

# QUERNMORE PARISH COUNCIL

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## SUMMARY RECEIPTS AND PAYMENTS ACCOUNT for the year ending 31<sup>st</sup> MARCH 2019

### Note

I, RB Alexander, Responsible Financial Officer, declare that the status of these Accounts and the Accounting Statement as published 1<sup>st</sup> June 2019 are unaudited and may be subject to change.

## SUMMARY RECEIPTS AND PAYMENTS ACCOUNT

### for the year ending 31<sup>st</sup> MARCH 2019

Payments		£
1275	Staff Costs	1275
423	General Administration	572
1200	Section 137 Payments	2300
-	Miscellaneous Payments	-
-	VAT	-
2898	Total Payments	4147

Represented by Deposit in Co-operative Bank	£ 517.94
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Payee	Nature of payment	£
Q. Recreation Club	Grant	1500
Q Methodist Church	Grant	400
St. Peter's Church	Grant	<u>400</u>
		£ 2300

Chairman

Responsible Financial Officer

Date \_\_\_\_\_

Date : 13/05/2019

06/05/2019

# QUERNMORE PARISH COUNCIL

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Year Ending 31<sup>st</sup> March 2019

## Notes to the summary receipts and payments account

### 1. Assets

1.1 At 31<sup>st</sup> March 2019 the following assets (at original cost price) were held :

Bench 2	£	379	Purchased	06/2007
Bench 3	£	546		09/2008
Bus Shelter	£	<u>2,204</u>		10/2009
Total	£	3,129		

1.2 Purchases

Nil

1.3 Disposals

Nil

### 2. Borrowings

Nil

### 3. Leases

Nil

### 4. Debts outstanding

Nil

### 5. Tenancies

Nil

### 6 Agency work

Nil

### 7. Advertising and publicity

Nil

# QUERNMORE PARISH COUNCIL

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Year Ending 31<sup>st</sup> March 2019

## Notes to the Annual Return Section 1

### 3. Total other receipts

Precept increased by £ 1000.

### 4. Staff Costs

This year the Clerk's Wage was £ 1,000 ( including Tax, deducted in this years A/c), Office Allowance of £ 275 giving a Total of £ 1275.  
Expenses are accounted for in 'other payments'.

**Note** the Clerk's Salary is paid in arrears at the start of the next financial year ( May ) and the tax is now paid in that year. ( 10<sup>th</sup> April )

### 6. Total other Payments :

Expenses increased because there were payments for the Web site this year.

# QUERNMORE PARISH COUNCIL

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## RISK ASSESSMENT.

Property belonging to Quernmore Parish Council:-

### Bus Shelter

Risk – nominal

Inspection – visual monthly

### Bench No 1

Risk – nominal

Inspection – visual monthly

### Bench No 2

Risk – nominal

Inspection – visual monthly

## Funds

Cheque payments approved at meetings. Cheques signed by two named Councillors. The Clerk is not a signatory.

Maximum funds in Bank account £ 4,800

No Petty Cash is held. Clerk pays from own pocket and claims at year end.

Risk – nominal

Fidelity Insurance in place

## Insurances

Zurich Municipal Policy No YLL-122902-4893

Date of Expiry 10<sup>th</sup> October 2019

Public Liability £ 5m

Products Liability £ 5m

Employers Liability £ 10 m