

INCOME UPTON GREY 2023/24 - 31 March

Balance brought forward from April 1st 2023								£34,891.15	
Date	Description	Precept	Grass cutting grant	Grants (other)	Tennis subs	Bank interest	VAT reclaim 22/23	VAT reclaim 23/24	TOTAL
03/04/23	BDBC Coronation grant			£1,000.00					£1,000.00
12/04/23	VAT reclaim						£1,228.09		£1,228.09
24/04/23	Precept six months	£9,302.50							£9,302.50
24/04/23	BDBC Grass cutting grant		£1,292.47						£1,292.47
28/04/23	County Coronation grant			£1,000.00					£1,000.00
24/09/23	Precept six months	£9,302.50							£9,302.50
09/10/23	Ward Cllr Grant 22/23-trees			£450.65					£450.65
01/01/23	Tennis subscriptions				£1,710.00				£1,710.00
09/10/23	HCC PTCI Grant			£1,495.00					£1,495.00
19/02/24	Ward Cllr Grant 23/24-cutlery			£399.75					£399.75
21/02/24	VAT reclaim Feb-Dec-2023						£83.00	£2,432.24	£2,515.24
2023/24	Bank Interest					£372.17			£372.17
TOTALS		£18,605.00	£1,292.47	£4,345.40	£1,710.00	£372.17	£1,311.09	£2,432.24	£30,068.37

£30,068.37

Receipts and Payments Summary	
Start balance	£34,891.15
Plus Income	£30,068.37
Less Expend	£39,824.05
Balance	£25,135.47

Bank reconciliation	
Lloyds-Treasurers	£99.83
Lloyds-Business	£25,035.64
Balance	£25,135.47

BANK INTEREST

April	£21.69	Oct	£34.01
May	£17.98	Nov	£45.45
June	£23.88	Dec	£42.25
July	£26.01	Jan	£34.72
Aug	£27.01	Feb	£35.88
Sept	£32.96	Mar	£30.33
Total			£372.17

TENNIS ACCOUNT		
Bal t/o from	2022/23	£9,583.48
Income	20223/24	£1,710.00
Expend	20223/24	£495.00
Balance		£10,798.48

