

Holme Valley Parish Council

To all Members of the Council

You are hereby summoned to attend an Extraordinary Meeting of the **Council** to be held on **MONDAY, 21 June 2021 at 20:30 PM**, at **Brockholes Village Hall** to transact the following business –

- AGENDA – (A)

Please note that timings on the agenda are given for guidance of the Chairman and Members only and should not be taken as the time at which discussion of a particular item will commence. The Council may agree to defer (in whole or part) any items on the Agenda, if necessary.

- | | | |
|---------|---|---------|
| | Public Question Time | 8.30 PM |
| | Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public to speak to the Council. | |
| 2122 01 | Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 | 8.45 PM |
| | As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting, to ensure reasonable facilities can be provided. Officers will be making an audio recording of the meeting for upload to the Parish Council's YouTube channel. | |
| 2122 02 | To accept apologies for absence | 8.46 PM |
| 2122 03 | To receive Members interests in items on the agenda and to consider any written requests for new DPI dispensations | 8.48 PM |
| 2122 04 | To receive Officer's interests in items on the agenda. | 8.49 PM |
| 2122 05 | To consider whether any items on the agenda should be discussed in private. | 8.50 PM |
| 2122 06 | To approve the Minutes of the previous Council Meeting. | 8.51 PM |
| | Held on 22 March 2021 numbered 2021 191 to 2021 216 incl. (B) .
<u>Council Minutes 22 March 2021</u> | |
| 2122 07 | To approve final accounts and Accountability and Governance Annual Return 2020-21 | 8.52 PM |
| | The Parish Council must publish its final accounts and its Accountability and Governance Annual Return (AGAR) before 1 st July 2021. This is why the Extraordinary Meeting has been called. | |
| | The Parish Council must then allow electors a period of thirty working days to inspect the accounts and these dates must include the first ten working days in July. | |
| | The process that the Parish Council must follow is laid out in the AGAR Step-by-Step Guide. (C) | |
| | The Final Accounts, Accountability and Governance Annual Return and supporting documentation have already been reviewed by the Finance and Management Standing Committee on 14 th June 2021 and are recommended to Council by that Committee. Full Council needs to approve these documents and the Chairman and | |

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Clerk have to sign the Annual Governance Statement after this meeting.

- i. To consider, the approval of the Final Accounts 2020-21 processed by Rialtas on 26 May 2021. RFO/Deputy Clerk to report. **(D)**
- ii. To consider, the approval of the Accountability and Governance Annual Return, as presented herewith. RFO/Deputy Clerk to report. **(Ei-Ev)**
- iii. To consider, the approval of supporting documentation to the AGAR, as presented herewith. RFO/Deputy Clerk to report. **(Fi-Fv)**

2122 08

To consider a recommendation from the Finance and Management Committee, at their meeting on 14 June 2021, that the management of Holme allotments be transferred into the remit of the Service Provision Committee. There is a present need to finance the rebuilding of a stone wall at the allotments and at present Finance and management has no budget for maintenance work.

9.15 PM

If this change is approved, the Council is also to consider that the cost of rebuilding the wall, £250 quoted by the maintenance contractor, be financed from the budget for maintenance of benches and shelters, benches and shelters.

The cost of the repair has already increased while a delay occurred in determining whether the wall was the responsibility of the council. Further delay could be even more costly.

Close of Meeting

9. 20 PM

Cllr Rachel Hogley

Chairman

Holme Valley Parish Council

Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS Telephone: 01484 687460

Email: clerk@holmevalleyparishcouncil.gov.uk

Holme Valley Parish Council

Draft MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON MONDAY, 22 March 2021 at 20:00 on the zoom Online platform.

Those present:

Chairman: Cllr R Hogley

Councillors: K Bellamy, T Bellamy M Blacka, J Brook, D Carré, P Colling, J Dalton, P Davies, P Dixon, T W Dixon, S East, D Firth, D Gould, C Greaves, Di Hall, B Lockley, M Pogson, S Sheard, J Sweeney

Clerk: Mrs L Bennett. Deputy Clerk, Rich McGill, Deputy clerk also present.

Public Question Time. There were no members of the public present.

2021 191 **To accept apologies for absence**

Cllrs Feeney and Barker have resigned from the Council.
Cllr Roberts was unwell.

2021 192 **To receive Members' personal and disclosable pecuniary interests in items on the agenda and to consider any written requests for new DPI dispensations**

None received.

2021 193 **To receive any Officer interests in items on the agenda.**

None received.

2021 194 **To consider whether items on the agenda should be discussed in private session**

Item 2021 200 to be in private session.

2021 195 **To confirm the minutes of the previous Full Council meeting held on 1 February 2021 numbered 2021 170 to 2021 190 inclusive.**

Resolved; to approve these minutes.

2021 196 **To approve the Committee Minutes under delegated powers**

Resolved to approve the minutes of the **Service Provision Committee** on 25 January 2021 numbered 2020 32 to 2021 52 inclusive.

Resolved to approve the minutes of the **Planning Committee** on 8 February 2021 numbered 2021 135 to 2021 151 inclusive.

Holme Valley Parish Council

Resolved to approve the minutes of the **Staffing Committee** held on 8 February 2021 numbered 2021 16 to 2021 28 inclusive.

Resolved to approve the minutes of the **Publications and Communications Committee** on 15 February 2021, numbered 2021 32 to 2021 46 inclusive.

Resolved to approve the minutes of the **Extraordinary Meeting of the Service Provision Committee** meeting held on 16 February 2021 numbered 2021 53 to 2021 59 inclusive.

Resolved to approve the minutes of the **Planning Committee** meeting on 8 March 2021 numbered 2021 152 to 2021 168 inclusive.

Resolved to approve the minutes of the **Community Assets Support Committee** meeting on 8 March 2021 numbered 2021 67 to 2021 79 inclusive.

REFERRALS FROM STANDING COMMITTEES

Referrals from the Finance and Management Committee

2021 197 **Approval of the Payment Schedule for March 2021 to date.**

Resolved to approve the Schedule.

2021 198 **Approval of the revised list of Regular Payments** which allow for payments to be made to regular providers without the requirement for committee approval before the payments are signed off by two councillors.

Resolved to approve the list.

2021 199 **To approve the Direct Debits for the Council Year 2021/22.**

Resolved to approve this list.

2021 200 **Approval for the list of Direct Debits for staff pay.**

This item was taken in private session.

Resolved to approve the list.

2021 201 **Approval of the Fixed Asset list for 2021/22**

There have been a few updates to the list for 2020/21, including new laptops for the staff, a new mobile phone and an iPad.

Resolved to approve this list.

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Referrals from the Community Assets Support Committee

2021 202 **To approve a grant of £10,000 to the Holmfirth Civic Hall Community Trust for the purchase of new fire doors in the Large Hall.**

Resolved to defer this grant payment until the HCHCT Trustees can present three quotations for the work as whilst the need for new fire doors was generally supported, there was concern at the high cost presented. The quotations will then be discussed at the next meeting of the Community Assets Support Committee and if the actual cost exceeds £5000 then Full Council approval will be sought.

2021 203 **To approve a grant application for £30,000 to the Holmfirth Civic Hall Community Trust towards the cost of refurbishment of the toilets and the development of an office and new rooms for hire on the ground floor.**

There was general agreement amongst Councillors that, as the Civic Hall belongs to the Parish Council, the meeting should be supportive of this item and the previous one. However, Councillors were not clear on how monies previously provided to HCHCT to support the refurbishment had been utilised. They wished to understand further detail about the breakdown of the refurbishment works and why costs might have risen for the planned works. The Council asked for greater clarity on the future requirements of the building and how the Trust planned to seek funds in the future. The Council recognised that during the last year, the Covid restrictions and associated hire cancellations had significantly affected HCHCT's ability to generate an income. There was a suggestion that the Council should work more closely with the Trustees on future planning and this will be investigated.

Resolved to defer this grant payment pending further information on the reasons this project has become so much more costly than first thought. The Trust will be asked to submit more detailed information to the C.A.S.C. committee regarding the quotations for work and the finances at the disposal of the Civic Hall Trust.

Referrals from the Publications and Communications Committee.

2021 204 **Resolved** to approve the upgrading of the broadband facility for the Parish Council from PlusNet to BT Broadband to speed up processes of uploading data. This will also facilitate the effective recording of future meetings and the development of hybrid meetings whereby the council can meet in person and accept remote presentations from members of the public or invited speakers through the internet.

Payment of Insurance premiums.

2021 205 **To approve the payment of the annual insurance premium for the Council with Zurich Insurance.**

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Resolved to pay the premium of £1,757.95.

2021 206 **To approve the payment of the annual insurance premium for the Holmfirth Civic hall for £4,620.91 with Ansvar Insurance.**

Resolved to pay the premium.

This is paid by the Council, who owns the building, because it ensures the premium is paid and further, it is stipulated in the lease to HCHCT. The HCHCT repay the premium to the Holme Valley Parish Council in due course.

POLICY AND OTHER MATTERS

2021 207 **To approve the Policy for Memorial Benches**

Resolved to approve this policy which had been revisited by the Service Provision Committee following previous consideration and comment at Full Council.

2021 208 **To approve the Training Policy**

Resolved to approve this policy which had been discussed at the Staffing Committee Meeting in February.

2021 209 **To approve the meeting Schedule for the next Council year, April 2021 to May 2022.**

Resolved to approve this schedule.

2021 210 **To consider how correspondence from the Parish Council should be managed.**

Resolved that any official correspondence from the Council should follow the following protocol.

