

Annual Governance and Accountability Return 2020/21 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2021**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2020/21**, page 4
- **Section 1 – Annual Governance Statement 2020/21**, page 5
- **Section 2 – Accounting Statements 2020/21**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Part 3 of the AGAR 2020/21 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return (AGAR) 2020/21, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2021. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2021**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices,** can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

Wissett Parish Council

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2020/21: **£10,529** AMOUNT £00000

Total annual gross expenditure for the authority 2020/21: **£11,321** AMOUNT £00000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor has not:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

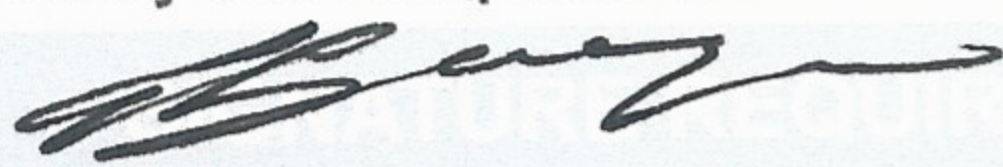
If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date



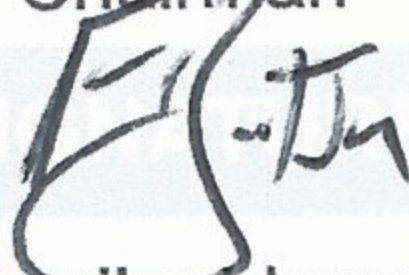
20/5/21

I confirm that this Certificate of Exemption was approved by this authority on this date:

20/5/21

Signed by Chairman

Date



20/5/21

as recorded in minute reference:

FINANCE

Generic email address of Authority

wissettparishclerk@outlook.com

Telephone number

07770 647546

*Published web address

www.wissett.onesuffolk.net

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2020/21

Wissett Parish Council

www.wissett.onesuffolk.net

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this 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 authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this 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 bank account reconciliations were properly carried out during the year.	✓		
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. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

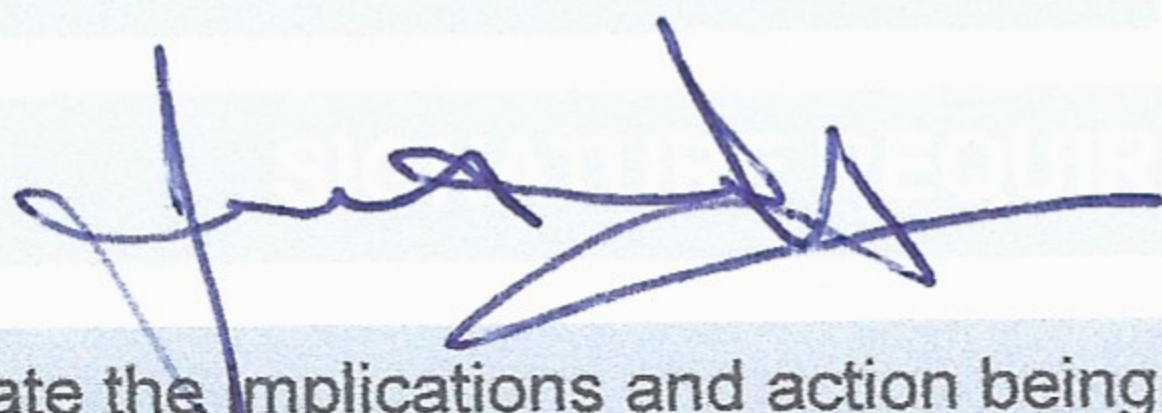
Date(s) internal audit undertaken

26 04 2021

Name of person who carried out the internal audit

JOHN ARBERT ANDERSON

Signature of person who carried out the internal audit



Date

26 04 2021

*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, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Wissett 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 2021, 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.	✓		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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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 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	N/A
			✓
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation must be published

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

20/5/2021

and recorded as minute reference:

