

The Parish of Knightwick and Doddenham

Annual Report of the Parish Council

2018-9

Contents

Government's requirements for smaller councils

Details required by the Government.

The Local Audit and Accountability Act 2014

The Act sets out a new audit framework for local public authorities which are currently covered by the Audit Commission regime. Under this new framework, smaller authorities with an annual turnover not exceeding £25,000, including parish councils, will be exempt from routine external audit. Instead, these parish councils will be subject to the new transparency requirements laid out in the Code.

This Code will act as an audit substitute, enabling local electors to access the information they need about the authority's accounts and governance in order to hold the authority to account. It is issued to meet the government's desire to place more power into citizens' hands to increase democratic accountability.

Public data that parish councils should publish

All items of expenditure Annual publication no later than 1 July.

Publish details of each individual item of expenditure.

Copies of cash books, vouchers and receipts, etc. do not need to be published but should remain available for inspection.

End of year accounts Annual publication no later than 1 July.

Publish signed statement of accounts according to the format included in the Annual Return audit form. It should be accompanied by:

- a) a copy of the bank reconciliation for the relevant financial year;*
- b) an explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year; and*
- c) an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.*

Annual governance statement Annual publication no later than 1 July.

Publish signed annual governance statement according to the format included in the Annual Return audit form. Explain any negative responses to governance statements, including how any weaknesses will be addressed.

Internal audit report Annual publication no later than 1 July.

Publish internal audit report according to the format included in the Annual Return audit form. It should be signed by the person who carried out the internal audit.

Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed.

Explain any 'not covered' responses to internal controls objectives.

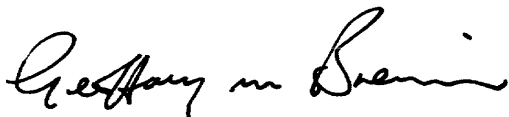
Publish any additional internal audit report, where available.

Location of public land and building assets Annual publication no later than 1 July.

Publish details of all public land and building assets – either in the authority's full asset and liabilities register or as an edited version. Information should include:

- a) description (what it is, including size/acreage);*
- b) location (address or description of location);*
- c) owner / custodian, e.g. the authority manages the land or asset on behalf of a local charity;*

This council meets all these obligations.



Clerk to the Council 25/5/19

The Council's Notices, Agenda and Minutes of Meetings; Are posted on the council's three notice boards at The Flying Horse Shop, Opposite the Talbot Hotel, and Doddenham Junction, in addition to web-pages - <http://e-services.worcestershire.gov.uk/myparish/> - **click on Knightwick**

Register Report

01/04/2018 Through 31/03/2019 (in Pound)