- When asked by the public about ward related issues, these are 'constituency matters' and can be addressed directly by the councillor without involvement with the Clerk, unless they directly affect HVPC.
- When asked by the public about HVPC matters and responding as a Chair/Vice-Chair or 'on behalf of the HVPC', the clerk should be copied in (e.g., planning /CASC/finance queries)
- When asked by the public about HVPC matters, councillors can share personal opinions but make clear they are not 'on behalf of HVPC'. Any decisions are subject to votes by committees on the council (e.g., grant applications, location of signs etc) so any support is personal, not HVPC's.
- When communicating formally on behalf of HVPC by letter, phone, email, report (e.g., to

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a Kirklees/PDNPA officer, completing a consultation), this has to be approved through a council meeting with the 'clerk working with Cllr x' to address the particular issue. This allows the councillor to prepare the letter/report etc. for review with the clerk before issue.

- All correspondence sent as a councillor is subject to release through the Freedom of Information Act so the content of all communication should be considered appropriately.

- Judgement is required in each instance and councillors are reminded that all communication should comply with the Code of Conduct.

2021 211 **To note that two Councillors, Councillor Bernie Feeney and Councillor Glyn Barker have resigned from the Council as of 19 February 2021.**

Resolved to note the resignations. The Council thanked them for their contributions in the past two years.

Resolved to note that there would be elections for these two seats (Upperthong and Holmfirth Central) at the local elections on 6 May 2021. The Clerk has the papers for anyone wishing to stand for election and the papers can also be obtained from the Electoral Services office in Kirklees Council. A link to that office will be posted on the website.

2021 212 **To note** that a Freedom of Information request was made on 20 January 2021 asking for all the Council information and correspondence on the awarded quarries that were in the possession of the Council in 2009.

Resolved to note this Freedom of Information request. Cllr Dalton requested a copy of the information provided to the requester.

2021 213 **To approve a leave of absence for six months for Councillor Roberts who has pressing health issues for herself and her family.**

Resolved to approve Cllr Roberts' absence for 6 months.

2021 214 **Resolved to note** that the 'Past Chairman's jewel' for 2019/20 had now been fabricated and would be presented to Councillor Bellamy when face to face meetings resume.

2021 215 **To consider a potential postponement of the Annual Council Meeting from 10 May to 12 July if meetings in person must resume from 6 May 2021 (as is the current Government advice).**

It was agreed that new councillors who would have signed their acceptance forms at the Annual Council meeting on 10 May could still carry out this formal duty with the Clerk in

Holme Valley Parish Council

the Civic Hall after election and this would enable them to begin their responsibilities immediately.

The issue of meeting in person in the Exhibition Room at the Civic Hall is not so pressing for the other committee meetings as these are smaller and appropriate social distancing can be accommodated within the Exhibition Room.

Resolved to approve deferring the Annual Council Meeting to 12 July 2021 if the only alternative was to meet **in person** on 10 May 2021.

2021 216 **To consider an offer of voluntary help for the Clerk.**

Resolved that the Council should develop a Policy for volunteer workers and seek the necessary advice from the Y.L.C.A. before such a venture is undertaken.

Report from the Chairman.

The chairman had given a full report of the Council's activities in the Annual Parish Meeting earlier in the evening. Councillor Hogley thanked all the Councillors for their hard work over the year.

The Chairman announced that the Clerk has given notice that she will be resigning from her post after two years. The Clerk is willing to continue in post until a replacement is found. The Chairman proposed an extraordinary Staffing Committee meeting next week to start the process of appointing a replacement. The Staffing committee, according to the Scheme of Delegations updated in 2020, is able to take this process to its conclusion.

Councillors thanked the Clerk for her work with the Council.

22.05 Close of Meeting.

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Chairman

Holme Valley Parish Council

AGAR Part 3		Between 1 April and 30 June 2021	Before 1 July 2021	Before 1 October 2021
For authorities unable to declare themselves exempt or requesting a limited assurance review	STEP 1	The Accounting Statements (Section 2) are prepared and signed by the RFO	The authority publishes: a) the Annual Internal Audit Report (recommended but not mandatory); b) the Annual Governance Statement; c) the Accounting Statements; d) a declaration that the accounts are as yet unaudited; e) details of the arrangements for the exercise of public rights; and f) the name and address of the External Auditor	The authority publishes: a) notice of the conclusion of the audit; b) the Annual Governance Statement (including any amendments as a result of the limited assurance review); c) the Accounting Statements (including any amendments as a result of the limited assurance review); and d) the External Auditor Report and Certificate
	STEP 2	A meeting of the authority is held at which:		
	STEP 2.1	The Annual Internal Audit Report is received and noted		
	STEP 2.2	The Annual Governance Statement (Section 1) is approved		
	STEP 2.3	The Accounting Statements (Section 2) are approved		
STEP 3	Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements			
STEP 4	The RFO sets the commencement date for the exercise of public rights			
STEP 5	The authority sends to the External Auditor: a) the Annual Internal Governance Audit Report; b) the Annual Governance Statement; c) the Accounting Statements; d) an analysis of any significant year on year variances; e) a bank reconciliation as at 31 March 2021; f) details of the arrangements for the exercise of public rights; and g) any other information that the auditor has specifically requested.			

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	0	107,493	310	0	General Reserves
1	0	19,820	320	0	EMR Sub-Contractor Services
1	0	37,808	321	0	EMR Legal Advice Contingency
1	0	3,750	322	0	EMR CCTV
1	0	57,563	323	0	EMR Com Asset-Others in Valley
1	0	12,181	324	0	EMR Neighbourhood Planning
1	0	29,484	325	0	EMR Election Fund
1	0	1,051	326	0	EMR Defibrillator Special Resr
1	0	269,150	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	0	275,871	1076	100	Precept
2	0	275,871	Total amount of Precept income received in the year		
3	0	3,248	1078	100	Special Expenses Grant
3	0	200	1090	100	Bank Interest
3	0	2,075	1092	100	Toilets Donations
3	0	868	1095	100	Other income
3	0	240	1200	100	Allotment Rents
3	0	742	1250	100	Garside Building
3	0	50	1260	100	Memorial Bench Donations
3	0	700	1300	100	Garage plot income
3	0	8,123	Total income or receipts as recorded in the cashbook minus the Precept		
4	0	50,486	4000	110	Salaries
4	0	8,214	4000	450	Salaries
4	0	58,700	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	0	0	Total expenditure or payments of capital and interest made during the year on borrowings		
6	0	616	4060	110	Staff Training
6	0	396	4061	150	Councillor Training
6	0	1,000	4200	150	Chairman's Allowance
6	0	1,830	4205	150	APS & Petty Cash
6	0	973	4210	150	Audit
6	0	300	4215	150	Bank Charges
6	0	230	4230	150	Repairs & Maintenance
6	0	159	4235	150	Insurance
6	0	416	4245	150	Office Equipment
6	0	10,000	4250	150	Office/Room Hire
6	0	100	4260	150	FOIA/EIR requests
6	0	2,800	4265	150	Subscriptions
6	0	288	4275	150	Telephone and Broadband
6	0	153	4280	150	Civic Regalia

Continued over page

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>
6	0	1,149	4310	200	Holmfirth Civic Hall-Projects
6	0	24,394	4315	200	Other Community Assets
6	0	15,503	4320	200	Public Toilet - Day to Day
6	0	3,350	4325	200	Public Toilet - Lettable Space
6	0	2,436	4400	250	Electronic Support
6	0	5,563	4405	250	Grants
6	0	1,470	4505	300	Neighbourhood Plan
6	0	4,012	4610	350	Publications
6	0	534	4625	350	Website & Media
6	0	358	4630	350	Special Projects
6	0	5,000	4700	400	CCTV
6	0	4,314	4705	400	Christmas Provision
6	0	691	4710	400	New Mill - Churchyard
6	0	1,075	4720	400	Dog Waste
6	0	2,000	4725	400	Patient Transport Scheme
6	0	16,914	4730	400	Minibus
6	0	289	4735	400	Phone Boxes
6	0	8,605	4740	400	Seats & Shelters-Maintenance
6	0	5,000	4755	400	Youth Facilities
6	0	4,825	4805	450	Community Mobilisation
6	0	4,100	4810	450	Energy Strategy
6	0	5,000	4825	450	Environment Strategy
6	0	5,000	5000	600	HCHCT Relief Costs
6	0	6,300	5005	600	Grant to Food Bank
6	0	200	5015	600	Grant to HVCMA - SUPPLIES
6	0	147,343	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	0	347,101	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8	0	121,730	200	0	HSBC Current A/C
8	0	55,679	205	0	Money Manager - HSBC
8	0	84,959	215	0	Current Account-Handelsbanken
8	0	75,000	220	0	CCLA Deposit Fund
8	0	337,368	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9	5,266,353	5,271,894	9	0	Total Fixed Assets
9	5,266,353	5,271,894	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2021

Holme Valley Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	0	269,150	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	0	275,871	Total amount of Precept income received in the year
3 Total other receipts	0	8,123	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	0	58,700	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 Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6 Total other payments	0	147,343	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7 Balances carried forward	0	347,101	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	0	337,368	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	5,266,353	5,271,894	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10 Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

31st March 2020

31st March 2021

		31st March 2020	31st March 2021
Current Assets			
0	Debtors	5,484	
0	VAT Control A/c	1,816	
0	Prepayments	6,379	
0	HSBC Current A/C	121,730	
0	Money Manager - HSBC	55,679	
0	Current Account-Handelsbanken	84,959	
0	CCLA Deposit Fund	75,000	
		<u>0</u>	<u>351,047</u>
	0 Total Assets		351,047
Current Liabilities			
0	Accruals	3,746	
0	Receipts In Advance	200	
		<u>0</u>	<u>3,946</u>
	0 Total Assets Less Current Liabilities		347,101
Represented By			
0	General Reserves		187,274
0	EMR Sub-Contractor Services		5,000
0	EMR Legal Advice Contingency		5,000
0	EMR CCTV		5,000
0	EMR Com Asset-Others in Valley		9,723
0	EMR Election Fund		19,789
0	EMR Defibrillator Special Resr		2,000
0	EMR Covid Response - HCHCT		10,000
0	EMR Covid Response - HVCMA		13,315
0	EMR Holmfirth Civic Hall (capi		30,000
0	EMR Office/Meeting Room		15,000
0	EMR Holmfirth Toilets		5,000
0	EMR Honley Library		30,000
0	EMR Holmfirth Tech		10,000
		<u>0</u>	<u>347,101</u>