FINANCE

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

Chairman

Clerk

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

www.wissett.onesuffolk.net

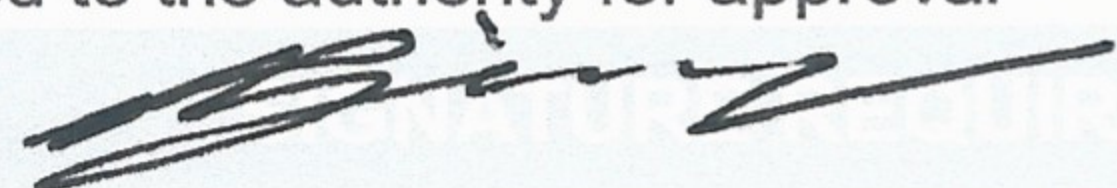
Section 2 – Accounting Statements 2020/21 for

Wissett Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	27,175	12,576	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	3,812	3,978	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,138	6,551	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	1,155	1,194	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	18,394	10,127	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	12,576	11,784	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	12,576	11,784	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	13,204	16,073	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate 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.

I certify that for the year ended 31 March 2021 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

Date



20/5/2021

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

20/5/2021

as recorded in minute reference:

FINANCE

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



WISSETT PARISH COUNCIL

Notes to Accompany Annual Return for the Financial year ended 31st March 2021

A detailed copy of the Parish Councils income and expenditure spreadsheet is enclosed.

Copies of year end statements from both accounts are enclosed.

Explanation of differences between YE 2020 and YE 2021 in section 2 page 6 are;

- Box 1 Monies used from reserves in 19/20 towards Village Hall refurbishment and a new village sign.
- Box 3 Received donations from ESC towards village hall refurbishment and commemorative bench installation, private donation for commemorative bench purchase and VAT reclaims against village hall costs in 19/20.
- Box 4 Salary as per NALC guidelines.
- Box 6 Reduced spend mainly due to the majority of repairs and refurbishment of the Village Hall taking place in 19/20.
- Box 9 The Assets Register increase is due to the purchase of a new village sign and the commemorative bench.

The reserves held in the Business Saver Account are the balance from a bequest made to the Village by a Mr Reggie Elvin of Bleach Farm around 16 years ago, and the £20,000 Community Benefit received from LightSource in 2016. They are not deposits made from the Precept. This money was given to us for the benefit of the Village, and as such is used for items outside of the normal day to day requirements of the Village. £15,029 was spent towards the Village Hall refurbishment in 19/20 and a further £3,363 in 20/21. The Village Sign was refurbished at a cost of £1,980 in 20/21. Potential further investment into the community speed watch scheme and ANPR system as well as continued subsidy to the graveyard upkeep grant.

Bill Simpson
Wissett Parish Clerk
14th April 2021

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MR W C SIMPSON
WISSETT PARISH COUNCIL
10 THE STREET
WISSETT
HALESWORTH
IP19 0JE



Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 31 March 2021

Business Current Accounts

Community Account Statement **£961.81** ✓

.....
Sort Code 20-92-08 • Account No 80975532

Business Savings Accounts

Business Premium Account **£10,966.78** ✓

.....
Sort Code 20-92-08 • Account No 90060887

This is the end of your account summary.

