

ORTON PARISH COUNCIL

Annual Governance and Accountability Return – Section 2 Orton Parish Council (1) for year ending 31st March 2018

These notes and explanations apply to boxes 2, 3, 4, 6 and 9 of the Accounting Statement.

Notes on Significant variations.

2. Annual precept. Variation £5,217/£6,245 an increase of £1,028

The annual precept for 2017/18 was increased by £1,028 compared to 2016/17 to cover the costs of a possible election, the loss of the Parish Grant, a general increase in costs and the costs of setting up a new website.

3. Total other receipts. Variation £988/£4,099 an increase of £3,111

More grant money was received in 2017/18 compared to 2016/17, £3,253 in 2017/18 and £50 in 2016/17, giving a positive variance of £3,203. Reparation money was received from the person who damaged the salt bin, giving a positive variance of £200. In 2017/18, £372 in VAT payments were refunded, compared to £292 in 2016/17, giving a positive variance of £80.

No CTRS grant was received this year, giving a negative variance of £128, when compared to 2016/17. There were no insurance claims in this year, giving a negative variance of £244.

In summary the total receipts for 2017/18 were increased by £3,111 when compared to 2016/17.

Grants received	3,203
Salt bin payment	200
VAT refund	80
CTRS grant	-128
Insurance claim	-244
Total	3,111

4. Staff costs. No variation £2,296/£2,296

The salary of the clerk and staff costs remained unchanged.

6. Total other costs. Variation £4,707/£6,427 an increase of £1,721

Grant money of £2,005 was given to the Village Hall in 2017/18 but only £500 in 2016/17, resulting in an increased variance of £1,505. In addition, further repairs to the play area were needed in 2017/18 at a cost of £638 giving a positive variance of £537 on the previous year. It was necessary to host a new website in 2017/18 so these costs, along with the cost of staff training, combined to give an increased variance of £140 and £270 respectively. The cost of grass-cutting in 2017/18 was increased from £1,160 to £1,354 as more cuts were taken, giving an increased variance of £194. In 2017/18, a salt bin was replaced after it was damaged in a road traffic incident: this resulted in an increased variance of £155. (However, this cost and the cost of installation were offset by £200 reparation from the responsible driver.) Two Parish Councillors, Mr G. Wills and Mr A. Rickerby, voluntarily restored a signpost in 2017/18; this required wire brushes, paint, primer and other equipment at a cost of £190 against a cost of £18 in 2016/17, resulting in an increased variance of £172. In 2017/18, it was agreed in 2017/18 to increase the grant for the churchyard upkeep from £500 to £600, resulting in an increased variance of £100. During 2017/18 there was an increase in insurance premium from £645 to £671, caused by an extension of the cover to include another restored signpost, producing a positive variance of £26. Internal audit fees for 2016/17 and 2017/18 were paid this year, producing an increased variance of £41. CALC subscription rose from £157 to £160 in 2017/18, a positive variance of £3.

Less stationary was required in 2017/18 compared to 2016/17 so the cost was reduced from £96 to £59, giving a negative variance of £37. Last year there were two invoices for play area safety checks, amounting

to £114; this resulted in a negative variance of £55 for 2017/18. A newspaper advertisement for grass-cutting tenders was placed in 2016/17 at a cost of £109, this was not needed in 2017/18 thus, a negative variance was created. Two invoices for payroll services were paid in the last tax year, £58 for 2016/17 and £64 for 2017/18, giving a negative variance of £122. No grant money was made to Great Orton School, this year, resulting in a negative variance of £500. Signpost restoration work was carried out by volunteers in 2017/18 so there were no professional expenses incurred, resulting in a negative variance of £600 when compared to 2016/17.

In summary, the total other costs in 2017/18 were increased by £1,721 when compared to 2016/17. The £1 discrepancy between the costs and the variance table below can be accounted for by the rounding up and down process.

Grant [Village Hall]	1,505
Play area repairs	537
Website training	270
Grass-cutting	194
ARCO salt bin	155
Website fees	140
A. Rickerby (wire brushes/paint)	123
Churchyard	100
G. Wills (paint/primer)	49
Internal audit fee	41
Insurance	26
CALC subscription	3
Stationary	-37
Play area safety check	-55
Tender advert	-109
Payroll Services	-122
Grant [Great Orton School]	-500
Signpost Restoration Limited	-600
Total	1,720

9. Total fixed assets. There was no variation.

P. Macdonald
 Clerk to Orton Parish Council (1)
 28th April 2018

ORTON PARISH COUNCIL (1)
Bank Reconciliation at 31st March 2018

Bank Account(s):

Current a/c	£ 3,943.74
Deposit a/c	<u>£ 1,336.13</u>
	£ 5,279.87

Less unpresented cheques (list):

Cheque numbers	100615	£5.40
	100632	£40.00

Add uncleared payment (list):

None

Add Petty Cash:

None

Add Investments:

None

Total

£ 5,234.47

What is the figure in Box 8 in Section 1 of the Annual Return?

£5,234

Does the total equal Box 8 in Section 1 of the Annual Return?

Yes