

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

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** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must 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 and published on the authority website/webpage **before 1 July 2021**.
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 is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

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

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

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 the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR 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 before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 **before 1 July 2021**.

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 been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
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 published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled 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 as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	MA	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

CHIGNAL PARISH COUNCIL

E-voice.ORG.UK/CHIGNAL-PARISH ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Name of person who carried out the internal audit

13/06/2021 24/06/2021 DD/MM/YYYY

M G HOWARD FCPFA AUDITOR

Signature of person who carried out the internal audit

M Howard

Date

25/06/2021

*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 2020/21

We acknowledge as the members of:

CHIGNAL 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 2021, that:

	Agreed		Yes means that this 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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year end 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
			N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

4th MAY 2021

and recorded as minute reference:

2021/288

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

Chairman

Lynne Sallis

Clerk

Wesley

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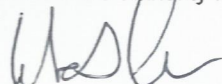
Section 2 – Accounting Statements 2020/21 for

CHIGNAL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	30402	35853	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	7385	7600	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	27607	30931	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	3079	3252	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	26462	31377	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	35853	39755	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	35853	39755	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	15898	33549	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	0	0	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, 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 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.

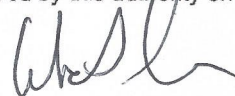
Signed by Responsible Financial Officer before being presented to the authority for approval



Date

4th MAY 2021

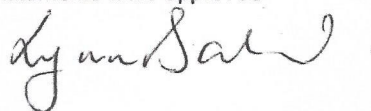
I confirm that these Accounting Statements were approved by this authority on this date:



as recorded in minute reference:

2021/289

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



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

In respect of

ENTER NAME OF AUTHORITY

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

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Contact details

Name of smaller authority: CHIGNAL PARISH COUNCIL

County Area (local councils and parish meetings only): ESSEX

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	W ADSHEAD - GRANT	LYNN BALLARD
Address	45 CHERRY GARDEN ROAD GREAT WALTHAM CHELMSFORD ESSEX CM3 1DH	3 PITT COTTAGES MASHBURY ROAD CHIGNAL CM1 4TX
Daytime telephone number	07880717329	
Mobile telephone number		
Email address	CHIGNALPC@GMAIL.COM	

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

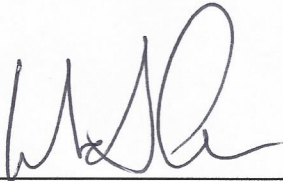
Name of smaller authority: _____ **Chignal Parish Council**

County Area (local councils and parish meetings only): **Essex**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on _____ **Monday 14th June 2021**

and ending on _____ **Friday 23rd July 2021**

Signed: _____ 

Role: _____ **CLERK & RFO**

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Explanation of variances – pro forma

Name of smaller authority

Chigdal Parish Council

Clearly state local councils and Estates

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	30,402	35,853				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	7,385	7,800	215	2.91%	NO	Please note we received two payments of £3,800	
3 Total Other Receipts	27,807	30,831	3,324	12.04%	NO	£28,262 CIL, £2668.53 in Vat reclaim and Interest	
4 Staff Costs	3,079	3,252	173	5.62%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	26,462	31,377	4,915	18.57%	YES	Spend of CIL Money on projects £8500 on Oak Gazabo, £16,500 on Village Hall Storage Shed, £5000 on a Car Park, £540 On Audit fees, £426 on Playing field Maintenance, £212.47 on Insurance, £142 on Association fees, £17 on Bank charges, £38.53 on parts for the Orchard	
7 Balances Carried Forward	35,853	39,755				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	35,853	39,755			YES	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	15,898	33,549	17,651	111.03%	YES	Assets added to the Parish Council £8,500 Oak Gazabo, £5000 on a Car Park, £4151 Replacement costs	
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

Chignal Parish Council

County area (local councils and parish meetings only):

Essex

Financial year ending 31 March 20xx

Prepared by (Name and Role):

w.Adshead-Grant Clerk&RFO

Date:

08/04/2021

Balance per bank statements as at 31/3/xx:

account 1
account 2

£
2,402.9
37,619.3

[add more accounts if necessary]

40,022.2

Petty cash float (if applicable)

-

Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)

100919

(267.20)

[add more lines if necessary]

(267.20)

Add: any un-banked cash as at 31/3/xx

Net balances as at 31/3/21 (Box 8)

39,755.0

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
CIL	19000		
orchard	532		
		19532	
General reserve	20223	20223	
Total reserves (must agree to Box 7)			39755