WISSETT PARISH COUNCIL INCOME AND EXPENDITURE ACCOUNTS FOR 1 APRIL 2020 TO 31 MARCH 2021

CURRENT ACCOUNT 80975532

TRANS	PAYEE/RECEIPT	CHQ NO	Category	INCOME	EXPENDITURE	VAT inc	BALANCE	Date Cleared	Cleared	Power / Note
BAL C/FWD	From YE Audited Accounts						£ 615.03		£615.03	
01/04/2020	SES Business Water	DD	Water		X £ 5.41	£0.00	£ 609.62	01/04/2020	£609.62	Bill No. 14
14/04/2020	HMRC VTR			£ 2,655.90	O		£ 3,265.52	14/04/2020	£3,265.52	VAT refund for 19/20
22/04/2020	Halesworth Town Council	100573			X £ 200.00		£ 3,065.52	02/06/2020	£3,065.52	Food bank contribution due to Covid 19
28/04/2020	East Suffolk			£ 402.81	O		£ 3,468.33	28/04/2020	£3,468.33	CIL payment
29/04/2020	East Suffolk			£ 1,989.00	P		£ 5,457.33	29/04/2020	£5,457.33	Precept 1st payment
01/05/2020	SES Business Water	DD	Water		X £ 5.41		£ 5,451.92	01/05/2020	£5,451.92	Bill No. 15
05/06/2020	Mr W Simpson	100574			S £ 586.20		£ 4,865.72	18/06/2020	£4,865.72	6 months salary Dec 19. May 20
05/06/2020	Business Services at CAS	100575			X £ 468.64		£ 4,397.08	29/06/2020	£4,397.08	Village Hall Insurance
05/06/2020	Wissett Web	100576			X £ 100.00		£ 4,297.08		£4,397.08	Grant
05/06/2020	Wissett Parochial Church Council	100577			X £ 980.00		£ 3,317.08	01/10/2020	£3,417.08	Churchyard grant
01/06/2020	SES Business Water		Water		X £ 10.90		£ 3,306.18	01/06/2020	£3,406.18	Bill No. 16
09/06/2020	Russell Linnard			£ 160.00	O		£ 3,466.18	09/06/2020	£3,566.18	Allotment rent
24/06/2020	Spexhall Parish Council			£ 18.72	O		£ 3,484.90	24/06/2020	£3,584.90	VAS Insurance
01/07/2020	EON	DD	Elec		X £ 27.87	£1.33	£ 3,457.03	01/07/2020	£3,557.03	Field electric
10/07/2020	Ash Farm Partners			£ 100.00	O		£ 3,557.03	10/07/2020	£3,657.03	Land near Rumburgh rent
24/07/2020	Brampton parish Council			£ 18.72	O		£ 3,575.75	24/07/2020	£3,675.75	VAS Insurance
24/07/2020	Blyford Parish Council			£ 18.72	O		£ 3,594.47	24/07/2020	£3,694.47	VAS Insurance
14/07/2020	Suffolk Assn of Local Councils	100578			X £ 139.64		£ 3,454.83	03/08/2020	£3,554.83	Subscription
01/08/2020	SES Business Water	DD	Water		X £ 5.45		£ 3,449.38	03/08/2020	£3,549.38	Bill No. 18
19/08/2020	Mr D T Barber	100579	Village Sign		X £ 980.00		£ 2,469.38	30/09/2020	£2,569.38	Village Sign Painting
19/08/2020	Mr T S Jones	100580	Village Sign		X £ 1,000.00		£ 1,469.38	28/09/2020	£1,569.38	Village Sign Carving
09/09/2020	Business Services at CAS	100581			X £ 258.72		£ 1,210.66	01/10/2020	£1,310.66	Parish Council Insurance
01/09/2020	SES Business Water	DD	Water		X £ 10.90		£ 1,199.76	01/09/2020	£1,299.76	Bill No. 19
16/09/2020	Suffolk Assn of Local Councils	100582	Training		X £ 30.00	£5.00	£ 1,169.76	20/10/2020	£1,269.76	Beryl planning webinar course
22/09/2020	East Suffolk Council			£ 1,500.00	O		£ 2,669.76	22/09/2020	£2,769.76	TG's donation to village Hall works
30/09/2020	East Suffolk Council			£ 1,989.00	P		£ 4,658.76	30/09/2020	£4,758.76	Precept 2nd payment
02/10/2020	EON	DD	Elec		X £ 27.45	£1.31	£ 4,631.31	02/10/2020	£4,731.31	
25/09/2020	SES Business Water	DD	Water		X £ 5.45		£ 4,625.86	01/12/2020	£4,725.86	Bill No. 20 Sept 2020
09/11/2020	Suffolk Assn of Local Councils	100583	Training		X £ 90.00	£15.00	£ 4,535.86	21/12/2020	£4,635.86	BM 3 x planning webinars
