

THORPE MARKET PARISH COUNCIL

Summary Receipts & Payments Account

For The Year Ending 31st March 2024

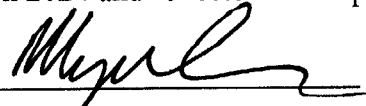
31/03/2023		31/03/2024
£	Receipts	£
6,000.00	Precept	6,250.00
1.97	Interest on Investments	10.90
3,496.12	VAT Repayment	-
15,171.00	Grants/Donations/Other	-
24,669.09	Total Receipts	6,260.90

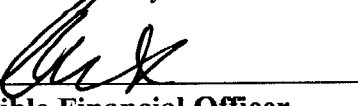
Payments		
1,287.40	Staff Costs	1,097.60
322.42	Administration	251.77
0.00	Hall Hire	0.00
59.60	HM Revenue & Customs	274.40
532.58	Insurance	573.39
40.00	Grants/Donations/S137	0.00
2,000.00	Grass cutting	2,085.00
20,183.10	Other	1,899.83
3,468.42	VAT	262.00
27,893.52	Total Payments	6,443.99

Receipts and Payments Summary

6,975.64	Balance at 1st April 2023	3,751.21
24,669.09	Total Receipts	6,260.90
27,893.52	Less Total Payments	6,443.99
3,751.21	C/F 2023/2024	3,568.12
These cumulative funds are represented by:		
2,932.43	Current Account	2,715.84
905.78	Business Saver	916.68
87.00	Cheque not accounted for (713)	64.40
3,751.21		3,568.12

The above statement represents the financial position of the authority at 31st March 2024 and reflects its receipts and payments during the financial year.

Signed: 
Chairman
Date: 28/5/24

Signed: 
Responsible Financial Officer
Date: 28/5/24

COUNCILLOR: THORPE MARKET ACCOUNTS 2023-2024

THORPE MARKET PARISH COUNCIL - INCOME 1st APRIL 2023- 31st March 2024												
DATE	TO	CHQ	STAFF COSTS	ADMIN	HM Rev Customs	HALL HIRE	INSURANCE	£8.12 pp S137	GRASS CUTTING	OTHER	VAT	TOTAL
23.05.23	Liz Reif - planters		676							81.43		£81.43
23.05.23	G Cheney - caretaking - noticeboard		677							88.00		£88.00
23.05.23	Phillip Hayward Gardening		679						500.00			£500.00
23.05.23	CHT - defibrillator battery		680							209.00	41.80	£250.80
23.05.23	NPTS - membership		681							62.50		£62.50
23.05.23	Ros Calvert - internal audit		682							48.00		£48.00
23.05.23	HMRC		684									£81.20
23.05.23	AJ Gallagher - Insurance		685				573.39					£573.39
23.05.23	Elaine Pugh		686							40.10	8.02	£435.77
05.09.23	CHT		687							66.95	13.39	£80.34
05.09.23	Steve Jackman (website)		688							135.00		£135.00
05.09.23	Liz Reif (reimbursement planters)		689							23.70	7.90	£31.60
05.09.23	Elaine Pugh		690									£328.44
05.09.23	HMRC		691									£64.40
05.09.23	Phillip Hayward (May/June/July/Aug)		692						1,000.00			£1,000.00
20.11.23	HMRC		693									£64.40
20.11.23	Elaine Pugh		694									£308.00
20.11.23	PFK Littlejohn		695							210.00	42.00	£252.00
20.11.23	NNDC - elections		696							30.70		£30.70
20.11.23	Mr P Hayward - Sep/Oct		697						500.00			£500.00
20.11.23	Secret Gardens		698							160.00		£160.00
27.02.24	NNDC - bin emptying		699							53.95	10.79	£64.74
27.02.24	Ferland Leisure (play spare parts)		700							608.00	121.60	£729.60
27.02.24	Phillip Hayward (turf removal)		701						85.00			£85.00
27.02.24	The Play Inspection Company		702								82.50	£82.50
27.02.24	HMRC		703									£64.40
27.02.24	Elaine Pugh		704									£325.28
TOTALS												
			£ 1,097.60	£ 251.77	£ 274.40		£ 573.39		£2,085.00	£ 1,899.83	£ 262.00	£6,443.99

COUNCILLOR-THORPE MARKET ACCOUNTS 2023-2024

THORPE MARKET PARISH COUNCIL - INCOME 1st APRIL 2023 - 31st March 2024								
DATE	FROM	PRECEPT	GRANT	INTEREST	VAT REFUND	DONATIONS	OTHER	TOTALS
02.05.23	NNDC - Precept	3,125.00						3,125.00
05.06.23	Barclays Interest (March-June)			1.89				1.89
04.09.23	Barclays Interest (June-Sept)			2.43				2.43
29.09.23	NNDC - Precept	3,125.00						3,125.00
05.06.23	Barclays Interest (Sept-Dec)			3.17				3.17
04.03.24	Barclays Interest (Dec-March)			3.41				3.41
								-
	TOTALS	6,250.00	-	10.90	-	0.00	-	6,260.90

