

KINGS WALDEN PARISH COUNCIL

INTERNAL AUDIT DOCUMENT SCHEDULE

AGAR

Year End Financial Report

Asset Register

Youth Club accounts

Earmarked Reserves

Bank reconciliation (External Auditor Form)

Variances (External Auditor Form)

Banking schedule (Current/Deposit/Cash)

Cashbook (Receipts/Payments)

Bank Statements (Current)

Bank Statements (Deposit)

~~Invoices Received~~

~~Remittances~~

Tom Brindley CILCA

CLERK TO KINGS WALDEN PARISH COUNCIL

29 April 2020

Annual Governance and Accountability Return 2019/20 Part 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 Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 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** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to 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 **before 1 July 2020**.
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 2020**. 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 2020
 - 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 2019/20

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 a publicly accessible website:

Before 1 July 2020 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 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 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 Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. 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 if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- 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 email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
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.		

**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 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 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. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (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

DD/MM/YY DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*If the response is 'no' you must include a note to 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 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2020, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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.

2 External auditor report 2019/20

(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 2019/20

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 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

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

KINGS WALDEN PARISH COUNCIL

ASSET REGISTER		4%		2.5%	
Land		31 March 2019		31 March 2020	
Leasehold land being the playing field area, Ley Green, Kings Walden registered under title no. HD 459578		Land		Book Value	Insurance Value (+2.5%)
Date of lease 25-May-06					
Term 999 years from 25 Ma					
Parties Hertfordshire County Council Kings Walden Parish Council					
Freehold land being land and buildings at Chapel Road, Breachwood Green registered under title no. HD 388620		Land			
Youth Hut	Youth Hut	79,630	120,484 120,484	79,360	123,496
Bus Shelters		9,270	21,783 21,783	9,270	22,328
Bench Oxford Road		9,270		470	500
Youth Hut Contents				9,740	22,828
Furniture, fixtures & fittings					
Other contents					
Computer & Sports equipment					
Television					
Total		4,215	13,685	4,215	- 14,027
Play Equipment	Breachwood Grn				
Tarmac ball game area, two netted iron ballrings					
3 chin-up bars					
Zip wire					
Cradle swings					
2 Toddler sit-on spring rides					
Wooden adventure walk					
Junior swings				Replaced (£1100)	
Hectors House and Spoofum					
Play Area Fencing				13,000 13,000	13,000
Ley Green					
Playdale Adventure Walk					
Junior Swings					
Play Centre					
Total		59,740	72,025	72,740	86,826
MUGA inc Tennis Court					
Outdoor Carpet		32,990		32,990	
Fencing		8,800		8,800	
Access gate		900		900	
Multi goals		7,000		7,000	
Street Snooker					
Games Wall		9,109		9,109	
Rebound panels		1,570		1,570	
Gate		900		900	
Table Tennis					
Steel Table Tennis table		2,995		2,995	
Floodlighting					
Lighting		15,800		15,800	
Gym equipment					
SD191		3,609		3,609	
SD308 Waist & chest system		2,100		2,100	
SD310 sit-up board		1,800		1,800	
CCTV		2,000		2,000	
Benches and Bins		1,300		1,300	
Tennis Court					
Fencing, tarmac and net		28,921		28,921	
Total		119,794	180,371	- 119,794	184,880
Street Furniture					
Litter bins		2,530		2,530	
Six bench seats		1,500		1,500	
Bench The Heath		373		373	
Four notice boards		3,600		3,600	
Two picnic tables		800		800	
Parish Path Benches		600		600	
Total		9,403	11,440	9,403	11,726
Gardening					
Stihl strimmer		250			
Robin strimmer		250			
Stihl blower		275			
Petrol mower		800			
Total		1,575	1,644	-	-
TOTAL ASSETS		283,627	421,432	308,252	443,783
Tuck Shop Stock				0	
		Public liability	10,000,000	Public liability	10,000,000
		Employer liability	10,000,000	Employer liability	10,000,000
		Fidelity	150,000	Fidelity	150,000
		Employees	100,000	Employees	100,000
		Volunteer	100,000	Volunteer	100,000
		Councillors	100,000	Councillors	100,000
		Legal	100,000	Legal	100,000
		Cash	1,000	Cash	1,000

KWPC Youth Club

2019-20

Receipts		Payments		Notes
OBAL	1136.35			
Subs	776.00	Salary	1176.56	
Sales	570.60	Repairs	2823.23	new windows
KWPC	3662.45	Electricity	404.22	new control system
Reserve	1000	WiFi	122.27	(12 months)
		Stock	489.14	
		Sundries	54.98	
	<u>7145.40</u>		<u>5070.40</u>	

CBAL 2075

Reserve 2000
Cash 75
CBAL 2075

2018-19

Receipts		Payments		Notes
OBAL	185.93			
Subs	644.50	Salary	1955.70	(two paid workers)
Sales	764.65	Repairs	560.84	
KWPC	2485.22	Electricity	903.47	
Reserve	1000.00	WiFi	51.98	(5 months)
		Stock	451.05	
		Sundries	20.91	
	<u>5080.30</u>		<u>3943.95</u>	

