



Clotton Hoofield Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2021 - 31st March 2022

Email: clerk.clottonhoofieldpc@gmail.com

Mobile: 07784 486 767

Information included:

Bank Reconciliation (below)

Significant variances explanation

Year End Accounts

Asset Register

Risk Assessment

Chairman for Year 2020-21

Richard Roberts

Email: roberts.ro@aol.co.uk

CASH BOOK

Balance brought forward	£9,881
PLUS: Receipts	£7,003
LESS: Payments	-£6,040
	<hr/>
	£10,843

BANK

Barclays Current Account	£962
Barclays Deposit Account	£9,882
LESS: unpaid cheques	£0
	<hr/>
	£10,843

S137 Limit for 2021-22	2708.02
Total Spend for year	250

Parish Council Minutes are available at <https://www.clottonhoofieldparishcouncil.co.uk/minutes/>

Explanation of variances – pro forma

Name of smaller authority: **Clotton Hoodfield Parish Council**

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue Highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the pro forma where relevant.

	2020-21 £	2021-22 £	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	11,030	9,881				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree - query this	
2 Precept or Rates and Levies	5,560	6,332	772	13.88%	NO		In 2020-21 we received the following additional money:- £2,000 from CWAC Members Budget £1,166 in bank interest £200 Lloyds Bank in Compensation In 2021-22 we received the following additional money:- £0.96 in bank interest £689.86 VAT Rebate
3 Total Other Receipts	2,213	671	-1,542	70%	YES		
4 Staff Costs	3,369	3,336	-33	0.97%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	5,553	2,704	-2,849	51.31%	YES		Professional Services for 2021-22 = £461,00 Professional Services for 2020-21 = £604 General Services for 2021-22 = £379,70 General Services for 2020-21 = £215 Administration for 2021-22 = £928,96 Administration for 2020-21 = £1,061 Grants and Projects for 2021-22 = £731,70 Grants and Projects for 2020-21 = £2,967 VAT for 2021-22 = £202,59 VAT for 2020-21 = £869,86
7 Balances Carried Forward	9,881	10,843				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	9,881	10,843				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	3,751	4,329	578	15.41%	YES		Purchased new planter which is positioned outside of the Bulls Head in Clotton £578
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	
Earmarked reserves:			
Reserve 1	3250		A51 Speed Limit (40 Speed Reduction)
Reserve 2	2500		Election Reserve
Reserve 3	2673		Portion of Precept
Reserve 4	920		CIL Projects
Reserve 5			
Reserve 6			
		9343	
General reserve	1500		General Reserves
		1500	
Total reserves (must agree to Box 7)		10843	

Clotton & Hoofield Parish Council Cashbook 2021-22

STATEMENT DATE	Description	Res	M/P	Power	People	EXPENDITURE Including VAT							Receipts	Totals	Comments		
						Professional Services	General Services	Admin	Projects	Projects & Grants from Reserves	VAT Reclaim	RECEIPTS					
09/04/2021	Interest	11	98										0.06	0.06	Bank Interest	1	
12/04/2021	CVA/C	11	98									6,332.00	6,332.00	Precept	2		
13/04/2021	The Accounts Centre	12	98	1									-12.00	-12.00	Payroll for March	3	
06/05/2021	T Ryall-Harvey	12	98	1	-£219.59								0.08	-219.59	Clerk's Salary	4	
10/05/2021	Interest												0.08	0.08	Bank Interest	1	
19/05/2021	CHALC	12	98	8										-129.96	Annual Subscription	5	
19/05/2021	T Ryall-Harvey	12	98	1										-162.70	Clerk's Expenses	6	
19/05/2021	P Sanders	12	98	1	-£219.59									-219.59	Clerk's Salary Tax Point 2	7	
19/05/2021	Game & Co	12	98	4										-51.00	Internal Auditor	8	
09/06/2021	Interest												0.08	-218.00	Annual Insurance Renewal	9	
17/06/2021	HMRC Q1	21	102	1	-£164.60									0.08	0.08	Bank Interest	10
25/06/2021	T Ryall-Harvey	21	102	1										-164.60	PAYE for Q1	11	
09/07/2021	Interest	21	102	7									0.08	-219.39	Clerk's Salary Tax Point 3	11	
20/07/2021	Amberol	21	102	1										0.08	0.08	Bank Interest	12
20/07/2021	Autela Payroll Services Limited	21	102	1										-578.04	Bank Interest	13	
20/07/2021	CHALC	21	102	2										-50.40	Planter for Clotton	14	
20/07/2021	T Ryall-Harvey	21	102	1										-25.00	Payroll Services Q1	15	
26/07/2021	T Ryall-Harvey	21	102	1										-211.05	Using Facebook Training	16	
09/08/2021	Interest	25	106	1	-£219.59									-219.59	Clerk's Salary Tax Point 4	17	
25/08/2021	T Ryall-Harvey	25	106	1										0.08	0.08	Clerk's Salary Tax Point 5	18
09/09/2021	Interest	25	106	8										-219.59	Bank Interest	19	
15/09/2021	CO Data Protection	25	106	1										0.08	0.08	Bank Interest	20
24/09/2021	HMRC Q2	25	106	7	-£164.60									-35.00	Data Protection Subscription	21	
24/09/2021	Mr R Roberts	25	106	1										-164.60	PAYE for Q2	22	
24/09/2021	T Ryall-Harvey	25	106	1										-41.93	Plans for Hoofield Planner	23	
27/09/2021	T Ryall-Harvey	25	106	1										-72.59	Clerk's Expenses	24	
27/09/2021	Autela Payroll Services Limited	28	109	1	-£219.39									-219.39	Clerk's Salary Tax Point 6	25	
06/10/2021	Beeston & Tarporley Station Rd	28	110	3										-50.40	Payroll Services Q2	26	
06/10/2021	One.com	28	110	8										-250.00	Grant	27	
11/10/2021	Interest	28	109	1										-170.24	Website Annual Subscription	28	
25/10/2021	T Ryall-Harvey	28	109	1										0.09	0.09	Bank Interest	29
09/11/2021	Interest	34	112	2										-219.59	Clerk's Salary Tax Point 7	30	
17/11/2021	CHALC	28	110	1										0.08	0.08	Bank Interest	31
25/11/2021	T Ryall-Harvey	28	109	1										-30.00	Using Facebook Training	32	
08/12/2021	Autela Payroll Services Limited	34	112	1										-88.42	Clerk's Expenses	33	
08/12/2021	HMRC - PAYE	34	112	6										-219.39	Clerk's Salary Tax Point 8	34	
09/12/2021	Huxley Village Hall	34	112	1										-50.40	Payroll Service Q3	35	
24/12/2021	T Ryall-Harvey	34	112	1										-168.60	PAYE Q3	36	
10/01/2022	Interest													-10.00	Room Hire	37	
18/01/2022	T Ryall-Harvey	34	112	1										0.08	0.08	Bank Interest	38
25/01/2022	T Ryall-Harvey	34	112	1										-235.21	Clerk's Salary Tax Point 9	39	
09/02/2022	Interest													0.09	0.09	Bank Interest	40
25/02/2022	T Ryall-Harvey	43	115	1										-167.00	Clerk's Salary Tax Point 10	41	
														-225.96	Clerk's Expenses	42	
														0.08	0.08	Clerk's Salary Tax Point 11	43

