

NOTICE OF CONCLUSION OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014
ACCOUNTS AND AUDIT REGULATIONS 2015)

FOR

Waldringfield Parish Council

NOTICE is hereby given that the audit for the
year ended 31 March 2016 was completed on

03 August 2016

and the accounts are now available for inspection by local electors
in accordance with Section 25 of the Local Audit and Accountability Act 2014.
The requisite information as defined by Section 13(1) of the Accounts and Audit
Regulations 2015 is/~~is not~~* displayed alongside this notice

(* Please delete as necessary)

If the requisite information is not displayed alongside
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

THE CLERK
pc.waldringfield@googlemail.com
or 01255 67888

between the hours of 9 and 5

Dated: 22nd August 2016

Signed: David Line

(Responsible Financial Officer)

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

WALDRINGFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2016, that:

	Agreed		'Yes' means that this smaller 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

Minute reference: M11 1624 REFERENCE
dated 10/05/16

Signed by:

Chair: [Signature] dated 10/05/16

Signed by:

Clerk: [Signature] dated 10/05/16

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

WALDRINGFIELD

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	10479	10482	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	11999	11999	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	4064	2237	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	5603	5725	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers); pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	10456	6878	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	10483	12115	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	10483	12115	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	37672	37672	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	-	-	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </table>		Yes	No		<input checked="" type="checkbox"/>	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	<input checked="" type="checkbox"/>						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

David Oliver

Date 10/05/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

10/05/2016

and recorded as minute reference:

MIN 1624 REFERENCE

Signed by Chair of the meeting approving these accounting statements.

Paul King

Date 10/05/2016

This statement is unaudited and subject to change

Responsible Financial Officer

David Oliver

Section 5 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

WARD RINGFIELD PARISH COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (~~delete as appropriate~~).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

Please see enclosed report

**BDO LLP Southampton
United Kingdom**

(continue on a separate sheet if required)

External auditor signature

BDO LLP

External auditor name

**BDO LLP Southampton
United Kingdom**

Date

3 / 8 / 16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).



Waldringfield

Parish Council

Parish Clerk: David Lines

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E: pc.waldringfield@googlemail.com

T: 01255 678888 (with voicemail)

www.waldringfield.onesuffolk.net/parishcouncil

ANNUAL AUDIT 2016 – VARIATIONS

Income

3. Other Receipts – Decrease of £1,827, details as below

Significant Increases

VAT received (£349) – significant one-off items of VAT payable in 2014/2015 (Judicial Review fees (£120) Play equipment repair (£129) and tree surgery (£195)), were refunded in 2015/16 contributing to the increase.

SCC Locality Grant (£464) – matched funding for local projects (e.g. Parish Plan printing), although income and expenditure often not matching in financial years.

Significant Reductions

Council tax support grant (£189) – phased reduction in 2015/16

Advertising Income (£424) – fewer advertisements, plus invoices (£120) delayed over end of financial year

General Grants (£1,513) – arising from one-off donations in 2014/15 received from local community groups to part-finance the Community Public Access Defibrillator

SCC Footpaths Grant (£100) – reduced because one long (sea wall) footpath was unusable and undergoing repair

Judicial Review Receipts (£316) – final settlement of the JR meant no further receipts from this income code

Stationery/Mileage (£100) – shared payment by Coddensham Parish Council for the Scribe accounting software was not repeated in FY 2015/16

Expenditure

6. All Other Payments – Decrease of £3,578, details as below

Significant Increases

Stationery/Mileage (£260) - £171 previously unclaimed mileage payment covering three years to a councillor on a representative body plus Printing Supplies (£32.48) paid for in FY 2014/15 but invoiced as a Clerk's expense in FY2015/16 plus higher level of printing supplies overall.

