

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

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

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

GATE AND UPPER HELMSLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

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

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

A. P. C. M.

dated 18 MAY 2016

Signed by:

Chair

M. Morrison REQUIRED

dated

18/5/16

Signed by:

Clerk

PAHWA REQUIRED

dated

18/5/16

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

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

GATE AND UPORE HELMSLEY PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	9609	8720	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	1900	1900	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	103	963	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	0	1033	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	2892	2157	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	8720	8393	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	8720	8393	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	75	75	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	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)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>N/A</td> </tr> </table>		Yes	No		N/A	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	N/A						

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

Signed by Responsible Financial Officer

RAHIL

Date 18/5/16

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

18 MAY 2016

and recorded as minute reference:

A.P.C.M

Signed by Chair of the meeting approving these accounting statements.

M. Harrison

Date 18/5/16

Section 3 – External auditor certificate and report 2015/16 Certificate

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

Enter name of
smaller authority here:

GATE AND UPPER HELMLEY PARISH COUNCIL

Respective responsibilities of the body and the auditor

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

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

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

External auditor report (ACNY0218)

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

The Annual Return was not accurately completed before submission for review:

- The Council has not restated the prior year figures in Boxes 2 and 3, as reported in our prior year External Auditor Report, these figures should read £1,856 and £147 respectively.

The Council should ensure that it has regard to the level of reserves held when considering future precept requests. Any earmarked reserves should be considered and formally approved by the Council.

~~The smaller authority has not provided adequate explanations for the variances between the prior and current year values in Boxes 3 and 6 of Section 2.~~ [Now received.]
P. Littlejohn

External auditor signature

Alan Littlejohn

External auditor name

PKF Littlejohn LLP

Date

28-9-16

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

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

GATE AND UPPER HELMELY PARISH COUNCIL

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

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

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

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Name of person who carried out the internal audit NICOLA MOOCROFT

Signature of person who carried out the internal audit  Date 05/05/2016

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

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

Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Explanation of variances – pro forma

Gate & Upper Helmsley Parish Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2014/15 £	2015/16 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	1900	1900	0	0	N/A
Box 3 Total other receipts	103	963	860	85	GRANT RECEIVED VAT REFUND
Box 4 Staff costs	0	1033	1033	103	PARISH CLERK EMPLOYED
Box 5 Loan interest/ capital repayments	0	0	0	0	N/A
Box 6 All other payments	2892	2157	(735)	25	GRANT PAID
Box 9 Total fixed assets & long term investments & assets	75	75	0	0	N/A
Box 10 Total borrowings	0	0	0	0	N/A
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because RING-FENCED 1000 GENERAL RESERVES 5000				

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Box 5 Loan interest/ capital repayments	0	0	0	0	N/A
Box 6 All other payments	2892	2157	(735)	25	GRANT PAID
Box 9 Total fixed assets & long term investments & assets	75	75	0	0	N/A
Box 10 Total borrowings	0	0	0	0	N/A
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because RING-FENCED 1000 GENERAL RESERVES 5000				

Gate and Upper Helmsley Parish Council

INTERNAL AUDIT REPORT – YEAR ENDED 31 MARCH 2016

To Do:
 Powers
 FR's
 STD's
 Luks
 Insurance
 Reserves
 Assets
 P32's

CHECK	COMPLIANCE?	ACTION RECOMMENDED TO COUNCIL
1	Yes ✓	Ensure that description is provided for goods and services accounted for; invoices are allocated a reference number and this is noted in the cash – providing simplified cross referencing ✓ S137 payments must be noted in the allocated column ✓ Ensure all remittance advice is available for reconciliation with cash book ✓
2	Yes	None
3	Yes	None
4	Yes	None
5	Yes	When the council plans to make expenditure of any kind the clerk needs to check the legislative power that will be used for the expenditure. YLCA is of the opinion that the council undertook three payments which needed to be shown as expenditure made using the power of Section 137 of the Local Government Act 1972 in the year. These are the defibrillator, winter maintenance and competitions. These payments should be identified separately in the council's cashbook and a note made in the minutes to show that this is the legislative power used to make the expenditure.
6	Yes	None
7	Yes	None
8	No	The council is recommended to review its financial regulations in line with the 2016 model as prepared by the National Association of Local Councils. The model is being sent to the clerk. It is noted that the regulations are reviewed annually at the Annual Meeting of the Council.
9	No	Example to be sent to council so that the RFO can draft a set of regulations which are appropriate to the council's financial activities and holdings.