26/05/2021

Holme Valley Parish Council

15:46

Balance Sheet as at 30/04/2021

31st March 2020

31st March 2021

The above statement represents fairly the financial position of the authority as at 30/04/2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Holme Valley Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2021	HSBC Current A/C	121,730.02
31/03/2021	HSBC - Money Manager	55,679.13
31/03/2021	Notice Deposit - Handelsbanken	0.00
31/03/2021	Handelsbanken Current A/C	84,958.96
31/03/2021	CCLA Deposit Fund	75,000.00
31/03/2021	Petty Cash	0.00

337,368.11

Receipts not on Bank Statement

0.00

Closing Balance

337,368.11

All Cash & Bank Accounts

1	HSBC Current A/C	121,730.02
2	Money Manager - HSBC	55,679.13
3	Notice Deposit-Handelsbanken	0.00
4	Current Account-Handelsbanken	84,958.96
5	CCLA Deposit Fund	75,000.00
6	Petty Cash	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	337,368.11

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - HSBC Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	31/03/2021		121,730.02
			<hr/> 121,730.02
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			121,730.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			121,730.02
		Balance per Cash Book is :-	121,730.02
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 2 - Money Manager - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC - Money Manager	31/03/2021		55,679.13
			<hr/> 55,679.13
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			55,679.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			55,679.13
		Balance per Cash Book is :-	55,679.13
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 3 - Notice Deposit-Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Notice Deposit - Handelsbanken	31/03/2021		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 4 - Current Account-Handelsbanken**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken Current A/C	31/03/2021		84,958.96
			<u>84,958.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			84,958.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			84,958.96
		Balance per Cash Book is :-	84,958.96
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 5 - CCLA Deposit Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	31/03/2021		75,000.00
			<hr/> 75,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - HSBC Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current A/C	31/03/2021		121,730.02
			<hr/> 121,730.02
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			121,730.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			121,730.02
		Balance per Cash Book is :-	121,730.02
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	0	275,871	275,871	0			100.0%	
1078 Special Expenses Grant	0	3,248	3,248	0			100.0%	
1090 Bank Interest	4	200	750	550			26.6%	
1092 Toilets Donations	330	2,075	5,000	2,925			41.5%	
1095 Other income	2	868	4,730	3,862			18.4%	
1200 Allotment Rents	0	240	940	700			25.5%	
1250 Garside Building	342	742	0	(742)			0.0%	
1260 Memorial Bench Donations	0	50	0	(50)			0.0%	
1300 Garage plot income	0	700	0	(700)			0.0%	
Income :- Income	678	283,994	290,539	6,545			97.7%	0
Net Income	678	283,994	290,539	6,545				
110 Staff Expenditure								
4000 Salaries	4,235	50,486	50,000	(486)		(486)	101.0%	
4055 Sub-contractor Services	0	0	5,000	5,000		5,000	0.0%	
4060 Staff Training	123	616	900	284		284	68.4%	
Staff Expenditure :- Indirect Expenditure	4,358	51,102	55,900	4,798	0	4,798	91.4%	0
Net Expenditure	(4,358)	(51,102)	(55,900)	(4,798)				
150 Administration								
4061 Councillor Training	83	396	900	504		504	44.0%	
4200 Chairman's Allowance	0	1,000	1,000	0		0	100.0%	
4205 APS & Petty Cash	141	1,830	1,500	(330)		(330)	122.0%	
4210 Audit	0	973	1,200	227		227	81.1%	
4215 Bank Charges	25	300	50	(250)		(250)	600.0%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	0	9,789	9,789		9,789	0.0%	
4230 Repairs & Maintenance	190	230	1,000	770		770	23.0%	
4235 Insurance	0	159	2,250	2,091		2,091	7.1%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	416	300	(116)		(116)	138.6%	
4250 Office/Room Hire	0	10,000	10,000	0		0	100.0%	
4255 Legal Advice Contingency	0	0	5,000	5,000		5,000	0.0%	
4260 FOIA/EIR requests	100	100	500	400		400	20.0%	
4265 Subscriptions	229	2,800	3,000	200		200	93.3%	
4270 Local Council Award Scheme	0	0	100	100		100	0.0%	
4275 Telephone and Broadband	47	288	500	212		212	57.6%	
4280 Civic Regalia	153	153	750	597		597	20.4%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4298 VAT Error 19/20	(71)	0	0	0		0	0.0%	
4299 Contingency	0	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	896	18,645	41,639	22,994	0	22,994	44.8%	0
Net Expenditure	(896)	(18,645)	(41,639)	(22,994)				
<u>200 CASC</u>								
4300 Honley Library	0	0	15,000	15,000		15,000	0.0%	
4310 Holmfirth Civic Hall-Projects	0	1,149	15,000	13,851		13,851	7.7%	
4315 Other Community Assets	0	24,394	17,000	(7,394)		(7,394)	143.5%	9,000
4320 Public Toilet - Day to Day	2,769	15,503	16,000	497		497	96.9%	185
4325 Public Toilet - Lettable Space	1,725	3,350	3,000	(350)		(350)	111.7%	
CASC :- Indirect Expenditure	4,494	44,396	66,000	21,604	0	21,604	67.3%	9,185
Net Expenditure	(4,494)	(44,396)	(66,000)	(21,604)				
6000 plus Transfer from EMR	0	9,185						
Movement to/(from) Gen Reserve	(4,494)	(35,211)						
<u>250 Finance & Management</u>								
4400 Electronic Support	116	2,436	500	(1,936)		(1,936)	487.1%	
4405 Grants	0	5,563	10,000	4,437		4,437	55.6%	
4410 Public Clocks	0	0	600	600		600	0.0%	
Finance & Management :- Indirect Expenditure	116	7,999	11,100	3,101	0	3,101	72.1%	0
Net Expenditure	(116)	(7,999)	(11,100)	(3,101)				
<u>300 Planning</u>								
4505 Neighbourhood Plan	0	1,470	5,000	3,530		3,530	29.4%	
Planning :- Indirect Expenditure	0	1,470	5,000	3,530	0	3,530	29.4%	0
Net Expenditure	0	(1,470)	(5,000)	(3,530)				
<u>350 Publications & Communication</u>								
4600 Community Champion	0	0	250	250		250	0.0%	
4605 Community Engagement	0	0	100	100		100	0.0%	
4610 Publications	824	4,012	6,000	1,988		1,988	66.9%	
4615 Royal Events	0	0	1,000	1,000		1,000	0.0%	
4620 Tidy Trader Awards	0	0	100	100		100	0.0%	
4625 Website & Media	0	534	1,000	466		466	53.4%	
4630 Special Projects	358	358	1,000	642		642	35.8%	
Publications & Communication :- Indirect Expenditure	1,182	4,904	9,450	4,546	0	4,546	51.9%	0
Net Expenditure	(1,182)	(4,904)	(9,450)	(4,546)				

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Service Provision								
4700 CCTV	5,000	5,000	5,000	0		0	100.0%	
4705 Christmas Provision	250	4,314	5,500	1,186		1,186	78.4%	
4710 New Mill - Churchyard	0	691	400	(291)		(291)	172.8%	
4720 Dog Waste	0	1,075	750	(325)		(325)	143.4%	
4725 Patient Transport Scheme	0	2,000	2,000	0		0	100.0%	
4730 Minibus	9,665	16,914	24,000	7,086		7,086	70.5%	
4735 Phone Boxes	72	289	300	11		11	96.3%	
4740 Seats & Shelters-Maintenance	993	8,605	12,000	3,395		3,395	71.7%	
4750 War Memorial	0	0	500	500		500	0.0%	
4755 Youth Facilities	0	5,000	5,000	0		0	100.0%	
Service Provision :- Indirect Expenditure	15,980	43,888	55,450	11,562	0	11,562	79.1%	0
Net Expenditure	(15,980)	(43,888)	(55,450)	(11,562)				
450 Climate Emergency								
4000 Salaries	1,109	8,214	0	(8,214)		(8,214)	0.0%	
4805 Community Mobilisation	350	4,825	17,500	12,675		12,675	27.6%	
4810 Energy Strategy	1,600	4,100	14,000	9,900		9,900	29.3%	
4815 Transport Strategy	0	0	13,000	13,000		13,000	0.0%	
4820 Waste Strategy	0	0	500	500		500	0.0%	
4825 Environment Strategy	0	5,000	1,000	(4,000)		(4,000)	500.0%	
Climate Emergency :- Indirect Expenditure	3,059	22,139	46,000	23,861	0	23,861	48.1%	0
Net Expenditure	(3,059)	(22,139)	(46,000)	(23,861)				
600 COVID Response								
5000 HCHCT Relief Costs	0	5,000	0	(5,000)		(5,000)	0.0%	5,000
5005 Grant to Food Bank	0	6,300	0	(6,300)		(6,300)	0.0%	6,300
5015 Grant to HVCMA - SUPPLIES	0	200	0	(200)		(200)	0.0%	200
COVID Response :- Indirect Expenditure	0	11,500	0	(11,500)	0	(11,500)		11,500
Net Expenditure	0	(11,500)	0	11,500				
6000 plus Transfer from EMR	0	11,500						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	678	283,994	290,539	6,545			97.7%	
Expenditure	30,085	206,043	290,539	84,496	0	84,496	70.9%	
Net Income over Expenditure	(29,406)	77,951	0	(77,951)				
plus Transfer from EMR	0	20,685						
Movement to/(from) Gen Reserve	(29,406)	98,636						

Holme Valley Parish Council**Income and Expenditure Account for Year Ended 31st March 2021**