CLOTTON HOOFIELD PARISH COUNCIL

Asset Register

FIXED ASSETS	Purchase date	Cost	Location	Register Previously	Register 2019-20	Register 2020-21	Register 2021-22
1 HP Scanner	15/01/2017	29.17	Clerk	£29.17			
1 Acer Laptop	19/01/2017	215.83	Clerk	£215.83			
2 Display Boards	13/09/2017	153.00	Clerk	£153.00			
2 x Noticeboards	Nov 2020	2745.00	Hoofield & Clotton			£2,745.00	
1x Planter	Jan 2020	608.04	Hoofield		£608.04		
1 x Planter	July 2021	£578.04	Clotton (Bull's Head)				578.04
TOTAL		£3,751.04		£398.00	£608.04	£2745.00	£578.04

Mrs T Ryall-Harvey
Clerk,
Clotton Hoofield Parish Council
28-03-2022

CLOTTON HOOFIELD PARISH COUNCIL

Risk Assessment reviewed March 2022

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Minute – RFO check & action	Diary
	Not paid by CWaCC	L	Minute - RFO check & action	Diary
Other income	Adequacy of precept	H	Ongoing review	Diary
	Cash handling	L	Avoid cash	Annual review of controls
	Cash banking	L	Bank recon. at every ordinary meeting	Member to verify
Grants	Claims procedure	M	RFO check & action	Diary
	Receipt of grant	M	RFO check & action	Diary
Investment Income	Receipt	L	RFO check & action	Diary
	Surplus funds	L	Review annually	Diary
Salaries	Wrong payment	M	RFO check & action	Member to verify
Direct costs	Invoice & cheque accurate	M	RFO check & action	Member to verify
Grants	Power & conditions	M	RFO check & action	Member to verify
Annual Audit and AGAR	Non submission of External Audit Paperwork	L	RFO to monitor and action	Member to verify
Election costs	Invoiced at correct rate	L	RFO check & action	RFO verify
VAT	Analysis	M	RFO check & action	RFO verify
	Claimed within time limits	M	RFO check & action	RFO verify
Reserves - General	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Reserves - Earmarked	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Assets	Loss, Damage etc	M	Annually review insurance cover	Diary
	Third party risk or damage	M	Annually review Public Liability insurance	Diary
Staff	Loss of Clerk	L	Manage risk as appropriate.	RFO / member view
	Fraud by staff	L	Fidelity Guarantee value appropriate	Council review
Sustainability	Due to current low number of Parish Councillors, there is a risk of the meetings not being quorate	H	Clerk to check prior to meeting on attendance to ensure meeting is quorate Schedule only 4 meetings a year until we get more Councillors.	Clerk
	Risk to reputation and need to cancel meetings at short notice	M	Clerk to action	Clerk
Loss	Due to damage or third party	L	Annually review insurance cover	Diary
Maintenance	Reduced value of assets	M	Inspect annually	Diary
Legal Powers	Illegal activity or payment	M	Educate Council	Diary
Financial Records	Inadequate records	L	RFO check & action	Diary
Minutes	Accurate & legal	L	Review at following meeting.	Diary
Members Interests	Conflict of interest	M	DoI to be minuted, conflicts, addressed	Diary

In all cases above the RFO / Clerk should regularly review and draw any unusual activity to the council's attention. Likewise councillors should check the minutes and financial records for accuracy before agreeing them.

Clerk
Trudy Ryall-Harvey
March 2022