

Smaller authority name: **Kirton and Falkenham Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement 18<sup>th</sup> June 2018</b></p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:</b></p> <p>(b) The Responsible Financial Officer, Kirton and Falkenham Parish Council E: <a href="mailto:david.lines.rfo@gmail.com">david.lines.rfo@gmail.com</a> T:01255 678888 (with voicemail) P: 43 Fourth Avenue, Frinton-on-Sea, Essex CO13 9DY</p> <p>commencing on (c) <b>Tuesday 19<sup>th</sup> June 2018</b></p> <p>and ending on <b>Tuesday 30<sup>th</sup> July 2018</b> _____</p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>)</p> <p><b>5. This announcement is made by David Lines RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## **LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS**

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

### **The basic position**

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### **The right to inspect the accounting records**

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 2-13 July 2018 for 2017/18 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### **The right to ask the auditor questions about the accounting records**

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The



advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Kirton and Falkenham Parish Council

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 2018, that:

	Agreed		
	Yes	No*	
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
			X

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

11.6.18.6ii(a)

dated

11/06/18

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

Chairman

Clerk

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

<http://kirtonandfalkenham.suffolk.cloud/parish-council/> ADDRESS




## Section 2 – Accounting Statements 2017/18 for

Kirton and Falkenham Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	26960	23808	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	14995	16075	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4422	9201	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	4682	5892	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 authority's borrowings (if any).
6. (-) All other payments	17886	10,950	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	23809	32242	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	23809	32242	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	7482	7,482	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.
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)	Yes	No	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.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

  
Date 21/05/18

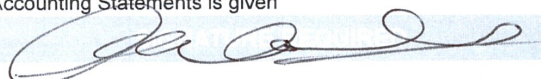
I confirm that these Accounting Statements were approved by this authority on this date:

11/06/18

and recorded as minute reference:

11.6.18.611(b)

Signed by Chairman of the meeting where approval of the Accounting Statements is given





## Annual Internal Audit Report 2017/18

Kirton and Falkenham Parish Council

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 2018.

The internal audit for 2017/18 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.			✓ NO PETTY CASH KEPT
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.	✓		
<b>K. (For local councils only)</b>			
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

31/05/18

Name of person who carried out the internal audit

DF CLIMIN (ON BEHALF OF HEELIS + LODGE)

Signature of person who carried out the internal audit

*St. Climin*

Date

31/05/18

\*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, the annual internal audit report must explain why not (add separate sheets if needed).

# Explanation of variances – pro forma

Name of smaller authority: **Kirton and Falkenham Parish Council**

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

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

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
<b>Box 2</b> <i>Precept or Rates and Levies</i>	14995	16075	1080	7.2	n/a
<b>Box 3</b> <i>Total other receipts</i>	4422	9201	4779	108.07	£5,535 VAT repayment collected on behalf of Recreation Ground Trust Nett increase of <b>£1,899</b>  £3,300 grants received Nett increase of <b>£2,798</b>
<b>Box 4</b> <i>Staff costs</i>	4682	5892	1210	25.84	Employment of RFO April 1 2017 <b>£1212</b> annual salary
<b>Box 5</b> <i>Loan interest/ capital repayments</i>	n/a	n/a		n/a	n/a
<b>Box 6</b> <i>All other payments</i>	17886	10950	6936	(38.78)	<b>Nett reductions/increases</b> VAT repayment Rec. Grnd Trust <b>£5,306</b> less Clerk and Councillor Expenses <b>£596</b> less Insurance <b>£410</b> less Software, Subs and Publicity <b>£500</b> more Grants <b>£204</b> more Horticultural Expenses <b>£882</b> less Repairs and replacements <b>£500</b> less
<b>Box 9</b> <i>Total fixed assets &amp; long term investments &amp; assets</i>	7482	7482	0	0	n/a
<b>Box 10</b> <i>Total borrowings</i>	n/a	n/a			n/a
<b>Explanation for 'high' reserves</b>	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: Suffolk Coastal Grant for Speed Indicator Device <b>£2,500</b> / SCC Grant for Village Green Bollards <b>£800</b> / Election Reserve <b>£700</b> / Specialist fees contingency (Legal and Planning) to challenge upcoming major planning application <b>£21,000</b> / Maintenance contingency <b>£1,000</b> / Unallocated <b>£6,242</b> ( approx. four months of projected 18/19 expenditure)				