CBAL 1136.35

Reserve 1000
Cash 136.35
CBAL 1136.35

Total 15,769.01

Environment					
Balance					0
Date	What	Who	Paid	Received	Balance
Mar-15	Grant	NHDC		1000	1000
Dec-15	Litter, rec	Billington	250		750
Jan-16	Grant	NHDC		890	1640
Feb-16	Litter pick	BWG Soc	400		1240
Mar-17	Litter pick	BWG Soc	400		840
Mar-17	Litter pick	Ley Green	150		690
Apr-18	Litter pick	BWG Soc	400		290
Apr-18	Litter pick	Ley Green	200		90
May-19	Litter pick	BWG Soc	90		0
					0
					0
					0

MUGA Sinking Fund					
Balance					6000
Date	What	Who	Paid	Received	Balance
01/04/2015	Movement	KWPC		1000	1000
01/04/2016	Movement	KWPC		1000	2000
31/03/2017	Movement	KWPC		1000	3000
31/03/2018	Movement	KWPC		1000	4000
31/03/2019	Movement	KWPC		1000	5000
31/03/2020	Movement	KWPC		1000	6000
					6000
					6000
					6000
					6000

MUGA Capital					
Balance					0
Date	What	Who	Paid	Received	Balance
01/04/2015	Opening	KWPC		2560	2560
01/05/2015	Tennis Ct	Sports Col	2560		0
					0
					0
					0
					0

Lawrence End Community Fund					
Balance					4,769.01
Date	What	Who	Paid	Received	Balance
01/03/2016	Grant	Lightsource		2,150.00	2,150.00
10/01/2017	Grant	Lightsource		2,149.50	4,299.50
20/12/2017	Grant	Lightsource		2,280.38	6,579.88
01/02/2018	Play equip	Setters	3,456.54		3,123.34
10/03/2018	Play equip	Sovereign	558.08		2,565.26
19/05/2018	Play equip	Sovereign	558.28		2,006.98
22/01/2019	Grant	Lightsource		2356.58	4,363.56
07/02/2020	Grant	Lightsource		2405.45	6,769.01
31/03/2020	Play equip	Ley Green	2000		4,769.01
					4,769.01

Other Earmarked Reserves					
Balance					3000
Date	What	Who	Paid	Received	Balance
01/09/2015	Grant	KWPC		1000	1000
27/05/2016		BWG VH	1000		0
	Grant	HCC		350	350
26/05/2017	Grant	B&L CT		1000	1350
08/02/2018	Grant	HCC		500	1850
01/02/2018	Play	Setters	1850		0
01/04/2018	Recreation	KWPC		1500	1500
01/05/2018	Play Area	HCC		500	2000
31/03/2019	Play Area	KWPC		1200	3200
01/04/2019	Play Area	KWPC		9805.97	13005.97
27/07/2019	Play Area		287.00		12718.97
29/07/2019	Play Area		12718.97		0.00
31/03/2020	BWG Trees			1000	1000.00
31/03/2020	Ley Green trees			2000	3000.00

Youth Hut Business Rates					
Balance					2000
Date	What	Who	Paid	Received	Balance
31/03/2016				500	500
31/03/2017				500	1000
31/03/2018				500	1500
31/03/2019				500	2000
					2000
					2000
					2000

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must include a column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a cash and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **Kings Walden Parish Council**

County area (local councils and parish meetings only): **Hertfordshire**

Financial year ending 31 March 2020

Prepared by (Name and Role): **T H Brindley RFO**

Date: **01/04/2020**

		£	£
Balance per bank statements as at 31/3/20:			
	Lloyds current	1,031.83	
	Lloyds deposit	21,535.71	
[add more accounts if necessary]			
			22,567.54
Petty cash float (if applicable)			75.00
Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)			
	item 1		
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
			-
Add: any un-banked cash as at 31/3/20			
			-
Net balances as at 31/3/20 (Box 8)			22,642.54

Explanation of variances – pro forma

Name of smaller authority: **KINGS WALDEN PAISH COUNCIL**
County area (local councils and parish meetings only):

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

Next, 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 £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	18,473	29,974				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	28,348	27,976	-372	1.31%	NO		
3 Total Other Receipts	8,530	12,294	3,764	44.13%	YES		VAT reclaim = £4,870 (2019=£2,500), Asset disposals (£658). County grants £1000 (2019=£500)
4 Staff Costs	8,504	8,561	57	0.67%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	16,873	39,040	22,167	131.38%	YES		Additional spend: £13,006 + VAT for new fencing for play area. More grants made (2020=£1,588, 2019=£663) Defibrillator £1585 + VAT. Youth hut windows £2317 + VAT, Tree surgery, £390,
7 Balances Carried Forward	29,974	22,643			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	29,974	22,643				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	283,627	308,252	24,625	8.68%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