EXPENDITURE UG 2023/24 - 31 March				Salaries	Finance/ Governance	Community / Grants	Maintenance			SID	Pond	Project PC	Project VH	Village Hall	Tennis	VAT	TOTAL
Invoice date	Paid date	Payee	Description				Contract	General	Playground								
1	24/03/23	03/04/23	John M Carter Ltd	Coronation marquee												£289.80	£1,738.80
2	29/03/23	06/04/23	Broadley Aquatics	Pond bank repair		£1,449.00										£350.00	£2,100.00
3	16/03/23	24/04/23	CH for Parish Council	Village News retiring donation			£50.00										£50.00
4	26/02/23	24/04/23	SR-imperativeDefibshop	Defib replacement battery				£238.50								£47.70	£286.20
5	10/04/23	24/04/23	HALC / NALC	Subs (incl NALC) 2022/23		£295.52											£295.52
6	28/05/23	24/04/23	Saunders L/scape	Maintenance Contract-April			£244.00										£244.00
7	April	28/04/23	Clerk	Salary April	£528.00												£528.00
8	April	28/04/23	Lengthsman	Salary April	£61.60												£61.60
9	11/04/23	22/05/23	PCC-forAndyLoos	Portaloos Church Fete			£286.00									£57.20	£343.20
10	30/04/23	22/05/23	J-Harris Electrical	Electrical Works VH									£959.59		£191.92	£1,151.51	
11	16/04/22	22/05/23	BHIB	Insurance		£693.92											£693.92
12	28/05/23	26/05/23	Saunders L/scape	Maintenance Contract-May			£279.00										£279.00
13	28/03/23	22/05/23	PCC	Grant Church to Marquee		£500.00											£500.00
14	May	30/05/23	Clerk	Salary May	£528.00												£528.00
15	May	30/05/23	Lengthsman	Salary May	£61.60												£61.60
16	19/06/23	22/06/23	Carters-43874	Tables and Chairs Fete			£325.00									£65.00	£390.00
17	16/06/23	26/06/23	Saunders 1859	Maintn Contract-JUNE			£279.00										£279.00
18	June	28/06/23	Lengthsman	Salary June	£61.60												£61.60
19	26/06/23	03/07/23	BDBC-84009097	PlayInsp-2022/23					£208.33							£41.67	£250.00
20	26/06/23	03/07/23	BDBC-84009098	PlayInsp-2023/24					£214.58							£42.92	£257.50
21	A-M-J	03/07/23	HMRC A-M-J	PAYE Cl E396 + LM E46.20	£442.20												£442.20
22	08/06/23	05/07/23	Cleanways Sport	De-mossing etc tennis court											£330.00	£66.00	£396.00
23	19/07/23	26/07/23	Saunders 1885	Maintn Contract-JULY			£279.00										£279.00
24	July	28/07/23	Lengthsman	Salary July	£61.60												£61.60
25	July	28/07/23	Clerk	Salary July	£528.00												£528.00
26	16/08/23	29/08/23	Saunders 1903	Maintn Contract-AUG			£279.00										£279.00
27	Aug	28/08/23	Lengthsman	Salary Aug	£61.60												£61.60
28	Aug	29/08/23	Clerk	Salary Aug	£528.00												£528.00
29	19/09/23	26/09/23	Saunders 1926	Maintn Contract-SEPT			£279.00										£279.00
30	Sept	28/09/23	Lengthsman	Salary SEPT	£61.60												£61.60
31	Sept	29/09/23	Clerk	Salary SEPT	£528.00												£528.00
32	J-A-S	02/10/23	HMRC J-A-S	PAYE Cl E396 + LM E46.20	£442.20												£442.20
33	June	02/10/23	Clerk	Salary June	£528.00												£528.00
34	05/06/23	02/10/23	Do the Numbers	Internal audit		£190.00											£190.00
35	28/09/23	02/10/23	Penwood Nurseries	3 x hawthorn+stales+ties							£161.25					£32.25	£193.50
36	27/09/23	02/10/23	RBLI	GGC plaque & stand							£129.58					£25.41	£154.99
37	02/10/23	02/10/23	Saunders	Planting hawthorn							£160.00						£160.00
38	26/02/23	16/10/23	SR-WEL-Medica	Defib pads-Inv-#1268125				£59.95									£11.99
39	08/10/23	16/10/23	Hugo Fox	Website Hosting		£101.90										£20.38	£122.28
