	VAT	TOTAL
17.05.21	936	Kevin Richardson	225.00						225.00							225.00
17.05.21	937	Mt M Kinder (caretaking)	136.50					136.50								136.50
17.05.21	938	Westcotac	300.00								250.00					300.00
17.05.21	939	Elaine Pugh	157.58	128.00	29.58											50.00
17.05.21	940	HMRC	32.00			32.00										32.00
17.05.21	942	Gary Cheney (caretaking)	30.00					30.00								30.00
17.05.21	943	Ros Calvert	60.00								60.00					60.00
DATE	CHQ	PAYEE	AMOUNT	SALARY	ADMIN	HMRC	HIRE	Maintenance	CUTTING	INSURANCE	OTHER	S137	REFUNDS	DONATIONS	VAT	TOTAL
14.06.21	944	WR Myhill (Clubhouse)	396.00													396.00
14.06.21	945	Elaine Pugh	147.61	128.00	19.61						330.00					147.61
14.06.21	946	HMRC	32.00			32.00										32.00
DATE	CHQ	PAYEE	AMOUNT	SALARY	ADMIN	HMRC	HIRE	Maintenance	CUTTING	INSURANCE	OTHER	S137	REFUNDS	DONATIONS	VAT	TOTAL
19.07.21	947	Elaine Pugh	185.65	180.60	15.05											185.65
19.07.21	948	HMRC	19.40			19.40										19.40
19.07.21	949	Mick Kinder	258.75					258.75								258.75
19.07.21	952	Kevin Richardson	225.00						225.00							225.00
DATE	CHQ	PAYEE	AMOUNT	SALARY	ADMIN	HMRC	HIRE	Maintenance	CUTTING	INSURANCE	OTHER	S137	REFUNDS	DONATIONS	VAT	TOTAL
20.09.21	950	Kevin Richardson	300.00						300.00							300.00
20.09.21	951	VOID	0.00													0.00
20.09.21	953	Mick Kinder	260.20					260.20								260.20
20.09.21	954	NNDC	184.80								154.00					184.80
20.09.21	955	Countrystyle Recycling	18.00								15.00					30.80
20.09.21	956	Came & Co Insurance	2,057.28							2,057.28						2,057.28
20.09.21	957	HMRC	61.60			61.60										61.60
20.09.21	958	Elaine Pugh	323.65	298.40	25.25											323.65
20.09.21	959	Gimingham V. Hall recycle	111.59											111.59		111.59
20.09.21	960	R Green (works @ Pound)	1,500.00								1,500.00					1,500.00
DATE	CHQ	PAYEE	AMOUNT	SALARY	ADMIN	HMRC	HIRE	Maintenance	CUTTING	INSURANCE	OTHER	S137	REFUNDS	DONATIONS	VAT	TOTAL
11.10.21	961	Elaine Pugh	173.15	133.20	39.95											173.15
11.10.21	962	HMRC	26.80			26.80										26.80
11.10.21	963	Countrystyle Recycling	28.80													28.80
DATE	CHQ	PAYEE	AMOUNT	SALARY	ADMIN	HMRC	HIRE	Maintenance	CUTTING	INSURANCE	OTHER	S137	REFUNDS	DONATIONS	VAT	TOTAL
15.11.21	964	Kevin Richardson	150.00						150.00							150.00
15.11.21	965	The Play Equipment Co	81.00								24.00					81.00
15.11.21	967	Elaine Pugh	201.33	165.00	36.33						67.50					201.33
15.11.21	968	Richard Church	1,200.00													1,200.00
15.11.21	969	Mt Middleton (hedges)	192.00					192.00								192.00
15.11.21	970	Taylor Consulting	730.00													730.00
15.11.21	971	CHT - defibrillator	223.20													223.20
15.11.21	972	Mt L Cheney (caretaking)	120.00								730.00					730.00
15.11.21	973	Mt M Kinder (caretaking)	84.50								186.00					223.20
15.11.21	974	HMRC	35.00			35.00										120.00
15.11.21	975	Gimingham PCC	600.00											600.00		84.50
																35.00
																600.00