10	VAT has been reclaimed	Yes	None
11	Annual Return figures are correct	No	Account needs to be taken of Ryedale District Council's Council Tax Support Grant (CTSG); precept figure on annual return should be displayed less CTSG, other receipts should include CTSG. ✓
12	Council has approved accounts by the specified date	Yes	None
13	Notice of Electors Rights displayed at the requisite time	Yes	None
14	Petty cash, if any, managed	N/A	N/A
15	Budget drawn up	Yes	None
16	Bank statements reconciled to cash book and all statements present	Yes	None
17	Standing order on contracts adopted	Yes	Require updating to take into account Public Contracts Regulations 2015
18	All payments listed in minutes, including loan payments and income from lettings and other sources	Yes	None
19	Clerk's expenses claimed and correct	Yes	None
20	Standing Orders for the regulation of business adopted	Yes	None
21	Copy of insurance policy seen and Fidelity check	No	Evidence insurance premium paid but no schedule available; council must review adequacy of insurance on an annual basis as part of its risk management policy/strategy.
22	Copy of precept request seen	Yes	None
23	Level of reserves within	No	Advice provided as to recommendations for levels of reserves held by the council.

	the recommendation of the Audit Commission			
24	Significant variances explained	Yes		None
25	Asset register submitted and checked against Annual Return, box 9	Yes		Asset register requires updating.
26	a. Tax and NI properly applied b. Contract of employment in place? c. Real Time Information being carried out?	No		Annual return box 9 displayed number of items on the asset register rather than the total value of the council's assets. Payments seen in bank statements and pay slips provided however, HMRC records are to be forwarded to YLCA to provide evidence of PAYE and NI payments are correct. The contract of employment is fine.
27	Council's own internal control systems in place	Yes	✓	There is a spot check system in place, however there is no record of this being undertaken – evidence should be provided of checks completed. Note the recommendation at point 26 to include HMRC payment as a regular feature of this exercise. The council should ask to see the print out from HMRC which confirms that the quarterly payment has been received. ✓
28	Risk assessment completed for facilities open to the public	No		Risk assessment document provided which requires updating and review on a regular basis and further risk assessment is required for council meeting venue and all other council property.
29	Is the council a sole trustee of a charity?	No	✓	None ✓
30	Is the Council complying with the Transparency Code (councils with income or expenditure under £25,000 pa)	Yes		None
31	Procedures for internet banking checked and spot checks made to ensure that the council is following its policy for such payments	N/A		N/A

	Procedural issues	Yes <input checked="" type="checkbox"/>	Agenda items must denote specific items of business to be transacted. <input checked="" type="checkbox"/>
31			
32	Council considered recommendations made in previous year's internal audit report	No report available.	

Internal Audit Report carried out by: Nicola Moorcroft

Date completed: 5 May 2016

Gate & Upper Helmsley Parish Council

Bank Reconciliation as as 31 March 2016

Balance b/f 01 April 2015	8719.95
Add receipts	2863.25
	<u>11583.20</u>
Less payments	3190.72
Balance c/f 31 March 2015	<u>8392.48</u>

Balance at bank and in hand:

Investment account	7852.97
Current account	608.31
Petty Cash	<u>0.00</u>
	8461.28

Unpresented items:

Ref	Amount
100353	68.80
	<u>0.00</u>
	<u>68.80</u>
	<u><u>8392.48</u></u>

0.00

Gate & Upper Helmsley Parish Council

Inc&Exp 2863.25
S/b Zero 0.00

RECEIPTS 2015-2016

Date	Description	Reference	Amount	Precept	VAT	Interest	Vill Hall	Grant
		2863.25		1900.00	279.26	3.99	50.00	630.00
22/04/2015	RDC	950.00	950.00					
27/05/2015	RDC	50.00	50.00				50.00	
29/05/2015	HMRC	279.26	279.26		279.26			
23/09/2015	RDC	950	950					
22/12/2015	YLCA	630.00	630.00					630.00
08/06/2015	Interest	1.05	1.05			1.05		
07/09/2015	Interest	0.98	0.98			0.98		
07/12/2015	Interest	0.98	0.98			0.98		
07/03/2015	Interest	0.98	0.98			0.98		

2863.25
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Invoice Ref.

Gate & Upper Helmsley Parish Council

PAYMENTS 2015-2016

Incl Exp 3190.72
5/6 Zero 0.00

Date	Description	Reference	Amount	Electricity	Insurance	Cutting	Churchs	Grants	Subs	Training	Hires	Pension	Expenses	Clerk	Vill Hall	Misc	VAT
			3190.72	0.00	313.06	0.00	0.00	1000.00	232.00	16.43	150.00	295.00	75.87	1033.26	60.00	15.00	0.00
15/05/2015	Fiona Hill	100335	137.50														0.00
15/05/2015	YLCA	100336	113.00					113.00									0.00
15/05/2015	YLCA	100337	15.00													15.00	0.00
15/05/2015	Village Hall Committee	100338	150.00								150.00						0.00
20/06/2015	Village Hall Committee	100339	1000.00				1000.00										0.00
20/06/2015	Village Hall Committee	100340	60.00												60.00		0.00
09/09/2015	Fiona Hill	100341	137.80											137.80			0.00
09/09/2015	Came & Country	100342	313.06		313.06												0.00
09/09/2015	Fiona Hill	100343	13.46										13.46				0.00
09/09/2015	Fiona Hill	100344	31.64										31.64				0.00
09/09/2015	Fiona Hill	100345	137.98											137.98			0.00
09/09/2015	HMRC	100346	103.20											103.20			0.00
10/12/2015	Fiona Hill	100347	137.66											137.66			0.00
10/12/2015	HMRC	100348	34.60											34.60			0.00
10/12/2015	Adlent	100349	295.00								295.00						0.00
10/12/2015	Fiona Hill	100350	16.43							16.43							0.00
16/03/2016	Fiona Hill	100351	0.00														0.00
16/03/2016	HMRC	100352	275.72											275.72			0.00
16/03/2016	HMRC	100353	68.80											68.80			0.00
16/03/2016	Fiona Hill	100354	30.87										30.87				0.00
16/03/2016	YLCA	100355	119.00					119.00									0.00

(2016/17)

*No VAT
To Return*

GATE & UPPER HELMSLEY PARISH COUNCIL

Ring Fenced Funding 630.00

Income and Expenditure Account Year Ending 31 March 2016

Village Hall Polling Station -10.00

	31/03/2015	31/03/2016	Budget
Income			
Precept	1900.00	1900.00	
Vat Refund	98.60	279.26	
Village Hall		50.00	
Grant - Transparency Code		630.00	
Bank Interest	3.91	3.99	
Total Income	<u>2002.51</u>	<u>2863.25</u>	
Expenditure			
Street Light Electricity	1263.08	0.00	
Street Light Checking	252.00	0.00	
Insurance	289.47	313.06	
YLCA Subscription	112.00	232.00	
YLCA Training	115.00	16.43	
Village Hall Hire	150.00	150.00	
Dog Litter Bin	110.94	295.00	
Grass Cutting Grants	208.00	0.00	
Parish Grass Cutting	336.00	0.00	
Parish Clerk Expenses	55.10	75.97	
Village Hall Grant		1000.00	
Village Hall		60.00	
Parish Clerk Salary		1033.26	
Miscellaneous		15.00	
Total Expenditure	<u>2891.59</u>	<u>3190.72</u>	
Surplus/(Deficit)	<u>-889.08</u>	-327.47	

Date: 01 April 2016