09/11/2020	Simon Bonnett	100584	Village Hall		X £ 780.00	£130.00	£ 3,755.86	09/12/2020	£3,855.86	New village hall shed
27/10/2020	SES Business Water	DD	Water		X £ 5.45		£ 3,750.41	02/11/2020	£3,850.41	Bill No. 21 Oct 2020
09/11/2020	Mr W Simpson	100587			S £ 607.80		£ 3,142.61	27/11/2020	£3,242.61	6 months salary Jun 20 - Nov 20
09/11/2020	Mr W Simpson	100587	Exp/Stat		X £ 32.25	£5.38	£ 3,110.36	27/11/2020	£3,210.36	Expenses
09/11/2020	Community Action Suffolk	100585			X £ 60.00	£10.00	£ 3,050.36	21/12/2020	£3,150.36	Website hosting
09/11/2020	IRD & PM Harris	100586			X £ 288.00	£48.00	£ 2,762.36	01/12/2020	£2,862.36	Grass cutting playing field
01/12/2020	SES Business Water	DD	Water		X £ 5.45		£ 2,756.91	29/12/2020	£2,856.91	Bill No. 23 Nov 2020 (no bill No. 22?)
16/12/2020	EON	DD	Elec		X £ 27.06	£1.29	£ 2,729.85	05/01/2021	£2,829.85	
18/12/2020	SES Business Water	DD	Water		X £ 5.45		£ 2,724.40	29/12/2020	£2,824.40	Bill No. 24 Dec 2020
12/01/2021	BC Mechanical & Electrical Ltd	Trans	Village Hall		X £ 861.60	£143.60	£ 1,862.80	18/01/2021	£1,962.80	Village hall toilets and plumbing in
21/12/2020	Suffolk County Council			£ 600.00	O		£ 2,462.80	23/12/2020	£2,562.80	Donation towards new bench - Tony Goldson
12/01/2021	Waveney Norse Ltd	Trans			X £ 222.85	£37.14	£ 2,239.95	18/01/2021	£2,339.95	Grass cutting summer 2020
08/01/2021	Mr W Simpson	Trans	Exp/Stat		X £ 7.80		£ 2,232.15	08/01/2021	£2,332.15	Expenses - Stamps
12/01/2021	Symon Clarke	Trans	Exp/Stat		X £ 33.74	£5.62	£ 2,198.41	18/01/2021	£2,298.41	Xmas tree lights
19/01/2021	Melita Rouse-Skeet			£ 1,033.00	O		£ 3,231.41	20/01/2021	£3,331.41	Donation for commemorative bench
02/02/2021	David Ogilvie Engineering	Trans	Bench		X £ 1,239.60	£206.60	£ 1,991.81	02/02/2021	£2,091.81	War Horse bench for village field
04/02/2021	Katherine Thistlethwaite	Trans	Bench		X £ 230.00	£0.00	£ 1,761.81	04/02/2021	£1,861.81	Installation of commemorative bench
04/02/2021	Colin Flaxman	Trans	Bench		X £ 150.00	£0.00	£ 1,611.81	04/04/2021	£1,711.81	Installation of commemorative bench
22/01/2021	SES Business Water	DD	Water		X £ 5.45		£ 1,606.36	01/02/2021	£1,706.36	Bill No. 25 Jan 2021
13/01/2021	Halesworth Town Council			£ 18.72	O		£ 1,625.08	13/01/2021	£1,725.08	VAS insurance
01/02/2021	Spexhall Parish Council			£ 18.72	O		£ 1,643.80	01/02/2021	£1,743.80	VAS insurance
23/02/2021	BC Mechanical & Electrical Ltd	Trans	Village Hall		X £ 534.00	£89.00	£ 1,109.80	24/02/2021	£1,209.80	Village Hall pipe insulation
16/03/2021	Mr W Simpson	Trans	Exp/Stat		X £ 29.99	£4.80	£ 1,079.81	18/03/2021	£1,179.81	Zoom Ian & Mar, stamps
16/03/2021	East Suffolk Council	Trans			X £ 30.00	£0.00	£ 1,049.81	18/03/2021	£1,149.81	Allotment rent
26/02/2021	SES Business Water	DD			X £ 5.45	£0.00	£ 1,044.36		£1,149.81	Bill No. 26 Feb 2021
18/03/2021	KR & PA Southey	Trans	Village Hall		X £ 1,188.00	£198.00	-£ 143.64	18/03/2021	-£38.19	Village hall - Ceiling and main hall
18/03/2021	Transfer from savings ac	Trans		£ 1,000.00			£ 856.36	18/03/2021	£961.81	Transfer to make up balance
18/03/2021	EON	DD	Elec		X £ 33.39	£1.59	£ 822.97		£961.81	Field electric, inv H199D61E8E
29/03/2021	SES Business Water	DD	Water		X £ 5.45		£ 817.52		£961.81	Bill No. 27 March 2021
				Sum of VAT to reclaim		£903.66				Uncleared at 31/3/2021 Bal = £961.81