GIMINGHAM PARISH COUNCIL EXPENDITURE 2021-2022														
DATE	CHQ	TO	AMOUNT	SALARY	EXPENSES	HALL	VILLAGE	GRASS	MSC/	ALLOTMENT				
DATE	CHQ	PAYEE	AMOUNT	SALARY	ADMIN	HIRE	Maintenance	CUTTING	INSURANCE	OTHER	REFUNDS	DONATIONS	VAT	TOTAL
17.01.22	976	CT Baker	16.50							13.75			2.75	16.50
17.01.22	977	Countryside Recycling	10.80							8.00			1.80	10.80
17.01.22	978	HMRC	38.60											38.60
17.01.22	979	Elaine Pugh	275.90	241.40	34.50									275.90
DATE	CHQ	PAYEE	AMOUNT	SALARY	ADMIN	HMRC	HIRE	Maintenance	CUTTING	INSURANCE	OTHER	REFUNDS	DONATIONS	VAT
21.02.22	980	HMRC	26.80											26.80
21.02.22	981	Elaine Pugh	168.70	133.20	35.50									168.70
07.02.22	982	ICO	35.00								35.00			35.00
DATE	CHQ	PAYEE	AMOUNT	SALARY	ADMIN	HMRC	HIRE	Maintenance	CUTTING	INSURANCE	OTHER	REFUNDS	DONATIONS	VAT
21.03.22	983	Mick Kinder	39.00					39.00						39.00
21.03.22	984	Kevin Richardson (hedge)	240.00					240.00						240.00
21.03.22	985	HMRC	148.05	133.00	15.05									148.05
21.03.22	986	HMRC	27.00											27.00
21.03.22	988	CIT (pads)	105.60								88.00			17.60
		TOTAL	12,199.79	1,683.85	250.82	331.20	0.00	2,528.95	900.00	2,057.28	3,474.25	-	711.59	261.85
														12,199.79

28/05/202208:00

GIMINGHAM PARISH COUNCIL - INCOME MARCH 2021-APRIL 2022

DATE	RECEIVED FROM	PRECEPT	GRANT	ALLOTMENTS	VAT	RECYCLE	Defibrillator	OTHER	INTEREST	WYAVE	TOTAL
14.06.21	HMRC - VAT reclaim				133.75						133.75
	NNDC - 1st tranche	3,750.00									3,750.00
08.07.21	NCC - botte bank					278.69					278.69
24.09.21	NNDC - 2nd tranche	3,750.00									3,750.00
06.10.21	Agricultural allotment - Cating (1 year)			690.00							690.00
07.10.21	Allotment - Stephenson			22.00							22.00
07.10.21	Allotment - Page			17.00							17.00
08.10.21	Allotment - Hammond			84.00							84.00
11.10.21	Allotment - Coping			44.00							44.00
13.10.21	Allotment - Wheller			44.00							44.00
20.10.21	Allotment - Martin			44.00							44.00
21.10.21	Allotment - Plumley			51.00							51.00
27.10.21	Allotment - Meyrick			22.00							22.00
	Allotment - Mansbridge			44.00							44.00
05.12.21	UK Power Networks - deposit 599									159.65	159.65
01.11.21	Edwards - Allotment			22.00							22.00
09.01.21	Thurston - allotment			34.00							34.00
07.12.21	Deposit 100			162.00							162.00
07.12.21	Deposit 100			503.00							503.00
04.01.21	Allotment - Edge			25.00							25.00
09.12.21	Jane Potter - allotments			47.00							47.00
09.04.21	Lloyds Bank								0.04		0.04
10.05.21	Lloyds Bank								0.04		0.04
09.06.21	Lloyds Bank								0.04		0.04
09.07.21	Lloyds Bank								0.04		0.04
09.08.21	Lloyds Bank								0.04		0.04
09.09.21	Lloyds Bank								0.04		0.04
11.10.21	Lloyds Bank								0.04		0.04
09.11.21	Lloyds Bank								0.04		0.04
09.12.21	Lloyds Bank								0.04		0.04
10.01.22	Lloyds Bank								0.04		0.04
09.02.22	Lloyds Bank								0.04		0.04
09.03.22	Lloyds Bank								0.04		0.04
	TOTAL INCOME	7,500.00	-	1,855.00	133.75	278.69		-	0.48	159.65	9,927.57