**Kirton and Falkenham Parish Council**  
**STATEMENT OF ACCOUNTS**

		RECEIPTS	PAYMENTS
Balance at Bank		23,808.30	
Precept	16,075.00		
SCC Locality Grant	800.00		
SCDC Community Enabling Fund	2,500.00		
Bank Interest	15.37		
Collections	165.00		
Salaries /PAYE			5,892.08
Stationery/Post/Telecoms			396.99
Mileage			75.60
Insurance			1,238.01
Annual subscriptions			524.01
Councillor Expenses			95.50
Semi-Annual Grants			4,500.00
Section 137/145 Grants			1,820.00
Audit			100.00
Training			38.00
Website and Accounting Licences			375.54
Village Green grass cutting			575.00
Publicity			175.50
Village Green Electricity			32.90
Repairs and Replacements			73.50
VAT Refund RG	5,535.53		587.73
Bank Charges			54.00
VAT	185.20		288.27
		<b>25,276.10</b>	<b>16,842.63</b>
<b>Closing Balances:</b>			
Balances in Bank Account			32,241.77
<b>TOTAL</b>		<b>49,084.40</b>	<b>49,084.40</b>

**KIRTON & FALKENHAM PARISH COUNCIL**

**Asset Register 2018**

<u>Date</u>	<u>Description</u>	<u>Location</u>	<u>Cost/Value</u>	<u>Status</u>	<u>PC asset</u> £
01/03/1973	Village Green	Falkenham/Trimley Road junction	£1.00	Historic	
28/03/1983	Bus Shelter	Village Green	£1,500.00	Historic	1500
25/07/1989	Village Sign	Village Green	£230.00	Historic	230
19/10/1999	9 No sand bins	Various roadsides	£520.00	Historic	520
20/07/2002	2 No dog bins	Various roadsides	£162.00	Replacement cost	162
16/11/2004	1 set tree lights	Village Green	£250.00	Replacement cost	250
17/01/2005	Notice board	Village Green	£717.00	Replacement cost	717
12/01/2006	Cashbook software	Clerk	£60.00	Historic	60
02/09/2006	No-Parking signs	Village Green	£150.00	Historic	150
30/10/2006	2nd set tree lights	Village Green	£253.00	Replacement cost	253
22/11/2006	2 No grit bins	Church Ln/Oakdene	£319.00	Replacement cost	319
01/12/2006	Dell laptop computer	Clerk	£1.00	Nominal value	1
09/02/2008	BX300F photocopier	Clerk	£58.00	Replacement cost	58
30/06/2010	Memorial Plaque	Village Green	£30.00	Replacement cost	30
10/09/2012	Jubilee beacon	Village Green	£196.00	Replacement cost	196
16/11/2012	3rd set tree lights	Village Green	£344.00	Replacement cost	344
11/12/2013	Tree light safety equ	Village Green	£50.00	Replacement cost	50
11/12/2013	Laptop + hard drive	Clerk	£500.00	Replacement cost	500
10/03/2014	1 No dog bin	Falkenham Dog	£200.00	Replacement cost	200
05/01/2015	2 picnic tables	Village Green	£938.00	Replacement cost	938
28/03/2015	3 dog bins	Back Road	£200.00		200
		Bucklesham Road	£200.00	Replacement cost	200
		Back Lane	£200.00		200
01/09/2015	Defibrillator	White Horse PH	£1,200.00	Replacement cost	
19/09/2017	Footpath NB sign	Village Green	£404.00	Replacement cost	404
13/03/2018	Verge posts	Village Green	£700.00	Replacement cost	
<b><u>Total PC assets</u></b>					<b><u>£7,482</u></b>