Newsletter (£154) – the Council approved the publication of the newsletter in colour, the budget to be partly offset by advertising revenues

Audit (£108) – cost of Internal Audit (not invoiced in 2014/15)

Election Costs (£100) – although councillors were elected unopposed, the District Council invoiced pro-rata for administrative costs

Mole Catching (£125) – the cost of one treatment to the Council playing fields

Locality Grant Expenditure (£263) – principally covered by further Parish Plan printing and related costs

Significant Reductions

Grass Cutting (£120) – two less cuts in the year to the playing field

Repairs/Maintenance (£1,553) – Tree surgery (£1,155) and play equipment repairs (£643) were one-off significant items in FY2014/15 that led to the reduction in FY2015/16, in part offset by the purchase of a new dog bin (£173)

General grants (£1,782) – in FY2014/15, the £2,122 grant to the Community Heartbeat Trust for the Public Access Defibrillator led to the reduction in grants, offset by a new grant of £330 to the Waldringfield Flood Defence Group

Judicial Review (£650) – final settlement of the JR meant no further receipts from this expense code

VAT Paid (£390) – significant one-off expenses in FY2014/15 were not repeated



ISSUES ARISING REPORT FOR
Waldringfield Parish Council
Audit for the year ended 31 March 2016

Introduction

The following matters have been raised to draw items to the attention of Waldringfield Parish Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016. This report must be presented to a full meeting of the smaller authority for review.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minor issues
-

The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the council so they do not occur again in future years.

Minor issues

What is the issue?

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

The figure included in box 1 of the current year's figures does not agree by £1 to the figure in box 7 on the last years audited annual return.

Why has this issue been raised?

This is to draw these minor errors to the attention of the smaller authority.

What do we recommend you do?

The smaller authority should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 03 August 2016

Enter name of smaller authority here:

WALDRINGFIELD PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ (i)
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

(i) No petty cash held.

Name of person who carried out the internal audit

H. HEELIS (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

19/04/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Waldringfield Parish Council – 2015/16

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Income: £14,236 Expenditure: £12,603 Reserves: £12,115

Annual Return Completion:

Section One: No

Section Two: No – draft figures available

Section Four: Yes

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGA1972 s137 and VAT payments are tracked and identified within the year end accounts. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes Reviewed: 12/1/2016

Financial Regulations in place: Yes Reviewed: 12/1/2016

VAT reclaimed during the year: Yes Registered: No

General Power of Competence: No

Financial Regulations and Standing Orders in place. Financial Regulations and Standing Orders require updating to include the Public Contracts Regulations 2015.

Contact details : 52 Parkway, Wickham Market, Suffolk, IP13 0SS

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy PILCM

Lynne Lodge Dip HE Local Policy

There have been several payments made under the heading of 'General Grants'. It is suggested the power is identified (as for other payments eg the newsletter printing).

Recommendation: *To update Standing Order 18 and Financial Regulations 11. with the Public Contracts Regulations 2015.*

Recommendation: *To identify the power used for 'General Grants'.*

Risk Assessment

Appropriate procedures in place for the activities of the council

Risk Assessment document in place: Yes

Data Protection registration: Yes

Insurance was in place for the year of audit. The Risk Assessment was reviewed on 19/5/2015 (Ref: 1589.10) and again on 14/7/2015 (Ref: 1598.8).

Councillors have individual responsibility for risk assessing assets and areas of the village. The Risk Assessment mentions in several areas for a 'member to verify' that management of risk is taking place. The bank reconciliation is verified by a member.

A RoSPA play area safety inspection was undertaken on 9/2/2015. There were several medium risk actions to address. The report was considered at a meeting held on 19/5/2015 (Ref: 1591.9).

The Council have satisfactory internal financial controls in place. Cheque stubbs and invoices are initialled by signatories. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Bank signatories were confirmed at a meeting held on 19/5/2015 (Ref: 1589.9).

Fidelity Cover: £25,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency Code

Compliance for smaller councils with income/expenditure under £25,000. Smaller authorities should publish on their website from 1 April 2015:

Smaller Council: Yes

a) all items of expenditure above £100

All income and expenditure for the financial year 2014-2015 is available on the website in addition to the statement of expenditure in excess of £100.

