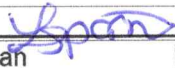
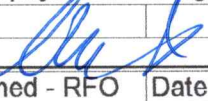


<b>SOUTHREPPS PARISH COUNCIL</b>			
<b>Summary Receipts and Payments Account</b>			
<b>For the Year Ending 31st March 2022</b>			
<b>31/03/2021</b>		<b>31/03/2022</b>	
£	<b>Receipts</b>	£	
16,500.00	Precept	16,750.00	
162.50	Allotment Rents	200.50	
1.78	Interest on Investments	0.38	
733.11	VAT Repayment	5,085.47	
761.12	Recycling Credits	605.48	
427.58	Miscellaneous/grants	17,500.00	
-	Grants/Donations for Recreation field/ other	227.58	
<b>18,586.09</b>	<b>Total Receipts</b>	<b>40,369.41</b>	
	<b>Payments</b>		
2,815.40	Staff Costs	2,558.80	
124.60	HM Revenue & Customs	276.20	
562.88	Stationery/administration/expenses	591.65	
0.00	Hall Hire	0.00	
3,546.62	Grass Cutting/village maintenance	2,990.00	
329.75	Street Lighting	369.43	
175.00	Section 137/Donations	175.00	
1,007.56	Insurance	1,036.29	
412.03	VAT	4,773.48	
11,783.98	Miscellaneous	25,181.40	
<b>20,757.82</b>	<b>Total Payments</b>	<b>37,952.25</b>	
	<b>Receipts and Payments Summary</b>		
13,031.15	Balance at 1st April 2021	10,859.42	
18,586.09	Total receipts	40,369.41	
20,757.82	Less Total Payments	37,952.25	
<b>10,859.42</b>	<b>C/F 2022/2023</b>	<b>13,276.58</b>	
	<b>These cumulative funds are represented by:</b>		
4,176.48	Current Account	13,048.86	
6,778.94	Business Account	279.32	
96.00	Less uncashed cheques - CHT	51.60	
<b>10,859.42</b>	<b>TOTAL FUNDS HELD</b>	<b>13,276.58</b>	
The above statement represents the financial position of the authority at			
31st March 2022 and reflects its receipts and payments during the financial year.			
Signed - Chairman 		Signed - RFO 	
Date		Date	
		1/6/2022	

SOUTHREPPS PARISH COUNCIL - EXPENDITURE APRIL 2021-2022																	
DATE	PAYEE	CHQ NO	WAGES	ADMIN	EXPENSE/HM REV	CUSTOMS	HIRE	HALL	GRASS	Maintenance	S137	INSURANCE	MISC	DONATION	STREET LIGHTING	VAT	TOTAL
14.04.21	TT Jones	687									8.32						162.40
14.04.21	CHT	688										235.00			135.33	27.07	282.00
14.04.21	Wix (Michelle Dickinson)	689										73.62				14.72	88.34
14.04.21	Elaine Pugh	690	210.00		71.20											8.12	289.32
21.06.21	Countryside (bottlebank)	691										27.00				5.40	32.40
12.04.21	EON (April)	d/d													21.21	1.06	22.27
26.05.21	ROSE CALVERT (int auditor)	692										60.00					60.00
26.05.21	Mick Kinder (caretaker)	693										14.00					14.00
26.05.21	Kevin Richardson	694										575.00					575.00
26.05.21	Mr Cheney	695										67.50					67.50
26.05.21	Carne & Co Insurance	696										1,036.29					1,036.29
26.05.21	DT Overton (moles)	697										275.00					275.00
11.05.21	Elaine Pugh	698													20.53	1.03	321.90
11.05.21	EON (May)	d/d															21.56
12.06.21	PAYEE	NO	WAGES	ADMIN	CUSTOMS	HIRE	CUTTING	S137	INSURANCE	MISC	DONATION	LIGHTING	VAT	TOTAL			
12.06.21	EON (June)	d/d													21.21	1.06	22.27
12.07.21	EON (July)	d/d													20.53	1.03	21.56
12.07.21	EON (August)	d/d													21.21	1.06	22.27
04.08.21	DT Overton (moles)	699										175.00					175.00
04.08.21	Mr Kinder (caretaker)	700										600.00					600.00
04.08.21	Kevin Richardson	701										143.00					143.00
04.08.21	Cheney (caretaker)	702										60.00					60.00
04.08.21	Elaine Pugh	703										125.50				25.11	150.61
04.08.21	HMRC	704	499.70		107.90							41.26				8.25	607.60
04.08.21	Countryside (bottlebank)	705										668.20				133.64	77.80
04.08.21	NNDC - dog bin emptying	706															49.51
04.08.21	PAYEE	NO	WAGES	ADMIN	CUSTOMS	HIRE	CUTTING	S137	INSURANCE	MISC	DONATION	LIGHTING	VAT	TOTAL			
22.09.21	DT Overton (moles)	708										150.00					150.00
22.09.21	CT Baker (materials)	709										49.12				9.83	58.95
22.09.21	Mr Cheney (handyman)	710										142.50					142.50
22.09.21	Mick Kinder (caretaker)	711										162.50					162.50
22.09.21	Kevin Richardson	712										740.00					740.00
22.09.21	KD Builders	713										21,940.00				4,388.00	26,328.00
23.09.20	HMRC	714															41.80
23.09.20	Elaine Pugh	715	325.70		55.80										21.21	1.06	381.50
14.09.21	EON (Sep)	d/d															22.27

SOUTHREPPS PARISH COUNCIL - EXPENDITURE APRIL 2021-2022																		
DATE	PAYEE	CHQ NO	WAGES	ADMIN	EXPENSE/HM REV	CUSTOMS	HIRE	HALL	GRASS	Maintenance	S137	INSURANCE	MISC	DONATION	STREET	LIGHTING	VAT	TOTAL
12.10.21	EON (Oct)																	24.77
03.11.21	CT Baker - materials for repairs	716											44.99			23.59	1.18	53.99
03.11.21	Kevin Richardson - grass cutting	717															9.00	425.00
03.11.21	HMRC	718								41.80								41.80
03.11.21	Elaine Pugh	719	325.70		100.93													426.63
03.11.21	The Play Inspection Company	720											135.00				27.00	162.00
03.11.21	Cancelled cheque (Lost)	721																0.00
03.11.21	Countrystyle recycling	722											15.00				3.00	18.00
03.11.21	Mr L Cheney	723											195.00					195.00
03.11.21	Mr M Kinder	724											63.00					63.00
03.11.21	Southrepps Support Scheme	725												100.00				100.00
03.11.21	Royal British Legion S137	726									75.00							75.00
03.11.21	CT Baker/Max Marriner	727											53.71				10.74	64.45
12.11.21	EON (Nov)																	25.60
08.12.21	Mr C Spanton	728											185.00			24.38	1.22	185.00
08.12.21	Elaine Pugh	729	241.70		50.97													292.67
08.12.21	HMRC	730								20.80								20.80
08.12.21	Countrystyle recycling	731											35.70				7.14	42.84
12.12.21	Npower (DEC)																	24.77
14.12.21	Npower (Feb)																23.59	38.47
19.01.22	Elaine Pugh	734	241.70		66.55												1.83	308.25
19.01.22	Mr Overton (moles)	733											75.00					75.00
19.01.22	Countrystyle recycling	732											36.00				7.20	43.20
19.01.22	CT Baker	736											10.62				2.13	12.75
19.01.22	Gresham Gravel (G McCabe)	737											205.18				19.82	225.00
19.01.22	HMRC	735								20.80								20.80
09.03.22	HMRC	739																73.20
09.03.22	Elaine Pugh	740	451.80		78.50					73.20								530.70
09.03.22	Kevin Richardson	738																325.00
03.02.22	CHT	741	2,556.80		591.65													8.60
																		51.60
			2,556.80	591.65		276.20			2,990.00		75.00	1,036.29	25,181.40	100.00		369.43	4,773.48	37,952.25

SOUTHREPPS PARISH COUNCIL - INCOME MARCH 2021-APRIL 2022										
Date	FROM	PRECEPT	GRANT	ALLOTMENTS	OTHER	GRANTS/ DONATIONS	INTEREST	RECYCLING	VAT REFUND	TOTAL
30.04.21	NNDC - Precept - 1st tranche	8,375.00								8,375.00
09.04.21	Lloyds interest						0.06			0.06
14.06.21	HMRC (VAT)								412.03	412.03
10.05.21	Lloyds interest						0.06			0.06
05.06.21	NCC - Glass recycling							605.48		605.48
09.06.21	Lloyds interest						0.06			0.06
28.07.21	Higgins - allotments			24.00						24.00
28.07.21	Bowls Club			14.50						14.50
12.08.21	Allotment - Ed Foss			18.00						18.00
27.08.21	Southrepps Village Hall (refurb)					10.00				10.00
31.08.21	Southrepps Village Hall (refurb)					17,490.00				17,490.00
27.09.21	500044 - allotments			108.00						108.00
27.09.21	500043 - Wayleave UK Power				127.58					127.58
25.10.21	VAT REFUND - interim 6 months								4,673.44	4,673.44
04.10.21	Kavanagh McClean Plot 4			24.00						24.00
15.10.21	Synergy Trust (DoFE)				100.00					100.00
09.07.21	Lloyds interest						0.06			0.06
09.08.21	Lloyds interest						0.06			0.06
22.09.21	Lloyds interest						0.06			0.06
11.10.21	Lloyds interest						0.02			0.02
22.09.21	NNDC Precept - 2nd tranche	8,375.00								8,375.00
08.12.21	Lorraine Geary - allotments			12.00						12.00
	<b>TOTAL INCOME</b>	<b>16,750.00</b>		<b>200.50</b>	<b>227.58</b>	<b>17,500.00</b>	<b>0.38</b>	<b>605.48</b>	<b>5,085.47</b>	<b>40,369.41</b>

**Bank reconciliation  
For The Year Ending 31st March 2022**

**Prepared by: Elaine Pugh - Clerk and RFO**

15/04/2022

**Balance per bank statements as at 31 March 2022**

Current Account - Lloyds  
Business Saver - Lloyds

£	£
13,048.86	
279.32	
<hr/>	
	<b>13,328.18</b>

Petty cash float (not applicable)

Less any unpresented cheques at 31st March 2022  
TOTAL unpresented cheques CHT - 741

<b>51.60</b>
<b>51.60</b>

Net balances as at 31st March 2022

**13,276.58**

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

**CASH BOOK**

Opening Balance 1st April 2021  
Add: Receipts in the year 2022  
Less: Payments in the 2022

10,859.42  
40,369.41  
37,952.25

Closing balance per cash book 2022  
(receipts and payments book)

**13,276.58**

Explanation of variances

Name of Council: **SOUTHREPPS PARISH COUNCIL**

Explanations for variance of more than 15% (and over £200) for individual boxes in Section 1 except where there are "compensating" variances which leave a box relatively unchanged.

Section 1	2020/2021 £	2021/2022 £	Variance (+/-) £	Detailed explanation of variance (with amounts to nearest £10)
<b>Box 1</b> Balances carried forward	13,031	10,859	+£2,172	Balances carried forward were increased due to less expenditure being incurred during 20/21.
<b>Box 2</b> Precept	16,500	16,750	+£250	Small increase was applied
<b>Box 3</b> Other Income	2,086	23,619	+£21,533	Income was increased due to a grant received for works to the Village Hall of £17,500.
<b>Box 4</b> Staff costs	2,950	2,835	-£115	The Clerk worked less hours
<b>Box 5</b> Loan interest/ capital	NIL	NIL	£NIL	
<b>Box 6</b> Other payments	17,808	35,117	+£20,144	Expenditure increased due to the refurbishment of the community Village Hall. This was essential due to the lack of facilities for our disabled groups which utilise the hall for regular weekly sessions.
<b>Box 7</b> Balances carried forward	10,859	13,276	+£2,418	
<b>Box 9</b> Fixed assets & Long term assets	95,493	95,493	£0	The Council's assets have remained unchanged as we have not purchased any new items.
<b>Box 10</b> Total Borrowings	Nil	Nil	£Nil	

