

## Section 2 – Accounting Statements 2020/21 for

## Hassocks Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	368,302	389,231	<i>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.</i>
2. (+) Precept or Rates and Levies	280,545	295,545	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	105,730	62,549	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	129,821	133,632	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	6,959	6,712	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	246,566	257,502	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	389,231	349,479	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	411,913	392,888	<i>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.</i>
9. Total fixed assets plus long term investments and assets	1,053,596	1,107,594	<i>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.</i>
10. Total borrowings	32,900	27,600	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, 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>
	✓		

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

01/06/21

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



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## Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	111,776	167,830	310	0	General Reserves
1	500	500	323	0	EMR- Hassocks Traders Assoc
1	5,000	5,000	328	0	EMR- Youth Work
1	188,638	159,735	333	0	EMR- Adastra Skate/Masterplan
1	3,000	3,000	338	0	EMR- Village Sign
1	10,000	10,000	342	0	EMR- Bus Shelter New
1	3,688	4,426	346	0	EMR- Tree Planting
1	3,500	0	349	0	EMR- Burial Ground
1	10,000	0	353	0	EMR - Amphitheatre
1	18,785	18,785	354	0	EMR - Repairs Fund
1	8,000	8,000	355	0	EMR - Legal/Land Transfer
1	14,416	0	356	0	EMR - Operation Watershed
1	3,000	3,000	357	0	EMR - Parish Acoustics
1	6,000	6,000	358	0	EMR - PROW Improvements
1	0	2,954	359	0	EMR - SDNPA Cil Funds
1	<b>Balances brought forward</b>	<b>386,302</b>	<b>389,231</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	280,545	295,545	1076	110	Precept
2	<b>Annual Precept</b>	<b>280,545</b>	<b>295,545</b>	Total amount of Precept income received in the year	
3	1,476	1,542	1000	140	Allotment Income
3	9,365	6,002	1020	150	Burial Fees
3	650	1,300	1030	220	Memorial Bench donations
3	3,013	0	1040	170	Adastra Park Income
3	5,522	4,193	1040	180	Adastra Park Income
3	1,918	2,565	1040	183	Adastra Park Income
3	2,719	2,448	1040	190	Adastra Park Income
3	0	32,999	1045	181	Adastra Park Masterplan
3	75,000	0	1045	182	Adastra Park Masterplan
3	738	600	1050	240	Street Tree Fund
3	1,157	500	1060	270	Parking Disc Income
3	1,217	400	1090	110	Bank Interest
3	0	10,000	1105	110	Covid-19 Grant
3	2,954	0	1900	130	Miscellaneous Income
3	<b>Total other receipts</b>	<b>105,730</b>	<b>62,549</b>	Total income or receipts as recorded in the cashbook minus the Precept	
4	73,424	77,677	4000	100	Salaries - All Staff
4	1,286	1,296	4010	100	Salaries - Office Cleaning
4	2,135	59	4035	100	Salaries - Extra Time
4	25,131	25,784	4040	100	PAYE/NI
4	27,843	28,817	4045	100	Pension Costs
4	<b>Staff costs</b>	<b>129,821</b>	<b>133,632</b>	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 expenses	
5	6,959	6,712	4155	110	PWLB