40	18/10/23	26/10/23	Saunders-1947	Maintn Contract-OCT			£279.00										£279.00
41	Oct	02/11/23	Lengthsman	Salary OCT	£61.60												£61.60
42	Oct	02/11/23	Clerk	Salary OCT	£528.00												£528.00
43	28/10/23	02/11/23	Tim CannonsBuilding	V Hall internal paint etc									£3,000.00		£600.00	£3,600.00	
44	15/11/23	27/11/23	Saunders-1961	Maintn Contract-NOV			£279.00										£279.00
45	Nov	28/11/23	Lengthsman	Salary NOV	£61.60												£61.60
46	Nov	28/11/23	Clerk	Salary NOV	£528.00												£528.00
47	02/12/23	02/12/23	ICO	Data protection register		£35.00											£35.00
48	05/12/23	06/12/23	Hi Tech Heating	V Hall boiler									£2,950.00		£590.00	£3,540.00	
49	19/12/23	27/12/23	Saunders-1973	Maintn Contract-DEC			£279.00										£279.00
50	Dec	28/12/23	Lengthsman	Salary DEC	£61.60												£61.60
51	Dec	28/12/23	Clerk	Salary DEC	£528.00												£528.00
52	O-N-D	11/01/24	HMRC-Oct-Nov-Dec	PAYE Cl E396 + LM E46.20	£442.20												£442.20
53	01/12/23	11/01/24	Vision ICT	Domain_email hosting		£138.00										£27.60	£165.60
54	08/12/23	11/01/24	RP Commercial S	Pond clearing							£490.00					£98.00	£588.00
55	11/12/23	11/01/24	Simone Systems Ltd	SID (1) 21 Nov						£50.00						£10.00	£60.00
56	19/12/23	11/01/24	ST-Charlies Stores	VH Cutlery (Ward Cllr grant)									£399.75			£79.95	£479.70
57	20/11/23	23/01/24	Cumbria Clock Co	Maintenance Church Clock		£185.00										£37.00	£222.00
58	17/01/204	23/01/24	PC-dad Computer	Village email		£70.00											£70.00
59	17/01/24	27/01/24	Saunders-1984	Maintn Contract-JAN			£279.00										£279.00
60	JAN	28/01/24	Lengthsman	Salary JAN	£61.60												£61.60
61	JAN	28/01/24	Clerk	Salary JAN	£528.00												£528.00
62	02/01/24	14/02/24	Simone Systems Ltd	SID (2) 11 Dec 9743						£50.00						£10.00	£60.00
63	08/02/24	14/02/24	Peter Cox (Catering)	VH Dishwasher									£1,774.49		£354.90	£2,129.39	
64	09/02/24	14/02/24	Focus Green	VH Energy Efficiency Audit									£1,495.00		£299.00	£1,794.00	
65	19/02/24	22/02/24	Broadley Aquatics	Iris rhizomes -deposit						£350.00						£70.00	£420.00
66	22/02/24	22/02/24	Anscombe&Sons	Kitchen unit VH												£716.67	£4,300.00
67	14/02/24	26/02/24	Saunders-1992	Maintn Contract-FEB			£279.00										£279.00
68	FEB	28/02/24	Lengthsman	Salary FEB	£61.60												£61.60
69	FEB	28/02/24	Clerk	Salary FEB	£528.00												£528.00
70	22/02/24	07/03/24	Broadley Aquatics	Iris rhizomes - balance						£350.00						£70.00	£420.00
71	05/03/24	07/03/24	Simone Systems Ltd	SID (5) 13 Feb 9828						£50.00						£10.00	£60.00
72	21/03/24	26/03/24	Saunders-2005	Maintn Contract-MAR			£279.00										£279.00
73	MAR	28/03/24	Lengthsman	Salary MAR	£61.60												£61.60
74	MAR	28/03/24	Clerk	Salary MAR	£528.00												£528.00
75	J-F-M	28/03/24	HMRC-Jan-Feb-Mar	PAYE Cl E396 + LM E46.20	£442.20												£442.20
76	05/03/24	28/03/24	Simone Systems Ltd	SID (2,3&6)						£150.00						£30.00	£180.00
77	22/03/24	28/03/24	Cleanways Sport 1014	De-mossing etc tennis court											£165.00	£33.00	£198.00
TOTALS				£8,844.00	£1,454.34	£2,865.00	£3,313.00	£298.45	£422.91	£300.00	£2,940.00	£450.83	£7,252.57	£6,909.59	£495.00	£4,278.36	£39,824.05
				Salary	Finance/ Governance	Community	Maintn contract	Maintn general	Playground	SID	Pond	Project-PC	Project-VH	VH	Tennis	VAT	TOTAL