TOTAL	22,642.54
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CURRENT

Date	Method Account	Db	Cr	Balance	Month_Bal
01/04/2019	OBAL		1,587.73	1,587.73	
10/04/2019	PRECEPT		14,471.90	16,059.63	
23/04/2019	Youth Hut	9.96		16,049.67	
24/04/2019	Youth Club		52.10	16,101.77	
29/04/2019	Todeka	90.00		16,011.77	
29/04/2019	HAPTC	505.16		15,506.61	
29/04/2019	T H Brindley	21.45		15,485.16	
29/04/2019	Breachwood Times	6.00		15,479.16	
29/04/2019	Glasdon	439.74		15,039.42	APR
07/05/2019	Info Comm.	40.00		14,999.42	15,039.42
07/05/2019	Came & Company	1,194.26		13,805.16	
10/05/2019	Youth Club		55.70	13,860.86	
15/05/2019	Todeka	90.00		13,770.86	
15/05/2019	T H Brindley	69.34		13,701.52	
15/05/2019	Ley Green Society	200.00		13,501.52	
15/05/2019	Breachwood Green Socie	400.00		13,101.52	
15/05/2019	R J Dawes	1,016.79		12,084.73	
15/05/2019	BWG School PTFA	385.00		11,699.73	
15/05/2019	K Murphy	125.00		11,574.73	
22/05/2019	H3G	10.21		11,564.52	
23/05/2019	Scottish Power	29.47		11,535.05	
28/05/2019	Scottish Power	142.84		11,392.21	
31/05/2019	J Graziano	37.37		11,354.84	
31/05/2019	Play Safety	210.60		11,144.24	
31/05/2019	HAPTC	70.00		11,074.24	MAY
31/05/2019	Somerles Football		250.00	11,324.24	11,324.24
10/06/2019	DCK Beavers	30.00		11,294.24	
10/06/2019	Criminal records	68.00		11,226.24	
14/06/2019	Youth Club		100.00	11,326.24	
17/06/2019	R J Dawes	250.00		11,076.24	
17/06/2019	ICO	40.00		11,036.24	
21/06/2019	Todeka	90.00		10,946.24	
21/06/2019	T H Brindley	1,895.77		9,050.47	
21/06/2019	CPRE	36.00		9,014.47	
21/06/2019	Youth Club		49.70	9,064.17	
21/06/2019	R Woolner	196.14		8,868.03	
21/06/2019	T H Brindley	21.45		8,846.58	
22/06/2019	H3G	10.21		8,836.37	JUN
28/06/2019	Youth Club		62.60	8,898.97	8,898.97
01/07/2019	A Spyrou	313.78		8,585.19	
01/07/2019	BreachFest	500.00		8,085.19	
05/07/2019	Youth Club		44.10	8,129.29	
15/07/2019	HMRC	32.00		8,097.29	
15/07/2019	DCK Beavers	49.80		8,047.49	
15/07/2019	RJ Dawes	250.00		7,797.49	
15/07/2019	Todeka	90.00		7,707.49	
15/07/2019	BWG Village Hall	287.00		7,420.49	

DEPOSIT

Date	Method	Account	Db	Cr	Balance
01/04/2019	OBAL			28,522.19	28,522.19
09/04/2019				1.13	28,523.32 APR
09/05/2019				1.17	28,524.49 MAY
10/06/2019				1.25	28,525.74 JUN
09/07/2019				1.13	28,526.87
19/07/2019			10,000.00		18,526.87
					18,526.87 JUL
09/08/2019				0.91	18,527.78 AUG
09/09/2019				0.79	18,528.57
13/09/2019				15,000.00	33,528.57 SEP
09/10/2019				1.32	33,529.89 OCT
09/11/2019				1.52	33,531.41 NOV
05/12/2019			5,000.00		28,531.41
09/12/2019				1.25	28,532.66
19/12/2019			2,000.00		26,532.66 DEC
					26,532.66
09/01/2020				1.15	26,533.81
24/01/2020			2,000.00		24,533.81
					24,533.81
31/01/2020			3,000.00		21,533.81 JAN
					21,533.81
					21,533.81
10/02/2020				1.07	21,534.88
					21,534.88 FEB
10/03/2020				0.83	21,535.71
					21,535.71
					21,535.71
					21,535.71 MAR
			22,000.00	15,013.52	

15/07/2019	Youth Club		41.40	7,461.89	
19/07/2019	XFER		10,000.00	17,461.89	
22/07/2019	H3G	10.21		17,451.68	
26/07/2019	HMRC		4,870.12	22,321.80	
29/07/2019	Secure-a-field	15,607.17		6,714.63	JUL
29/07/2019	HMRC	62.60		6,652.03	6,652.03
05/08/2019	Breachwood Times	6.00		6,646.03	
05/08/2019	T H Brindley	71.50		6,574.53	
05/08/2019	A Spyrou	45.47		6,529.06	
22/08/2019	Scottish Power	60.23		6,468.83	AUG
22/08/2019	H3G	10.21		6,458.62	6,458.62
12/09/2019	Precept		14,471.89	20,930.51	
13/09/2019	Youth Club		129.72	21,060.23	
13/09/2019	XFER	15,000.00		6,060.23	
16/09/2019	T H Brindley	1,694.10		4,366.13	
16/09/2019	A Spyrou	94.30		4,271.83	
16/09/2019	R Woolner	78.40		4,193.43	
16/09/2019	Todeka	90.00		4,103.43	
16/09/2019	R J Dawes	250.00		3,853.43	
16/09/2019	HMRC	5.00		3,848.43	
18/09/2019	Playdale	147.10		3,701.33	
20/09/2019	Cricket club		135.00	3,836.33	
18/09/2019	PKF	240.00		3,596.33	
23/09/2019	H3G	10.21		3,586.12	
23/09/2019	G Graziano	85.56		3,500.56	
23/09/2019	T H Brindley	65.82		3,434.74	
23/09/2019	Todeka	90.00		3,344.74	
				3,344.74	SEPT
				3,344.74	3,344.74
04/10/2019	HCC		500.00	3,844.74	
14/10/2019	Chamberlin		665.00	4,509.74	OCTOBER
07/10/2019	Someries Football		250.00	4,759.74	Payments
17/10/2019	JC Agriculture	158.40		4,601.34	2,894.12
17/10/2019	No Butts	564.00		4,037.34	
17/10/2019	Defib Sales	1,722.00		2,315.34	
17/10/2019	R J Dawes	250.00		2,065.34	
17/10/2019	Todeka	90.00		1,975.34	
17/10/2019	T H Brindley	45.05		1,930.29	
18/10/2019	Scottish Power	54.46		1,875.83	Oct_Total
22/10/2019	H3G	10.21		1,865.62	35,713.79
23/10/2019	Youth Club		424.00	2,289.62	
				2,289.62	2,289.62
10/11/2019	Playdale	29.42		2,260.20	
14/11/2019	DCK	49.80		2,210.40	
14/11/2019	JC Agriculture	319.20		1,891.20	
14/11/2019	R Dawes	250.00		1,641.20	
22/11/2019	H3G	10.21		1,630.99	
25/11/2019	T H Brindley	48.91		1,582.08	
25/11/2019	BWG Village Hall	100.00		1,482.08	CURRENT
25/11/2019	DG Taverns		50.00	1,532.08	NOVEMBER