GIMINGHAM PARISH COUNCIL
Bank reconciliation
For The Year Ending 31st March 2022

Attachment 1.1

Prepared by: Elaine Pugh - Clerk and RFO

10th April 2022

Balance per bank statements as at 31 March 2022

Current Account - Lloyds
 Business Saver - Lloyds

£	£
3,734.96	
5,061.01	
	<u>8,795.97</u>

Petty cash float (not applicable)

0

Less any unpresented cheques at 31st March 2021

0

Cheque 982 - Mr M Kinder

39.00

Cheque 986 - CHT - defibrillator

105.60

Unbanked cash at 31st March 2021

0

Net bank balance as at 31 March 2021

144.60 0

Net balances as at 31st March 2021

8,651.37

The net balances reconcile to the Cash Book (receipts and payments) for the year as follows:

CASH BOOK

Opening Balance 1st April 2021

10,923.59

Add: Receipts in the year 2021/2022

9,927.57

Less: Payments in the 2021/2022

12,199.79

Closing balance per cash book 2021

8,651.37

(receipts and payments book) as at 31st March 2020

GIMINGHAM PARISH COUNCIL

ASSET LIST AT 31st March 2022

	INSURANCE VALUE
Bus Shelter at Pound	£12,000.00
Bus Shelter near (Old Post Office)	£10,000.00
The Pound	£15,000.00
Village Sign	£4,000.00
Office Contents - 2 paintings Village Hall	£1,000.00
Notice board	£266.50
Playground Equipment	£14,253.00
Allotments	£1.00
Village Hall	£396,303.83
Zip wire	7,248.00
SAM 2	5,847
Defibrillator at Village Hall	2,020
Football Clubhouse	162,240
TOTAL ASSETS HELD	£630,179.33

			GIMINGHAM PARISH COUNCIL - RISK ASSESSMENT 2021-2022	
Risk	Insured	Risk	Action	Completed
Allotments	Yes	Low	Maintain payments and leases	Updated regularly and invoice in October
Grass cut and maintained	N	Low	Ensure mowed regularly and moles deterred	Yes by contractor - Kevin Richardson
Moles on play area	N	Low	Patrolled by grass cutting contractor	As necessary
Play Equipment	Y	Low	Play Inspection in June/July	Yearly and checked
Notice boards	Y	Low	Monitor	Yes
Bus Shelters	Y	Low	Monitor	Replaced roof at the Pound
Objection to Parish Council Accounts	No	Low	Monitor	
Fidelity guarantee	Yes	Low	Ensure insurance policy in place and meets reserves	In place
Cheque Fraud	No	Low	Councillors to check invoices	Checked monthly
Cheque signing	No	Low	To be signed by 2 Members	Monthly
Payments to HMRC	No	Low	Clerk to ensure paid and provide payslips	Reported regularly
Income	No	Low	Clerk to ensure all income is accounted for	Clerk
Village sign	Yes	Medium	Removed for assessment and maintenance	Replaced with new carved sign
VAT return	No	Low	To be undertaken in May/June	Completed
Asset register	No	Low	Reviewed annually in May	Done
Council Insurance	N/A	Low	Ensure insurance policy in place	Done
Gimingham Football Club house	No	Medium	Check status regularly	Insured assessing what to do with it
Debrisator	Yes	Low	Check status regularly	Colin Hart - monthly
Village Hall	Yes	Medium	Survey undertaken on condition of structure & value - remedial works to be undertaken to floor supports.	2019 - April - Survey completed and 2021 - QS appointed for works to be assessed and priced
The Pounds Grade II Listed	Yes	Low	Works to be carried out	Works completed
Prepared by Elaine Pugh				
Date: April 2022				

Prepared by Elaine Pugh
Date: April 2022