

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
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 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- 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.
- Do not send the external auditor any information not specifically requested. However, **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.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

***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

Annual Internal Audit Report 2021/22

FELPHAM PARISH COUNCIL

ENTER URL WWW.FELPHAMPC.GOV.UK.

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) 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 2020/21 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

21/10/2021 30/05/2022 DD/MM/YYYY

Name of person who carried out the internal audit

ANDY BEAMS, MURBERRY & CO

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date 30/05/2022

*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 2021/22

We acknowledge as the members of:

FELPHAM 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 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	GOING FORWARD <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. FAILED AS NOT ENOUGH NOTICE 20/21
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*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:

07-06-2022

and recorded as minute reference:

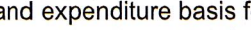
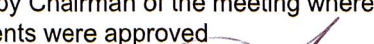
MC 41

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

Chairman

Clerk

ENTER URL/WEBSITE ADDRESS
WWW.FELPHAMPC.GOV.UK

<p>I certify that for the year ended 31 March 2022 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.</p> <p>Signed by Responsible Financial Officer before being presented to the authority for approval</p> <p></p> <p>SIGNATURE REQUIRED</p>	<p>I confirm that these Accounting Statements were approved by this authority on this date:</p> <p>07-06-2022</p> <p>as recorded in minute reference:</p> <p>MC 41</p> <p>MINUTE REFERENCE</p>
<p>Date 30/5/22</p>	<p>Signed by Chairman of the meeting where the Accounting Statements were approved</p> <p></p> <p>SIGNATURE REQUIRED</p>

Explanation of variances 2021/22 – pro forma

Name of smaller authority:

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

• variances of more than 15% between totals for individual boxes (except variances of less than £500);

• a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2021 £	2022 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	197,943	217,848				Explanation of % variance from PY opening balance not required – Balance brought forward agrees	
2 Precept or Rates and Levies	115,181	115,020	-161	0.14%	NO		
3 Total Other Receipts	56,490	55,658	-832	1.47%	NO		
4 Staff Costs	57,755	67,803	10,048	17.40%	YES		Change of staff within Parish Office and Community Hall July/Aug 2021. New F/t Clerk with 16hr assistant and reduction of Hall Managers hrs from 25hrs pw to 16hrs pw (F/t Clerk to assume Hall Management responsibilities). Increase from £38,127 to £5,757 for F/t Clerk and 16 hr Assistant, change from P/t Clerk and Assistant for Salaries & NI and £19,628 to £12,048 for 16hr Community Hall Assistant, change from 25hr Hall Manager.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	94,011	100,545	6,534	6.95%	NO		
7 Balances Carried Forward	217,848	220,178	2,330	1.07%	NO		
8 Total Cash and Short Term Investments	217,848	220,178	2,330	1.07%	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	135,463	141,963	6,500	4.80%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		
Excessive Reserves Ratio	1.89135	1.91426					

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY
FELPHAM PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other 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 authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Additional information to be submitted with Part 3 AGAR

Basic and Intermediate levels


Item required.	Included Y/N or response
1. State the basis of accounts – Income and Expenditure (I&E) or Receipts and Payments (R&P)	R & P.
2. Bank reconciliation (N.B. a <u>pro-forma</u> document is available online).	✓
3. Explanations of significant variances: For boxes 2 – 10 in the Accounting Statements, where the 2022 figure is 15% greater than, or 15% less than, the 2021 figure unless the variance is less than £500	✓
4. A reconciliation between boxes 7 and 8 – this must be quantified.	✓
5. An explanation of any 'No' answers in Section 1 (Annual Governance Statement)	✓
6. An explanation of any 'No' answers in the Annual Internal Audit Report.	✓
7. An explanation of the level of reserves held if more than twice the precept of the Authority.	✓
8. Whether you use the general power of competence.	✓
9. The dates for the period for the exercise of public rights (N.B. a <u>pro-forma</u> document is available online).	8/6/22. 13/6 - 22/7/22
10. This sheet, duly completed	✓

Smaller authority name: FELPHAM PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>Wednesday 8th June 2022</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Mr D Millen c/o Felpham Parish Council, Felpham Community Hall, Meaden Way, Felpham, Bognor Regis, PO22 8FA 01243 827470</u> <u>clerk@felphampc.gov.uk</u></p> <p>commencing on (c) <u>Monday 13th June 2022</u></p> <p>and ending on (d) <u>Friday 22nd July 2022</u> <u>[the 30th working day after (c) above]</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <div style="text-align: center;"> MOORE</div> <p>Moore (Ref RD/hd) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ</p> <p>5. This announcement is made by (e) <u>Mr Douglas Millen</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Date: 29/04/2022

Felpham PC

Page 1

Time: 10:30

**Bank Reconciliation Statement as at 30/04/2022
for Cashbook 1 - HSBC A/C's**

User: DOUG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/03/2022	704	10,000.00
BMM Account	31/03/2022	323	148,080.98
			<u>158,080.98</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/03/2022 106158 Coastal Landscapes		220.00	
22/03/2022 106165 Viking Direct		257.32	
31/03/2022 106167 Town Force Bognor RegisTC		39.60	
31/03/2022 106168 Process Matters 2		120.00	
31/03/2022 106169 Claranet Ltd		23.04	
31/03/2022 106166 West Sussex County Council		7,778.13	
31/03/2022 106170 Event Insurance Seviles		150.00	
			<u>8,588.09</u>
			149,492.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			149,492.89
		Balance per Cash Book is :-	149,492.89
		Difference is :-	0.00