## SOUTHREPPS PARISH COUNCIL

Accounts for the year ended 31st March 2022 - Asset List

1 General Assets	Insured	
Container for SCT	2,256	Purchased 07.09.16
New Notice Board - purchased November 2008	£800	
Old Notice Board x 1	£500	
Village Signs	£2,036	
New wooden seat on green - purchased November 2008	£900	
Allotments	£1	
Wooden Seats - 1 at Lower Southrepps	£1,200	
Grit Bins - (Lower Southrepps, Village Hall, Vernon & Bramble Lane	£600	Reviewed Aug 20
Dog Bins (4)	£906	
Lamp posts	£3,491	
Bus Shelter	£3,713	
SAM2	£3,150	purchased May 2019
White gates on entrance to village NCC 50/50	3,850	Installed March 2020
Picnic table @ Lower Southrepps play area	170	istalled August 2020
	19,553	
<b>2 Play equipment Upper Southrepps</b>		
1 set goal posts large	£1,000	
1 set goal posts small	£800	returned and on play area
<b>Teenager area</b>		
Hully Gully	£8,000	
Zip Wire	£8,000	
Matting	£4,000	
2 bird nest swings	£7,000	
Matting	£3,900	
NGF - Mountain Clubhouse Triple Tower Multi play	£14,080	
2 picnic benches	£1,000	
Swings (Old)	£678	
<b>Toddler/small children's area</b>		
Cradle seats	£248	
Playscape Felbrigg Unit with slide	£4,957	
Springy wobbleboard	£613	
2 balance beams	£264	
Springy whale	£667	
2 timber benches	£295	
2 rubber tiles	£202	
Proludic Primo Play Package consisting of Diabolo Multiplay , Climbing Apex Playhouse, Springy SeeSaw and grasslok matting	£11,118	Purchased February 2014
<b>Lower Southrepps by School</b>		
Tower & Bridge	£3,390	
2 bay 4 seat swing	£1,976	
	£72,188	
Allotments at Upper Southrepps	£1	
Car Park and Recreation Field	£1	
	95,593	
<b>TOTAL ASSETS HELD</b>		

**SOUTHREPPS PARISH COUNCIL - RISK ASSESSMENT 2021-2022**

<b>Risk</b>	<b>Insured</b>	<b>Risk</b>	<b>Action</b>	<b>Completed</b>
Allotments	Yes	Low	Maintain payments and leases	Updated regularly and in August
Grass cut and maintained	N	Low	Ensure mowed regularly and moles deterred	Yes by Kevin Richardson
Moles on play area	N	Low	Patrolled by D Overton	D Overton monthly patrol/contract
Benches maintained	Y	Low	Monitor	Yes
Play area invaded by Travellers	N/A	Low	Barriers installed	Yes
Play Equipment	Y	Low	Play Inspection in June/July	Yearly and checked
Notice boards	Y	Low	Monitor	New one at Lower Street to be replaced
Bus Shelters	Y	Low	Monitor	Repaired
Objection to Parish Council Accounts	No	Low	Monitor and maintain funding	Yes
Exposure to high annual auditor cost	No	Low	Ensure insurance policy in place and meets reserves	In place
Fidelity guarantee	Yes	Low	Ensure insurance policy in place and meets reserves	Checked monthly
Cheque Fraud	No	Low	Councillor's to check invoices	Monthly
Cheque signing	No	Low	To be signed by 2 Members	Reported regularly
Payments to HMRC	No	Low	Clerk to ensure paid and provide payslips	Clerk
Income	No	Low	Clerk to ensure all income is accounted for	Completed
VAT return	No	Low	To be undertaken in May/June	Done
Asset register	No	Low	Reviewed annually in May	Done
Council insurance	N/A	Low	Ensure insurance policy in place	Done
Yearly voluntary litter pick	Yes	Low	Clerk to meet and risk assess on the day	Yes completed
Christmas Trees in the Village put up by volunteers	Yes	Medium	Ensure that volunteers undertake the work in the manner required of them. Came & Co informed	Yes completed
Car Park maintained	Yes	Medium	There are large pot holes on the area and quotations are being obtained. This work cannot progress until the recreation ground has been upgraded. Disabled access, fire exit and entrance to field has now been completed	Work now completed
Movement of SAM2	Yes	Medium	Movement of unit - volunteers risk assessed	Yes

**Prepared by Elaine Pugh**

**Date: April 2022**