DEPOSIT ACCOUNT 90060887

TRANS	PAYEE/RECEIPT	CHQ NO	INCOME	EXPENDITURE	BALANCE	Date Cleared	Cleared	Power / Note
BAL C/FWD	From YE Audited Accounts				£ 11,961.31		£11,961.31	
08/06/2020	Interest		£ 3.21	O	£ 11,964.52	08/06/2020	£11,964.52	
07/09/2020	Interest		£ 1.66	O	£ 11,966.18	07/09/2020	£11,966.18	
07/12/2020	Interest		£ 0.30	O	£ 11,966.48	07/12/2020	£11,966.48	
18/03/2021	Transfer to bank account	Trans		£ 1,000.00	£ 10,966.48	18/03/2021	£10,966.48	To top up bank balance
08/03/2021	Interest		£ 0.30	O	£ 10,966.78	08/03/2021	£10,966.78	
					£ 10,966.78		£10,966.78	

Balance = £ 11,784.30 Cleared = £11,928.59 Combines 2 Accounts

Opening Balance	£ 12,576.34	Totals;						
P= Precept	£ 3,978.00	Income;		Elec	4 £ 115.77	Village Hall	4 £ 3,363.60	
O= Other Income	£ 6,550.78	£ 10,528.78		Water	11 £ 70.77	Village Sign	2 £ 1,980.00	
S= Staff Costs	-£ 1,194.00	Expenditure;		Exp/Stat	4 £ 103.78	Bench	3 £ 1,619.60	
X= Other Expenditure	-£ 10,126.82	-£ 11,320.82		Training	2 £ 120.00		0 £ -	
Total	£ 11,784.30	-£ 792.04						