03/04/2019

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Date	Account	Num	Description	Category	Clr	Amount
INCOME						
Lengthsman Income						
24/07/2018	Knightswick ...		WCC Highways	Lengthsman Income	R	252.00
12/02/2019	Knightswick ...		WCC Highways Invoice - Jan	Lengthsman Income		48.00
01/03/2019	Knightswick ...		WCC Highways	Lengthsman Income	R	348.00
11/03/2019	Knightswick ...		WCC Highways Invoice - Feb	Lengthsman Income		156.00
13/03/2019	Knightswick ...		WCC Highways	Lengthsman Income	R	144.00
31/03/2019	Knightswick ...		WCC Highways Invoice - Ma...	Lengthsman Income		120.00
TOTAL Lengthsman Income						1,068.00
Precept						
30/04/2018	Knightswick ...		MHDC Precept 1st Half	Precept	R	2,600.00
30/09/2018	Knightswick ...		MHDC Precept 2nd Half	Precept	R	2,600.00
TOTAL Precept						5,200.00
Sundry Income						
17/07/2018	Knightswick ...		AXA Insurance	Sundry Income	R	1,392.57
29/10/2018	Knightswick ...		MHDC	Sundry Income	R	100.00
29/03/2019	Knightswick ...		AXA Insurance	Sundry Income	R	1,017.43
TOTAL Sundry Income						2,510.00
VAT Refund						
23/07/2018	Knightswick ...		HMRC	VAT Refund	R	669.99
TOTAL VAT Refund						669.99
TOTAL INCOME						9,447.99
EXPENSES						
Audit						
19/07/2018	Knightswick ... 10537	SLCCA		Audit	R	-50.00
TOTAL Audit						-50.00
Clerk - Expenses						
18/03/2019	Knightswick ... 8		G M Brewin - expenses - Yr ...	Clerk - Expenses	R	-59.11
TOTAL Clerk - Expenses						-59.11
Clerk - Salary						
30/04/2018	Knightswick ...		G M Brewin	Clerk - Salary	R	-248.40
31/05/2018	Knightswick ...		G M Brewin	Clerk - Salary	R	-248.40
29/06/2018	Knightswick ...		G M Brewin	Clerk - Salary	R	-248.40
31/07/2018	Knightswick ...		G M Brewin	Clerk - Salary	R	-248.40
31/08/2018	Knightswick ...		G M Brewin	Clerk - Salary	R	-248.40
28/09/2018	Knightswick ...		G M Brewin	Clerk - Salary	R	-248.40
31/10/2018	Knightswick ...		G M Brewin	Clerk - Salary	R	-248.40
30/11/2018	Knightswick ...		G M Brewin	Clerk - Salary	R	-248.40
31/12/2018	Knightswick ...		G M Brewin	Clerk - Salary	R	-248.40
14/02/2019	Knightswick ...		G M Brewin	Clerk - Salary	R	-339.28
28/02/2019	Knightswick ...		G M Brewin	Clerk - Salary	R	-258.44
29/03/2019	Knightswick ...		G M Brewin	Clerk - Salary	R	-358.84
TOTAL Clerk - Salary						-3,192.16
Donations						
21/01/2019	Knightswick ... 2		Lower Teme PCC	Donations	R	-300.00
18/03/2019	Knightswick ... 5		Footprints	Donations	R	-200.00
18/03/2019	Knightswick ... 6		Nora Parsons Day Centre	Donations	R	-200.00

Register Report

01/04/2018 Through 31/03/2019 (in Pound)

03/04/2019

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Date	Account	Num	Description	Category	Clr	Amount
TOTAL Donations						-700.00
Insurance						
21/05/2018	Knightwick ...	10532	Game & Co	Insurance	R	-285.60
TOTAL Insurance						-285.60
Other Expenses						
21/05/2018	Knightwick ...	10534	P J Brooke	Other Expenses	R	-200.00
18/06/2018	Knightwick ...	10535	P J Brooke	Other Expenses	R	-1,105.00
17/09/2018	Knightwick ...	10539	P J Brooke	Other Expenses	R	-1,105.00
30/11/2018	Knightwick ...	10541	LCCA	Other Expenses	R	-18.00
TOTAL Other Expenses						-2,428.00
Parish Lengthsman						
19/07/2018	Knightwick ...	10538	S R Wilks Lengthsman -April-J...	Parish Lengthsman	R	-252.00
19/11/2018	Knightwick ...	10542	S R Wilks Lengthsman - Oct	Parish Lengthsman	R	-288.00
21/01/2019	Knightwick ...	1	S R Wilks Lengthsman -Nov - ...	Parish Lengthsman	R	-180.00
18/03/2019	Knightwick ...	3	S R Wilks Lengthsman - Jan	Parish Lengthsman	R	-48.00
18/03/2019	Knightwick ...	4	S R Wilks Lengthsman - Feb	Parish Lengthsman	R	-156.00
31/03/2019	Knightwick ...	10	S R Wilks Lengthsman - March	Parish Lengthsman	R	-120.00
TOTAL Parish Lengthsman						-1,044.00
Subscriptions						
21/05/2018	Knightwick ...	100533	...WCALC	Subscriptions	R	-187.70
TOTAL Subscriptions						-187.70
Sundry Payments						
22/01/2019	Knightwick ...		Write Off - Bank Error In Re...	Sundry Payments	R	-0.50
18/03/2019	Knightwick ...	7	Alfrick Village Hall (error)	Sundry Payments	R	-100.00
18/03/2019	Knightwick ...	9	F Budden Bus Shelter Repairs	Sundry Payments	R	-78.90
TOTAL Sundry Payments						-179.40
TOTAL EXPENSES						-8,125.97
TRANSFERS						
Knightwick & Doddenham HSBC						
14/12/2018	Knightwick ...	10540	Lloyds Bank	[Knightwick & Doddenha...	R	40,000.00
22/01/2019	Knightwick ...	500002	Transter From HSBC	[Knightwick & Doddenha...	R	4,515.27
TOTAL Knightwick & Doddenham HSBC						44,515.27
Knightwick & Doddenham Lloyds						
14/12/2018	Knightwick ...	10540	Lloyds Bank	[Knightwick & Doddenha...	R	-40,000.00
22/01/2019	Knightwick ...		Transter From HSBC	[Knightwick & Doddenha...	R	-4,515.27
TOTAL Knightwick & Doddenham Lloyds						-44,515.27
VAT Control						
21/05/2018	Knightwick ...	100533	...WCALC	[VAT Control]	R	-33.48
19/07/2018	Knightwick ...	10537	SLCCA	[VAT Control]	R	-10.00
19/07/2018	Knightwick ...	10538	S R Wilks Lengthsman -April-J...	[VAT Control]	R	-50.40
19/11/2018	Knightwick ...	10542	S R Wilks Lengthsman - Oct	[VAT Control]	R	-57.60
21/01/2019	Knightwick ...	1	S R Wilks Lengthsman -Nov - ...	[VAT Control]	R	-36.00
18/03/2019	Knightwick ...	3	S R Wilks Lengthsman - Jan	[VAT Control]	R	-9.60
18/03/2019	Knightwick ...	4	S R Wilks Lengthsman - Feb	[VAT Control]	R	-31.20
31/03/2019	Knightwick ...	10	S R Wilks Lengthsman - March	[VAT Control]	R	-24.00
TOTAL VAT Control						-252.28