CASH (See Youth Club)		1,557.42	1,492.07	
Date	Method	Account	Db	Cr Balance
01/04/2019	OBAL			140.35 140.35
24/04/2019	XFER	Youth	52.10	88.25
30/04/2019	SUBS			70.10 158.35
30/04/2019	SALES			102.00 260.35
30/04/2019	SPEND		94.70	165.65 APR
10/05/2019	XFER		55.70	109.95
30/05/2019	SUBS			108.00 217.95
30/05/2019	SALES			69.90 287.85
30/05/2019	SPEND		115.55	172.30 MAY
14/06/2019	XFER		100.00	72.30
21/06/2019	XFER		49.70	22.60
28/06/2019	XFER		62.60	- 40.00
30/06/2019	SPEND		30.38	- 70.38
30/06/2019	SUBS			122.00 51.62
30/06/2019	SALES			82.10 133.72 JUNE
05/07/2019	XFER		44.10	89.62
15/07/2019	XFER		41.40	48.22
30/07/2019	SPEND		45.47	2.75
30/07/2019	SUBS			50.00 52.75
30/07/2019	SALES			35.50 88.25
				88.25 JULY
15/08/2019	XFER			45.47 133.72 August
13/09/2019	XFER		129.72	4.00
30/09/2019	SPEND		103.02	- 99.02
30/09/2019	SUBS			84.00 - 15.02
30/09/2019	SALES			83.00 67.98
				67.98 SEPT
30/10/2019	SPEND		85.70	- 17.72
30/10/2019	SUBS			186.00 168.28
30/10/2019	SALES			150.00 318.28
23/10/2019	XFER		424.00	- 105.72 OCT
30/11/2019	SPEND		69.30	- 175.02
30/11/2019	SUBS			124.00 - 51.02
30/11/2019	SALES			80.00 28.98 NOV
19/12/2019	XFER		49.98	- 21.00
				- 21.00 Dec
				- 21.00 Jan
03/02/2020	XFER		4.00	- 25.00
				- 25.00 Feb
	SPEND			- 25.00
09/03/2020	XFER			100.00 75.00
	SUBS			75.00
	SALES			75.00
	XFER			75.00 Mar

25/11/2019	F/FLOW SWITCH		50.00	1,582.08	Payments
25/11/2019	McNeilly	150.00		1,432.08	1,151.68
25/11/2019	Chubb	104.14		1,327.94	Nov_Total
26/11/2019	Todeka	90.00		1,237.94	34,898.33
26/11/2019	Baylie ME Christmas lights		50.00	1,287.94	
29/11/2019	Joy IR Lithium		50.00	1,337.94	1,337.94
02/12/2019	McNeilly	30.00		1,307.94	
02/12/2019	Todeka	90.00		1,217.94	
02/12/2019	JC Agriculture	577.25		640.69	
05/12/2019	Xfer		5,000.00	5,640.69	
05/12/2019	Payroll	1,989.44		3,651.25	
05/12/2019	R J Dawes	250.00		3,401.25	
12/12/2019	Scottish Power	89.22		3,312.03	
19/12/2019	XFER		2,000.00	5,312.03	
19/12/2019	Youth Club		49.98	5,362.01	Dec_Total
21/12/2019	Joe Gaziano	127.76		5,234.25	2,590.04
21/12/2019	R Dawes	2,484.00		2,750.25	26,532.66
21/12/2019	Geoxphere	108.00		2,642.25	- 21.00
21/12/2019	DCK	42.00		2,600.25	29,101.70
22/12/2019	H3G	10.21		2,590.04	
				2,590.04	2,590.04
24/01/2020	xfer		2,000.00	4,590.04	
13/01/2020	R Dawes	250.00		4,340.04	
02/01/2020	Chiltern Society	30.00		4,310.04	
27/01/2020	HAPTC	40.00		4,270.04	
27/01/2020	BWG TIMES	6.00		4,264.04	
27/01/2020	Parish Websites	820.00		3,444.04	
27/01/2020	Todeka	90.00		3,354.04	
27/01/2020	T H Brindley	96.40		3,257.64	
27/01/2020	Open Spaces	1,170.00		2,087.64	
27/01/2020	R Dawes	250.00		1,837.64	
22/01/2020	H3G	10.21		1,827.43	
31/01/2020	Xfer		3,000.00	4,827.43	Jan_Total
				4,827.43	4,827.43
03/02/2020	Todeka	143.98		4,683.45	
03/02/2020	Bedford Windows	2,780.00		1,903.45	
07/02/2020			2,405.45	4,308.90	
07/02/2020	BWG School PTFA	380.00		3,928.90	
07/02/2020	R Dawes	250.00		3,678.90	
19/02/2020	Whitwell FC		250.00	3,928.90	
19/02/2020	Xfer		4.00	3,932.90	
20/02/2020	Scottish Power	66.81		3,866.09	
21/02/2020	NK Edwards	55.00		3,811.09	
21/02/2020	T H Brindley	274.23		3,536.86	
24/02/2020	H3G	10.21		3,526.65	
21/02/2020	James Howe	390.00		3,136.65	
21/02/2020	Todeka	90.00		3,046.65	Feb_Total
29/02/2020				3,046.65	3,046.65
03/03/2020	HCC		500.00	3,546.65	
09/03/2020	A Spyrou	100.00		3,446.65	