31st March 2020		31st March 2021
	Operating Income	
0	Income	283,994
<u>0</u>	Total Income	<u>283,994</u>
	Running Costs	
0	Staff Expenditure	51,102
0	Administration	18,645
0	CASC	44,396
0	Finance & Management	7,999
0	Planning	1,470
0	Publications & Communication	4,904
0	Service Provision	43,888
0	Climate Emergency	22,139
0	COVID Response	11,500
<u>0</u>	Total Expenditure	<u>206,043</u>
	General Fund Analysis	
0	Opening Balance	107,493
0	Plus : Income for Year	283,994
<u>0</u>		<u>391,487</u>
0	Less : Expenditure for Year	206,043
<u>0</u>		<u>185,444</u>
0	Transfers TO / FROM Reserves	(1,830)
<u>0</u>	Closing Balance	<u>187,274</u>

A/c Code	100 Debtors				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	01/04/2020	3	Journal	Norris & Fisher Insurace HCHCT	4,613.23	
12	31/03/2021	25	Journal	year end debtors	870.93	
Account Debtors					Account Totals	5,484.16
Centre					Net Balance Month 12	5,484.16
<hr/>						
A/c Code	105 VAT Control A/c				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					2,218.44	
1	19/03/2020	2021/01/15	Cashbook	Service Nappy Unit 1/4	10.40	
1	01/04/2020	2021/01/03	Cashbook	Photocopier Lease	23.60	
1	01/04/2020	2021/01/04	Cashbook	Photocopying	5.00	
1	06/04/2020	2021/01/08	Cashbook	Stationery	6.19	
1	07/04/2020	2021/01/05	Cashbook	Grant: hand sanitiser HVCMA	40.00	
1	15/04/2020	2021/01/07	Cashbook	Holme Valley Review April 2020	50.00	
1	21/04/2020	2021/01/16	Cashbook	Internet and Phone	4.70	
1	25/04/2020		Cashbook	O2 Refund		4.17
1	25/04/2020	9	Journal	VAT on O2 Refund	4.17	
2	21/05/2020	2021/02/05	Cashbook	Internet and Phone	4.70	
3	30/12/1899	2021/03/18	Cashbook	Internet and Phone	4.92	
3	30/04/2020	2021/02/08	Cashbook	Photocopying	5.00	
3	06/05/2020	2021/02/09	Cashbook	Further work on NDP	294.00	
3	06/05/2020	2021/02/10	Cashbook	Hosted email accounts	54.00	
3	21/05/2020	2021/03/11	Cashbook	Electricity - toilets - FEB	3.27	
3	29/05/2020	2021/02/06	Cashbook	Holme Valley Review - May 2020	50.00	
3	31/05/2020	2021/02/07	Cashbook	Photocopying	5.00	
3	31/05/2020	2021/02/14	Cashbook	Repay for Zoom subscription	2.40	
3	03/06/2020	2021/03/04	Cashbook	Stationery, ink, stamps etc	20.34	
3	05/06/2020	2021/03/12	Cashbook	Electricity - toilets FEB-APR	5.98	
3	10/06/2020	2021/03/02	Cashbook	HMRC VAT Return		2,218.44
3	10/06/2020	8	Journal	VAT Error from 19/20 Overclaim		71.47
3	30/06/2020	2021/03/03	Cashbook	Photocopier Lease	23.60	
3	30/06/2020	2021/03/05	Cashbook	Expenses - benches/toilets	13.18	
3	09/07/2020	11	Journal	Service Nappy Unit 2/4	41.60	
3	09/07/2020	11	Journal	Zoom Subs	2.40	
4	25/04/2020	10	Journal	VAT on O2 Refund		4.17
4	09/07/2020	2021/03/15	Cashbook	Service Nappy Unit 2/4	41.60	
4	09/07/2020	2021/03/17	Cashbook	Reimburse: Zoom Subs	2.40	
4	09/07/2020	12	Journal	Service Nappy Unit 2/4		41.60
4	09/07/2020	12	Journal	Zoom Subs		2.40
4	17/07/2020	2021/04/02	Cashbook	HMRC VAT Return		598.81

A/c Code 105 VAT Control A/c

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
4	21/07/2020	2021/04/02	Cashbook	Photocopying	13.89	
4	28/07/2020	2021/04/18	Cashbook	Internet and Phone	5.02	
4	29/07/2020	2021/04/11	Cashbook	Service Nappy Unit	10.40	
4	29/07/2020	2021/04/12	Cashbook	Omega Accounts Setup, Training	346.20	
4	29/07/2020	2021/04/13	Cashbook	Photocopying	8.42	
4	29/07/2020	2021/04/15	Cashbook	Expenses	6.67	
4	29/07/2020	2021/04/07	Cashbook	Fees re Garside Buildings Let	95.00	
5	05/08/2020	2021/04/01	Cashbook	Reimbursement sanitiser	37.00	
5	11/08/2020	2021/05/04	Cashbook	Reimbursement Zoom	2.40	
5	11/08/2020	2021/05/06	Cashbook	Holme Valley Review - JUN	50.00	
5	11/08/2020	2021/05/12	Cashbook	Hosted email account	3.60	
5	11/08/2020	2021/05/15	Cashbook	Electricity - toilets - MAYJUL	5.73	
5	20/08/2020	2021/05/01	Cashbook	Plaques x 2	159.60	
5	20/08/2020	2021/04/17	Cashbook	Bottle Filling Station	384.70	
5	20/08/2020	2021/05/09	Cashbook	Vinyl Bottle Decal	25.80	
5	20/08/2020	2021/05/14	Cashbook	Expenses - Benches/Toilets	29.81	
5	28/08/2020	2021/05/21	Cashbook	Internet and telephone	4.74	
6	15/09/2020	2020/06/01	Cashbook	iPad and data contract	7.46	
6	17/09/2020	2021/06/09	Cashbook	HV Review - Annual Report	240.00	
6	17/09/2020	2021/06/10	Cashbook	Holme Valley Review - AUG 2020	50.00	
6	17/09/2020	2021/06/11	Cashbook	Holme Valley Review -SEP 2020	50.00	
6	17/09/2020	2021/06/12	Cashbook	Photocopying	6.33	
6	17/09/2020	2021/06/13	Cashbook	Website & Email Hosting / SLL	84.60	
6	17/09/2020	2021/06/14	Cashbook	Website Domain	15.20	
6	17/09/2020	2021/06/15	Cashbook	Repay for Zoom subscription	2.40	
6	28/09/2020	2021/06/17	Cashbook	Internet and Phone	4.93	
7	01/10/2020	2021/07/01	Cashbook	Expenses	60.99	
7	01/10/2020	2021/07/04	Cashbook	Reimbursement iPad Case	3.98	
7	01/10/2020	2021/07/07	Cashbook	Photopier Lease	23.60	
7	01/10/2020	2021/07/10	Cashbook	HCH Lease	150.00	
7	13/10/2020	2021/07/11	Cashbook	iPad and data contract	7.46	
7	22/10/2020	2021/07/19	Cashbook	Reimbursement Flowers Cllr B	0.43	
7	22/10/2020	2021/07/20	Cashbook	Repay for Zoom subscription	2.40	
7	22/10/2020	2021/07/21	Cashbook	Service Nappy Unit	10.40	
7	22/10/2020	2021/07/22	Cashbook	Photocopying	7.84	
7	22/10/2020	2021/07/23	Cashbook	ILCA Fees Staff 02	19.80	
7	22/10/2020	2021/07/24	Cashbook	Stamps	1.03	
7	28/10/2020	2021/07/26	Cashbook	Internet and Phone	4.93	
7	30/10/2020	2021/07/27	Cashbook	Expenses	8.52	
8	04/11/2020	2021/08/03	Cashbook	HMRC VAT Return		1,645.73
8	12/11/2020	2021/08/03	Cashbook	HVPC Garside Lease	149.00	
8	12/11/2020	2021/08/04	Cashbook	Ink carts, envs, paper	8.93	
8	12/11/2020	2021/08/05	Cashbook	Vinyl bottle decal	25.80	
8	12/11/2020	2021/08/06	Cashbook	Poo Bag Dispensers	122.30	
8	12/11/2020	2021/08/07	Cashbook	Making Tax Digital	11.80	

