

Section 1 – Accounting statements 2013/14 for

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance								
	31 March 2013 £	31 March 2014 £									
			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.								
1 Balances brought forward	3,970	3,192	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 (+) Annual precept	2,850	3,166	Total amount of precept received or receivable in the year.								
3 (+) Total other receipts	142	784	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.								
4 (-) Staff costs	1,520	1,200	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 council's borrowings (if any).								
6 (-) All other payments	2,250	1,044	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	3,192	4,898	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)								
8 Total cash and short term investments	3,192	4,898	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.								
9 Total fixed assets plus other long term investments and assets	0	0	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council 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 Disclosure note	<table border="1"> <tr> <td>yes</td> <td>no</td> <td>yes</td> <td>no</td> </tr> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </table>		yes	no	yes	no	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.
yes	no	yes	no								
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>								
Trust funds (including charitable)											

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Bank reconciliation

This reconciliation should include all bank and building society accounts, including investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 2014" in Section 1 of the Annual Return – and will also agree to Box 7 where the accounts are prepared on a receipts and payment basis.

Bank Reconciliation

Local Council Name: **Blo' Norton Parish Council**

Financial year ending 31 March 2014

Prepared by Michele Collins, Parish Clerk/RFO

Date: 14 April 2014

Balance per bank statements as at 31 March 2014:	£	£
Eg Current account	2234.07	
Deposit account	<u>2674.39</u>	
		4908.46
Less: any un-presented cheques at 31 March 2014 (normally only current account)		
Cheque Number: - 348	<u>(10.10)</u>	
		4898.36
Add: any un-banked cash at 31 March 2014		
None		
Net balances as at 31 March 2014:		<u>4898.36</u>

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

CASH BOOK

Opening Balance 1 April 2013	£3192
Add: Receipts in the year	£3950
Less: Payments in the year	(£2244)
Closing balance per cash book [receipts and payments book] as at 31 March 2014 (must equal net balances above)	£4898.36