Felpham PC**Bank - Cash and Investment Reconciliation as at 31 March 2022**

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
	1	31/03/2022	BMM Account	148,080.98
	1	31/03/2022	Current Account	10,000.00
	3	31/03/2022	Monmouthshire B/S	70,684.84
				228,765.82
<u>Unpresented Payments</u>				
	1	01/03/2022	106158	220.00
	1	22/03/2022	106165	257.32
	1	31/03/2022	106166	7,778.13
	1	31/03/2022	106167	39.60
	1	31/03/2022	106168	120.00
	1	31/03/2022	106169	23.04
	1	31/03/2022	106170	150.00
				8,588.09
				220,177.73
<u>Receipts not on Bank Statement</u>				
	0	31/03/2022	All Receipts Cleared	0.00
				0.00
Closing Balance				220,177.73
<u>All Cash & Bank Accounts</u>				
	1		Current Bank A/c	149,492.89
	2		A/C closed	0.00
	3		Monmouthshire B/S	70,684.84
			Other Cash & Bank Balances	0.00
			Total Cash & Bank Balances	220,177.73

Date: 29/04/2022

Felpham PC

Page 1

Time: 10:29

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 3 - Monmouthshire B/S**

User: DOUG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Monmouthshire B/S	31/03/2022		70,684.84
			<u>70,684.84</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			70,684.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			70,684.84
		Balance per Cash Book is :-	70,684.84
		Difference is :-	0.00

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2022
Felpham PC

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Receipts and Payments.

Responsible Financial Officer

D. Mullen

Date

29.4.22

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	197,943	217,848	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	115,181	115,020	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	56,490	55,658	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	57,755	67,803	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	94,011	100,545	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	217,848	220,178	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	217,848	220,178	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	135,463	141,963	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).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Felpham PC**Bank - Cash and Investment Reconciliation as at 31 March 2022**

			<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>				
1	31/03/2022	BMM Account		148,080.98
1	31/03/2022	Current Account		10,000.00
3	31/03/2022	Monmouthshire B/S		70,684.84
				228,765.82
<u>Unpresented Payments</u>				
1	01/03/2022	106158		220.00
1	22/03/2022	106165		257.32
1	31/03/2022	106166		7,778.13
1	31/03/2022	106167		39.60
1	31/03/2022	106168		120.00
1	31/03/2022	106169		23.04
1	31/03/2022	106170		150.00
				8,588.09
				220,177.73
<u>Receipts not on Bank Statement</u>				
0	31/03/2022	All Receipts Cleared		0.00
				0.00
Closing Balance				220,177.73
<u>All Cash & Bank Accounts</u>				
1		Current Bank A/c		149,492.89
2		A/C closed		0.00
3		Monmouthshire B/S		70,684.84
			Other Cash & Bank Balances	0.00
			Total Cash & Bank Balances	220,177.73

**Bank Reconciliation Statement as at 30/04/2022
for Cashbook 1 - HSBC A/C's**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/03/2022	704	9,980.00
BMM Account	31/03/2022	323	148,075.03
			<u>158,055.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/03/2022 106158 Coastal Landscapes		220.00	
22/03/2022 106165 Viking Direct		257.32	
31/03/2022 106167 Town Force Bognor RegisTC		39.60	
31/03/2022 106168 Process Matters 2		120.00	
31/03/2022 106169 Claranet Ltd		23.04	
31/03/2022 106166 West Sussex County Council		7,778.13	
31/03/2022 106170 Event Insurance Sevices		150.00	
			<u>8,588.09</u>
			149,466.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			149,466.94
		Balance per Cash Book is :-	149,466.94
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 31/03/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1002 Miscellaneous Income	370	0	(370)			0.0%	
1076 Precept	115,020	115,020	0			100.0%	
1090 Interest Received	300	0	(300)			0.0%	
Administration :- Receipts	<u>115,690</u>	<u>115,020</u>	<u>(670)</u>			<u>100.6%</u>	<u>0</u>
4001 Salaries & NI	55,757	38,380	(17,377)		(17,377)	145.3%	
4006 Training - Councillors	415	1,500	1,085		1,085	27.7%	
4007 Health & Safety	0	100	100		100	0.0%	
4009 Travel & Staff Expenses	0	300	300		300	0.0%	
4011 Parish Office Costs	0	7,000	7,000		7,000	0.0%	
4012 Hall & Room Hire	0	750	750		750	0.0%	
4021 Telephone/IT Lines Payments	975	900	(75)		(75)	108.3%	
4022 Postage - Stamps	378	600	223		223	62.9%	
4023 Stationery	654	950	296		296	68.9%	
4024 Photocopier - Hire & Usage	2,708	2,500	(208)		(208)	108.3%	
4025 Subscriptions	3,296	3,000	(296)		(296)	109.9%	
4026 Insurance	1,860	1,700	(160)		(160)	109.4%	
4027 IT Maintenance & Web Site	2,920	2,000	(920)		(920)	146.0%	
4028 IT Equipment Purchase	2,223	1,500	(723)		(723)	148.2%	
4030 Advertising - Recruitment	0	200	200		200	0.0%	
4033 Felpham In Focus	939	1,200	261		261	78.3%	
4035 IT - ISP Fees	23	0	(23)		(23)	0.0%	
4054 Audit Fees - RBS Fees	684	800	116		116	85.5%	
4055 Audit Fees - External	400	650	250		250	61.5%	
4056 Audit Fees - Internal	418	550	132		132	76.0%	
4060 GDPR	0	150	150		150	0.0%	
4061 Office 365Addresses	0	1,500	1,500		1,500	0.0%	
Administration :- Indirect Payments	<u>73,650</u>	<u>66,230</u>	<u>(7,420)</u>	<u>0</u>	<u>(7,420)</u>	<u>111.2%</u>	<u>0</u>
Net Receipts over Payments	<u>42,040</u>	<u>48,790</u>	<u>6,750</u>				
<u>102 Civic & Democratic</u>							
4008 Training - Clerk & Admin Staff	1,045	700	(345)		(345)	149.3%	
4009 Travel & Staff Expenses	184	0	(184)		(184)	0.0%	
4201 Chairman's Allowance	900	600	(300)		(300)	150.0%	
4211 Councillors' Allowances	6,576	7,200	624		624	91.3%	
4212 Councillors' Expenses	0	300	300		300	0.0%	
4221 Parish Council Hospitality	0	300	300		300	0.0%	
Civic & Democratic :- Indirect Payments	<u>8,705</u>	<u>9,100</u>	<u>395</u>	<u>0</u>	<u>395</u>	<u>95.7%</u>	<u>0</u>
Net Payments	<u>(8,705)</u>	<u>(9,100)</u>	<u>(395)</u>				

Detailed Receipts & Payments by Budget Heading 31/03/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Grants (incl S137)							
4701 Grants - Awarded	4,254	4,254	0		0	100.0%	
4711 Grants & Donations Permitted	86	1,000	914		914	8.6%	
Grants (incl S137) :- Indirect Payments	<u>4,340</u>	<u>5,254</u>	<u>914</u>	<u>0</u>	<u>914</u>	<u>82.6%</u>	<u>0</u>
Net Payments	<u>(4,340)</u>	<u>(5,254)</u>	<u>(914)</u>				
201 Allotments							
1001 Rent Received - Allotments	3,140	1,679	(1,461)			187.0%	
Allotments :- Receipts	<u>3,140</u>	<u>1,679</u>	<u>(1,461)</u>			<u>187.0%</u>	<u>0</u>
4039 St Michael's Allotments Water	65	800	735		735	8.2%	
4044 St Michael's Maintenance	1,164	4,000	2,836		2,836	29.1%	
Allotments :- Indirect Payments	<u>1,229</u>	<u>4,800</u>	<u>3,571</u>	<u>0</u>	<u>3,571</u>	<u>25.6%</u>	<u>0</u>
Net Receipts over Payments	<u>1,910</u>	<u>(3,121)</u>	<u>(5,031)</u>				
202 Open Spaces							
1001 Rent Received - Allotments	0	400	400			0.0%	
Open Spaces :- Receipts	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>	<u>0</u>
4042 Trees/Arboriculture	150	4,500	4,350		4,350	3.3%	
4043 Footpath Maintenance	357	2,000	1,643		1,643	17.8%	
4102 Fisherman's Gardens - Maintena	1,730	1,000	(730)		(730)	173.0%	
4107 Binsted Avenue	0	4,000	4,000		4,000	0.0%	
4108 Drygrounds Lane	0	600	600		600	0.0%	
4109 Hedgecutting - Felpham Way	306	700	394		394	43.7%	
4110 Grassmere Parade	1,125	550	(575)		(575)	204.6%	
4111 Longbrook Park	0	250	250		250	0.0%	
4112 Planter Maintenance	654	2,250	1,596		1,596	29.1%	
4117 Extra Verge Cuts	0	5,000	5,000		5,000	0.0%	
Open Spaces :- Indirect Payments	<u>4,323</u>	<u>20,850</u>	<u>16,527</u>	<u>0</u>	<u>16,527</u>	<u>20.7%</u>	<u>0</u>
Net Receipts over Payments	<u>(4,323)</u>	<u>(20,450)</u>	<u>(16,127)</u>				
203 Public Benefit							
4046 Car Parks Contribution	3,630	4,000	370		370	90.8%	
4047 Public Toilets Contribution	3,500	3,500	0		0	100.0%	
4101 Bus Shelters Maintenance	0	500	500		500	0.0%	
4103 Street Lighting	5,204	4,750	(454)		(454)	109.6%	
4105 Notice Boards	32	0	(32)		(32)	0.0%	

Detailed Receipts & Payments by Budget Heading 31/03/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4106 Seats - Maintenance	0	300	300		300	0.0%	
Public Benefit :- Indirect Payments	12,366	13,050	684	0	684	94.8%	0
Net Payments	(12,366)	(13,050)	(684)				
<u>299 Projects</u>							
4304 Resilience Plan	0	2,000	2,000		2,000	0.0%	
4901 Project - Annual Event	21	6,000	5,979		5,979	0.3%	
4902 Project - Defibrillator	500	2,000	1,500		1,500	25.0%	
4904 Project - Gateway Signage	0	2,000	2,000		2,000	0.0%	
4906 Project - Community Awareness	0	1,000	1,000		1,000	0.0%	
4908 \az	0	2,000	2,000		2,000	0.0%	
4911 Re-Cycling Bins	0	2,000	2,000		2,000	0.0%	
4914 Hanging Baskets - Felpham Way	0	5,000	5,000		5,000	0.0%	
4915 Outside BBQ's	0	2,000	2,000		2,000	0.0%	
4916 Blue Plaque Project	616	2,500	1,884		1,884	24.6%	
Projects :- Indirect Payments	1,137	26,500	25,363	0	25,363	4.3%	0
Net Payments	(1,137)	(26,500)	(25,363)				
<u>401 Blakesmead Hall</u>							
1040 Regular hirings	24,679	54,000	29,321			45.7%	
1041 Income - Electricity FinT	17,887	0	(17,887)			0.0%	
Blakesmead Hall :- Receipts	42,566	54,000	11,434			78.8%	0
4224 Capital costs	6,427	3,000	(3,427)		(3,427)	214.2%	
4240 All staff costs	12,046	21,715	9,669		9,669	55.5%	
4245 Business Rates	10,978	12,500	1,522		1,522	87.8%	
4246 Utility costs	5,753	7,000	1,247		1,247	82.2%	
4247 Cleaning costs	2,300	2,500	200		200	92.0%	
4248 Maintenance costs	3,386	3,000	(386)		(386)	112.9%	
4249 Communications	0	1,000	1,000		1,000	0.0%	
4250 Repairs	882	1,000	118		118	88.2%	
4255 Promotional costs	0	500	500		500	0.0%	
4256 Insurance	2,220	2,500	280		280	88.8%	
4258 Security Patrols	5,082	6,000	918		918	84.7%	
4260 Waste Management	964	1,200	236		236	80.3%	
4261 Cleaning Costs (Materials)	128	300	172		172	42.6%	
4262 Maintenance Costs (Outside)	37	400	363		363	9.2%	
4263 Window Cleaning	450	800	350		350	56.3%	
4264 Licences & Agreements	755	900	145		145	83.9%	

Detailed Receipts & Payments by Budget Heading 31/03/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4265 PHS Costs	1,889	2,500	611		611	75.5%	
4266 Telephone/Broadband Costs	757	700	(57)		(57)	108.1%	
4271 Refunds/Returned Deposits	200	0	(200)		(200)	0.0%	
Blakesmead Hall :- Indirect Payments	54,254	67,515	13,261	0	13,261	80.4%	0
Net Receipts over Payments	(11,688)	(13,515)	(1,827)				
6000 plus Transfer from EMR	205						
6001 less Transfer to EMR	(205)						
Movement to/(from) Gen Reserve	(11,277)						
<u>999 VAT Data</u>							
115 VAT Refunds	9,282	0	(9,282)			0.0%	
VAT Data :- Receipts	9,282	0	(9,282)				0
515 VAT on Payments	8,345	0	(8,345)		(8,345)	0.0%	
VAT Data :- Indirect Payments	8,345	0	(8,345)	0	(8,345)		0
Net Receipts over Payments	937	0	(937)				
Grand Totals:- Receipts	170,678	171,099	421			99.8%	
Payments	168,348	213,299	44,951	0	44,951	78.9%	
Net Receipts over Payments	2,330	(42,200)	(44,530)				
plus Transfer from EMR	205						
less Transfer to EMR	(205)						
Movement to/(from) Gen Reserve	2,741						

Date: 31/03/2022

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**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 1 - HSBC A/C's**

User: DOUG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/03/2022	700	9,980.00
BMM Account	31/03/2022	323	148,075.03
			<u>158,055.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/03/2022 106158	Coastal Landscapes	220.00	
22/03/2022 106165	Viking Direct	257.32	
31/03/2022 106167	Town Force Bognor RegisTC	39.60	
31/03/2022 106168	Process Matters 2	120.00	
31/03/2022 106169	Claranet Ltd	23.04	
31/03/2022 106166	West Sussex County Council	7,778.13	
31/03/2022 106170	Event Insurance Sevices	150.00	
			<u>8,588.09</u>
			149,466.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			149,466.94
		Balance per Cash Book is :-	149,466.94
		Difference is :-	0.00

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2022	Coastal Landscapes	106158	220.00		Grassmere Parade maintenance
01/03/2022	Arun Waste Services	106159	216.00		Mr G Powell Allotments Skip
03/03/2022	HSBC	DD	21.00		HSBC bank charges
04/03/2022	RBS/RIALTAS	106160	480.00		Year End Close Down / Accounts
04/03/2022	Avantguard	106161	430.08		Security Patrol
07/03/2022	Arun District Council	106162	3,500.00		FPC Public Toilet Provision
14/03/2022	Mr D Millen	106163	286.40		Payments for FCH/Flag/EE/HP
15/03/2022	Donna Devlin (Hall Cleaning)	106164	350.00		(Hall Cleaning) 7/2-31/3/22
21/03/2022	Corona - Gas	DD	617.03		Gas FCH
21/03/2022	Castle Water	DD	12.40		Water FCH
22/03/2022	Managed Technology	DD	234.25		Copying and Copier Assoc Costs
22/03/2022	British Telecommunications plc	DD	148.68		Telephone / Internet Fpc
22/03/2022	Viking Direct	106165	257.32		Stamps/Stationary/Noticeboard
28/03/2022	SSE - SWALEC	DD	282.18		FCH Electric
28/03/2022	Veolia	DD	89.57		Bins FCH
31/03/2022	Town Force Bognor RegisTC	106167	39.60		Planters at Tesco and Felpham
31/03/2022	Process Matters 2	106168	120.00		Website maintenance Jan-Mar 22
31/03/2022	claranet	106142	-23.04		Cancel POP3 a/c (D Hammond)
31/03/2022	Claranet Ltd	106169	23.04		Cancel POP3 a/c Rep 106142
31/03/2022	West Sussex County Council	106166	7,778.13		FPC/FCH Salaries/FPC Cllrs All
31/03/2022	HSBC	DD	20.00		Bank Charges
31/03/2022	Event Insurance Sevices	106170	150.00		Event Insurance Fun on Prom
Total Payments			15,252.64		

31/03/2022

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Cashbook 1

HSBC A/C's

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Receipts received between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 02/03/2022	41.25					
	Well Fit	41.25			1040	401	41.25 FCH/WF/03/22
	Banked: 02/03/2022	120.00					
	Rugby Tots	120.00			1040	401	120.00 FCH/RT/02/22
	Banked: 02/03/2022	132.00					
	Sussex Baby Ballet	132.00			1040	401	132.00 FCH/BB/03/22
	Banked: 03/03/2022	103.80					
	Beard JR & ND	103.80			1001	201	103.80 Allotment Plot 12,13,14,15
	Banked: 03/03/2022	25.95					
	Beder JM	25.95			1001	201	25.95 Allotment Plot 36
	Banked: 04/03/2022	166.00					
	Trotter	166.00			1041	401	166.00 FCH/JT/070522
	Banked: 05/03/2022	25.95					
	MTMSA & M Akehurst	25.95			1001	201	25.95 Allotment 34
	Banked: 06/03/2022	41.25					
	Tiny Talk Bognor	41.25			1040	401	41.25 FCH/TT/0203/22
	Banked: 06/03/2022	148.50					
	M R Hill	148.50			1040	401	148.50 FCH/SAMA/03/22
	Banked: 07/03/2022	25.95					
	Webb DJ & MJ	25.95			1001	201	25.95 Allotment 39
	Banked: 07/03/2022	33.00					
	Kris Moyse Freestyle	33.00			1040	401	33.00 FCH/KM/0203/22
	Banked: 07/03/2022	979.25					
	Worthing Home	979.25			1040	401	979.25 FCH/WHTA/03/22
	Banked: 10/03/2022	214.50					
	Rawlings MAAF	214.50			1040	401	214.50 FCH/RMAAF/03/22
	Banked: 11/03/2022	25.95					
	PJ & RL Stace	25.95			1001	201	25.95 Allotment
	Banked: 11/03/2022	25.95					
	Sharpe Daniel	25.95			1001	201	25.95 Allotment 9
	Banked: 11/03/2022	2.26					
	hsbc	2.26			1090	101	2.26 hsbc interest from ac2
	Banked: 13/03/2022	41.25					
	Tiny Talk Bognor	41.25			1040	401	41.25 FCH/TT/0203/22
	Banked: 14/03/2022	25.95					
	EARL RW	25.95			1001	201	25.95 Allotment 26
Subtotal Carried Forward:		2,178.76	0.00	0.00			2,178.76

31/03/2022

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Felpham PC

Cashbook 1

HSBC A/C's

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User: DOUG

PG 4

Receipts received between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 14/03/2022	11.00						
	K Moyse Freestyle	11.00			1040	401	11.00	FCH/KM/0203/22
	Banked: 15/03/2022	51.90						
	Raines S PP	51.90			1001	201	51.90	Allotment 31+47
	Banked: 15/03/2022	25.95						
	Johnson A	25.95			1001	201	25.95	Allotment 45
	Banked: 16/03/2022	25.95						
	Leal N	25.95			1001	201	25.95	Allotment 43
	Banked: 17/03/2022	25.95						
	Andrew J+J	25.95			1001	201	25.95	Allotment 40
	Banked: 17/03/2022	25.95						
	Cooper C	25.95			1001	201	25.95	Allotment 3
	Banked: 19/03/2022	25.95						
	POWELL GJM&ME	25.95			1001	201	25.95	Allotment 28
	Banked: 20/03/2022	41.25						
	Tiny Talk Bognor	41.25			1040	401	41.25	FCH/TT/0303/22
	Banked: 21/03/2022	25.95						
	BREACH PA	25.95			1001	201	25.95	Allotment No.?
	Banked: 21/03/2022	33.00						
	Kris Moyse Freestyle	33.00			1040	401	33.00	FCH/KM/0303/22
	Banked: 23/03/2022	99.00						
	Rugby Tots	99.00			1040	401	99.00	Rugby Tots FCH/RT/03/22
	Banked: 27/03/2022	41.25						
	Tiny Talk Bognor	41.25			1040	401	41.25	FCH/TT/040322
	Banked: 28/03/2022	33.00						
	Kris Moyse Freestyle	33.00			1040	401	33.00	FCH / KM/040322
	Banked: 29/03/2022	25.95						
	White LA	25.95			1001	201	25.95	Allotment Plot 42
	Banked: 29/03/2022	77.85						
	Chuter D JH	77.85			1001	201	77.85	Allotment 20 21 46
	Banked: 29/03/2022	114.55						
	Basset Badioli	114.55			1001	201	114.55	Basset Badioli Allotment
	Banked: 30/03/2022	148.50						
	Neil Featherstone	148.50			1040	401	148.50	FCH/DC/04/22
	Banked: 30/03/2022	66.00						
	Craig Brown	66.00			1041	401	66.00	FCH/GB/050523

Subtotal Carried Forward:

3,077.71

0.00

0.00

3,077.71

31/03/2022

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HSBC A/C's

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FGS

Receipts received between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked: 30/03/2022		36.70						
Spencer GR HJV		36.70			1001	201	36.70	Allotment Plot 5
Total Receipts:		3,114.41	0.00	0.00			3,114.41	

Detailed Receipts & Payments by Budget Heading 31/03/2022

Cost Centre Report

PGB

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1002 Miscellaneous Income	370	0	(370)			0.0%	
1076 Precept	115,020	115,020	0			100.0%	
1090 Interest Received	18	0	(18)			0.0%	
Administration :- Receipts	<u>115,409</u>	<u>115,020</u>	<u>(389)</u>			<u>100.3%</u>	<u>0</u>
4001 Salaries & NI	55,757	38,380	(17,377)		(17,377)	145.3%	
4006 Training - Councillors	415	1,500	1,085		1,085	27.7%	
4007 Health & Safety	0	100	100		100	0.0%	
4009 Travel & Staff Expenses	0	300	300		300	0.0%	
4011 Parish Office Costs	0	7,000	7,000		7,000	0.0%	
4012 Hall & Room Hire	0	750	750		750	0.0%	
4021 Telephone/IT Lines Payments	975	900	(75)		(75)	108.3%	
4022 Postage - Stamps	378	600	223		223	62.9%	
4023 Stationery	654	950	296		296	68.9%	
4024 Photocopier - Hire & Usage	2,708	2,500	(208)		(208)	108.3%	
4025 Subscriptions	3,296	3,000	(296)		(296)	109.9%	
4026 Insurance	1,860	1,700	(160)		(160)	109.4%	
4027 IT Maintenance & Web Site	2,920	2,000	(920)		(920)	146.0%	
4028 IT Equipment Purchase	2,223	1,500	(723)		(723)	148.2%	
4030 Advertising - Recruitment	0	200	200		200	0.0%	
4033 Felpham In Focus	939	1,200	261		261	78.3%	
4035 IT - ISP Fees	23	0	(23)		(23)	0.0%	
4054 Audit Fees - RBS Fees	684	800	116		116	85.5%	
4055 Audit Fees - External	400	650	250		250	61.5%	
4056 Audit Fees - Internal	418	550	132		132	76.0%	
4060 GDPR	0	150	150		150	0.0%	
4061 Office 365Addresses	0	1,500	1,500		1,500	0.0%	
Administration :- Indirect Payments	<u>73,650</u>	<u>66,230</u>	<u>(7,420)</u>	<u>0</u>	<u>(7,420)</u>	<u>111.2%</u>	<u>0</u>
Net Receipts over Payments	<u>41,759</u>	<u>48,790</u>	<u>7,031</u>				
<u>102 Civic & Democratic</u>							
4008 Training - Clerk & Admin Staff	1,045	700	(345)		(345)	149.3%	
4009 Travel & Staff Expenses	184	0	(184)		(184)	0.0%	
4201 Chairman's Allowance	900	600	(300)		(300)	150.0%	
4211 Councillors' Allowances	6,576	7,200	624		624	91.3%	
4212 Councillors' Expenses	0	300	300		300	0.0%	
4221 Parish Council Hospitality	0	300	300		300	0.0%	
Civic & Democratic :- Indirect Payments	<u>8,705</u>	<u>9,100</u>	<u>395</u>	<u>0</u>	<u>395</u>	<u>95.7%</u>	<u>0</u>
Net Payments	<u>(8,705)</u>	<u>(9,100)</u>	<u>(395)</u>				

Detailed Receipts & Payments by Budget Heading 31/03/2022

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>107 Grants (incl S137)</u>							
4701 Grants - Awarded	4,254	4,254	0		0	100.0%	
4711 Grants & Donations Permitted	86	1,000	914		914	8.6%	
Grants (incl S137) :- Indirect Payments	<u>4,340</u>	<u>5,254</u>	<u>914</u>	<u>0</u>	<u>914</u>	<u>82.6%</u>	<u>0</u>
Net Payments	<u>(4,340)</u>	<u>(5,254)</u>	<u>(914)</u>				
<u>201 Allotments</u>							
1001 Rent Received - Allotments	3,114	1,679	(1,435)			185.4%	
Allotments :- Receipts	<u>3,114</u>	<u>1,679</u>	<u>(1,435)</u>			<u>185.4%</u>	<u>0</u>
4039 St Michael's Allotments Water	65	800	735		735	8.2%	
4044 St Michael's Maintenance	1,164	4,000	2,836		2,836	29.1%	
Allotments :- Indirect Payments	<u>1,229</u>	<u>4,800</u>	<u>3,571</u>	<u>0</u>	<u>3,571</u>	<u>25.6%</u>	<u>0</u>
Net Receipts over Payments	<u>1,884</u>	<u>(3,121)</u>	<u>(5,005)</u>				
<u>202 Open Spaces</u>							
1001 Rent Received - Allotments	0	400	400			0.0%	
Open Spaces :- Receipts	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>	<u>0</u>
4042 Trees/Arboriculture	150	4,500	4,350		4,350	3.3%	
4043 Footpath Maintenance	357	2,000	1,643		1,643	17.8%	
4102 Fisherman's Gardens - Maintena	1,730	1,000	(730)		(730)	173.0%	
4107 Binsted Avenue	0	4,000	4,000		4,000	0.0%	
4108 Drygrounds Lane	0	600	600		600	0.0%	
4109 Hedgecutting - Felpham Way	306	700	394		394	43.7%	
4110 Grassmere Parade	1,125	550	(575)		(575)	204.6%	
4111 Longbrook Park	0	250	250		250	0.0%	
4112 Planter Maintenance	654	2,250	1,596		1,596	29.1%	
4117 Extra Verge Cuts	0	5,000	5,000		5,000	0.0%	
Open Spaces :- Indirect Payments	<u>4,323</u>	<u>20,850</u>	<u>16,527</u>	<u>0</u>	<u>16,527</u>	<u>20.7%</u>	<u>0</u>
Net Receipts over Payments	<u>(4,323)</u>	<u>(20,450)</u>	<u>(16,127)</u>				
<u>203 Public Benefit</u>							
4046 Car Parks Contribution	3,630	4,000	370		370	90.8%	
4047 Public Toilets Contribution	3,500	3,500	0		0	100.0%	
4101 Bus Shelters Maintenance	0	500	500		500	0.0%	
4103 Street Lighting	5,204	4,750	(454)		(454)	109.6%	
4105 Notice Boards	32	0	(32)		(32)	0.0%	