Upton Grey Parish Council - AUDIT SHEET

2023/24 BANK RECONCILIATION

Receipts and payments summary

1	Balance Brought Forward from 2022/23	£34,891.15
2	Plus Income	£30,068.37
3	Less Expenditure	£39,824.05
4	Balance to take over year end	£25,135.47

Reconciliation

5	Loyds Parish Treasurers - 31/03/2024	£99.83
6	Loyds Business Account - 31/03/2024	£25,035.64
7	TOTAL BANK ACCOUNTS	£25,135.47
8	Balance to take over year end	£25,135.47

Charles Holroyd, Chairman Date *18 April 2024*

Susan Turner, RFO Date *18 April 2024*

UPTON GREY PARISH COUNCIL

2023/2024 Audit Year – Significant Variations - AUDIT SHEET

Difference between current and previous year greater than both 10% and £100
in Section 1, boxes 2, 3, 4, 5, 6, 9 and 10

	Item	Previous Year 2022/23	Current Year 2023/24	Difference	Diff %
1	Balance Brought Forward	£38,220.13	£34,891.15	£3,328.98	-8.71%
2	Annual Precept	£15,250.00	£18,605.00	£3,355.00	22.00%
3	Total Other Receipts	£3,578.41	£11,463.37	£7,884.96	220.35%
4	Staff Costs	£8,042.76	£8,844.00	£801.24	9.96%
5	Loan interest/capital repayments	£0.00	£0.00	£0.00	NA
6	Total other payments (excl salaries)	£14,114.63	£30,980.05	£16,865.42	119.49%
7	Balance carried forward	£34,891.15	£25,135.47	£9,755.68	-27.96%
8	Total cash and short term investments	£34,891.15	£25,135.47	£9,755.68	-27.96%
9	Total fixed assets and long term assets	£122,588.69	£122,879.52	£290.83	0.24%
10	Total borrowings	0	0	0	NA
11	Trust funds	NA	NA	NA	NA
Box 2 Precept					
Explanation for variation of		£3,355.00	2022/23	2023/24	
The Precept for 2021/22 was increased by an additional £10K by agreement at Parish meeting to allocate funds for anticipated legal challenge in the event not required. The 2022/23 Precept shows the 'return' of that earmarked funding to the community. The 22% increase for 2022/23 is the first in annual 'stepped' increases to grow the Precept back to sustainable (previous) levels. The Precept of £18,605 equates to near the 2020/21 Precept level					
		totals	£15,250.00	£18,605.00	£3,355.00
Box 3 Total other receipts					
Explanation for variation of		£7,884.96	2022/23	2023/24	Difference
Grass cutting grant			£1,279.67	£1,292.47	£12.80
Grants	Hants countryside services grant		£569.40	£0.00	£569.40
	Coronation event grants			£2,000.00	£2,000.00
	Ward Cllr grant 2022/23 - QueensGreenCanopy trees			£450.65	£450.65
	Ward Cllr grant 2023/24 - Village Hall cutlery			£399.75	£399.75
	HCC PTI fund - VillageHall Energy efficiency audit			£1,495.00	£1,495.00
Tennis subs			£1,700.00	£1,710.00	£10.00
Vat reclaim			£0.00	£3,743.33	£3,743.33
Bank interest			£29.34	£372.17	£342.83
		totals	£3,578.41	£11,463.37	£7,884.96
Box 6 Total other payments (excl salaries)					
Explanation for variation		£16,865.42	2022/23	2023/24	Difference
Finance/Governance (incl admin, insurance, subs)			£1,601.89	£1,454.34	£147.55
Clerk's allowance			£240.00	£0.00	£240.00
Training			£340.00	£0.00	£340.00
Grants	/ Donations (Community)		£4,244.20	£2,865.00	£1,379.20
Maintenance - general - Village upkeep			£3,721.45	£3,611.45	£110.00
Playground inspections 2022/23 & 2024/25			£0.00	£422.91	£422.91
Assets – QGC trees and plaque			£0.00	£290.83	£290.83
Tree planting			£0.00	£160.00	£160.00
Pond maintenance			£0.00	£2,940.00	£2,940.00
Deployment - Speed Limit Reminder sign			£0.00	£300.00	£300.00
Village Hall			£750.00	£6,909.59	£6,159.59
Village Hall (grant funded)			£0.00	£7,252.57	£7,252.57
Tennis - court maintenance			£2,000.00	£495.00	£1,505.00
VAT paid			£1,217.09	£4,278.36	£3,061.27
		totals	£14,114.63	£30,980.05	£16,865.42

Charles Holroyd, Chairman Date 18 April 2024

Susan Turner, RFO Date 18 April 2024

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

UPTON GREY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

18/04/2024

and recorded as minute reference:

MINUTE REFERENCE
8.3

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2023/24 for

UPTON GREY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	38,220	34,891	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	15,250	18,605	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,578	11,463	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	8,043	8,844	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	14,115	30,980	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	34,891	25,135	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	34,891	25,135	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	122,589	122,880	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

14/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

18/04/2024

as recorded in minute reference:

MINUTE REFERENCE 8.4

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED