

Pleshey Parish Council											
Payments from Cashbook 2017-18											
PAYMENTS											
Date	Details	chq no	Admin	Capital Expenditure	GJPA Playarea	Parks Open Spaces	Grants & Donations	Section 137	VAT	General Total	Cheque cashed
19/04/17	EALC- Training	100672	£160.00							£160.00	cashd 10th May
19/04/17	Playdale - Initial Payment	100673		£8,099.33					£1,619.87	£9,719.20	cashd 4th May
19/04/17	EALC- Training	100674	£90.00							£90.00	cashd 10th May
19/04/17	EALC - Subscription	100675	£84.54							£84.54	cashd 10th May
	cancelled	100676								£0.00	
	cancelled	100677								£0.00	
19/04/17	EALC- Training	100678	£160.00							£160.00	cashd 10th May
	cancelled	100679								£0.00	
19/04/17	BT - Adopt a box	100680		£1.00						£1.00	cashd 18th May
27/04/17	Essex Pension Fund - Employer	100681	£37.49							£37.49	cashd 25th May
27/04/17	HMRC - Period 1	100682	£35.60							£35.60	cashd 24th May
27/04/17	Clerk Wages - April	100683	£176.81							£176.81	cashd 9th May
27/04/17	Village Choir	100684					£108.65			£108.65	cashd 29th June
27/04/17	Friday Club- Village Hall	100685					£160.00			£160.00	cashd 14th June
11/05/2017	Clr Kenning - Refreshments	100686	£30.00							£30.00	cashd 24th May
11/05/2017	Insurance - Zurich	100687	£302.31							£302.31	cashd 19th May
11/05/2017	Pleshey Tree Services	100688			£880.00				£176.00	£1,056.00	cashd 19th May
11/05/2017	Pleshey Circle	100689					£160.00			£160.00	cashd 1st June
	cancelled	100690								£0.00	
17/05/2017	Essex Pension Fund - Employee	100691	£11.19							£11.19	cashd 25th May
20/06/2017	cllr mallender - refreshments	100692	£17.02							£17.02	cashd 18th July
20/06/2017	Pleshey Parish news	100693	£8.75							£8.75	cashd 02.11
20/06/2017	Playdale - inv 27202	100694		£2,512.70					£502.54	£3,015.24	cashd 7th July
20/06/2017	Playdale - inv 27223	100695		£2,810.07					£562.01	£3,372.08	cashd 7th July
20/06/2017	Playdale - inv 27385	100696		£4,891.25					£978.25	£5,869.50	cashd 7th July
20/06/2017	Clerk Wages - June	100697	£177.68							£177.68	cashd 10th July
20/06/2017	Clerk Wages - May	100698	£218.01							£218.01	cashd 10th July
20/06/2017	HMRC -Period 2	100699	£35.60							£35.60	cashd 8th Aug
20/06/2017	HMRC -Period 3	100700	£35.80							£35.80	cashd 8th Aug
20/06/2017	Essex Pension fund - combined - P2	100701	£43.64							£43.64	cashd 13th July
20/06/2017	Essex Pension fund - combined - P3	100702	£43.64							£43.64	cashd 13th July
26/07/2017	Tim Gunn - Fence Repairs	100703			£200.70					£200.70	cashd 15.09
26/07/2017	EALC - Tim Gunn - Training	100704	£90.00							£90.00	cashd 2nd Aug
26/07/2017	Clerk Wages - July	100705	£177.68							£177.68	cashd 3rd Aug
26/07/2017	HMRC - Period 4	100706	£35.80							£35.80	cashd 8th Aug
26/07/2017	Essex Pension Fund	100707	£43.64							£43.64	cashd 2nd Aug
25/08/2017	Playsafety ltd - Rospa inspection	100708				£79.80				£79.80	cashd 12.09
25/08/2017	cancelled	100709								£0.00	
25/08/2017	Clerk Wages - August	100710	£177.68							£177.68	cashd 12.09
25/08/2017	Essex Pension Fund	100711	£43.64							£43.64	cashd 11.09
18/09/2017	HMRC - Period 5	100712	£35.80							£35.80	cashd 30.10
18/09/2017	Play Safety ltd - Rospa and Post Installation	100713			£270.00					£270.00	cashd 3.10
20/09/2017	Clerk - Expenses	100714	£55.62							£55.62	cashd 28.09
13/10/2017	PFK LittleJohn - Audit	100715	£100.00						£20.00	£120.00	cashd 26.10
13/10/2017	Essex Pension Fund	100716	£43.64							£43.64	cashd 24.10
13/10/2017	HMRC - Period 6	100717	£35.80							£35.80	cashd 30.10
13/10/2017	Clerk - Salary (Sept)	100718	£177.68							£177.68	cashd 25.10
18/10/2017	Clerk - Salary (Oct)	100719	£143.28							£143.28	cashd 25.10
18/10/2017	Essex Pension Fund	100720	£43.64							£43.64	cashd 24.Oct
18/10/2017	HMRC - Period 7	100721	£35.80							£35.80	cashd 30.10
17/11/2017	Hmrc - Period 8	100722	£35.80							£35.80	cashd 28/02
17/11/2017	Essex Pension Fund	100723	£43.64							£43.64	cashd 28.11
17/11/2017	Clerk - Salary (Nov)	100724	£196.63							£196.63	cashd 29.11
22/11/2017	Royal British Legion	100725						£20.00		£20.00	cashd 29.12
14/12/2017	Playequip - repairs	100726				£2,706.00			£541.20	£3,247.20	cashd 09/01
20/12/2017	Clerk- Salary (Dec)	100727	£177.68							£177.68	cashd 29.12
20/12/2017	Essex Pension Fund	100728	£43.64							£43.64	cashd 23/01
19/04/17	CCC - Allotment Rent	N / A				£3.95					Taken on Precept
04/08/17	Interest and Charges Suffered		£64.95							£64.95	occured 4th AUg
05/09/17	Interest Suffered		£7.41							£7.41	occured 4th AUg
20/12/2017	HMRC - Period 9	100729	£35.80							£35.80	cashd 28/02
20/12/2017	House of retreat	100730	£3.80							£3.80	cashd 02/02
16/01/2018	HMRC - Period 10	100731	£35.80							£35.80	cashd 28/02
16/01/2018	Essex Pension Fund	100732	£43.64							£43.64	cashd 23/01
16/01/2018	Clerk - Salary (Jan)	100733	£177.68							£177.68	cashd 24/01
16/01/2018	cllr mallender - refreshments	100734	£25.49							£25.49	cashd 26/01
18/02/18	Pleshey Parish news	100735	£15.00							£15.00	cashd 01/03
18/02/18	MG Howard - internal audit	100736	£125.00							£125.00	cashd 23/03
18/02/18	W.Adshhead-Grant - Salary + Expenses	100737	£314.48						£25.80	£340.28	cashd 28/02
18/02/18	Essex Pension Fund	100738	£43.64							£43.64	cashd 27/02
18/02/18	HMRC	100739	£35.80							£35.80	cashd 28/02
18/02/18	Pleshey village hall	100740	£176.00							£176.00	
21/02/18	Great Waltham Parich Council	100741	£39.00							£39.00	cashd 28/02
20/03/18	Pleshey Support Group	100742								£300.00	
20/03/18	W.Adshhead-Grant - Bank charges repaid	100743	£66.00							£66.00	cashd 29/03
20/03/18	W.Adshhead-Grant - Salary + Expenses	100744	£177.68							£177.68	cashd 29/03
20/03/18	HMRC	100745	£35.80							£35.80	
20/03/18	Essex Pension Fund	100746	£43.64							£43.64	
20/03/18	Fred Manning - mount grass cutting	100747				£450.00				£450.00	
21/03/18	Chelmsford city council - lease	100748				£1.00				£1.00	
Totals			£4,871.78	£18,314.35	£1,350.70	£3,240.75	£728.65	£20.00	£4,425.67	£32,947.95	

<b>Pleshey Parish Council</b>							
<b>Receipts 2017-18</b>							
<b>RECEIPTS</b>							
<b>Date</b>	<b>Details</b>	<b>Precept</b>	<b>Grant</b>	<b>Interest General</b>	<b>Parks &amp; Open</b>	<b>Other</b>	<b>TOTAL</b>
27/04/17	Payment 1 Precept ECC	£3,585.05					£3,585.05
16-06-17	CIF - 50% towards Grant		£5,000.00				£5,000.00
26/09/2017	CCC BGC Precept 2	£3,590.00					£3,590.00
18/09/2017	HMRC - VAT return 010317 to 310717					£3,844.27	£3,844.27
02/10/2017	Allotment rent ( cheque)				£3.00		£3.00
26/10/2017	CIF - 50% towards Grant		£5,000.00				£5,000.00
16/11/2017	Invoice Raised on Village hall for Rospa report				£79.80		£79.80
24/11/2017	Allotment rent ( cash)				£14.00		£14.00
4/12/2017	Interest			£1.16			£1.16
26.01.18	Payment of Interest charges			£72.36			£72.36
29.01.18	Transparencey Cheque		£379.80				£379.80
11.02.18	Essex County Council - Mount				£465.00		£465.00
05.03.18	Interest			£3.29			£3.29
13.03.18	Vat receipt 01.08.17 to 31.01.18					£645.30	£645.30
	<b>Total</b>	<b>£7,175.05</b>	<b>£10,379.80</b>	<b>£76.81</b>	<b>£561.80</b>	<b>£4,489.57</b>	<b>£22,683.03</b>

Invoiced but Not Paid Yet

Invoiced but Not Paid Yet

Will Adshead-Grant	<b>March 2018</b>						
Pay and Non Receipted Expenses							
4 hrs p/week					0		£143.28
	website maintenance at 2 hrs per month						
						Net Total	
8 miles per week	Total	4	at	45p per mile	Total		£14.40
					14.4		
Mobile Phone							
£20 per month						Total	£20.00
						Total Due	<b>£177.68</b>





<b>Pleshey Parish Council</b>		
<b>Income and Expenditure Account - 31st March 2018</b>		
<b>INCOME</b>		
Precept on CCC		
Loans and Capital Receipts		
Interest and investment Income		
Allotments		
Grants and Donations		
CBC Open Parks Payment		
Misc.		
VAT Refund		
Total		
<b>EXPENDITURE</b>		
Staff Cost		
General Admin		
Professional Fees		
Insurance		
Subscriptions		
S137 Exp.		
Capital Exp.		
Allotments		
Parks & Open Spaces		
Grants and Donations		
VAT Paid		
Total		
General Fund		
Balance at 1st April		
Add Total Income		
Deduct: Total expenditure		
General Reserve Balance at 31st March		0
Pleshey Parish Council		
Balance Sheet - 31st March 2015		

Current Assets		
Debtors		
Cash in bank and in hand (Box 8 Annual return)		
Current Liabilities		
Creditors and accrued expenses		
Net Current Assets		
Total Assets Less Current Liabilities		
Capital and reserves		
<b>Pleshey Parish Council</b>		
<b>Annual Return Statement of Accounts</b>		
	<b>Year Ending</b>	<b>Year Ending</b>
	<b>31st March 20</b>	<b>31st March 20</b>
1. Balances brought forward		
2. (+) Annual Precept		
3. (+) Total other receipts		
4. (-) Staff Costs		
5. (-) Loan interest/capital repayments		
6. (-) All other payments		
7. (=) Balances carried forward		
8. TotalCash & investments		
9. Total Fixed Assets		
10. Total Borrowings		
11. Trust funds	No	No
Signed by Chairman:		
Signed by Clerk:		
Date:		