Detailed Receipts & Payments by Budget Heading 31/03/2022

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4106 Seats - Maintenance	0	300	300		300	0.0%	
Public Benefit :- Indirect Payments	12,366	13,050	684	0	684	94.8%	0
Net Payments	(12,366)	(13,050)	(684)				
<u>299 Projects</u>							
4304 Resilience Plan	0	2,000	2,000		2,000	0.0%	
4901 Project - Annual Event	21	6,000	5,979		5,979	0.3%	
4902 Project - Defibrillator	500	2,000	1,500		1,500	25.0%	
4904 Project - Gateway Signage	0	2,000	2,000		2,000	0.0%	
4906 Project - Community Awareness	0	1,000	1,000		1,000	0.0%	
4908 Laz	0	2,000	2,000		2,000	0.0%	
4911 Re-Cycling Bins	0	2,000	2,000		2,000	0.0%	
4914 Hanging Baskets - Felpham Way	0	5,000	5,000		5,000	0.0%	
4915 Outside BBQ's	0	2,000	2,000		2,000	0.0%	
4916 Blue Plaque Project	616	2,500	1,884		1,884	24.6%	
Projects :- Indirect Payments	1,137	26,500	25,363	0	25,363	4.3%	0
Net Payments	(1,137)	(26,500)	(25,363)				
<u>401 Blakesmead Hall</u>							
1040 Regular hirings	24,679	54,000	29,321			45.7%	
1041 Income - Electricity FinT	17,887	0	(17,887)			0.0%	
1092 Community Hall - Equipment Sum	(205)	0	205			0.0%	205
Blakesmead Hall :- Receipts	42,360	54,000	11,640			78.4%	205
4224 Capital costs	6,427	3,000	(3,427)		(3,427)	214.2%	
4240 All staff costs	12,046	21,715	9,669		9,669	55.5%	
4245 Business Rates	10,978	12,500	1,522		1,522	87.8%	
4246 Utility costs	5,753	7,000	1,247		1,247	82.2%	
4247 Cleaning costs	2,300	2,500	200		200	92.0%	
4248 Maintenance costs	3,386	3,000	(386)		(386)	112.9%	
4249 Communications	0	1,000	1,000		1,000	0.0%	
4250 Repairs	677	1,000	323		323	67.7%	
4255 Promotional costs	0	500	500		500	0.0%	
4256 Insurance	2,220	2,500	280		280	88.8%	
4258 Security Patrols	5,082	6,000	918		918	84.7%	
4260 Waste Management	964	1,200	236		236	80.3%	
4261 Cleaning Costs (Materials)	128	300	172		172	42.6%	
4262 Maintenance Costs (Outside)	37	400	363		363	9.2%	
4263 Window Cleaning	450	800	350		350	56.3%	

Detailed Receipts & Payments by Budget Heading 31/03/2022

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4264 Licences & Agreements	755	900	145		145	83.9%	
4265 PHS Costs	1,889	2,500	611		611	75.5%	
4266 Telephone/Broadband Costs	757	700	(57)		(57)	108.1%	
4271 Refunds/Returned Deposits	200	0	(200)		(200)	0.0%	
Blakesmead Hall :- Indirect Payments	<u>54,048</u>	<u>67,515</u>	<u>13,467</u>	<u>0</u>	<u>13,467</u>	<u>80.1%</u>	<u>0</u>
Net Receipts over Payments	<u>(11,688)</u>	<u>(13,515)</u>	<u>(1,827)</u>				
6000 plus Transfer from EMR	205						
Movement to/(from) Gen Reserve	<u>(11,482)</u>						
<u>999 VAT Data</u>							
115 VAT Refunds	9,282	0	(9,282)			0.0%	
VAT Data :- Receipts	<u>9,282</u>	<u>0</u>	<u>(9,282)</u>				<u>0</u>
515 VAT on Payments	8,345	0	(8,345)		(8,345)	0.0%	
VAT Data :- Indirect Payments	<u>8,345</u>	<u>0</u>	<u>(8,345)</u>	<u>0</u>	<u>(8,345)</u>		<u>0</u>
Net Receipts over Payments	<u>937</u>	<u>0</u>	<u>(937)</u>				
Grand Totals:- Receipts	170,165	171,099	934			99.5%	
Payments	168,143	213,299	45,156	0	45,156	78.8%	
Net Receipts over Payments	<u>2,022</u>	<u>(42,200)</u>	<u>(44,222)</u>				
plus Transfer from EMR	205						
Movement to/(from) Gen Reserve	<u>2,228</u>						