**Kirton and Falkenham Parish Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

**Cost Centre A - Receipts**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
1	Precept	16,075.00	16,075.00					
2	SCC Locality Grant		800.00	800				800
3	SCDC Community Enabling Fund		2,500.00	2,500				2,500
4	Bank Interest		15.37	15				15
5	Other Grants and Donations							
6	Collections		165.00	165				165
29	VAT Refund RG		5,535.53	5,536		587.73	-588	4,948
30	VAT Refund PC							
<b>SUB TOTAL</b>		<b>16,075.00</b>	<b>25,090.90</b>	<b>9,016</b>		<b>587.73</b>	<b>-588</b>	<b>8,428</b>

**Cost Centre B - Administration**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
7	Salaries /PAYE				5,882.00	5,892.08	-10	-10
8	Stationery/Post/Telecoms				770.00	396.99	373	373
9	Mileage				125.00	75.60	49	49
10	Insurance				1,822.00	1,238.01	584	584
12	Annual subscriptions				607.00	524.01	83	83
13	Councillor Expenses				180.00	95.50	85	85
20	Audit				190.00	100.00	90	90
21	Training				202.00	38.00	164	164
22	Election Costs							
23	Website and Accounting Licences					375.54	-376	-376
26	Publicity				202.00	175.50	27	27
31	Bank Charges					54.00	-54	-54
<b>SUB TOTAL</b>					<b>9,980.00</b>	<b>8,965.23</b>	<b>1,015</b>	<b>1,015</b>

**Cost Centre C - Recreation Ground**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
14	Semi-Annual Grants				4,554.00	4,500.00	54	54
16	Hedge-cutting contribution							
17	VAT Refund/Advance							
<b>SUB TOTAL</b>					<b>4,554.00</b>	<b>4,500.00</b>	<b>54</b>	<b>54</b>

**Cost Centre D - Section 137/145 Grants**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
15	Section 137/145 Grants				1,822.00	1,820.00	2	2
<b>SUB TOTAL</b>					<b>1,822.00</b>	<b>1,820.00</b>	<b>2</b>	<b>2</b>

**Cost Centre E - Environment**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
19	Village Green Tree and Shrub cut				300.00		300	300
24	Village Green grass cutting				510.00	575.00	-65	-65
27	Village Green Electricity				30.00	32.90	-3	-3
28	Repairs and Replacements					73.50	-74	-74
<b>SUB TOTAL</b>					<b>840.00</b>	<b>681.40</b>	<b>159</b>	<b>159</b>

<b>NET TOTAL</b>	<b>16,075.00</b>	<b>25,090.90</b>	<b>9,016</b>	<b>17,196.00</b>	<b>16,554.36</b>	<b>642</b>	<b>9,658</b>
<b>V.A.T.</b>		<b>185.20</b>			<b>288.27</b>		
<b>GROSS TOTAL</b>		<b>25,276.10</b>			<b>16,842.63</b>		

# Kirton and Falkenham Parish Council

	<b>Bank Reconciliation at 31/03/2018</b>		
	Cash in Hand 01/04/2017		
			23,808.30
	<b>ADD</b>		
	Receipts 01/04/2017 - 31/03/2018		25,276.10
			49,084.40
<b>A</b>	<b>SUBTRACT</b>		
	Payments 01/04/2017 - 31/03/2018		16,842.63
	<b>Cash in Hand 31/03/2018</b> (per Cash Book)		<b>32,241.77</b>
	Cash in hand per Bank Statements		
	Cash	01/06/2017	0.00
	Barclays Community	31/03/2018	1,422.69
	Barclays Business Premium	31/03/2018	16,897.49
	NS&I Recreation Ground	12/10/2017	0.00
	NS&I Village Green	12/10/2017	0.00
	Unity Trust	31/03/2018	13,921.59
<b>B</b>			<b>32,241.77</b>
	Less unpresented cheques		
	As attached		0.00
	Plus unpresented receipts		32,241.77
	As attached		0.00
	<b>Adjusted Bank Balance</b>		<b>32,241.77</b>
	<b>A = B Checks out OK</b>		