12/03/2020	A Spyrou	94.20	3,352.45		
12/03/2020	T H Brindley	1,675.70	1,676.75		
17/03/2020	Zen	0.66	1,676.09		
18/03/2020	Zen	42.00	1,634.09		
18/03/2020	R Dawes	250.00	1,384.09		
18/03/2020	Todeka	90.00	1,294.09		
18/03/2020	T H Brindley	104.55	1,189.54		
18/03/2020	Todeka	19.78	1,169.76		
18/03/2020	Stevenage Signs	104.32	1,065.44		
23/03/2020	H3G	10.21	1,055.23		
30/03/2020	HMRC	23.40	1,031.83	MARCH	#
			1,031.83	1,031.83	
		62538.56	61982.66		

Kings Walden Parish Council Receipts and Payments 2019/20

B Fwd		2019/20
01/04/2019	B/forward	30250.27
Unpresented cq		276.54
Unbanked receipts		0.00
Opening balance		29973.73

Date	Month	Payer	Description	Account	KWPC Ref	c	unclr	Total	Interest	Precept	Grant	YOUTH	Other	Christmas	Month	
09/04/2019	4	Lloyds	Interest	Deposit	R-2020-001	c	0	1.13	1.13							OK
10/04/2019	4	NHDC	Precept	Current	R-2020-002	c	0	13503.77		13503.77						OK
10/04/2019	4	NHDC	CTSG	Current	R-2020-003	c	0	968.13					968.13			OK
30/04/2019	4	Youth Club	Subs	Cash	R-2020-004	c	0	102.00				102.00				OK
30/04/2019	4	Youth Club	Sales	Cash	R-2020-005	c	0	70.10				70.10				OK
09/05/2019	5	Lloyds	Interest	Deposit	R-2020-006	c	0	1.17	1.17							OK
30/05/2019	5	Youth Club	Subs	Cash	R-2020-007	c	0	108.00				108.00				OK
30/05/2019	5	Youth Club	Sales	Cash	R-2020-008	c	0	69.90				69.90				OK
31/05/2019	5	Somerles	Fees	Current	R-2020-009	c	0	250.00					250.00			OK
09/06/2019	6	Lloyds	Interest	Deposit	R-2020-010	c	0	1.25	1.25							OK
30/06/2019	6	Youth Club	Subs	Cash	R-2020-011	c	0	122.00				122.00				OK
30/06/2019	6	Youth Club	Sales	Cash	R-2020-012	c	0	82.10				82.10				OK
09/07/2019	7	Lloyds	Interest	Deposit	R-2020-013	c	0	1.13	1.13							OK
26/07/2019	7	HMRC	VAT	Current	R-2020-014	c	0	4870.12					4870.12			OK
30/07/2019	7	Youth Club	Subs	Cash	R-2020-015	c	0	50.00				50.00				OK
30/07/2019	7	Youth Club	Sales	Cash	R-2020-016	c	0	35.50				35.50				OK
09/08/2019	8	Lloyds	Interest	Deposit	R-2020-017	c	0	0.91	0.91							OK
09/09/2019	9	Lloyds	Interest	Deposit	R-2020-018	c	0	0.79	0.79							OK
12/09/2019	9	NHDC	Precept	Current	R-2020-019	c	0	14471.89		14,471.89						OK
20/09/2019	9	Cricket	Fees	Current	R-2020-020	c	0	75.00					75.00			OK
30/09/2019	9	Youth Club	Subs	Cash	R-2020-021	c	0	84.00				84.00				OK
30/09/2019	9	Youth Club	Sales	Cash	R-2020-022	c	0	83.00				83.00				OK
04/10/2019	10	HCC	Grant	Current	R-2020-023	c	0	500.00			500.00					OK
07/10/2019	10	Somerles	Fees	Current	R-2020-024	c	0	250.00					250.00			OK
09/10/2019	10	Lloyds	Interest	Current	R-2020-025	c	0	1.32	1.32							OK
14/10/2019	10	Chamberlin	Asset disposal	Current	R-2020-026	c	0	665.00					665.00			OK
31/10/2019	10	Youth Club	Subs	Cash	R-2020-027	c	0	186.00				186.00				OK
31/10/2019	10	Youth Club	Sales	Cash	R-2020-028	c	0	150.00				150.00				OK
09/11/2019	11	Lloyds	Interest	Current	R-2020-029	c	0	1.52	1.52							OK
25/11/2019	11	DG Taverns	Donation	Current	R-2020-030	c	0	50.00						50.00		OK
25/11/2019	11	F/LOW SWI	Donation	Current	R-2020-031	c	0	50.00						50.00		OK
29/11/2019	11	Lithium	Donation	Current	R-2020-032	c	0	50.00						50.00		OK
30/11/2019	11	Youth Club	Subs	Cash	R-2020-033	c	0	124.00				124.00				OK
30/11/2019	11	Youth Club	Sales	Cash	R-2020-034	c	0	80.00				80.00				OK
26/11/2019	11	Baylie ME	Donation	Current	R-2020-035	c	0	50.00						50.00		OK
09/12/2019	12	Lloyds	Interest	Deposit	R-2020-036	c	0	1.25	1.25						1.25	OK
09/01/2020	1	Lloyds	Interest	Deposit	R-2020-037	c	0	1.15	1.15						1.15	OK
03/02/2020	2	Whitwell AFC	Fees	Current	R-2020-038	c	0	250.00					250.00			OK
09/02/2020	2	Lloyds	Interest	Deposit	R-2020-039	c	0	1.07	1.07						2656.52	OK
07/02/2020	2	Lightsource	Solar	Current	R-2020-040	c	0	2405.45					2405.45			OK
03/03/2020	3	HCC	Grant	current	R-2020-041	c	0	500.00			500.00					OK
09/03/2020	3	Lloyds	Interest	Deposit	R-2020-042	c	0.00	0.83	0.83						500.83	OK
Total							0.00	40269.48	13.52	27975.66	1000.00	1346.60	9733.70	200.00	40269.48	OK