THORPE MARKET PARISH COUNCIL

Bank reconciliation

For The Year Ending 31st March 2024

Prepared by: Elaine Pugh - Clerk and RFO

	09.04.24	
	£	£
Balance per bank statements as at 31 March 2024		
Current Account - Barclays	2,715.84	
Business Saver - Barclays	916.68	
		<u>3,632.52</u>
 Petty cash float (not applicable)		
 Less any unpresented cheques at 31st March 2023		
Cheque 703 - HMRC	64.40	
Unbanked cash at 31st March 2024	0.00	
Net bank balance as at 31 March 2024	64.40	
		<u>3,568.12</u>
 Net balances as at 31st March 2024		

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

CASH BOOK	
Opening Balance 1st April 2023	3,751.21
Add: Receipts in the year 2023/2024	6,260.90
Less: Payments in the 2023/2024	6,443.99
 Closing balance per cash book 2024 (receipts and payments book) as at 31st March 2024	<u>3,568.12</u>

Explanation of variances

Attachment 1.2

Name of Council: **THORPE MARKET PARISH COUNCIL**

Explanations for variance of more than 15% (and over £200) for individual boxes in Section 1 except where there are "compensating" variances which leave a box relatively unchanged.

Section 1	2022/2023 £	2023/2024 £	Variance (+/-) £	Detailed explanation of variance (with amounts to nearest £10)
Box 1 Balances carried forward	6,976	3,751	-£3,225	Balances were reduced during 2023-2024 Due to the exceptional expenditure incurred during 2022/2023
Box 2 Precept	6,000	6,250	+£250	There was a slight increase to the Precept of £250.
Box 3 Other Income	18,669	11	-£18,658	Income is exceptionally decreased due to grants in 2022/2023. NCC £2586 - bus shelter and Lottery of £9,999 - a double payment was received from NCC £2586 which was returned due to their error. A payment from HMRC VAT £3,496 - this was reclaimed in the same financial year to ease the burden of the financial impact of expenditure incurred for the play equipment and bus shelter.
Box 4 Staff costs	1,347	1,371	+£24	
Box 5 Loan interest/ capital	NIL	NIL	£NIL	
Box 6 Other payments	26,546	5,073	-£21,473	Payments decreased in 23/24 due to the non purchase & installation of the bus shelter £5,006 and the new item of play equipment. £15,454. We also reimbursed NCC the duplicate payment of £2,586. Total £23,046 - during 2022/2023
Box 7 Balances carried forward	3,751	3,568	-£183	<i>If some of the year-end balances are earmarked for specific purposes rather than general reserves, please provide breakdown:</i> Balances are slightly down. We have earmarked funds of £1,000 towards the refurbishment of the Village sign. Leaving £2,568 as flexible reserve funds.
Box 9 Fixed assets & Long term assets	43,668	47,018	+£3,350	Reassessment of valuation of bus shelter to align with Asset register
Box 10 Total Borrowings	Nil	Nil	£Nil	

THORPE MARKET PARISH COUNCIL

Accounts for the year ended 31st March 2024- Asset List

ASSETS HELD

1 village sign	2,500.00	
1 brick bus shelter	8,430.00	
Playing field	1.00	
SAM 2	3,994.00	28.11.17
Sam 2 - bluetooth option	250.00	
1 new notice board	650	1.2.13
1 new defibrillator with cabinet fixed to Village Hall	2,500	01.02.16
1 new bench at bus shelter	250	17-18
Bus shelter The Green	7,500.00	Westcotec - September 2022
	1.00	
TOTAL	26,076.00	
Play Equipment		
2 wooden swings	1,798	
Bird nest swing (NGF)	3,600	
Multi play equipment	15,544.00	NGF - November 2022
TOTAL	20,942	
TOTAL OF ASSETS HELD	47,018.00	

THORPE MARKET PARISH COUNCIL - RISK ASSESSMENT 2023-2024

Risk	Insured	Risk	Action	Completed
Grass cut and maintained	N	Low	Ensure mowed regularly and moles deterred	Yes cut by Evergreen
Moles on play area	N	Low	Patrolled by Evergreen and monitored	As necessary
Benches maintained	Y	Low	Monitor	Replaced and installed May 2017
Encroachment of Registered Village Green	N/a	Low	Barriers installed	Barriers installed
Play Equipment	Y	Low	Play Inspection in June/July - slide removed	New equipment purchased and old removed
Notice board	Y	Low	Monitor	Yes
Bus Shelter	Y	Low	Monitor	Yes - new bus shelter installed
Fidelity guarantee	Yes	Low	Ensure insurance policy in place and meets reserves	In place
Cheque Fraud	No	Low	Councillor's 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
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
Defibrillator	Yes	Low	Checked weekly by Parish Council Members	Done
SAM2	Yes	Medium	Sam 2 - risk assessment - volunteers	Monitor
Trees on village green	Yes	Medium	Assessment made of large tree by Poppylands - agreed removal with NINDC tree officer	To be reviewed

Prepared by Elaine Pugh

Date: April 2024