Date: 31/03/2022

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Felpham PC

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HSBC A/C's

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Payments made between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/03/2022	Coastal Landscapes	106158	220.00			4110	202	220.00	Grassmere Parade maintenance
01/03/2022	Arun Waste Services	106159	216.00		36.00	4044	201	180.00	Mr G Powell Allotments Skip
03/03/2022	HSBC	DD	21.00			4025	101	21.00	HSBC bank charges
04/03/2022	RBS/RIALTAS	106160	480.00		80.00	4025	101	400.00	Year End Close Down / Accounts
04/03/2022	Avantguard	106161	430.08		71.68	4258	401	358.40	Security Patrol
07/03/2022	Arun District Council	106162	3,500.00			4047	203	3,500.00	FPC Public Toilet Provision
14/03/2022	Mr D Millen	106163	286.40			4110	202	104.21	Ukraine Flag / Hampshire Flags
						4024	101	15.92	FCH HP Instant Ink July - Feb
						4023	101	98.64	A2 plans for display BRGC
						4266	401	67.63	FCH EE Mobile July -Mar inc
15/03/2022	Donna Devlin (Hall Cleaning)	106164	350.00			4247	401	350.00	(Hall Cleaning) 7/2-31/3/22
21/03/2022	Corona - Gas	DD	617.03		102.84	4246	401	514.19	Gas FCH
21/03/2022	Castle Water	DD	12.40		2.07	4026	101	10.33	Water FCH
22/03/2022	Viking Direct	106165	257.32		26.64	4022	101	97.50	Stamps (no VAT)
						4023	101	133.18	Stationary/Noticebo
22/03/2022	Managed Technology	DD	234.25		39.04	4024	101	195.21	Copying and Copier Assoc Costs
22/03/2022	British Telecommunications plc	DD	148.68		24.78	4021	101	123.90	Telephone / Internet FCH
28/03/2022	SSE - SWALEC	DD	282.18		47.03	4246	401	235.15	FCH Electric
28/03/2022	Veolia	DD	89.57		14.93	4260	401	74.64	Bins FCH
31/03/2022	claranet	106142	-23.04		-3.84	4025	101	-19.20	Cancel POP3 a/c (D Hammond)
31/03/2022	West Sussex County Council	106166	7,778.13			4001	101	5,298.46	FPC Salaries
						4240	401	835.67	FCH Salaries
						4211	102	1,644.00	FPC Cllrs Allowances
31/03/2022	Town Force Bognor RegisTC	106167	39.60		6.60	4112	202	33.00	Planters at Tesco and Felpham
31/03/2022	Process Matters 2	106168	120.00			4027	101	120.00	Website maintenance Jan-Mar 22
31/03/2022	Claranet Ltd	106169	23.04		3.84	4025	101	19.20	Cancel POP3 a/c Rep 106142
31/03/2022	Event Insurance Sevices	106170	150.00			4026	101	150.00	Event Insurance Fur on Prom
31/03/2022	HSBC	DD	20.00			4025	101	20.00	Bank Charges
Subtotal Carried Forward:			15,252.64	0.00	451.61			14,801.03	

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Cashbook 1

HSBC A/C's

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Payments made between 01/03/2022 and 31/03/2022

Nominal Ledger Analysis							
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount Transaction Details</u>
Total Payments:			15,252.64	0.00	451.61		14,801.03

Date 31/03/2022

Felpham PC

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Time 13:03

End Date of Assessment 31/03/2022

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
31/07/2021	918455404	Hot Water Heater FCH Kitchen	Felpham PC	63.10
01/11/2021	777853369	Cancel POP3 a/c (D Hammond)	Felpham PC	3.84
01/11/2021	777853369	Cancel POP3 a/c (D Hammond)	Felpham PC	-3.84
01/11/2021	777853369	Cancel POP3 a/c Rep 106142	Felpham PC	3.84
15/12/2021	553769603	Community Hall Electric Bill	Felpham PC	56.38
17/12/2021	803892226	Grenke - Photocopier Qtrly	Felpham PC	96.40
31/12/2021	530008893	Waste Collection FCH	Felpham PC	17.60
03/01/2022	803892226	Grenke - Photocopier Insure	Felpham PC	35.05
08/01/2022	245719348	Community Hall phone/internet	Felpham PC	24.78
10/01/2022	127600045	CCTV Camera Repair	Felpham PC	9.50
10/01/2022	577704800	Gas - Community Hall Gas	Felpham PC	131.00
10/01/2022	319427788	Water supply and waste FCH	Felpham PC	2.35
18/01/2022	976538367	Security Patrol Dec & Xmas	Felpham PC	95.60
27/01/2022	553769603	Elec Community Hall Dec21	Felpham PC	57.46
31/01/2022	530008893	Waste FCH	Felpham PC	14.93
01/02/2022	319427788	FCH Water	Felpham PC	3.22
01/02/2022	217915261	TIMPSONS Keys for FCH	Felpham PC	4.25
03/02/2022	615242077	Green Waste Clearance at FCH	Felpham PC	7.35
04/02/2022	553769603	Electric FCH	Felpham PC	60.01
07/02/2022	577704800	Gas FCH	Felpham PC	152.42
08/02/2022	313628126	RDW Book & Paper Conservation	Felpham PC	6.60
08/02/2022	976538367	Avantguard	Felpham PC	84.48
09/02/2022	245719348	FCH & Parish Phone/Broadband	Felpham PC	24.98
25/02/2022	943048330	Mr G Powell Allotments Skip	Felpham PC	36.00
28/02/2022	976538367	Security Patrol	Felpham PC	71.68
28/02/2022	530008893	Bins FCH	Felpham PC	14.93
01/03/2022	319427788	Water FCH	Felpham PC	2.07
04/03/2022	920950827	Year End Close Down / Accounts	Felpham PC	80.00
08/03/2022	245719348	Telephone / Internet Fpc	Felpham PC	24.78
08/03/2022	577704800	Gas FCH	Felpham PC	102.84
09/03/2022	553769603	FCH Electric	Felpham PC	47.03
10/03/2022	156210732	Copying and Copier Assoc Costs	Felpham PC	39.04
10/03/2022	536153357	Stamps/Stationary/Noticeboard	Felpham PC	26.64
24/03/2022	615242077	Planters at Tesco and Felpham	Felpham PC	6.60
Total VAT Detail from Cashbook				1,402.91