- b) end of year accounts (By 1 July)
Whilst the 2014-2015 year end accounts are published on the website, smaller authorities should publish their statement of accounts according to the format included in the Annual Return form. Publication of the relevant page of the completed Annual Return form will meet this requirement. The statement of accounts must be approved and signed by the Responsible Financial Officer and the Chairman of the meeting approving the statement of accounts.
Reminder: To publish Section 2 of the 2016 Annual Return on their website.
The 2014-2015 bank reconciliation and the statement of significant variances have been published on the Parish Council website.
- c) annual governance statement (By 1 July)
Smaller authorities should publish their annual governance statement according to the format included in the Annual Return form. Publication of the relevant page of the completed Annual Return form will meet this requirement. The annual governance statement should be signed by the Chairman and Clerk of the smaller authority.
Reminder: To publish Section 1 of the 2016 Annual Return on the Parish Council website.
- d) internal audit report (By 1 July)
Reminder: To publish the 2015-2016 Internal Audit report on the Parish Council website.
- e) list of councillor or member responsibilities
The Council publish a list of councillors and their responsibilities on their website.
- f) the details of public land and building assets (By 1 July)
The Council publish their asset register on their website which includes details of the playing field and tennis court. The asset register lists no building assets in the ownership of the Parish Council.
- g) Minutes, agendas and meeting papers of formal meetings
Minutes are published on the Parish Council website. Agendas and supporting papers are published and then replaced with draft minutes and supporting papers, within the required timescale.

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £11,999

Date: 9/12/2014

Satisfactory budgetary procedures are in place. The precept was agreed in full council however the precept amount has not been minuted, simply a minute of 'no change'. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget

Contact details : 52 Parkway, Wickham Market, Suffolk, IP13 0SS

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy PILCM

Lynne Lodge Dip HE Local Policy

papers are prepared to ensure councillors have sufficient information to make informed decisions.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash

Associated books and established system in place

A satisfactory expenses system is in place with supporting paperwork.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: Yes

The Council are operating RTI in accordance with HMRC regulations.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on a Receipts & Payments basis.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The Council reviewed the effectiveness of the internal audit at a meeting held on 19/5/2015 (Ref: 1589.8).

The Internal Audit report was considered by the Council at a meeting held on 19/5/2015 (Ref: 1589.6).

Heelis & Lodge were re-appointed Internal Auditor at a meeting held on 19/5/2015 (Ref: 1589.8).

External Audit

The Council considered the External Auditor's report (Ref: 1604.7).

There were no matters raised by the External Auditor in relation to the 2014-2015 External Audit.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 19/5/2015, within the required timescale. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- Loose-leaf minutes are sequentially numbered and each page signed and dated by the presiding Chairman.
- I would like to take this opportunity to congratulate the Parish Council on completing and adopting the Parish Plan. Considerable community effort goes into producing a Parish Plan and this should be recognised as a significant achievement.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work



Heather Heelis
Heelis & Lodge
19 April 2016

Waldringfield Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

Cost Centre A - Receipts

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
28	Precept	11,998.80	11,998.80					
29	Council Tax Support Grant	178.53	178.53					
30	SCC Locality Grant	1,500.00	1,000.00	-500		412.00	-412	-912
31	SCC Footpaths Grant	260.00	175.30	-85				-85
32	Recycling							
33	Equipment Hire							
34	SCC Q of Life Budget							
35	SCDC Community Enabling Fund	500.00		-500				-500
36	Bank Interest	70.00	75.12	5				5
37	Grants and Donations							
38	Advertising income		84.00	84				84
39	VAT Refund							
	SUB TOTAL	14,507.33	13,511.75	-996		412.00	-412	-1,408