Register Report

01/04/2018 Through 31/03/2019 (in Pound)

03/04/2019

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Date	Account	Num	Description	Category	Clr	Amount
TOTAL TRANSFERS						-252.28
OVERALL TOTAL						1,069.74

The Parish of Knightwick and Doddenham

Clerk to the Council;
Geoffrey M Brewin, Whistlewood House, Lulsley, Knightwick, Worcester WR6 5QT

Register of Assets at 15th July 2019

Bus Shelter at A44 Knightwick

Replacement value £3000

Notice Boards at:

Talbot Hotel corner of B4197

Doddenham corner of A44

Knightwick Butcher's shop

Replacement value 3 at £1000 each - £3000

Confirmed

Chair.....

Clerk and RFO.....

Knighthwick & Doddenham Parish Council

for comparison

**Income and Expenditure
for the year 1/4/18 -31/3/2019**

Yr 2018-9

Yr 2017-8

Income

Bank Interest	0.00	0.00
MHDC Precept	5200.00	5200.00
MHDC Parish Grant	0.00	0.00
VAT Refund	669.99	856.17
Village Hall Hire	0.00	0.00
WCC Parish Lengthsman	1068.00	1020.00
Sundry Income	2510.00	40575.60

Total Income

9447.99

47651.77

Expenses

Audit	50.00	50.00
Clerk - Expenses	31.00	20.00
Office Costs	28.11	40.75
Clerk - Salary	3192.16	2980.80
Donations	700.00	830.00
Other Expenses	2428.00	0.00
Elections	0.00	0.00
Insurance	285.60	280.00
Sundry Payments	179.40	285.96
Parish Lengthsman	1044.00	1020.00
Subscriptions	187.70	171.46
Village Hall Electricity	0.00	-34.94
Village Hall Insurance	0.00	0.00
Village Hall Maintenance	0.00	52.40
VAT paid	252.28	273.59

Total Expenses

8378.25

5970.02

Surplus+/Defecit-

1069.74

41681.75

Balance brought forward

42779.59

1097.84

Balance at year-end

43849.33

42779.59

Outstanding unpaid cheques

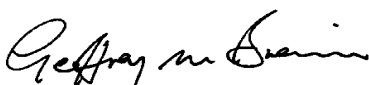
00003	57.60
00004	187.20
00006	200.00
00007	100.00
00010	144.00

Outstanding Invoices

WCC Parish Lengthsman	Jan	48.00
WCC Parish Lengthsman	Feb	156.00
WCC Parish Lengthsman	March	120.00
	Total	364.80

44214.13

42779.59



Clerk and RFO. 04-Apr-19