

LITTLE ABINGTON PARISH COUNCIL

Contact details 2016-17

Please complete this form and send it back to us with the Annual Return

	Clerk	Chair
Name	Mrs Genevieve Dalton	Peter Brunning
Address	27 West Field Little Abington Cambridge CB21 6BE	47 Church Lane Little Abington Cambridge
Daytime telephone number	Mob 07703 486562 (Note part time Clerk. Please leave a message or text)	N/A
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CONFIRMATION OF THE DATES FOR THE PERIOD OF EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **LITTLE ABINGTON PARISH COUNCIL**

On behalf of (Insert name of smaller authority) **Little Abington Parish Council**

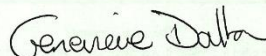
I confirm that the dates set for the period of exercise of public rights are as follows:

Commencing on **Monday, 3 July 2017**

and ending on **Friday 11 August 2017**

(Enter dates as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2017)

Signed:



Role: Responsible Financial Officer

PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH THE ANNUAL RETURN AND OTHER REQUESTED DOCUMENTATION

Bank reconciliation – pro forma

Insert name of smaller authority: **LITTLE ABINGTON PARISH COUNCIL**

Financial year ending 31 March 2017

Prepared by **_Genevieve Dalton Clerk**

Date **26 April 2017**

Balance per bank statements as at 31 March 2017:		
Lloyds Current Account	£	£
	5583.61	
Cambridge Building Society	15053.77	
		20637.38
Petty cash float (if applicable)	N/A	
Less: any un-presented cheques at 31 March 2017		
Clerk pay adjustment	27.36	
Clerk Q4 expenses	29.18	
HMRC PAYE Q4	185.20	
Tree works	100.00	
		341.74
Add: any un-banked cash at 31 March 2017	0	
		20295.64

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

CASH BOOK:

Opening Balance 1 April 2016 (Prior year Box 8)	18990.31	
Add: Receipts in the year	19252.47	
Less: Payments in the year	17947.14	
Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above – Box 8)		20295.64

Explanation of variances – pro forma

Insert name of smaller authority: **LITTLE ABINGTON PARISH COUNCIL**

The 'Practitioners' Guide' provides guidance on explaining significant variances. **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);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2015/16 £	2016/17 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	£16,168.00	£16,490.00	+ £332.00	2.0%	
Box 3 <i>Total other receipts</i>	£2,797.98	£2,762.47	- £35.51	1.27%	
Box 4 <i>Staff costs</i>	£3,644.00	£3,692.40	+£51.40	1.41%	
Box 5 <i>Loan interest/ capital repayments</i>	NIL	NIL			
Box 6 <i>All other payments</i>	£17,438.94	£14,254.74	-£3184.20	18.26%	<p>In 2015-16 expenditure included 3 significant one-off items of expenditure</p> <ul style="list-style-type: none"> • Repainting footbridge (£3900) • Purchase of speedwatch equipment (£2880) • Contribution from S106 funding to the Recreation Ground for equipment. (£1411), <p>In 2016-7.</p> <ul style="list-style-type: none"> • The County Council invoiced late for 15-16 street lighting costs. This is in the 2016-17 accounts together with 16-17 costs (£1922). • Purchase of new laptop (£818), • Donation (£853.38) towards the cost of community led celebration of the Queen's 90th birthday. • Contribution (£1000) on completion of 15-16 Local Highways Improvement scheme
Box 9 <i>Total fixed assets & long term investments</i>	£36025	£35871	-£154	<1%	Fixed asset values are based on initial purchase price or an estimate of replacement value if a purchase price was not recorded.

& assets					<p>The register was updated last year to include the footbridge (installed in 2001) which was valued at £15,000 at the time of insurance market testing. It had not been previously included on the asset register.</p> <p>The only change in assets in 16-17 was purchase of a replacement laptop of lower replacement value.</p>
Box 10 <i>Total borrowings</i>	NIL	NIL			
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because N/A				