WISSETT PARISH COUNCIL										
BUDGET FOR 2020/21										
		BUDGET 2020-21 PCM 21/11/19	MAY 2020-21 PROJECTED	JULY 2020-21 PROJECTED	SEPT 2020-21 PROJECTED	NOV 2020-21 PROJECTED	Jan-19 2020-21 PROJECTED	Mar-19 2020-21 YEAR END	BUDGET 2021-22 PLAN	+/-%
INCOME										
	Cat;									
PRECEPT	Precept	£3,978.00	£3,978.00	£3,978.00	£3,978.00	£3,978.00 A	£3,978.00 A	£3,978.00 A	£4,144.00	4.17%
ALLOTMENT RENT	Assett	£160.00	£160.00	£160.00 A	£160.00 A	£160.00 A	£160.00 A	£160.00 A	£160.00	0.00%
FIELD RENT	Assett	£100.00	£100.00	£100.00 A	£100.00 A	£100.00 A	£100.00 A	£100.00 A	£100.00	0.00%
VAS Insurance from other Parishes	Ins	£80.00	£80.00 E	£80.00 E	£80.00 E	£74.88 E	£74.88 E	£74.88	£80.00	6.84%
Interest (Deposit AC)		£25.00	£0.00	£0.00	£4.87 A	£4.87 A	£5.17 A	£5.47	£0.00	-100.00%
CIL Parish Payments		£0.00	£402.81 A	£402.81 A	£402.81 A	£402.81 A	£402.81 A	£402.81 A	£0.00	-100.00%
VAT refund	VAT	£155.33	£2,655.90	£2,655.90 A	£2,655.90 A	£2,655.90 A	£2,655.90 A	£2,655.90 A	£398.05	-85.01%
										#DIV/0!
										#DIV/0!
										#DIV/0!
TOTAL Income		£4,498.33	£7,376.71	£7,376.71	£7,381.58	£7,376.46	£7,376.76	£7,377.06	£4,882.05	-33.82%
EXPENDITURE										
	Cat;									
STATIONERY/EXPENSES	Admin P	£150.00	£100.00	£100.00	£100.00	£100.00	£100.00	£103.78 A	£100.00	-3.64%
EXTERNAL AUDIT REPORT	Admin P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00 A	£0.00	
TRAINING BUDGET	Admin P	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£120.00 A	£400.00	233.33%
General Data Protection Regulations	Admin P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00 A	£0.00	
SALC Web Site Hosting	Admin P	£60.00	£60.00	£60.00	£60.00	£60.00 A	£60.00 A	£60.00 A	£60.00	0.00%
WDC ALLOTMENT RENT	Asset P	£30.00	£30.00 A	£30.00 A	£30.00 A	£30.00 A	£30.00 A	£30.00 A	£30.00	0.00%
FIELD MAINTENANCE FEES	Asset P	£450.00	£450.00	£450.00	£450.00	£288.00 A	£288.00 A	£288.00 A	£450.00	56.25%
Grass cutting by V/Hall & Picnic area	Asset P	£400.00	£400.00	£400.00	£400.00	£390.00 E	£222.85 A	£222.85 A	£400.00	79.49%
Upkeep of planting around field	Asset P	£130.00	£130.00	£130.00	£130.00	£130.00	£130.00	£0.00 A	£130.00	
CHURCHYARD GRANT	Grant R	£980.00	£980.00 A	£980.00 A	£980.00 A	£980.00 A	£980.00 A	£980.00 A	£980.00	0.00%
WISSETT WEB	Grant P	£100.00	£100.00 A	£100.00 A	£100.00 A	£100.00 A	£100.00 A	£100.00 A	£100.00	0.00%
Halesworth free parking contribution	Grant P	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£0.00 A	£250.00	
WPC INSURANCE (Inc VAS)	Ins P	£270.00	£270.00 E	£270.00 E	£258.72 A	£258.72 A	£258.72 A	£258.72 A	£270.00	4.36%
VILLAGE HALL INSURANCE	Ins P	£460.00	£468.64 A	£468.64 A	£468.64 A	£468.64 A	£468.64 A	£468.64 A	£480.00	2.42%
CLERK SALARY	Sal P	£1,200.00	£1,200.00	£1,200.00	£1,200.00	£1,194.00 A	£1,194.00 A	£1,194.00 A	£1,250.00	4.69%
SALC SUBSCRIPTION	Subs P	£140.00	£140.00 E	£139.64 A	£139.64 A	£139.64 A	£139.64 A	£139.64 A	£140.00	0.26%
Community Action Suffolk Subscription	Subs P	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00 A	£0.00	
ELECTRICITY TARIFF & usage	Utility ESTIMATE P	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£115.77 A	£150.00	29.57%
Water Supply to Village Field	Utility P	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£70.77 A	£100.00	41.30%
Defibrillator Electricity Annual Charge	Asset P	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£0.00 A	£50.00	
Village litter pick	Misc P	£50.00	£50.00	£50.00	£50.00	£50.00	£50.00	£0.00 A	£50.00	
Village Sign Refurbishment	Asset R	£0.00	£2,500.00	£2,500.00	£1,980.00 A	£1,980.00 A	£1,980.00 A	£1,980.00 A	£0.00	-100.00%
Village Works fund (+ money from district)	Admin Added 16/1 R	£0.00	£500.00	£500.00	£500.00	£500.00	£500.00	£0.00 A	£0.00	
Village Hall Renovations	Asset R	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Repainting bridge railings on Lodge Lane	Misc Def to 21/22 R	£250.00	£250.00	£250.00	£250.00	£0.00	£0.00	£0.00 A	£250.00	
TOTAL Expenditure		£5,620.00	£8,578.64	£8,578.28	£8,047.00	£7,619.00	£7,451.85	£6,132.17	£5,640.00	-8.03%
Projected income v expenditure		-£1,121.67	-£1,201.93	-£1,201.57	-£665.42	-£242.54	-£75.09	£1,244.89	-£757.95	
Projected expenditure from precept	P	£4,390.00	£4,348.64	£4,348.28	£4,337.00	£4,159.00	£3,991.85	£3,172.17	£4,410.00	
Projected expenditure from reserve	R	£1,230.00	£4,230.00	£4,230.00	£3,710.00	£3,460.00	£3,460.00	£2,960.00	£1,230.00	
Potentially from Premium Account		-£1,121.67	-£1,201.93	-£1,201.57	-£665.42	-£242.54	-£75.09	£1,244.89	-£757.95	
CURRENT BALANCE AT BANK AS PER LAST STATEMENT DATED;			07/05/20	10/06/20	11/09/20	16/11/20	08/01/21 Ne	16/03/21	31/03/21 Y/E	
Current Account balance	Y/E		£5,651.92	£5,601.02	£4,518.48	£4,725.86	£3,416.60	£1,209.80	£ 961.81	
Premium Account balance	Y/E		£11,961.31	£11,964.52	£11,966.18	£11,966.18	£11,966.48	£11,966.48	£ 10,966.78	
Total			£17,613.23	£17,565.54	£16,484.66	£16,692.04	£15,383.08	£13,176.28	£ 11,928.59	