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## Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
<b>5</b>	<b>6,959</b>	<b>6,712</b>	Total expenditure or payments of capital and interest made during the year on borrowings		
6	192	154	4030	100	Salaries - Casual Staff
6	2	57	4050	100	Staff Expenses
6	40	196	4055	100	Training Staff
6	2,428	2,910	4060	110	Subscriptions
6	1,037	978	4065	110	Communications/Publications
6	420	420	4070	100	Payroll
6	37	0	4075	110	Hospitality
6	2,711	2,755	4100	110	Rates
6	1,121	928	4105	160	Utilities
6	2,899	1,253	4105	170	Utilities
6	42	60	4110	140	Repairs & Renewals
6	5,025	809	4110	150	Repairs & Renewals
6	1,459	2,090	4110	160	Repairs & Renewals
6	2,350	2,336	4110	170	Repairs & Renewals
6	1,851	0	4110	180	Repairs & Renewals
6	407	218	4110	181	Repairs & Renewals
6	750	0	4110	183	Repairs & Renewals
6	865	922	4110	190	Repairs & Renewals
6	10,521	10,883	4110	230	Repairs & Renewals
6	2,704	2,406	4120	110	Web-site & IT Support
6	697	651	4125	160	Equip incl Comp/Photocopier
6	0	245	4125	170	Equip incl Comp/Photocopier
6	985	951	4130	110	Telephone
6	1,339	943	4135	110	Stationery & Office Supplies
6	3,461	3,788	4140	110	Insurance
6	1,772	1,145	4145	110	Audit Fees
6	793	35	4150	110	Professional Fees
6	388	262	4160	110	Bank Charges
6	0	3,794	4170	110	Covid-19 Expenditure
6	297	542	4200	120	Chairman's Allowance
6	140	60	4205	120	Training - Councillors
6	64	0	4210	120	Members Allowances
6	12,777	2,237	4250	130	S137 Grants/Expenditure
6	3,700	3,874	4255	280	Christmas Lights
6	0	3,000	4270	130	Youth Work
6	0	500	4280	210	S137 The Fauna & Flora Group
6	196	683	4300	140	Water
6	103	94	4300	150	Water
6	304	539	4300	160	Water
6	383	411	4300	170	Water
6	76	98	4300	190	Water
6	200	200	4305	140	HAHA Funding
6	1,145	729	4410	160	Building Maintenance Contracts

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## Hassocks Parish Council 2020/2021

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## Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
10	32,900	27,600	10	0	Total Borrowings
10	<b>32,900</b>	<b>27,600</b>	Total Borrowings The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

## Hassocks Parish Council 2020/2021

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## Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6	4,569	2,082	4410	170	Building Maintenance Contracts
6	3,746	3,661	4415	150	Grounds Maintenance Contracts
6	4,848	4,263	4415	180	Grounds Maintenance Contracts
6	772	612	4415	181	Grounds Maintenance Contracts
6	200	200	4415	210	Grounds Maintenance Contracts
6	268	0	4420	170	Grounds Supplies
6	1,781	1,063	4420	180	Grounds Supplies
6	35	152	4420	183	Grounds Supplies
6	14,415	0	4425	180	Op W/Shed Project Ad Park
6	3,450	164,036	4430	181	Adastra Park Masterplan
6	102,953	0	4430	182	Adastra Park Masterplan
6	1,176	0	4510	240	BHTC Reactive Work
6	2,740	0	4515	220	S137/Mobile Refuse Collection
6	2,520	2,387	4520	220	Floral Displays
6	0	1,390	4525	220	Finger Post Maintenance
6	110	0	4530	220	Bus Shelter Maintenance
6	754	1,458	4535	220	Seats
6	1,200	400	4540	270	Parking Discs
6	485	0	4545	220	Litter Bins
6	0	3,374	4555	220	TRO Funding
6	750	750	4560	240	S137/The Monday group
6	4,459	4,289	4600	230	WSCC Energy
6	1,110	2,451	4650	180	Biffa Waste
6	7,050	1,280	4655	180	Tree Maintenance
6	830	255	4655	200	Tree Maintenance
6	329	2,425	4655	210	Tree Maintenance
6	3,600	3,750	4660	240	Tree Planting
6	2,000	1,943	4665	220	Dog Bins & Maintnce Contract
6	95	692	4700	160	Grounds Machinery&Equip
6	211	432	4710	140	Grounds Projects
6	14,433	0	4800	260	Neighbourhood Plan
6	<b>Total other payments</b>	<b>246,566</b>	<b>257,502</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)	
7	<b>Balances carried forwrd</b>	<b>389,231</b>	<b>349,479</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8	43,662	33,726	200	0	Current Bank A/C 2114
8	368,066	358,977	205	0	Tracker A/C 3548
8	86	86	210	0	Business Saver 3
8	0	0	215	0	Business Saver 2
8	100	100	250	0	Petty Cash
8	<b>Total Cash &amp; Investments</b>	<b>411,913</b>	<b>392,888</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9	1,053,596	1,107,594	9	0	Total Fixed Assets
9	<b>Total Fixed Assets</b>	<b>1,053,596</b>	<b>1,107,594</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register	

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### Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Hassocks Parish Council.

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2020/21

(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 2020/21

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 2021.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