A/c Code 105 VAT Control A/c

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
8	12/11/2020	2021/08/09	Cashbook	Photocopying	10.83	
8	12/11/2020	2021/08/12	Cashbook	Water Fountain Facts Sign	66.00	
8	12/11/2020	2021/08/13	Cashbook	Water Fountain Decal Artwork	11.00	
8	12/11/2020	2021/08/14	Cashbook	External Audit AGAR	120.00	
8	12/11/2020	2021/08/16	Cashbook	Electricity - Holmfirth toilet	9.53	
8	12/11/2020	2021/08/18	Cashbook	Repay for Zoom subscription	2.40	
8	13/11/2020	2021/08/20	Cashbook	iPad and data contract	7.46	
8	30/11/2020	2021/08/29	Cashbook	Internet and Phone	4.70	
9	13/10/2020	2021/09/01	Cashbook	Expenses - Toilets	20.70	
9	27/11/2020	2021/09/03	Cashbook	iPad and data contract	7.46	
9	30/11/2020	2021/09/13	Cashbook	Photocopying	10.28	
9	11/12/2020	2021/09/24	Cashbook	Electricity - Holmfirth Toilet	8.46	
9	15/12/2020	2021/09/22	Cashbook	Reimbursement - Cards	5.67	
9	16/12/2020	2021/09/23	Cashbook	Xmas Tree - Hinchliffe Mill	12.50	
9	17/12/2020	2021/09/09	Cashbook	Expenses	12.65	
9	18/12/2020	2021/09/12	Cashbook	A2 Dibond Sign	9.90	
9	18/12/2020	2021/09/18	Cashbook	Holme Valley Review - DEC 20	50.00	
9	18/12/2020	2021/09/19	Cashbook	Holme Valley Review - OCT 20	50.00	
9	18/12/2020	2021/09/20	Cashbook	Printer inks, stamps, statnry	26.20	
9	18/12/2020	2021/09/21	Cashbook	Repay for Zoom Subscription	2.40	
9	30/12/2020	2021/09/30	Cashbook	Internet and Phone	4.78	
10	04/01/2021	2021/10/02	Cashbook	HP Pavilion Laptop Clerk	83.16	
10	04/01/2021	2021/10/03	Cashbook	HP Pavilion Laptop CE Coordinr	83.16	
10	07/01/2021	2021/10/04	Cashbook	Photocopier Lease	23.60	
10	12/01/2021	2021/10/05	Cashbook	iPad and data contract	7.46	
10	15/01/2021	2021/10/02	Cashbook	VAT Return	1,072.13	
10	15/01/2021	2021/10/02	Cashbook	VAT Return - error offset		1,072.13
10	15/01/2021	2021/10/02	Cashbook	HMRC VAT Return		1,072.13
10	25/01/2021	2021/10/12	Cashbook	Repay for Zoom Subscription	2.40	
10	25/01/2021	2021/10/13	Cashbook	Service Sanitary Disposal Unit	41.60	
10	25/01/2021	2021/10/14	Cashbook	Service Nappy Unit	10.40	
10	25/01/2021	2021/10/17	Cashbook	Photocopying	8.18	
10	25/01/2021	2021/10/18	Cashbook	Inks, stamps, stationery	26.20	
10	25/01/2021	2021/10/21	Cashbook	Expenses	48.45	
10	29/01/2021	2021/10/25	Cashbook	Internet and Phone	4.70	
11	14/01/2021	2021/11/04	Cashbook	Poo Bags	89.20	
11	18/01/2021	2021/11/03	Cashbook	Hi-Vis Vests	47.60	
11	26/01/2021	2021/11/14	Cashbook	Christmas Trees	574.66	
11	27/01/2021	2021/11/01	Cashbook	iPad and Data iPhone upfront	11.46	
11	16/02/2021	2021/11/13	Cashbook	Electricity Holmfirth Toilets	57.78	
11	26/02/2021	2021/11/16	Cashbook	Expenses - Toilets	25.63	
12	17/02/2021	2021/12/31	Cashbook	Stationery, Inks, Stamps	18.93	
12	21/02/2021	2021/12/01	Cashbook	Internet and Phone	4.72	
12	03/03/2021	2021/12/02	Cashbook	Repay for Zoom subscription	2.40	
12	03/03/2021	2021/12/03	Cashbook	Repay for Listed Buildg applic	2.80	

A/c Code 105 VAT Control A/c

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
12	03/03/2021	2021/12/04	Cashbook	Photocopying	5.01	
12	03/03/2021	2021/12/05	Cashbook	Supply Christmas Trees	50.00	
12	03/03/2021	2021/12/08	Cashbook	Electricity Holmfirth toilets	49.14	
12	03/03/2021	2021/12/09	Cashbook	Flooring for Gartside building	219.00	
12	03/03/2021	2021/12/17	Cashbook	Photocopying	5.01	
12	11/03/2021	2021/12/21	Cashbook	Notice Board	92.82	
12	11/03/2021	2021/12/23	Cashbook	Pavement Sign	14.80	
12	15/03/2021	2021/12/24	Cashbook	iPad and iPhone	18.20	
12	15/03/2021	2021/12/30	Cashbook	Chairman Jewel	30.53	
12	15/03/2021	2021/12/47	Cashbook	Reimbursement	3.17	
12	21/03/2021	2021/12/44	Cashbook	Internet and Phone	4.77	
12	23/03/2021	2021/12/34	Cashbook	Holme Valley Review - FEB 2021	50.00	
12	23/03/2021	2021/12/35	Cashbook	Electricity Holmfirth Toilets	7.96	
12	25/03/2021	2021/12/41	Cashbook	Repay for Zoom subscription	2.40	
12	25/03/2021	2021/12/42	Cashbook	Expenses	13.74	
12	29/03/2021	2021/12/45	Cashbook	Reimbursement	33.33	
12	29/03/2021	2021/12/46	Cashbook	Reimbursement	21.67	
12	29/03/2021	2021/12/48	Cashbook	Reimbursement	13.42	
12	30/03/2021	2021/12/50	Cashbook	Repay Zoom subscription	2.40	
12	30/03/2021	2021/12/53	Cashbook	Sign for Toilets	4.40	

Account VAT Control A/c

Account Totals

8,547.31

6,731.05

Centre

Net Balance Month 12

1,816.26

A/c Code 110 Prepayments

Annual Budget

0

Centre (none)

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	6,341.79
1	01/04/2020	3	Journal	Zurich Insurace HVPC		1,728.56
1	01/04/2020	3	Journal	Norris & Fisher Insurace HCHCT		4,613.23
12	31/03/2021	26	Journal	Prepaid costs at 31 March	6,378.86	

Account Prepayments

Account Totals

12,720.65

6,341.79

Centre

Net Balance Month 12

6,378.86

A/c Code 200 HSBC Current A/C

Annual Budget

0

Centre (none)

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
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Refer to Cashbook For Details

A/c Code	200 HSBC Current A/C							
Centre	(none)							
Month	Date	Reference	Source	Transaction Detail		Debit	Credit	
		Account	HSBC Current A/C			Account Totals		
		Centre						
							Refer to Cashbook	

A/c Code	205 Money Manager - HSBC						Annual Budget	0
Centre	(none)						Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit	
							Refer to Cashbook For Details	
		Account	Money Manager - HSBC			Account Totals		
		Centre						
							Refer to Cashbook	

A/c Code	215 Current Account-Handelsbanken						Annual Budget	0
Centre	(none)						Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit	
							Refer to Cashbook For Details	
		Account	Current Account-Handelsbanken			Account Totals		
		Centre						
							Refer to Cashbook	

A/c Code	220 CCLA Deposit Fund						Annual Budget	0
Centre	(none)						Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit	
							Refer to Cashbook For Details	
		Account	CCLA Deposit Fund			Account Totals		
		Centre						
							Refer to Cashbook	

A/c Code	225 Petty Cash						Annual Budget	0
Centre	(none)						Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit	
							Refer to Cashbook For Details	

A/c Code 225 Petty Cash

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Account Petty Cash					Account Totals	
Centre					Refer to Cashbook	

A/c Code 300 Current Year Fund

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Account Current Year Fund					Account Totals	
Centre					Net Balance Month 12	

A/c Code 310 General Reserves

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Account General Reserves					Account Totals	
Centre					Net Balance Month 12	
Opening Balance						107,493.06
1	01/04/2020	2	Journal	HCHCT COVID19 Reserve Costs	15,000.00	
1	01/04/2020	2	Journal	COVID19 Relief to Earmarked	20,000.00	
1	01/04/2020	4	Journal	Council Tax Support Grant		19,820.00
1	01/04/2020	4	Journal	Community Assets		37,808.00
1	01/04/2020	4	Journal	Com Assets		3,750.00
1	01/04/2020	4	Journal	Assets - others		47,840.00
1	01/04/2020	4	Journal	Neighbourhood Planning		12,181.00
1	01/04/2020	4	Journal	Election Fund		19,484.00
1	01/04/2020	4	Journal	Special Projects		551.00
1	01/04/2020	4	Journal	Setup Holmfirth Civic Hall	30,000.00	
1	01/04/2020	4	Journal	Setup Office/Meeting Room	15,000.00	
1	01/04/2020	4	Journal	Setup Holmfirth Toilets	5,000.00	
1	01/04/2020	4	Journal	Setup Honley Library	15,000.00	
3	29/06/2020	6	Journal	To EMR from Gen Res	9,000.00	
Account General Reserves					Account Totals	
Centre					Net Balance Month 12	

A/c Code 320 EMR Sub-Contractor Services

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Account EMR Sub-Contractor Services					Account Totals	
Centre					Net Balance Month 12	
Opening Balance						19,820.00
1	01/04/2020	4	Journal	Council Tax Support Grant	19,820.00	

A/c Code		320 EMR Sub-Contractor Services			Annual Budget	0
Centre		(none)			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
9	14/12/2020	18	Journal	Sub-Contractor hours as reqd		5,000.00
Account				EMR Sub-Contractor Services	Account Totals	19,820.00
Centre					Net Balance Month 12	5,000.00

A/c Code		321 EMR Legal Advice Contingency			Annual Budget	0
Centre		(none)			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	37,808.00
1	01/04/2020	4	Journal	Community Assets	37,808.00	
12	31/03/2021	20	Journal	Create Legal Advice EMR		5,000.00
Account				EMR Legal Advice Contingency	Account Totals	37,808.00
Centre					Net Balance Month 12	5,000.00

A/c Code		322 EMR CCTV			Annual Budget	0
Centre		(none)			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	3,750.00
1	01/04/2020	4	Journal	Com Assets	3,750.00	
9	31/03/2021	22	Journal	Create CCTV EMR		5,000.00
Account				EMR CCTV	Account Totals	3,750.00
Centre					Net Balance Month 12	5,000.00

A/c Code		323 EMR Com Asset-Others in Valley			Annual Budget	0
Centre		(none)			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	57,563.00
1	01/04/2020	4	Journal	Assets - others	47,840.00	
3	29/06/2020	6	Journal	To EMR from Gen Res		9,000.00
4	21/07/2020	7	Journal	EMR Spend Grants	9,000.00	
Account				EMR Com Asset-Others in Valley	Account Totals	56,840.00
Centre					Net Balance Month 12	9,723.00

A/c Code	324 EMR Neighbourhood Planning				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	12,181.00
1	01/04/2020	4	Journal	Neighbourhood Planning	12,181.00	
Account EMR Neighbourhood Planning					Account Totals	12,181.00
Centre					Net Balance Month 12	0.00

A/c Code	325 EMR Election Fund				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	29,484.00
1	01/04/2020	4	Journal	Election Fund	19,484.00	
9	14/12/2020	19	Journal	Add to Elections EMR		9,789.00
Account EMR Election Fund					Account Totals	39,273.00
Centre					Net Balance Month 12	19,789.00