**CHIGNAL PARISH COUNCIL
ASSET REGISTER**

ITEM	LOCATION	PURCHASE DATE	Replacement price
Land - EX481961	Playing Field	04/05/1993	£7,000
Information Board	Orchard	01.05.2013	£200
Telephone box	The Green Chignal St James	13/09/2010	£2,500
1 Bench	The Green	01/05/2013	£600
1 Picnic Table	ORCHARD	01/05/2013	£600
2 Benches	The Playing Field	1993	£1,600
3 Parish Noticeboards	The Green	04/08/2018	£600
	Village Hall	04/08/2018	£600
	St Nicholas Church	04/08/2018	£600
Laptop	Parish Address	12/09/2016	£600
Printer	Parish Address	12/09/2016	£200
Hard Drive	Parish Address	12/09/2016	£65
A2 Display Boards	Village Hall	08/05/2017	£740
STORAGE PAVILLION	ORCHARD	29.09.2018	£1,600
HUSQVARNA TS138 MOWER	ORCHARD	29.09.2018	£1,500
TONDU TSC500 DUMP CART TRAILER	ORCHARD	29.09.2018	£150
Defib.	Village Hall	01.06.2019	£1,539
Tent	ORCHARD	01.06.2019	£500
Ladder	ORCHARD	01.06.2019	£220
Bench	ORCHARD	01.06.2019	£674
Overhead Projector	Chairmans House	04.10.2017	£420
Oak Gazebo	Playing Field	29.10.2020	£8,500
Goal Post - Full Size	Playing Field	31.07.2020	£600
Gate & Fence & Height Bar	Car Park	26.06.2020	£1,941
			£33,549

[illegible]



WILL ADSHEAD-GRANT
CHIGNAL PARISH COUNCIL
45 CHERRY GARDEN ROAD
GREAT WALTHAM
CHELMSFORD
ESSEX
CM3 1DH

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 31 March 2021

Business Current Accounts

Community Account Statement	£2,402.88
.....	
Sort Code 20-19-95 • Account No 60717908	

Business Savings Accounts

Business Premium Account	£37,619.32
.....	
Sort Code 20-19-95 • Account No 10924539	

This is the end of your account summary.



WILL ADSHEAD-GRANT
CHIGNAL PARISH COUNCIL
45 CHERRY GARDEN ROAD
GREAT WALTHAM
CHELMSFORD
ESSEX
CM3 1DH

Your Business Premium Account

At a glance

Date	Description	Money out £	Money in £	Balance £
27 Feb	Start Balance			37,618.11
8 Mar	% Interest Earned Gross For The Period 7 Dec 2020 - 7 Mar 2021		1.21	37,619.32
31 Mar	Balance carried forward			37,619.32
	Total Payments/Receipts	0.00	1.21	

27 Feb - 31 Mar 2021

Start balance	£37,618.11
Money out	£0.00
Money in	£1.21
► Gross interest earned £1.21	
End balance	£37,619.32

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.



WILL ADSHEAD-GRANT
CHIGNAL PARISH COUNCIL
45 CHERRY GARDEN ROAD
GREAT WALTHAM
CHELMSFORD
ESSEX
CM3 1DH

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
27 Feb	Start Balance			19,508.86
8 Mar	 Cheque Issued Ref: 100954	110.31		19,398.55
	 Commission Charges For The Period 13 Jan /14 Feb	2.00		19,396.55
15 Mar	 Cheque Issued Ref: 100958	16,500.00		2,896.55
	 Cheque Issued Ref: 100959	240.00		2,656.55
18 Mar	 Cheque Issued Ref: 100956	26.00		2,630.55
19 Mar	 Cheque Issued Ref: 100957	100.00		2,530.55
29 Mar	 Cheque Issued Ref: 100955	127.67		2,402.88
31 Mar	Balance carried forward			2,402.88
	Total Payments/Receipts	17,105.98	0.00	

27 Feb - 31 Mar 2021

Start balance	£19,508.86
Money out	£17,105.98
► Commission charges £2.00	
Money in	£0.00
► Gross interest earned £0.00	
End balance	£2,402.88

