

APPENDIX 1
Councillor Responsibilities 2017/2018

Joint Parish Council	Mike Collins	
Safer neighbourhood Group	Mike Fisher	(PAUL GILL MIKE BOSWELL)
Flood group	Mike Collins	
Picnic Area	Les Gill	
Play Area	Mike Collins	
Street Lights	Les Gill	
Finance	David Fearnside	
Cottages	David Fearnside	Mike Boswell
Highways	Les Gill	
Website	CLERK	
Commuted Sums	Mike Collins	
YLCA	MIKE COLLINS	DAVID FEARNSIDE

APPENDIX 2

Year Ended 31 March 2017

INCOME	31/03/2017	31/03/2016
Rents	£10,804.80	£10,795.00
Fishing Rights	£400.00	£720.00
Bank Interest	£5.78	£5.90
Vat Refund	£1,581.58	£3,393.88
Grass Cutting	£512.43	£849.24
HBC Precept	£0.00	£0.00
Contribution of new bench	£0.00	£0.00
Contribution to defibrillator	£0.00	£0.00
Leeming Lane Garden	£11.00	£11.00
Transparency Code Funding	£224.84	£705.68
Commuted Sums	£0.00	£2,346.23
Total Income	£13,540.43	£18,826.93

EXPENDITURE

Donations	£120.00	£50.00
Clerk's Salary	£1,853.98	£1,474.63
Audit Fees	£100.00	£100.00
Cottage Repairs and Maintenance	£237.89	£1,114.99
Cottage Insurance	£0.00	£116.80
Picnic Area	£2,819.04	£8,709.69
Public Liability Insurance	£1,119.62	£650.52
VAT	£1,463.70	£2,109.14
Play Area	£3,898.89	£348.00
Website	£106.64	£0.00
Installation of bench	£0.00	£0.00
Defibrillator	£0.00	£0.00
Langthorpe Guides	£0.00	£0.00
Subscriptions	£360.50	£587.00
Christmas Lights	£400.00	£200.00
Sundry Expenses	£0.00	£0.00
Training	£18.40	£0.00
Room Hire	£80.00	£100.00
Section 137	£550.00	£420.00
Office and Postage	£220.03	£511.15
Greens and gardens	£540.00	£2,043.00
TOTAL EXPENDITURE	£13,888.69	£18,534.92

Balance forward

Bank Deposit Account 31.03.16	9979.96	£11,974.06	
Bank Current Account 31.03.16	10239.79	£7,953.68	
		£20,219.75	£19,927.74

Add Income £13,540.43 £18,826.93

Less Expenditure £13,888.69 £18,534.92

Balance Forward £19,871.49 £20,219.75

Bank Deposit Account 31.03.17	9,985.74	£9,979.96	
Bank Current Account 31.03.17	£9,885.75	£19,871.49	£20,219.75

Approved..... Chairman Date 16/5/17

Approved..... Councillor for Finance Date 16/5/17

Langthorpe Parish Council

BALANCE SHEET

As at 31 March 2017

CURRENT ASSETS	31/03/2017	31/03/2016
Debtor - VAT	£195.56	£288.13
Bank Balances	£19,871.49	20219.75
Total Assets	£20,067.05	20,507.88
Net Assets	£20,041.74	20,507.88
Represented by		
GENERAL FUND	£20,041.74	20,507.88

The above statement represents fairly the financial position of the authority as at 31 March 2017 and reflects its income and expenditure during the year

Approved by the Parish Council..... 16 MAY2017

Responsible Financial Officer..... HJ N

Chairman..... Mick Carr

TOTAL EXPENDITURE

Balance forward

Bank Capital Account 31.03.16

Bank Current Account 31.03.16

Add Income

Less Expenditure

Balance Forward

Bank Capital Account 31.03.17

Bank Current Account 31.03.17

Approved

Chairman

Date

16/5/17

Approved

Councillor for Finance

Date

16/5/17

APPENDIX 3

	INIT	INIT
LANGTHORPE PARISH COUNCIL INTERNAL CONTROL		
CHECKS		
Accounting records, ie cash book:		
Is the cash book being kept up to date?	Q	Q
Cross reference it with minutes/bank statements/cheque books		
Payments:		
Have they all been properly authorised?		
Are all payments listed in the minutes?	Q	Q
Do payments made correspond with the invoiced amounts?		
Check legitimacy of Direct Debits and Standing Orders		
Cheques:		
Are they properly and fully completed before being signed?		
Are cheque counterfoils always initialled by the signatories?	Q	Q
Paid cheques correspond with bank statements? – also check outstanding payments		
Cheques entered numerically on spread sheet		
Receipts:		
Is income due to the council being collected promptly and in full?		
Are Invoices being raised?	Q	Q
Is income properly controlled pending being paid into the bank? ie in accordance with the council's Financial Regulations?		
Surplus balances:		
Are surplus deposits placed in a suitable interest-earning bank account?	Q	Q
Bank reconciliation:		
Is the council provided with this information regularly? (bi-monthly)	Q	Q
The monthly reconciliation is checked against bank statements?		
VAT paid:		
Is it properly recorded in the cash book?	Q	Q
Claim for refund of VAT made and paid to the council?		
Claim properly submitted in a timely manner?		
Ordering of stationery and supplies:		
Commensurate with the usage requirements of the council?	Q	Q
Internet banking:		
Is internet banking being conducted in accordance with the Finance Regulations?	Q	Q
Tax and NI liabilities:		
HMRC liabilities met?	Q	Q
Real Time Information reporting done on time? (so as not to incur financial penalties for the council).		
Names of persons carrying out the check:		
<i>David Fearnside</i> <i>MIKE COLLINS</i>		
Signatures:		
<i>David Fearnside</i> <i>Mike Collins</i>		
Date check undertaken:		
<i>3 Apr 2017</i>		