A/c Code	326 EMR Defibrillator Special Resr				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	1,051.00
1	01/04/2020	4	Journal	Special Projects	551.00	
9	14/12/2020	21	Journal	Add to Defibrillator EMR		1,500.00
Account EMR Defibrillator Special Resr					Account Totals	2,551.00
Centre					Net Balance Month 12	2,000.00

A/c Code	327 EMR Covid Response - HCHCT				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	01/04/2020	2	Journal	HCHCT COVID19 Reserve Costs		15,000.00
1	20/04/2020	2021/01/14	Cashbook	Grant: COVID19 Relief	4,000.00	
4	21/07/2020	2021/03/25	Cashbook	Grant: Civic Hall Deep Clean	1,000.00	
Account EMR Covid Response - HCHCT					Account Totals	15,000.00
Centre					Net Balance Month 12	10,000.00

A/c Code	328 EMR Covid Response - HVCMA				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	01/04/2020	2	Journal	COVID19 Relief to Earmarked		20,000.00
1	07/04/2020	2021/01/05	Cashbook	Grant: hand sanitiser HVCMA	200.00	
1	20/04/2020	2021/01/13	Cashbook	Grant: Full Life Ch Food Bank	6,300.00	
5	05/08/2020	2021/04/01	Cashbook	Reimbursement sanitiser	185.00	
Account EMR Covid Response - HVCMA					Account Totals	6,685.00
Centre					Net Balance Month 12	13,315.00

A/c Code	329 EMR Holmfirth Civic Hall (capi				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	01/04/2020	4	Journal	Setup Holmfirth Civic Hall		30,000.00
Account EMR Holmfirth Civic Hall (capi					Account Totals	0.00
Centre					Net Balance Month 12	30,000.00

A/c Code	330 EMR Office/Meeting Room				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	01/04/2020	4	Journal	Setup Office/Meeting Room		15,000.00
Account EMR Office/Meeting Room					Account Totals	0.00
Centre					Net Balance Month 12	15,000.00

A/c Code	331 EMR Holmfirth Toilets				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	01/04/2020	4	Journal	Setup Holmfirth Toilets		5,000.00
4	29/07/2020	2021/04/07	Cashbook	Fees re Garside Buildings Let	570.00	
4	29/07/2020	13	Journal	Correct Simon Blyth (VAT)		570.00
Account EMR Holmfirth Toilets					Account Totals	570.00
Centre					Net Balance Month 12	5,000.00

A/c Code	332	EMR Honley Library				Annual Budget	0
Centre	(none)					Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		0.00
1	01/04/2020	4	Journal	Setup Honley Library			15,000.00
9	14/12/2020	23	Journal	Add to Honley Library EMR			15,000.00
			Account	EMR Honley Library		Account Totals	0.00
			Centre			Net Balance Month 12	30,000.00

A/c Code	333	EMR Holmfirth Tech				Annual Budget	0
Centre	(none)					Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		0.00
9	14/12/2020	24	Journal	Create Holmfirth Tech EMR			10,000.00
			Account	EMR Holmfirth Tech		Account Totals	0.00
			Centre			Net Balance Month 12	10,000.00

A/c Code	500	Creditors				Annual Budget	0
Centre	(none)					Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		5,880.47
1	01/04/2020	1920/12/21	Cashbook	Bus service for March 2020		1,971.00	
1	01/04/2020	1920/12/22	Cashbook	Bus service for February 2020		1,780.00	
1	01/04/2020	1920/12/23	Cashbook	Climate Emergency Action Plan		1,758.00	
1	15/04/2020	1920/12/26	Cashbook	Holme Valley Review March 2020		300.00	
12	31/03/2021	29	Journal	coding amendment		71.47	
			Account	Creditors		Account Totals	5,880.47
			Centre			Net Balance Month 12	0.00

A/c Code	510	Accruals				Annual Budget	0
Centre	(none)					Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		0.00
12	31/03/2021	28	Journal	year end creditors			3,746.34
			Account	Accruals		Account Totals	0.00
			Centre			Net Balance Month 12	3,746.34

A/c Code	520	Receipts In Advance				Annual Budget	0
Centre	(none)					Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		200.00
1	01/04/2020	3	Journal	Garage Rent S. Atkin		200.00	
12	31/03/2021	27	Journal	receipt in advance			200.00
		Account	Receipts In Advance		Account Totals	200.00	400.00
		Centre			Net Balance Month 12		200.00

A/c Code	1076	Precept				Annual Budget	275,871
Centre	100	Income				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		0.00
2	01/05/2020	Precept 1	Cashbook	Precept Part 1			139,119.00
3	01/04/2020	5	Journal	Income from Kirklees corrected		1,184.00	
8	02/11/2020	2021/08/01	Cashbook	Precept Part 2			140,000.00
8	02/11/2020	15	Journal	Income from Kirklees corrected		2,064.00	
		Account	Precept		Account Totals	3,248.00	279,119.00
		Centre	Income		Net Balance Month 12		275,871.00

A/c Code	1078	Special Expenses Grant				Annual Budget	3,248
Centre	100	Income				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		0.00
3	01/04/2020	5	Journal	Income from Kirklees corrected			1,184.00
8	02/11/2020	15	Journal	Income from Kirklees corrected			2,064.00
		Account	Special Expenses Grant		Account Totals	0.00	3,248.00
		Centre	Income		Net Balance Month 12		3,248.00

A/c Code	1090	Bank Interest				Annual Budget	750
Centre	100	Income				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance		0.00
1	02/04/2020	CCLA	Cashbook	Interest on PSDA			37.78
2	30/04/2020	2021/01/05	Cashbook	Interest on current account			14.10
2	04/05/2020	2021/01/04	Cashbook	Interest on PSDA			24.11
2	29/05/2020	2021/02/04	Cashbook	Interest on current account			6.58
3	02/06/2020	2021/02/02	Cashbook	Interest on PSDA			21.56
3	05/06/2020	2021/02/03	Cashbook	Interest on BMM account			26.33
4	02/07/2020	2021/03/02	Cashbook	Interest on PSDA			18.59

A/c Code 1090 Bank Interest

Centre 100 Income

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
5	04/08/2020	2021/05/01	Cashbook	Interest on PSDA		12.22
6	02/09/2020	2021/06/01	Cashbook	Interest on PSDA		8.55
6	05/09/2020	2021/06/02	Cashbook	Interest on BMM account		1.40
7	02/10/2020	2021/07/02	Cashbook	Interest on PSDA		8.38
8	03/11/2020	2021/08/02	Cashbook	Interest on PSDA		5.57
9	02/12/2020	2021/09/01	Cashbook	Interest on PSDA		3.86
9	05/12/2020	2021/09/02	Cashbook	Interest on BMM Account		1.39
10	05/01/2021	2021/10/01	Cashbook	Interest on PSDA		3.32
11	02/02/2021	2021/11/01	Cashbook	Interest on PSDA		2.31
12	02/03/2021	2021/12/01	Cashbook	Interest on PSDA		2.28
12	05/03/2021	2021/12/02	Cashbook	Interest from BMM account		1.37

Account **Bank Interest**

Account Totals

0.00

199.70

Centre **Income**

Net Balance Month 12

199.70

A/c Code 1092 Toilets Donations

Annual Budget

5,000

Centre 100 Income

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		0.00
3	08/06/2020	2021/03/01	Cashbook	Donations		172.00
11	11/02/2021	2021/11/02	Cashbook	Donations		949.50
11	15/02/2021	2021/11/03	Cashbook	Donations		623.00
12	31/03/2021	25	Journal	donations to 31 March		330.40

Account **Toilets Donations**

Account Totals

0.00

2,074.90

Centre **Income**

Net Balance Month 12

2,074.90

A/c Code 1095 Other income

Annual Budget

4,730

Centre 100 Income

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		0.00
1	25/04/2020		Cashbook	O2 Refund		20.85
1	25/04/2020	9	Journal	VAT on O2 Refund		4.17
4	25/04/2020	10	Journal	VAT on O2 Refund	4.17	
7	27/10/2020	2021/07/04	Cashbook	Payment		845.28
12	31/03/2021	25	Journal	wayleave re Northern Power		2.00

Account **Other income**

Account Totals

4.17

872.30

Centre **Income**

Net Balance Month 12

868.13

A/c Code	1200 Allotment Rents				Annual Budget	940
Centre	100 Income				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
8	17/12/2020	14	Journal	Recode from 1200/500		240.00
Account Allotment Rents					Account Totals	0.00 240.00
Centre Income					Net Balance Month 12	240.00

A/c Code	1200 Allotment Rents				Annual Budget	0
Centre	500 Allotments/Garage plots				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
3	01/06/2020	2020/02/01	Cashbook	Rent -allotment Watery Lane		40.00
3	01/06/2020	2020/02/01	Cashbook	Rent - allotent - Watery Lane		20.00
3	01/06/2020	2020/02/01	Cashbook	Rent - allotment - Watery Lane		20.00
3	01/06/2020	2020/02/01	Cashbook	Rent - allotment - Watery Lane		40.00
3	01/06/2020	2020/02/01	Cashbook	Rent - allotment - Watery Lane		40.00
3	01/06/2020	2020/02/01	Cashbook	Rent - allotment - Watery Lane		20.00
3	01/06/2020	2020/02/01	Cashbook	Rent - allotment - Watery Lane		20.00
3	01/06/2020	2020/02/01	Cashbook	Rent - allotment - Watery Lane		20.00
3	01/06/2020	2020/02/01	Cashbook	Rent - allotment - Watery Lane		20.00
8	17/12/2020	14	Journal	Recode to 1200/100	240.00	
Account Allotment Rents					Account Totals	240.00 240.00
Centre Allotments/Garage plots					Net Balance Month 12	0.00

A/c Code	1250 Garside Building				Annual Budget	0
Centre	100 Income				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
8	17/12/2020	14	Journal	Recode from 1250/500		400.00
12	31/03/2021	25	Journal	recharge income re elec		342.25
Account Garside Building					Account Totals	0.00 742.25
Centre Income					Net Balance Month 12	742.25

A/c Code	1250 Garside Building				Annual Budget	0
Centre	500 Allotments/Garage plots				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
7	01/10/2020	2021/07/01	Cashbook	Rent on Garside Building		400.00
8	17/12/2020	14	Journal	Recode to 1250/100	400.00	

A/c Code	1250 Garside Building						
Centre	500 Allotments/Garage plots						
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
		Account	Garside Building		Account Totals	400.00	400.00
		Centre	Allotments/Garage plots		Net Balance Month 12		0.00

A/c Code	1260 Memorial Bench Donations					Annual Budget	0
Centre	100 Income					Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance		0.00
7	27/10/2020	2021/07/03	Cashbook	Memorial bench upkeep			50.00
		Account	Memorial Bench Donations		Account Totals	0.00	50.00
		Centre	Income		Net Balance Month 12		50.00

A/c Code	1300 Garage plot income					Annual Budget	0
Centre	100 Income					Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance		0.00
8	17/12/2020	14	Journal	Recode from 1300/500			700.00
12	10/03/2021	2021/12/03	Cashbook	Rent - garage - Dover Lane			200.00
12	31/03/2021	27	Journal	Atkin garage rent Dover Lane	200.00		
		Account	Garage plot income		Account Totals	200.00	900.00
		Centre	Income		Net Balance Month 12		700.00

A/c Code	1300 Garage plot income					Annual Budget	0
Centre	500 Allotments/Garage plots					Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance		0.00
1	01/04/2020	3	Journal	Garage Rent S. Atkin			200.00
3	01/06/2020	2020/02/01	Cashbook	Rent - garage - Thirstin Road			100.00
3	01/06/2020	2020/02/01	Cashbook	Rent - garage - Dunford Road			100.00
4	16/07/2020	2021/04/01	Cashbook	Rent - garage - Thirstin Road			200.00
4	16/07/2020	2021/04/01	Cashbook	Rent - garage - Dunford Road			100.00
8	17/12/2020	14	Journal	Recode to 1300/100	700.00		
		Account	Garage plot income		Account Totals	700.00	700.00
		Centre	Allotments/Garage plots		Net Balance Month 12		0.00

A/c Code		4000 Salaries			Annual Budget	50,000
Centre		110 Staff Expenditure			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	15/04/2020	2021/01/09	Cashbook	Salaries Staff 01	1,446.26	
1	15/04/2020	2021/01/10	Cashbook	Salaries Staff 02	1,122.12	
1	15/04/2020	2021/01/11	Cashbook	Pension Payments	445.16	
1	15/04/2020	2021/01/12	Cashbook	PAYE Tax and NI	779.87	
2	30/12/1899	2021/02/03	Cashbook	Salaries Staff 02	1,122.12	
2	19/05/2020	2021/02/01	Cashbook	Pension Payments	445.16	
2	19/05/2020	2021/02/02	Cashbook	Salaries Staff 01	1,446.26	
2	19/05/2020	2021/02/04	Cashbook	PAYE Tax and NI	927.73	
3	31/05/2020	2021/02/15	Cashbook	PAYE Tax and NI - underpayment	274.25	
3	17/06/2020	2021/03/07	Cashbook	Pension Payments	445.16	
3	17/06/2020	2021/03/08	Cashbook	Salaries Staff 01	1,446.26	
3	17/06/2020	2021/03/09	Cashbook	Salaries Staff 02	1,122.12	
3	17/06/2020	2021/03/10	Cashbook	PAYE Tax and NI	927.73	
4	15/07/2020	2021/04/03	Cashbook	Pension Payments	445.16	
4	15/07/2020	2021/04/05	Cashbook	Salaries Staff 02	1,122.12	
4	15/07/2020	2021/04/04	Cashbook	Salaries Staff 01	1,446.26	
4	15/07/2020	2021/04/06	Cashbook	PAYE Tax and NI	927.73	
5	17/08/2020	2021/05/16	Cashbook	Pension Payments	445.16	
5	17/08/2020	2021/05/18	Cashbook	Salaries Staff 02	1,122.12	
5	17/08/2020	2021/05/17	Cashbook	Salaries Staff 01	1,446.26	
5	17/08/2020	2021/05/19	Cashbook	PAYE Tax and NI	927.73	
6	15/09/2020	2021/06/02	Cashbook	Pension Payments	445.16	
6	15/09/2020	2021/06/03	Cashbook	Salaries Staff 02	1,122.12	
6	15/09/2020	2021/06/04	Cashbook	Salaries Staff 01	1,446.26	
6	15/09/2020	2021/06/05	Cashbook	PAYE Tax and NI	927.73	
7	15/10/2020	2021/07/12	Cashbook	Pension Payments - Staff 01 02	601.45	
7	15/10/2020	2021/07/13	Cashbook	Salaries Staff 02	1,446.06	
7	15/10/2020	2021/07/14	Cashbook	Salaries Staff 01	1,884.03	
7	15/10/2020	2021/07/15	Cashbook	PAYE Tax and NI - Staff 01 02	1,464.53	
8	16/11/2020	2021/08/21	Cashbook	Pension Payments - Staff 01 02	476.72	
8	16/11/2020	2021/08/22	Cashbook	Salaries Staff 02	1,213.45	
8	16/11/2020	2021/08/23	Cashbook	Salaries Staff 01	1,508.80	
8	16/11/2020	2021/08/24	Cashbook	PAYE tax and NI	1,036.21	
9	15/12/2020	2021/09/04	Cashbook	Pensions - Staff 01 and 02	476.72	
9	15/12/2020	2021/09/05	Cashbook	Salaries Staff 02	1,213.45	
9	15/12/2020	2021/09/06	Cashbook	Salaries Staff 01	1,508.80	
9	15/12/2020	2021/09/07	Cashbook	PAYE Tax and NI	1,036.21	
10	15/01/2021	2021/10/06	Cashbook	Pensions - Staff 01 and 02	476.72	
10	15/01/2021	2021/10/07	Cashbook	Salaries Staff 02	1,213.45	
10	15/01/2021	2021/10/08	Cashbook	Salaries Staff 01	1,508.80	
10	15/01/2021	2021/10/09	Cashbook	PAYE Tax and NI - Staff 01 02	1,036.21	
11	15/02/2021	2021/11/09	Cashbook	Pensions - Staff 01 and 02	476.72	
11	15/02/2021	2021/11/10	Cashbook	Salaries Staff 02	1,630.25	
11	15/02/2021	2021/11/11	Cashbook	Salaries Staff 01	1,372.80	

A/c Code 4000 Salaries

Centre 110 Staff Expenditure

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
11	15/02/2021	2021/11/15	Cashbook	PAYE Tax and NI - Staff 01 02	895.81	
12	15/03/2021	2021/12/25	Cashbook	Pensions	476.72	
12	15/03/2021	2021/12/26	Cashbook	Salaries Staff 02	1,421.85	
12	15/03/2021	2021/12/27	Cashbook	Salaries Staff 01	1,440.80	
12	16/03/2021	2021/12/29	Cashbook	PAYE Tax and NI - Staff 01 02	895.81	

Account	Salaries	Account Totals	50,486.38	0.00
Centre	Staff Expenditure	Net Balance Month 12	50,486.38	

A/c Code 4000 Salaries

Annual Budget 0

Centre 450 Climate Emergency

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
6	15/09/2020	2021/06/06	Cashbook	Salaries Staff 03	1,410.47	
6	17/09/2020	2021/06/07	Cashbook	Pension Payments Staff 03	198.09	
6	17/09/2020	2021/06/08	Cashbook	PAYE Tax and NI Staff 03	53.66	
7	15/10/2020	2021/07/12	Cashbook	Pension Payments - Staff 03	130.00	
7	15/10/2020	2021/07/15	Cashbook	PAYE Tax and NI - Staff 03	53.66	
7	15/10/2020	2021/07/16	Cashbook	Salaries Staff 03	917.04	
8	16/11/2020	2021/08/21	Cashbook	Pension Payments	130.00	
8	16/11/2020	2021/08/24	Cashbook	PAYE tax and NI	61.94	
8	16/11/2020	2021/08/25	Cashbook	Salaries Staff 03	917.04	
9	15/12/2020	2021/09/04	Cashbook	Pensions - Staff 03	130.00	
9	15/12/2020	2021/09/07	Cashbook	PAYE Tax and NI	61.94	
9	15/12/2020	2021/09/08	Cashbook	Salaries Staff 03	917.04	
10	15/01/2021	2021/10/06	Cashbook	Pensions - Staff 03	130.00	
10	15/01/2021	2021/10/09	Cashbook	PAYE Tax and NI - Staff 03	61.94	
10	15/01/2021	2021/10/10	Cashbook	Salaries Staff 03	917.04	
11	15/02/2021	2021/11/09	Cashbook	Pensions - Staff 03	130.00	
11	15/02/2021	2021/11/12	Cashbook	Salaries Staff 03	729.04	
11	15/02/2021	2021/11/15	Cashbook	PAYE Tax and NI - Staff 03	155.94	
12	15/03/2021	2021/12/25	Cashbook	Pensions	130.00	
12	15/03/2021	2021/12/28	Cashbook	Salaries Staff 03	823.04	
12	16/03/2021	2021/12/29	Cashbook	PAYE Tax and NI - Staff 03	155.94	

Account	Salaries	Account Totals	8,213.82	0.00
Centre	Climate Emergency	Net Balance Month 12	8,213.82	

