

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved before 2 July 2018.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, must send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including Section 3 – External Auditor Report and Certificate will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 must publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- Section 1 – Annual Governance Statement 2017/18, page 4
- Section 2 – Accounting Statements 2017/18, page 5
- Section 3 – The External Auditor Report and Certificate 2017/18, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority must comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority should receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name only in Section 3 on Page 6. Do not complete the remainder of that section, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it must include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority must publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – No answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?		✓
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		✓

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

* NO DIFFERENCE AS RECEIPTS AND PAYMENTS METHOD USED
 ** NOT APPLICABLE

Annual Internal Audit Report 2017/18

COLKIRK PARISH COUNCIL AUTHORITY

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations; payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	N/A No Petty Cash
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

03/05/18

Name of person who carried out the internal audit

ANDREW STEWART AUDITOR

Signature of person who carried out the internal audit

Andrew Stewart

Date 03/05/18

*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).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

COLKIRK 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 means matches authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year and if relevant.
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
			✓

*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:

18/050 REFERENCE

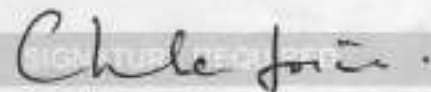

dated

15/05/18

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

Chairman

Clerk

SIGNATURE REQUIRED



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

www.colkirk-norfolk.co.uk ADDRESS

Section 2 – Accounting Statements 2017/18 for

COLKIRK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	9627	10040	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	7000	7297	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5947	19241	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	2425	2450	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	Nil	271	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	10109	18367	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	10040	15490	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	10040	15490	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 long term investments and assets	423354	424138	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	Nil	4768	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

6PB - dly **REQUIRED**

Date

15/05/18

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

15/05/18

and recorded as minute reference:

18/050 REFERENCE

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

Chloe for me

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

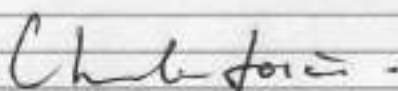
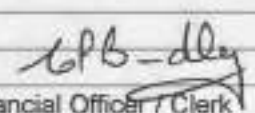
External Auditor Signature

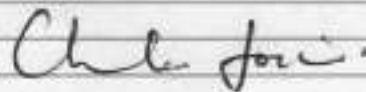
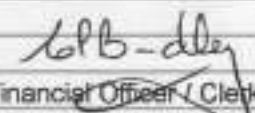
SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Colkirk Parish Council		
Receipts and Payments Summary		
Receipts	Year ended	Year ended
	31st March 2018	31st March 2017
	£	£
Balance brought forward at 1st April	10040.42	9627.44
Add total receipts	26538.37	12947.36
Subtotal	36578.79	22574.80
Less total payments	21088.43	12534.38
	15490.36	10040.42
These cumulative funds are represented by:		
Current account No: 40273015 at Barclays Bank, Fakenham	11121.96	
Business Premium Account No: 13151727 at Barclays Bank, Fakenham	4428.40	
Less outstanding Payments	60.00	
Plus outstanding Receipts	0.00	
Total	15490.36	
The above statement represents fairly the financial position of the authority as at 31st March 2018 and reflects its receipts and payments during the year.		
Signed: 		
Chairman		
Signed: 		
Responsible Financial Officer / Clerk		

Colkirk Parish Council		
Summary Receipts and Payments account for the year ending 31st March 2018		
Receipts	Year ended	Year ended
	31st March 2018	31st March 2017
	£	£
Precept	7297.00	7000.00
Allotments	200.00	200.00
Allotment deposits	10.00	0.00
Playing Field	150.00	1975.00
Grants - Outdoor Sports and Play Fund	10588.50	0.00
Grant - Village Hall Roof Repair	500.00	0.00
Loan - Village Hall Roof Repair	4975.00	0.00
Other Receipts	519.00	1998.53
Interest	2.99	1.65
Bottle Bank Revenue	574.31	384.56
LCTS Grant	197.00	287.00
VAT	986.00	734.34
VAT claimed on behalf of Village Hall	538.57	366.28
Total Receipts	26538.37	12947.36
Payments	Year ended	Year ended
	31st March 2018	31st March 2017
	£	
General Administration	9641.39	9279.98
Allotments	7.50	0.00
Campyng Land	1470.94	0.00
Playing Field	1837.08	1683.56
Village Hall Roof Repairs	7005.00	0.00
Grants	0.00	750.00
s137 Contributions	587.95	454.56
VAT repaid to Village Hall	538.57	366.28
Total Payments	21088.43	12534.38
"I certify that the accounts were formally approved at the council meeting of		
15th May 2018		
Signed: 		
Chairman		
Signed: 		
Responsible Financial Officer / Clerk		

Colkirk Parish Council		
General administration is made up as follows:		
<u>General Administration</u>	Year ended	Year ended
	31st March 2018	31st March 2017
	£	£
Electricity - street lighting and maintenance	500.86	494.79
Insurance	704.39	695.14
Subscriptions	198.21	137.32
Churchyard Grounds Maintenance	1014.21	3428.53
Audit Fee	115.42	120.00
Clerks Salary and Expenses	2694.96	2754.26
Hall Hire	60.00	0.00
Tax Rebate - clerk	0.00	1158.54
Play Safety Inspection	77.00	92.40
Web space and domain name	119.73	45.00
Repairs to play equipment	987.62	354.00
SAM2 Traffic Sign Purchase	323.91	0.00
PWLB Loan repayment	271.39	0.00
VAT	2573.69	0.00
Total	9641.39	9279.98
<u>Allotments</u>		
Additional Keys	7.50	0.00
<u>Playing Field</u>		
Anglian Water Supply	52.02	53.44
Insurance	67.31	64.18
Grounds Maintenance	909.56	1565.94
New Seat	783.81	0.00
Miscellaneous Repairs	24.38	0.00
<u>Camping Land</u>		
Grounds Maintenance	1245.94	0.00
Tree Survey	225.00	0.00
Village Hall Roof Repairs	7005.00	0.00
<u>Grants</u>		
Awards 4 All paid to Village Hall Management Committee	0.00	750.00
<u>s137 Contributions</u>		
British Legion Donation	70.00	70.00
East Anglian Children's Hospice (EACH)	0.00	384.56
Norfolk Blind Association	200.00	0.00
Defibrillator Spares	268.00	0.00

Colkirk Parish Council		
Supporting Statement for the year ended 31st March 2018		
Assets	Year ended 31st March 2018	Year ended 31st March 2017
	£	
a) Movements in the year: during the year the following assets were purchases		
New Seat - Playing Field	783.81	Nil
b) The following assets were disposed of:	Nil	Nil
c) At 31st March, the following assets were held:		
Village Hall, valued at	385000.00	385000.00
Campyng Land	1000.00	1000.00
Playing Field	1000.00	1000.00
War Memorial	1000.00	1000.00
Allotments (Community Asset nominal value)	1000.00	1000.00
Play Equipment	29218.00	29218.00
Staging	5136.50	5136.50
Seat - Playing Field	783.81	0.00
Total	424138.31	423354.50
	Year ended 31st March 2018	Year ended 31st March 2017
	£	£
Borrowings		
At the close of business on 31st March, the following loans to the Council were outstanding	4768.36	Nil
Leases		
At the close of business on 31st March, the following leases were in operation:	Nil	Nil
Debts outstanding		
At 31st March, the following debts due to the Council were outstanding	Nil	Nil
Tenancies		
During the year there were no Agricultural Tenancies held.	Nil	Nil

Colkirk Parish Council		
Bank Reconciliation for the year ended 31st March 2018		
Prepared by Charles Brindley (Clerk)		
Balance per bank statements		
Current Account	11121.96	
Business Saver Account	4428.40	
Sub Total	15550.36	
Plus unpresented receipts	0.00	
Less unpresented cheques	60.00	
Net Balances as at 31.03.18	15490.36	
The net balances reconcile to the Cash Book for the year as follows:		
Cash Book		
Opening Balance at 01.04.17	10040.42	
Add Receipts in the Year	26538.37	
Less Payments in the Year	21088.43	
Closing balance per cash book at 31.03.18	15490.36	
Reserves Position for the year ended 31st March 2018		
General Fund	796.60	
Earmarked Reserve Funds		
Outdoor Gym	9857.50	
Allotments	4086.26	
Playing Fields	0.00	
Village Hall Roof	0.00	
Elections	750.00	
Total Reserves	15490.36	

Explanation of variances – pro forma

Name COLKIRK PARISH^{of} COUNCIL smaller authority:
 County Norfolk (local councils and parish meetings only)

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 £)
Box 2 Precept or Rates and Levies	7,000	7,297	297	4.2%	Grants: Boscaw
Box 3 Total other receipts	5,947	19,241	13,294	223.5%	GRANTS: BRACKLAND SPORTS £10.6K GRANT: NORFOLK COMM FUND £0.5K LOAN: VILLAGE HALL ROOF £5.0K REDUCED PLAYING FIELD REV. (£1.8K) REDUCED OFFICE RECEIPTS (£1.5K) VAT RECLAIM £0.4K
Box 4 Staff costs	2,425	2,450	25	1.0%	
Box 5 Loan interest/ capital repayments	Nil	271	271	∞	FIRST INSTALLMENT OF VILLAGE HALL ROOF REPAIR LOAN £271
Box 6 All other payments	10,109	18,367	8258	81.7%	VILLAGE HALL ROOF REPAIR £7.0 CAMPTON ROAD MAINTENANCE £1.5 REDUCED ADMINISTRATION (£0.3)
Box 9 Total fixed assets & long term investments & assets	423,354	424,138	784	0.2%	
Box 10 Total borrowings	Nil	4,768	4,768	∞	OUTSTANDING BALANCE ON VILLAGE HALL ROOF REPAIR £4,768
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: GENERAL RESERVE 796.60 OUTDOOR GYM EQUIP. 9857.50 ALLOTMENTS 4086.26 ELECTIONS 750.00				

COLKIRK PARISH COUNCIL PAYMENTS

PAYMENTS FOR THE PERIOD ENDING 31 MARCH 2018

Date		Cheque No	Min Ref	Vouch Re	Street Lights	Subs	Insurance	Grounds Maint	Audit	Poppy Wreath	Clerks Salary	Clerks Account	Playground Equip	Web Hosting	Electrons	PWL/B Loan	Grants	Mac	Maint	VAT	Total	5137
		No.			Electric			Cemtry Church	PF													
11.4.17	E-On	DD			98.01															4.30	90.31	
9.5.17	C Joke	797	Y															49.95			49.95	49.95
9.5.17	Playdale	798	Y										997.62							197.53	1185.15	
9.5.17	Norfolk ALC	799	Y				143.21														143.21	
9.5.17	Zurich	799	Y				558.70														558.70	
9.5.17	C Bindley	791	Y							405.95											405.95	
9.5.17	HMRC	792	Y							2.90											2.90	
9.5.17	Anglian Water	793	Y						13.94												13.94	
11.7.17	E-On	DD			95.12															4.78	99.88	
18.7.17	Norfolk Blind	794	Y														200.00				200.00	200.00
18.7.17	Playsafety	795	Y										77.00							15.40	92.40	
18.7.17	Friends of Colkirk	796	Y				212.00														212.00	
18.7.17	CGM	797	Y				399.26	300.85	181.58											190.36	952.36	
18.7.17	C Bindley	798	Y							405.95											405.95	
18.7.17	HMRC	799	Y							2.90											2.90	
18.7.17	Village Hall Comm	800	Y														538.57				538.57	
18.7.17	Anglian Water	801	Y						10.56												10.56	
12.9.17	CGM	802	Y				278.89	178.34	107.92											112.61	675.86	
12.9.17	K and M Lighting	803	Y			127.39														25.48	152.87	
12.9.17	C Bindley	804	Y							405.46											405.46	
12.9.17	HMRC	805	Y							2.90											2.90	
12.9.17	Proctor Roofing	806	Y															7025.00	1401.00	8426.00		
12.9.17	C Bindley	807	Y						15.42		102.47									4.07	121.96	
12.9.17	Norfolk PTS	808	Y							17.50											17.50	
12.9.17	J Whiteside	809	Y						4.38											0.87	5.25	
12.10.17	E-On	DD			96.17															4.51	100.98	
14.11.17	CGM	810	Y				255.01	178.34	354.92											157.63	945.90	
14.11.17	Anglian Water	811	Y						16.21												16.21	
14.11.17	G Clark	812	Y											59.73							59.73	
14.11.17	Mazzari	813	Y						100.00											20.00	120.00	
14.11.17	C Bindley	814	Y							405.95											405.95	
14.11.17	HMRC	815	Y							2.90											2.90	
14.11.17	RBL Poppy Appeal	816	Y							70.00											70.00	70.00
12.1.18	E-On	DD			95.17															4.51	100.98	
16.1.18	CGM	817	Y				201.84	178.34	178.92											111.40	666.90	
16.1.18	Gressenhall PC	818	Y														323.91				323.91	
16.1.18	C Bindley	819	Y							405.46											405.46	
16.1.18	HMRC	820	Y							2.90											2.90	
16.1.18	Ravenscroft TS	821	Y				225.00													45.00	270.00	
20.2.18	www.mca.net	822	Y											60.00							60.00	
13.3.18	CGM	823	Y				172.64	178.34	107.92											91.80	560.90	
13.3.18	Gleason	824	Y															763.81	156.78	940.57		
13.3.18	Community H/Beet	825	Y														298.00			53.60	321.60	298.00
13.3.18	Anglian Water	826	Y						11.31												11.31	
13.3.18	Information Committee	827	Y				35.00														35.00	
13.3.18	NPFA	828	Y				20.00														20.00	
13.3.18	Village Hall Comm	829	Y														60.00				60.00	

[illegible]