Cost Centre B - Administration

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
1	Salaries				5,150.00	4,174.36	976	976
2	PAYE/NI					1,144.80	-1,145	-1,145
3	Stationery/Mileage/Etc.				350.00	683.19	-333	-333
4	Post and telephone				100.00	103.21	-3	-3
5	Newsletter re 1972 LGA s142				460.00	537.00	-77	-77
6	Village Hall hire				250.00	250.00		
7	Insurance				475.00	473.66	1	1
8	Membership Subs re LGA s111				375.00	390.00	-15	-15
9	Audit				155.00	208.00	-53	-53
10	Chairman's Expenses				50.00	59.98	-10	-10
11	Training				250.00	10.00	240	240
12	Election Costs				250.00	100.00	150	150
	SUB TOTAL				7,865.00	8,134.20	-269	-269

Cost Centre C - Playing Field/Recreational

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
13	Handyman's Wages				495.00	405.80	89	89
14	Grass cutting (field)				780.00	540.00	240	240
15	Mole catching (field)				250.00	125.00	125	125
16	Repairs/Maintenance				1,460.00	309.24	1,151	1,151
17	Footpath Maintenance				450.00	120.00	330	330
18	Locality Grant Spend				1,500.00	342.03	1,158	1,158
19	SCC Quality of Life							
20	SCDC Community Enabling Fund				500.00		500	500
	SUB TOTAL				5,435.00	1,842.07	3,593	3,593

Cost Centre D - Grants

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
21	General Grants				400.00	340.00	60	60
22	Church Field re OSA 1906 s9 & 1				400.00	400.00		
23	Village Hall LGA 1976 s19				500.00	500.00		
24	All Saints Church OSA 1906 et al				500.00	500.00		
25	WildlifeGroup				100.00	100.00		
	SUB TOTAL				1,900.00	1,840.00	60	60

Cost Centre E - s137

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
27	S 137							
	SUB TOTAL							

Cost Centre F - Miscellaneous

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Var	Estimated	Actual	Var	+/- under/over spend
26	Miscellaneous							
	SUB TOTAL							

NET TOTAL	14,507.33	13,511.75	-996	15,200.00	12,228.27	2,972	1,976
V.A.T.		724.05			375.04		
GROSS TOTAL		14,235.80			12,603.31		

Waldringfield Parish Council

	Bank Reconciliation at 31/03/2016		
	Cash in Hand 01/04/2015		
			10,482.57
	ADD		
	Receipts 01/04/2015 - 31/03/2016		14,235.80
			24,718.37
	SUBTRACT		
	Payments 01/04/2015 - 31/03/2016		12,603.31
A	Cash in Hand 31/03/2016 (per Cash Book)		12,115.06
	Cash in hand per Bank Statements		
	Cash	31/03/2015	0.00
	Barclays Community Account	31/03/2016	5,410.66
	Ipswich Building Society	31/03/2016	7,587.41
			12,998.07
	Less unrepresented cheques As attached		883.01
			12,115.06
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		12,115.06
	A = B Checks out OK		