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

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	RECEIPTS											
Date	Details	Precept/ Grant*	Orchard Income	CIL	Interest General	Other	TOTAL					
27.04.2020	Precept - Chelmsford City Council	£3,800.00					£3,800.00					
18.04.2020	CIL - CHELMSFORD			£28,262.20			£28,262.20					
08.06.2020	Account Interest - Barclays				£9.95		£9.95					
13.08.2020	Unchased Cheque 100834					£156.00	£156.00					
07.08.2020	Interest				£7.76		£7.76					
28.09.2020	Precept - Chelmsford City Council	£3,800.00					£3,800.00					
07.12.20	Interest				£1.40		£1.40					
24.02.21	HMRC - VAT reclaim to Feb 2021					£2,492.21	£2,492.21					
08.03.2021	Interest				£1.21		£1.21					
							£0.00					
							£0.00					
							£0.00					
							£0.00					
Total		£7,600.00	£0.00	£28,262.20	£20.32	£2,648.21	£38,530.73					

Payments from Cashbook 2020-21				
Date	chq	Details	Total	Cheque cashed
	no			
06.04.2020		bank charges	£2.00	Y
06.05.2020	100910	essex pension fund	£123.72	Y
06.05.2020	100911	hmrc	£23.20	Y
06.05.2020	100912	clerk	£93.73	Y
06.05.2020	100913	clerk	£93.53	Y
06.05.2020	100914	essex pension fund	£123.72	Y
06.05.2020	100915	hmrc	£23.40	Y
06.05.2020	100916	ealc	£142.11	Y
06.05.2020	100917	RSA insurance	£212.27	Y
26.06.2020	100961	TAMLYN AND SON	£1,878.00	y
26.06.2020	100962	essex pension fund	£123.72	y
26.06.2020	100963	clerk	£93.53	y
26.06.2020	100964	hmrc	£23.40	y
05.07.2020	100965	essex pension fund	£123.72	y
05.07.2020	100966	hmrc	£23.40	y
05.07.2020	100967	clerk	£93.53	y
31.07.2020	100968	Shire Oak	£1,602.00	y
31.07.2020	100969	MH Goals	£600.00	y
03.08.20		bank charges	£2.00	y
06.08.2020	100970	HMRC	£23.40	y
06.08.2020	100971	essex pension fund	£123.72	y
06.08.2020	100972	clerk	£93.53	y
	100918	cancelled		
01.09.20		bank charges	£2.00	Y
04.09.2020	100919	Orchard - Fast Sign – Cllr Middleditch	£267.20	n
04.09.2020	100920	Orchard- Cllr Feltwell	£138.67	y
04.09.2020	100921	Clerks Salary - September	£154.79	y
04.09.2020	100922	Essex Pension Fund	£147.43	y
04.09.2020	100923	HMRC	£38.80	y
04.09.2020	100924	Tamyln & Son	£2,148	y
13.09.2020	100925	M.Howard	150.00	y
13.09.2020	100926	DM Payroll	54.00	y
05.10.20		bank charges	£2.00	y
31.10.2020	100927	Cllr Ballard - Orchard	25.49	y
31.10.2020	100928	Taylor engineering	252.00	y
31.10.2020	100929	MG Howard 2019-2020	£150.00	y
31.10.2020	100930	HMRC -Oct	£26.00	y
31.10.2020	100931	W.Adshead-Grant - Oct	£103.91	y
31.10.2020	100932	HMRC - Nov	£25.80	y
31.10.2020	100933	essex pension fund - Oct	£127.67	y
31.10.2020	100934	essex pension fund - Nov	£127.67	y
31.10.2020	100935	W.Adshead-Grant - Nov	£148.17	y
04.11.2020		bank charges	£2.00	y
12.11.2020	100936	Shire Oak	£5,508.00	y
12.11.2020	100937	DM Payroll	£54.00	y
12.11.2020	100938	Barriers Direct	£169.91	y
03.12.2020	100939	essex pension fund	127.67	y
03.12.2020	100940	HMRC	26.00	y

03.12.2020	100941	w.adshead-Grant - Dec	103.71	y
03.12.2020	100942	PKF-Littlejohn	240.00	y
03.12.2020	100943	Taylor engineering	168.00	y
07.12.2020		bank charges	£2.00	y
04.01.2021	100944	hmrc	26.00	y
04.01.2021	100945	essex pension fund	127.67	y
04.01.2021	100946	W.Adshead-Grant - Jan	103.71	y
04.01.2021	100947	Chelmsford DBF	100.00	y
04.01.2021	100948	Transscape	750.00	y
07.1.2021		bank charges	£2.00	y
22.01.2021	100949	Village Hall		n
04.02.21		bank charges	2.00	y
04.02.21		interest charges	1.06	y
07.02.21	100950	clerk	107.87	y
07.02.21	100951	hmrc	25.80	y
07.02.21	100952	essex pension fund	127.67	y
07.02.21	100953	cllr elwick - padlock	16.00	y