

BOROUGH GREEN PARISH COUNCIL

Annual Return for y/e 31 March 2020

	31-Mar-19	31-Mar-20
Balances brought forward	121,659	155,362
Annual Precept	169,570	177,470
Total other receipts	52,656	31,681
Staff Costs	70,538	79,942
Loan interest/capital repayments	11,253	11,253
Total other payments	106,832	161,481
Balances carried forward	155,362	111,838
Total cash & investments	155,362	111,838
Total fixed assets	675,904	
Total borrowing	45,306	35,050



Borough Green Parish Council Bank Reconciliation

Financial year ending 31 March 2020

Prepared by (Clerk / Responsible Officer)

3rd June 2020

	£	£
Balance per bank statements as at 31st March 2020		
Current Account	100.00	
NatWest Reserve Acct	117,855.42	
NatWest Business Savings	<u>669.13</u>	
		118,624.55
Less: unrepresented cheques at 31 March 19		
Ford Lease Vehicle	281.88	
COGS Advert Clerk (Voice)	20.00	
B Glew Salary	1,331.42	
HMRC PAYE/NI Jan - Mar 20	3,055.77	
KCC Superannuation (Mar)	1,697.40	
COGS Donation for use of annexe	400.00	
		<u>6,786.47</u>
Net balances as at 31 March 2020		<u>111,838.08</u>

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

**Cash Book:**

Opening Balance 1 April 2019	155,362.09
Add: Receipts incl trf amounts between accts	209,150.92
Less: Payments incl trf amounts between accts	<u>252,674.93</u>
	<u>111,838.08</u>

**Explanation of variances – pro forma**

Name of unitary authority: **BOROUGH GREEN PARISH COUNCIL**  
 County area (local councils and): **TONBRIDGE & MALLING**

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	121,659	155,362				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	189,670	177,470	7,900	4.66%	NO		
3 Total Other Receipts	52,696	31,681	-20,975	39.83%	YES		Please see attached for explanation
4 Staff Costs	70,538	68,137	-1,401	1.99%	NO		
5 Loan Interest/Capital Repayment	11,283	11,283	0	0.00%	NO		
6 All Other Payments	108,732	181,481	54,749	51.30%	YES		Please see attached for explanation
7 Balances Carried Forward	155,362	122,642			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	155,362	155,362				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	875,904		-875,904	100.00%	YES		
10 Total Borrowings	45,306	45,306	0	0.00%	NO		Figures disclosed are as supplied by the PWLB for two Annuity Loans

Threshold errors of up to £2 are tolerated

Variances of £200 or less are ignored

**BOROUGH GREEN PARISH COUNCIL**

Notes to Annual Return 2019/20

**3. Total Other Receipts**

	<u>y/e 2019</u>	<u>y/e 2020</u>	<u>Variation</u>	<u>%</u>
<b><u>Variations</u></b>	<b>31,681</b>	<b>52,656</b>	<b>20,975</b>	<b>39.83</b>
Recreation Ground Income	1,775	1,310	-466	
Skate Park Litter Pick / Inspection Contributions	1,227	1,231	4	
BMPOS Use of Office	150	0	-150	
Potters Mede Income (Rate Rebate Payment 2018 - 2019 Income)	24,090	19,501	-4,589	
Lendon Road Rents		66	66	
R Homes Legacy for Foot Clinic	10,000	0	-10,000	
Cancelled Cheques from previous year	300	454	154	
Vat Repayments (Jan - Mar 2020 still to reclaim)	14,872	8,557	-6,315	
Bank Interest Receivable	242	437	195	
S137 Local Organisations Support		125	125	
Variance Adjustments		0	0	
			<u>-20,975</u>	

**6. All Other Payments**

	<u>y/e 2019</u>	<u>y/e 2020</u>	<u>Variation</u>	<u>%</u>
<b><u>Variations</u></b>	<b>106,732</b>	<b>161,481</b>	<b>54,749</b>	<b>51.30</b>
Administration	8,272.64	9,914.40	1,642	
S.137 payments / donations	5,938.31	4,714.44	-1,224	
Village Enhancement	6,248.16	8,580.43	2,332	
Street Lighting	11,439.42	11,924.20	485	
Parish Vehicle	4,002.80	4,281.36	279	
Recreation Ground	8,949.66	9,350.75	401	
Potters Mede (Goal Mouth Renovations / Pitch Repairs/ Rate Recovery Fee / Mower 2018-19 Expenditure)	30,816.37	16,849.71	-13,967	
Skate Park Maintenance / Repair Costs	3,682.60	3,549.12	-133	
War Memorial Maintenance Costs	91.50	56.25	-35	
Village Hall Office Rent	3,000.00	1,500.00	-1,500	
Local Plan Legal Expenses	12,489.29	5,716.24	-6,773	
Southbeats Festival Licence Legal Expenses		500.00	500	
Uncontested Election Fee		806.70	807	
Harrison Road Land Acquisition		72,828.20	72,828	
VAT	11,801.27	10,909.20	-892	
			<u>54,749</u>	