<b>Pleshey Parish Council</b>		<b>Asset Register</b>	<b>31-Mar-2018</b>
based on insurance Values at June 2014			
<b>Asset Register</b>			
Street Furniture	2	Litter Bin	£791.08
	4	<b>Picnic Benches</b>	£1,600.00
	1	<b>Phonebox</b>	£1.00
	1	<b>Allotment Fencing</b>	£3,200.30
	1	<b>GJPA Fencing</b>	£791.08
	5	<b>Garden Tubs</b>	£250.00
	1	<b>Noticeboard</b>	£599
	2	<b>Defibrillator and cabinets</b>	£4,757.10
<b>Playground Equipment</b>	1	<b>Stainless Steel Slide</b>	£2,187.10
	2	<b>Log frame Swings</b>	£912.78
	1	<b>Swingbridge</b>	£838.81
	4	<b>Timber swings</b>	£2,967.44
	1	<b>Multi Play unit (castle)</b>	£13,875.50
	1	<b>Inclusive Orbit</b>	£4356
	1	<b>Gravity Bowl</b>	£1,065.00
	1	<b>Spinner</b>	£1,353.00
	1	<b>Sea Horse Seesaw</b>	£1,437.00
	1	<b>Activity Trail</b>	£4,439.83
	1	<b>Spring Horse</b>	£543.00
	1	<b>Rocking Horse with bonded mulch surface mulch surfacing</b>	£8,240.00
			£5,869.00
			£43,728.46
Fixed Asset Register		£	
<b>Freehold Land and Building</b>			0
<b>Vehicles and Equipment</b>			
Playground Equipment (GJPA)			£43,728.46
Defibrillator and cabinet (VH and Leather Bottle)			£4,757.10
<b>Infrastructure Assets</b>			
Benches ( Post Box x 1 / Viewing Area x 2 / GJPA x 1)			£1,600.00
Litter Bins (Viewing area and Bus Shelter)			£791.08
Notice Board (not insured shown at cost)			£599.00
Garden Tubs			£250.00
GJPA Fencing			£791.00
Allotment Fencing			£3,200.00
Telephone Box			£1.00
<b>TOTAL</b>			<b>£55,717.64</b>



<b>Pleshey Parish Council</b>		<b>Risk Assessment</b>		<b>01.04.2017</b>	
<b>RISKS IDENTIFIED</b>	<b>RISK ASS</b>	<b>INSURANCE COVER</b>	<b>INTERNAL CONTROL</b>	<b>OTHER EXTERNAL ARRANGEMENTS &amp; COMMENTS</b>	
L=Likelihood / I=Impact	(L/I)*	H=High/M=Medium/L=Low			
The Protection of Physical Assets : owned by the Council or for which they have custodial responsibility	<b>M/H</b>	Adequate Insurance Cover for Assets owned by Council	An up to date register of assets and investments	Regular maintenance arrangements for assets.	
Buildings, furniture, equipment etc.			Annual Review of Risk & adequacy of cover	<b>The Council's asset insurance for 2017-2018 is £55,717</b>	
Loss / Damage through fire or flood					
Maintenance for vulnerable amenities or equipment.	<b>H/H</b>	Adequate Public Liability Insurance Cover	Regular inspection by retained maintenance contractor	Annual Inspection of play equipment by ROSPA	
The Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public.	<b>M/H</b>	Adequate Public Liability Insurance Cover	Annual Review of Risk & adequacy of cover	<b>Insurance Cover for PUBLIC LIABILITY, £10,000,000</b>	
The risk of consequential loss of income or need to provide essential services following critical damage, loss or non-performance by a 3rd party	<b>L/L</b>	Adequate Consequential Loss Insurance Cover	Annual Review of Risk & adequacy of cover		
Loss of cash through theft or dishonesty	<b>L/L</b>	Adequate Fidelity Guarantee Insurance Cover	Annual Review of Risk & adequacy of cover	Insurance Cover in FIDELITY GUARANTEE, £2,000	
			Cheques and all other a/c changes have to be authorised to bank by 2 cllrs	Internal Audit review & testing of anti fraud & corruption Appropriate Banking Arrangements in line with Financial Regs No petty cash account	
Legal liability as a consequence of asset ownership.	<b>H/H</b>	Adequate Public Liability Insurance Cover	Annual Review of Risk & adequacy of cover	Insurance Cover PUBLIC LIABILITY £10,000,000	
<b>RISKS IDENTIFIED</b>	<b>RISK ASS</b>	<b>INSURANCE COVER</b>	<b>INTERNAL CONTROL</b>	<b>OTHER EXTERNAL ARRANGEMENTS &amp; COMMENTS</b>	
L=Likelihood / I=Impact	(L/I)*	H=High/M=Medium/L=Low			
Legal liability as a consequence of employment	<b>L/H</b>	Adequate Employer's Liability Insurance Cover		Insurance Cover for EMPLOYER LIABILITY, £10,000,000 including, personal accident cover for Employee / Member / Volunteer of £25,000 for death or disablement or £100 per week for a temporary disablement.	
Keeping proper financial records in accordance with statutory requirements	<b>L/H</b>	<b>RFO responsibility</b>	Regular scrutiny of financial records & proper arrangements for the approval of expenditure.	Records scrutinised by independent Internal Auditor once a year to ensure controls in place and working. Excel spreadsheet listing all transactions, backed-up monthly. One back up copy kept off site. Testing of income and expenditure from minutes to cashbook, from bank statements to cash book & from minutes to reports etc.	
			Monthly bank balances		