Village Assets

Asset	Date	Owned By	Value	Value	Value	Value	Value	Value	Value	Value	Notes	
			2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021		
			Audit	Audit	Audit	Audit	Audit	Audit	Audit	Audit		
Village Field	24/09/2010	Wissett Parish Council	£11,500.00	£11,500.00	£11,500.00	£6,500.00	£6,500.00	£6,500.00	£6,500.00	£6,500.00	File found Aug 2016. Purchased 2010	
Land near Rumburgh		Wissett Parish Council		£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	BDO advised to reduce from audit val of £15k June 17	
Village Tent		Wissett Community Council		£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	Included in Parish Council insurance	
Village Hall		Wissett Parish Hall Committee		£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	WPC pays insurance	
Car park signs	17/12/2011	Wissett Parish Council		£102.00	£102.00	£102.00	£102.00	£102.00	£102.00	£102.00	£350 paid was materials only	
Kiosk on field	26/03/2015	Wissett Parish Council		£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	This was cost of restoration (replaced with new 2020)	
Village Sign	19/05/2012	Wissett Parish Council		£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00		
Picnic Table & Chairs on Field	28/05/2012	Wissett Parish Council		£486.00	£486.00	£486.00	£486.00	£486.00	£486.00	£486.00		
Jubilee Bench on Field	13/04/2012	Wissett Parish Council		£429.99	£429.99	£429.99	£429.99	£429.99	£429.99	£429.99	Wooden bench near village sign	
Notice Board on Hall		Wissett Community Council		£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00		
Notice Board opp Plough		Wissett Parish Council		£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00		
Allotments		Waveney District Council		£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	Rented from Waveney DC	
Trees planted	15/03/2013	Wissett Parish Council		£460.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Removed as fixed assets as requested BDO Sept 15	
Planting around play area	30/01/2012	Wissett Parish Council		£504.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Removed as fixed assets as requested BDO Sept 15	
Goal Posts		Wissett Parish Council		£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	Donated, but cost to repaint was about £30	
Light in village field	Jun-15	Wissett Parish Council			£286.04	£286.04	£286.04	£286.04	£286.04	£286.04	Cost of light and post.	
Dog waste bin	04/08/2015	Wissett Parish Council			£84.00	£84.00	£84.00	£84.00	£84.00	£84.00	Sited in Mill road	
VAS Speeding Signs & posts	23/02/2016	Wissett Parish Council			£1,265.28	£1,265.28	£1,265.28	£1,265.28	£1,265.28	£1,265.28	1/6th payment with other Parishes	
Salt & Grit bin by car park	19/05/2016	Wissett Parish Council				£146.45	£146.45	£146.45	£146.45	£146.45		
Short light in village field	05/07/2016	Wissett Parish Council				£490.20	£490.20	£490.20	£490.20	£490.20	Cost of light.	
Artificial Christmas Tree	17/11/2016	Wissett Parish Council				£1.00	£1.00	£1.00	£1.00	£1.00	Donated	
Laptop & Software	23/05/2017	Wissett Parish Council					£638.00	£638.00	£638.00	£638.00	Bought with transparency fund grant	
Safety mirror at Grays Lane	01/10/2017	Wissett Parish Council						£21.99	£21.99	£21.99		
Defibrillator	15/10/2018	Wissett Parish Council							£1,732.20	£1,732.20	Com Fund monies + donations from MP & Dist Coun	
Salt & Grit bin Lodge Lane	01/10/2018	Wissett Parish Council							£145.80	£145.80	Replaced damaged ones	
Salt & Grit bin by Wash Lane	01/10/2018	Wissett Parish Council							£145.80	£145.80	Replaced damaged ones	
Safety mirror opp Buntings Lane	25/05/2019	Wissett Parish Council								£21.99		
New Village Sign	19/08/2020	Wissett Parish Council									£1,980.00	Replaced old sign which was beyond repair
Commemorative bench	19/01/2021	Wissett Parish Council									£1,239.60	Donation from Melitta Rouse-Skeet (excl base & inst)
Total			£11,500.00	£14,188.99	£14,860.31	£10,497.96	£11,157.95	£13,181.75	£13,203.74	£16,073.34		
Change				£2,688.99	£671.32	-\$4,362.35	£659.99	£2,023.80	£21.99	£2,869.60		