Total receipts 0.00
Uncleared 70243.21

Reconciliation:			
BANK		Rec & Pay	
Lloyds Current	1031.83	Year Opening	29973.73
Lloyds Deposit	21535.71	Receipts	40269.48
Bank Total	22567.54	Payments	47600.67
CASH	Cash	75.00	
Unpresented chqs –	0.00		
Unbanked receipts +	0.00		
Reconciled balance	22642.54		22642.54
	X-check	0.00	0.00
Annual Return		CASH	
o/bal	29974	OBAL	140.35
precept	27975.66	Receipts	1,492.07
other	12293.82	Payments	1,557.42
	40269		
staff expenses	8561.29	Close	75.00
other	39039.38		
	47600.67		
net	22642.54		
Diif	0		

Annual Return		Rounded	
OBAL	29973.73	0.27	29974.00
Precept	27975.66	0.34	27976.00
Other income	12293.82	0.18	12294.00
Total Income	40269.48		40270.00
			0.00
Staff Costs	8561.29	0.46	8560.83
Other costs	39039.38	0.38	39039.00
Total Costs	47600.67		47599.83
C BAL	22642.54	1.63	22644.17

Payments									TOTAL	5452.75	7412.94	13005.97	591.43	8154.83	4354.46	1141.30	3346.93	443.67	406.46	116.93	1588.00	0.00	1585.00	
Date	h	Cleared	Payee	Description	KWPC Ref	Sup Ref	unclr	Uncleared	Total	Net	VAT	Parks	Fence	Christmas	Payroll	Admin	Highways	Youth Hut	TUCK SHOP	Staff Expenses	Youth Club	S137	Grants	Other
23/04/2019	4	23/04/2019	H3G	Youth Hut	P-2020-001		*	0.00	9.96	9.96								9.96						
29/04/2019	4	29/04/2019	Breachwood Times	Admin	P-2020-002	114	*	0.00	6.00	6.00						6.00								
29/04/2019	4	29/04/2019	HAPTC	Admin	P-2020-003	1920/55	*	0.00	505.16	505.16						505.16								
29/04/2019	4	29/04/2019	T H Brindley	Admin	P-2020-004	20190416	*	0.00	21.45	21.05	0.40					21.05								
29/04/2019	4	29/04/2019	Todeka	Admin	P-2020-005	101397	*	0.00	90.00	75.00	15.00					75.00								
30/04/2019	4	30/04/2019	Youth Club	Youth Club	P-2020-006		*	0.00	94.70	94.70	0.00							94.70						
06/05/2019	5	07/05/2019	Came & Company	Admin	P-2020-007	24017502	*	0.00	1194.26	1194.26						1194.26								
06/05/2019	5	07/05/2019	Info Comm.	Admin	P-2020-008		*	0.00	40.00	40.00						40.00								
07/05/2019	5	31/05/2019	G Graziano	parks	P-2020-009		*	0.00	37.37	37.37		37.37												
07/05/2019	5	15/05/2019	Breachwood Green Sc	Highways	P-2020-010	GRANT	*	0.00	400.00	400.00							400.00							
07/05/2019	5	15/05/2019	BVG PFTA	Highways	P-2020-011	GRANT	*	0.00	385.00	385.00											385.00			
07/05/2019	5	15/05/2019	Ley Green Society	s137	P-2020-012	GRANT	*	0.00	200.00	200.00							200.00							
07/05/2019	5	15/05/2019	Karen Murphy	Admin	P-2020-013	20190506	*	0.00	125.00	125.00						125.00								
08/05/2019	5	15/05/2019	R J Dawes	Parks	P-2020-014	2916	*	0.00	1119.99	933.33	186.66	933.33												
15/05/2019	5	15/05/2019	T H Brindley	Admin	P-2020-015	20190507	*	0.00	69.34	68.86	0.48					43.99			24.87					
15/05/2019	5	15/05/2019	Todeka	Admin	P-2020-016	101398	*	0.00	90.00	75.00	15.00					75.00								
22/05/2019	5	22/05/2019	H3G	Youth Hut	P-2020-017		*	0.00	10.21	10.21								10.21						
30/05/2019	5	30/05/2019	Youth Club	Youth Club	P-2020-018		*	0.00	115.55	115.55									115.55					
31/05/2019	5	31/05/2019	Play Safety	Play area	P-2020-019	42220	*	0.00	210.60	175.50	35.10	175.50												
31/05/2019	5	31/05/2019	Scottish Power	Youth Hut	P-2020-020		*	0.00	142.84	119.03	23.81							119.03						
31/05/2019	5	31/05/2019	Scottish Power	Youth Hut	P-2020-021	601002294072	*	0.00	29.47	24.56	4.91							24.56						
31/05/2019	5	31/05/2019	HAPTC	Admin	P-2020-022		*	0.00	70.00	70.00						70.00								
07/06/2019	6	10/06/2019	Criminal Records Svcs	Admin	P-2020-023	32322	*	0.00	68.00	64.00	4.00					64.00								
07/06/2019	6	10/06/2019	DKC	Admin	P-2020-024	P1324	*	0.00	30.00	25.00	5.00					25.00								
15/06/2019	6	21/06/2019	Payroll	Payroll	P-2020-025		*	0.00	2405.69	2405.69	0.00				2405.69									
16/06/2019	6	17/06/2019	Info Comm.	Admin	P-2020-026		*	0.00	40.00	40.00						40.00								
16/06/2019	6	17/06/2019	R J Dawes	Parks	P-2020-027	2926	*	0.00	250.00	208.33	41.67	208.33												
18/06/2019	6	01/07/2019	BreachFest	S137	P-2020-028	Grant	*	0.00	500.00	500.00											500.00			
18/06/2019	6	21/06/2019	T H Brindley	Admin	P-2020-029		*	0.00	21.45	21.05	0.40								21.05					
18/06/2019	6	21/06/2019	Todeka	Admin	P-2020-030	101399	*	0.00	90.00	75.00	15.00					75.00								
20/06/2019	6	21/06/2019	CPRE	Admin	P-2020-031		*	0.00	36.00	36.00											36.00			
22/06/2019	6	24/06/2019	H3G	Youth Hut	P-2020-032		*	0.00	10.21	10.21								10.21						
29/06/2019	6	29/06/2019	Youth Club	Youth Club	P-2020-033		*	0.00	30.38	30.38									30.38					
15/07/2019	7	05/08/2019	Breachwood Times	Admin	P-2020-034	115	*	0.00	6.00	6.00	0.00					6.00								
15/07/2019	7	15/07/2019	DKC	Admin	P-2020-035	P1438	*	0.00	49.80	41.50	8.30					41.50								
15/07/2019	7	15/07/2019	R J Dawes	Parks	P-2020-036	2937	*	0.00	250.00	208.33	41.67	208.33												
15/07/2019	7	15/07/2019	HMRC	payroll	P-2020-037		*	0.00	32.00	32.00					32.00									
15/07/2019	7	29/07/2019	HMRC	payroll	P-2020-038		*	0.00	62.60	62.60	0.00				62.60									
15/07/2019	7	29/07/2019	Secure-a-field	Play area	P-2020-039		*	0.00	15607.17	13005.97	2601.20		13005.97											
15/07/2019	7	15/07/2019	BVG Village Hall	s137	P-2020-040		*	0.00	287.00	287.00											287.00			
15/07/2019	7	15/07/2019	Todeka	Admin	P-2020-041	101405	*	0.00	90.00	75.00	15.00					75.00								
16/07/2019	7	05/08/2019	T H Brindley	Admin	P-2020-042		*	0.00	96.60	91.08	5.52							20.92		70.16				
22/07/2019	7	22/07/2019	H3G	Youth Hut	P-2020-043		*	0.00	10.21	10.21	0.00							10.21						
23/07/2019	7	05/08/2019	A Spyrou	Youth Club	P-2020-044		*	0.00	45.47	45.47	0.00										45.47			
22/08/2019	8	22/08/2019	H3G	Youth Hut	P-2020-045		*	0.00	10.21	10.21	0.00							10.21						
22/08/2019	8	22/08/2019	Scottish Power	Youth Hut	P-2020-046		*	0.00	60.23	57.36	2.87							57.36						
02/09/2019	9	02/09/2019	Youth Club	Youth Club	P-2020-047		*	0.00	89.12	89.12	0.00								89.12					
16/09/2019	9	16/09/2019	R J Dawes	parks	P-2020-048	2956	*	0.00	250.00	208.33	41.67	208.33												
16/09/2019	9	16/09/2019	HMRC	Payroll	P-2020-049		*	0.00	5.00	5.00	0.00				5.00									
16/09/2019	9	16/09/2019	Payroll	Payroll	P-2020-050		*	0.00	1866.80	1866.80	0.00				1866.80									
16/09/2019	9	16/09/2019	Todeka	Admin	P-2020-051	101411	*	0.00	90.00	75.00	15.00					75.00								
18/09/2019	9	18/09/2019	PKF	Admin	P-2020-052	SB20191893	*	0.00	240.00	200.00	40.00					200.00								
18/09/2019	9	18/09/2019	Playdale	Play area	P-2020-053	36863	*	0.00	176.52	147.10	29.42	147.10												
20/09/2019	9	23/09/2019	T H Brindley	Admin	P-2020-054	20190918	*	0.00	65.82	60.52	5.30	22.89							37.63					
20/09/2019	9	23/09/2019	G Graziano	Highways	P-2020-055	20190719	*	0.00	85.56	71.30	14.26						71.30							
20/09/2019	9	23/09/2019	Todeka	Admin	P-2020-056	101418	*	0.00	90.00	75.00	15.00					75.00								
23/09/2019	9	23/09/2019	H3G	Youth Hut	P-2020-057		*	0.00	10.21	10.21	0.00							10.21						
30/09/2019	9	30/09/2019	Youth Club	Youth Club	P-2020-058		*	0.00	13.90	13.90	0.00								13.90					
04/10/2019	10	18/10/2019	Scottish Power	Youth Hut	P-2020-059	060007327139	*	0.00	54.46	51.87	2.59							51.87						
04/10/2019	10	17/10/2019	JC Agriculture	MUGA	P-2020-060		*	0.00	158.40	132.00	26.40	132.00												
04/10/2019	10	17/10/2019	R J Dawes	parks	P-2020-061	2970	*	0.00	250.00	208.33	41.67	208.33												
14/10/2019	10	17/10/2019	T H Brindley	Admin	P-2020-062		*	0.00	45.05	41.10	3.95	17.50								23.60				
14/10/2019	10	17/10/2019	Todeka	Admin	P-2020-063	101425	*	0.00	90.00	75.00	15.00					75.00								
17/10/2019	10	17/10/2019	No Butts	Highways	P-2020-064	2192241	*	0.00	564.00	470.00	94.00						470.00							
17/10/2019	10	17/10/2019	Defib Sales	other	P-2020-065	1398	*	0.00	1722.00	1435.00	287.00												1435.00	
22/10/2019	10	22/10/2019	H3G	Youth Hut	P-2020-066		*	0.00	10.21	10.21	0.00							10.21						
30/10/2019	10	30/10/2019	Youth Club	Youth Club	P-2020-067		*	0.00	85.70	85.70	0.00								60.70		25.00			
02/11/2019	11	03/12/2019	JC Agriculture	Other	P-2020-068	1836	*	0.00	577.25	481.04	96.21		481.04											

28/04/2020 Page 3



KINGS WALDEN PARISH COUNCIL
MR TOM BRINDLEY
191 HIGH STREET
CODICOTE
HITCHIN
HERTFORDSHIRE
SG4 8UD

Write to us at:
PO Box 1000
Andover
BX1 1LT

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+44 1733 347338 (from Overseas)
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Sort code: **30-95-28**
Account number: **03098704**
BIC: **LOYDGB21067**
IBAN: **GB94 LOYD 3095 2803 0987 04**

TREASURERS ACCOUNT

KINGS WALDEN PARISH COUNCIL

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
18 Mar 20		BALANCE BROUGHT FORWARD			1,509.76
18 Mar 20	Faster Payment	R J DAWES 300000000582224141 KWPC INV 3027 090126 10 18MAR20 22:02	250.00		1,259.76
18 Mar 20	Faster Payment	TODEKA 100000000577299263 KINGS WALDEN PC 404001 10 18MAR20 22:02	90.00		1,169.76
18 Mar 20	Faster Payment	STEVENAGE SIGNS 200000000576870521 KWPC 204112 10 18MAR20 22:02	104.32		1,065.44
23 Mar 20	Direct Debit	H3G 981264533201190320	10.21		1,055.23
30 Mar 20	Bill Payment	HMRC – ACCOUNTS OF	23.40		1,031.83
30 Mar 20		BALANCE CARRIED FORWARD			1,031.83

Transaction Details

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Messages

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KINGS WALDEN PARISH COUNCIL
MR TOM BRINDLEY
191 HIGH STREET
CODICOTE
HITCHIN
HERTFORDSHIRE
SG4 8UD



Your account statement
Statement sheet number: 10
Issue date: 1 April 2020
Page: 1 of 3

Write to us at:
PO Box 1000
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Your branch: **LUTON (306676)**
Sort code: **30-66-76**
Account number: **60960868**
BIC: **LOYDGB21693**
IBAN: **GB10 LOYD 3066 7660 9608 68**

BUS BANK INSTANT
KINGS WALDEN P.C – SPORTS MNGMNT ACCOUNT

Account Summary

Balance On 28 February 2020	£21,534.88
Total Paid In	£0.83
Total Paid Out	£0.00
Balance On 9 March 2020	£21,535.71

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
28 Feb 20		BALANCE BROUGHT FORWARD			21,534.88
9 Mar 20		INTEREST (GROSS)		0.83	21,535.71
09 Mar 20		BALANCE CARRIED FORWARD			✓ 21,535.71

Transaction Details

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