			reconciliations available	
			for inspection together	
			with financial records	
Ensuring all business activities are within legal powers applicable to local councils	N/A	RFO responsibility	Recording in the worksheet the precise powers under which expenditure is being approved.	Review of minutes to ensure legal powers in place, recorded and correctly applied.
Ensuring that all requirements are met per employment law and Inland Revenue	M/H	RFO/Payroll service responsibility	Regular returns to the Inland Revenue; contracts of employment for Clerk annually reviewed by the personel committee	Professional Payroll Services supplier engaged for preparation of monthly quarterley and year end returns to HMRC in view of new "real time" PAYE regime Checks carried out by the Internal Auditor & issues raised in his report.
Ensuring all requirements are met under Customs & Excise Regs. Especially VAT	L/H		Regular returns of VAT: training the RFO in matters of VAT and other taxation issues	Testing by Internal Auditor may include VAT returns. RFO trained & further training would be provided on request.
<b>RISKS IDENTIFIED</b>	<b>RISK</b>	<b>INSURANCE COVER</b>	<b>INTERNAL CONTROL</b>	<b>OTHER EXTERNAL ARRANGEMENTS &amp; COMMENTS</b>
	<b>ASS</b>			
L=Likelihood / I=Impact	(L/I)*	H=High/M=Medium/L=Low		
Ensuring the adequacy of the annual precept within sound budgetary arrangements	L/H		RFO's precept report RFO's year end report Regular Budgetary monitoring statements	Testing arrangements by Internal Auditor Budgetary Control arrangements in place & working
Proper timely and accurate reporting of council business in the minutes	L/H		Minutes properly numbered, signed by Chair with a master copy kept in safekeeping	Arrangements in place & working Minutes Published on the website
Responding to electors wishing to exercise their rights of inspection	L/M		Notice of inspection rights placed on 1 notice board just before the annual audit	Arrangements in place & working
Meeting the laid down timetables when responding to consultation invitation	L/M		Extensions applied for if required, mtgs called if required	Arrangements in place & working
Proper document control	L/M		In accordance with good practice and standing orders	Arrangements in place & working
Register of members' interests & gifts & hospitality in place, complete, accurate and up to date	L/H		Procedures in place for recording & monitoring members interests, & gifts & hospitality received.	Testing of disclosures Arrangements in place & working
			Adoption of codes of conduct for members & employees	Model Standing Orders reviewed Annually