Payments in excess of £100—FY 2015/2016

23 June 2016 (2015-2016)

Waldringfield Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
7	13/05/2015		Barclays Community A	100867	Village Hall Hire	Waldringfield Village Hall Tru	X	250.00	0.00	250.00
8	13/05/2015		Barclays Community A	100868	Printing supplies	Betaprint Woodbridge Ltd	E	113.00	0.00	113.00
12	13/05/2015		Barclays Community A	100870	Mole Treatment	Waveney Noise Ltd (re SCS	S	125.00	25.00	150.00
13	13/05/2015		Barclays Community A	100873	Annual Subscription	SALC	X	227.00	0.00	227.00
22	04/06/2015		Barclays Community A	100878	Replacement dog bin	Waveney Noise Ltd (re SCS	S	173.00	34.60	207.60
23	04/06/2015		Barclays Community A	100879	Newsletter	Betaprint Woodbridge Ltd	Z	113.00	0.00	113.00
24	04/06/2015		Barclays Community A	100880	Audit Fee	Heels and Lodge	X	108.00	0.00	108.00
25	10/07/2015		Barclays Community A	100881	Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
31	29/07/2015		Barclays Community A	100884	Grass-cutting -field	SCL Landscape Management	S	120.00	24.00	144.00
36	04/08/2015		Barclays Community A	100889	Footpath cutting	Impact Landscaping	S	120.00	24.00	144.00
44	03/09/2015		Barclays Community A	100896	Audit Fee	BDO LLP	S	100.00	20.00	120.00
45	03/09/2015		Barclays Community A	100897	Election fees	SCDC	X	100.00	0.00	100.00
46	03/09/2015		Barclays Community A	100898	Grant	Waldringfield PCC	X	500.00	0.00	500.00
47	03/09/2015		Barclays Community A	100903	Grant	Waldringfield Village Hall Tru	X	500.00	0.00	500.00
48	03/09/2015		Barclays Community A	100899	Grant	Waldringfield Wildlife Group	X	100.00	0.00	100.00
49	03/09/2015		Barclays Community A	100900	Grant	Waldringfield Church Field Tr	X	400.00	0.00	400.00
51	08/09/2015		Barclays Community A	100902	Newsletter	Betaprint Woodbridge Ltd	X	113.00	0.00	113.00
52	08/10/2015		Barclays Community A	100904	Recycling compound materials	N Bugg	S	342.03	68.40	410.43
55	08/10/2015		Barclays Community A	100907	Insurance	Community Action Suffolk	X	473.66	0.00	473.66
58	12/10/2015	1604-9	Barclays Community A	100910	Grant	Waldringfield Flood Defence	X	330.00	0.00	330.00
66	03/12/2015		Barclays Community A	100916	Parish plan printing	Betaprint Woodbridge Ltd	X	298.00	0.00	298.00
67	03/12/2015		Barclays Community A	100916	Newsletter	Betaprint Woodbridge Ltd	X	198.00	0.00	198.00
78	08/02/2016		Barclays Community A	100927	Annual Subscription	Society of Local Council Clerk	X	103.00	0.00	103.00
79	08/02/2016		Barclays Community A	100929	Travel Expenses	N Winship	X	171.03	0.00	171.03
85	11/03/2016		Barclays Community A	100933	Accounting Software License	Scribe 2000 Ltd	S	195.00	39.00	234.00
Total								5,392.72	259.00	5,651.72

WPC Asset Register at 31st March 2016

Reviewed	Sep-16			
Asset	Value	Ins. Cover	Type	
Playing Field	1	None		
Tennis Court	1	None		
Village Sign	1540	3000	All risks	
Seats on beach x 9	2560	3150	Malicious Damage	
Seat on Cliff Road	300	350	Malicious Damage	
Seat by Bus Stop	250		Malicious Damage	
Picnic Seat and Bench	1100	800	Malicious Damage	
Playing Field Fencing	3600	None		
Safety Surfaces	4200	5000	Malicious Damage	
Gates in Play Area	1200	1285	Impact only	
Swing with cradle seats	2000	2500	Malicious Damage	
Swing with flat seats	2000	2500	Malicious Damage	
See-saw	1800	2000	Malicious Damage	
Fort & Slide & Sandpit	3560	8000	Malicious Damage	
Parallel Bars	700	857	Malicious Damage	
Stepping Snake	1200	1392	Malicious Damage	
Log Train	1000	1178	Malicious Damage	
Goal Posts and Sockets	1860	1821	Malicious Damage	
Tennis Court fencing	4600	10000	All risks	
Tennis Court posts & net	550	500	All risks	
Grit bins x 7	750	850	Malicious Damage	
Projector	350	482	All risks	
Lap Top	450	375	All risks	
Defibrillator & Cabinet	2100	2100	All risks	
TOTAL	37672			