APPENDIX 4

Internal Audit of LANGTHORPE Parish Council

Carried out on Monday 10 April 2017 at Coronation Hall, Boroughbridge

Audit Report

Test Reference	Observation
1.	Asset & investment register checks correctly.
2.	Cashbook (computer ledger) is up to date & balances correctly.
3.	RFO has been appointed with specific duties checked two larger payments against Council minutes. VAT accounted for: two annual claims annually to recover amount. S137 expenditure is accounted for and shown to be less than maximum allowed.
4.	Annual return for 2015/16 is available on web site. List of expenditure above £100 — — —.
5.	Minutes record annual risk assessment & update. insurance cover — suggest property insurance should be based on rebuild cost, not sale value: the two are not necessarily connected.
6.	Annual budget prepared & compared periodically with actual spend.
7.	Income recorded. No cash to be banked.
8.	N/A
9.	Contract of employment. Pensions Act — starting date Oct '17. In process. PAYE accounted for.
10.	Register maintained. Has been revalued. inc. valuations — see comment at 5.
11.	Bank reconciliation — every two weeks
12.	12 E accounts prepared only debtor is VAT, duly recorded.

Signed C. L. Owens Name C. L. OWENS

Appointment Chairman, Brufferton PC.

Langthorpe Parish Council
Bank Reconciliation
30 April 2017

Balances as at 30 April 2017

Current account
Money Manager account

Payments not on Statement -
Net balances as at 30 April 2017

£	£
10,000.86	
9986.07	
	£ 19,986.93
	£ 1,435.00
	£ 18,551.93

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

CASH BOOK

Opening balance 1 April 2016
Plus Receipts in Year
Less Payments in Year

Balance per cash book as at 30 April 2017

£	19,871.49
£	865.33
£	2,184.89
£	18,551.93



063190_120 3/ 4 00003 47487 9412 33200

Account Summary

Opening Balance	9,901.75
Payments In	865.00
Payments Out	765.89
Closing Balance	10,000.86

1 April to 30 April 2017

Account Name

Langthorpe Parish Council

International Bank Account Number

GB85MIDL40122870518093

Branch Identifier Code

MIDLGB2120W

Sortcode	Account Number	Sheet Number
40-12-28	70518093	402



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see reverse for call times

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Your Statement

Langthorpe Parish Council
10a Greenholme Close
Langthorpe
York
YO51 9GA



063190_120 1/ 4 00003 47485 9412 33200

Account Summary

Opening Balance	9,985.74
Payments In	0.33
Payments Out	0.00
Closing Balance	9,986.07

International Bank Account Number

GB17MIDL40122891066536

Branch Identifier Code

MIDLGB2120W

Sortcode	Account Number	Sheet Number
40-12-28	91066536	327

1 April to 30 April 2017

Account Name

Langthorpe Parish Council

Your Business Money Manager details

Date	Payment type and details	Paid out	Paid in	Balance
31 Mar 17	BALANCE BROUGHT FORWARD			9,985.74
30 Apr 17	CR GROSS INTEREST TO 29APR2017		0.33	9,986.07
30 Apr 17	BALANCE CARRIED FORWARD			9,986.07

APPENDIX 6

Insurance Quotations 2017/8

NAME	1 YEAR (2017/18)	3 YEARS (2017/2020)
CAME & COMPANY (HISCOX)	£ 969.44	£ 920.97
AON	£ 975.36	£ 926.60
ZURICH	£ 1,002.83	£ 917.95

Current provider - Zurich

SUCCESSFUL QUOTE

Langthorpe Parish Council Asset Register

Schedule of Property

Description	Identification	Purchased	Value	Insured
Rose Cottage, Leeming Lane, Langthorpe, North Yorkshire YO51 9DN	Deeds at	<1835	£ 175,000.00	£ 163,000.00
Holly Tree Cottage, Leeming Lane, Langthorpe, North Yorkshire YO51 9DN	Deeds at	<1835	£ 175,000.00	£ 142,000.00
Picnic Area, Langthorpe	Deeds at	1983	£ 10,000.00	
Picnic Area, Langthorpe	Fishing Rights	1983	£ 3,600.00	
Total value			£ 363,600.00	£ 305,000.00

Schedule of Assets

Description	Identification	Date purchased	Value	Insured
Noticeboards X 3	3 notice boards (Grantham Roundabout, Skelton Road, Leeming Lane)	2009	£ 1,500.00	see street furniture below
Play Area, Leeming Lane, Langthorpe	Leasehold	2007	£ -	
Play Area, Leeming Lane, Langthorpe	Equipment/ gates and fences	2007	£ 70,000.00	£ 74,160.00
Picnic Area, Langthorpe	Furniture	Prior to 2006	£ 5,000.00	£ 8,240.00
Street	Furniture	2014	£ 1,400.00	see above
Total value			£ 77,900.00	£ 82,400.00

Schedule of Assets – Administration

Description	Identification	Purchased	Value	Insured
Computer	Acer Aspire F3-571	Feb-16	£ 349.00	Under Council Insurance policy general cover
Printer	Epsom XP-635	Feb-16	£ 123.00	
Total value			£ 472.00	
Grand Total value			£ 441,972.00	

LANGTHORPE PARISH COUNCIL
PLAYGROUND INSPECTION ROTA

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
LG	TO BE ALLOCATED TO NEW COUNCILORS	MC	PG	DF	MB
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
LG	TO BE ALLOCATED TO NEW COUNCILORS	MC	PG	DF	MB