A/c Code 4060 Staff Training

Annual Budget 900

Centre 110 Staff Expenditure

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	

A/c Code 4060 Staff Training

Centre 110 Staff Expenditure

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
1	20/04/2020	2021/01/18	Cashbook	Webinar Staff 01 Contracts etc	15.00	
1	22/04/2020	2021/01/17	Cashbook	Webinar Staff 01 FOIA & EIR	15.00	
3	30/04/2020	2021/02/11	Cashbook	Webinar - Charities - Staff 01	15.00	
3	07/05/2020	2021/02/12	Cashbook	Webinar - Grants - Staff 01	15.00	
3	18/05/2020	2021/03/01	Cashbook	Webinar - AGAR - Staff 02	18.75	
3	15/06/2020	2021/03/02	Cashbook	Webinar - Difficult Issues	15.00	
3	30/06/2020	2021/03/14	Cashbook	Clerk's Training	170.00	
7	01/10/2020	2021/07/03	Cashbook	Reimbursement - Training	60.00	
7	22/10/2020	2021/07/23	Cashbook	ILCA Fees Staff 02	99.00	
9	18/12/2020	2021/09/16	Cashbook	Risk Assesst Training	10.00	
11	21/01/2021	2021/11/02	Cashbook	Internal Controls Training	30.00	
11	21/01/2021	2021/11/08	Cashbook	Internal Audit Training	30.00	
12	03/03/2021	2021/12/14	Cashbook	Training - for CEC	39.00	
12	23/03/2021	2021/12/33	Cashbook	Web Accessibility Training	15.00	
12	25/03/2021	2021/12/39	Cashbook	Year End Accounts Training	30.00	
12	31/03/2021	28	Journal	web event re clerk	38.93	

Account **Staff Training**

Account Totals

615.68**0.00**Centre **Staff Expenditure**

Net Balance Month 12

615.68

A/c Code 4061 Councillor Training

Annual Budget

900

Centre 150 Administration

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
3	30/06/2020	2021/03/13	Cashbook	Webinar - Meetings - Cllr 04	15.00	
4	29/07/2020	2021/04/09	Cashbook	Webinar - Chairmanship - Cllr 4	48.00	
5	11/08/2020	2021/05/05	Cashbook	Webinar - Spread Ws - Cllr 04	48.00	
5	11/08/2020	2021/05/07	Cashbook	Webinar- Planning - Cllr 4, 21	45.00	
8	12/11/2020	2021/08/08	Cashbook	Budgeting Training Cllr 18	30.00	
8	12/11/2020	2021/08/17	Cashbook	Budgeting Training Cllr 20	30.00	
9	18/12/2020	2021/09/15	Cashbook	Allotments Training	15.00	
9	18/12/2020	2021/09/17	Cashbook	Planning Training	22.50	
10	25/01/2021	2021/10/15	Cashbook	Climate Emergency Training	15.00	
10	25/01/2021	2021/10/16	Cashbook	Internal Audit Training	30.00	
11	13/01/2021	2021/11/07	Cashbook	Climate Emergency Training	15.00	
12	03/03/2021	2021/12/10	Cashbook	Council Vacancies Training	15.00	
12	03/03/2021	2021/12/18	Cashbook	Planning Enforcmt Training	22.50	
12	23/03/2021	2021/12/32	Cashbook	Grants Training	15.00	
12	25/03/2021	2021/12/40	Cashbook	Year End Accounts Training	30.00	

Account **Councillor Training**

Account Totals

396.00**0.00**Centre **Administration**

Net Balance Month 12

396.00

A/c Code	4200 Chairman's Allowance				Annual Budget	1,000
Centre	150 Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
6	24/09/2020	2021/06/16	Cashbook	Chairman's Charity - Expenses	460.00	
7	22/10/2020	2021/07/18	Cashbook	Donation Chairman's Charity	270.00	
7	22/10/2020	2021/07/25	Cashbook	Donation Chairman's Charity	270.00	
Account Chairman's Allowance					Account Totals	1,000.00
Centre Administration					Net Balance Month 12	1,000.00

A/c Code	4205 APS & Petty Cash				Annual Budget	1,500
Centre	150 Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	01/04/2020	2021/01/03	Cashbook	Photocopier Lease	117.99	
1	01/04/2020	2021/01/04	Cashbook	Photocopying	25.00	
1	06/04/2020	2021/01/08	Cashbook	Stationery	30.94	
3	30/04/2020	2021/02/08	Cashbook	Photocopying	25.00	
3	31/05/2020	2021/02/07	Cashbook	Photocopying	25.00	
3	03/06/2020	2021/03/04	Cashbook	Stationery, ink, stamps etc	216.71	
3	30/06/2020	2021/03/03	Cashbook	Photocopier Lease	117.99	
4	21/07/2020	2021/04/02	Cashbook	Photocopying	69.47	
4	29/07/2020	2021/04/13	Cashbook	Photocopying	42.11	
6	17/09/2020	2021/06/12	Cashbook	Photocopying	31.65	
7	01/10/2020	2021/07/05	Cashbook	Reimbursement Flowers Cllr 11	35.00	
7	01/10/2020	2021/07/07	Cashbook	Photopier Lease	117.99	
7	22/10/2020	2021/07/19	Cashbook	Reimbursement Flowers Cllr B	27.16	
7	22/10/2020	2021/07/22	Cashbook	Photocopying	39.24	
7	22/10/2020	2021/07/24	Cashbook	Stamps	113.50	
8	12/11/2020	2021/08/04	Cashbook	Ink carts, envs, paper	72.01	
8	12/11/2020	2021/08/09	Cashbook	Photocopying	54.11	
9	30/11/2020	2021/09/13	Cashbook	Photocopying	51.37	
9	18/12/2020	2021/09/20	Cashbook	Printer inks, stamps, statnry	196.28	
10	04/01/2021	2021/10/00	Cashbook	Reimbursement for stationery		74.69
10	07/01/2021	2021/10/04	Cashbook	Photocopier Lease	117.99	
10	25/01/2021	2021/10/17	Cashbook	Photocopying	40.93	
10	25/01/2021	2021/10/18	Cashbook	Inks, stamps, stationery	196.28	
12	17/02/2021	2021/12/31	Cashbook	Stationery, Inks, Stamps	245.54	
12	03/03/2021	2021/12/04	Cashbook	Photocopying	25.01	
12	03/03/2021	2021/12/17	Cashbook	Photocopying	25.00	
12	31/03/2021	25	Journal	credit owed by Viking		196.28
12	31/03/2021	28	Journal	copier charges march	41.77	

A/c Code 4205 APS & Petty Cash

Centre 150 Administration

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Account APS & Petty Cash					Account Totals	2,101.04	270.97
Centre Administration					Net Balance Month 12	1,830.07	

A/c Code 4210 Audit

Annual Budget 1,200

Centre 150 Administration

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Opening Balance					0.00		
4	29/07/2020	2021/04/10	Cashbook	Internal Audit Plus Travel	373.31		
8	12/11/2020	2021/08/14	Cashbook	External Audit AGAR	600.00		
Account Audit					Account Totals	973.31	0.00
Centre Administration					Net Balance Month 12	973.31	

A/c Code 4215 Bank Charges

Annual Budget 50

Centre 150 Administration

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Opening Balance					0.00		
2	16/04/2020	2021/01/19	Cashbook	Bank Charge	25.00		
2	15/05/2020	2021/02/17	Cashbook	Bank charge	25.00		
3	12/06/2020	2021/03/27	Cashbook	Bank Charge	25.00		
4	14/07/2020	2021/04/19	Cashbook	Bank Charge	25.00		
5	14/08/2020	2021/05/22	Cashbook	Bank charge	25.00		
6	14/09/2020	2021/06/18	Cashbook	Handelsbanken	25.00		
7	14/10/2020	2021/07/29	Cashbook	Bank Charges	25.00		
8	13/11/2020	2021/08/30	Cashbook	Bank Charges	25.00		
9	14/12/2020	2021/09/31	Cashbook	Bank Charges	25.00		
10	15/01/2021	2021/10/26	Cashbook	Bank Charges	25.00		
11	12/02/2021	2021/11/18	Cashbook	Bank Charges	25.00		
12	12/03/2021	2021/12/54	Cashbook	Bank Charges	25.00		
Account Bank Charges					Account Totals	300.00	0.00
Centre Administration					Net Balance Month 12	300.00	

A/c Code 4230 Repairs & Maintenance

Annual Budget 1,000

Centre 150 Administration

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance					0.00	
8	12/11/2020	2021/08/15	Cashbook	Laptop Troubleshooting	40.00	
12	03/03/2021	2021/12/07	Cashbook	Set up laptops x 2	150.00	

A/c Code 4230 Repairs & Maintenance

Centre 150 Administration

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
12	03/03/2021	2021/12/19	Cashbook	Set up email and scanner	40.00		
Account Repairs & Maintenance					Account Totals	230.00	0.00
Centre Administration					Net Balance Month 12	230.00	

A/c Code 4235 Insurance

Annual Budget 2,250

Centre 150 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	01/04/2020	3	Journal	Zurich Insurace HVPC	1,728.56		
8	06/11/2020	2021/08/01	Cashbook	Repayment of grant - insurance		1,569.78	
12	23/03/2021	2021/12/37	Cashbook	Insurance HVPC	1,757.95		
12	25/03/2021	2021/12/38	Cashbook	Insurance HCHCT	4,620.91		
12	31/03/2021	26	Journal	annual ins paid in adv HVPC		1,757.95	
12	31/03/2021	26	Journal	annual ins paid in adv HCHCT		4,620.91	
Account Insurance					Account Totals	8,107.42	7,948.64
Centre Administration					Net Balance Month 12	158.78	

A/c Code 4245 Office Equipment

Annual Budget 300

Centre 150 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
10	04/01/2021	2021/10/02	Cashbook	HP Pavilion Laptop Clerk	415.83		
Account Office Equipment					Account Totals	415.83	0.00
Centre Administration					Net Balance Month 12	415.83	

A/c Code 4250 Office/Room Hire

Annual Budget 10,000

Centre 150 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	01/04/2020	2021/01/19	Cashbook	Rent for Council Offices	10,000.00		
Account Office/Room Hire					Account Totals	10,000.00	0.00
Centre Administration					Net Balance Month 12	10,000.00	

A/c Code		4260 FOIA/EIR requests			Annual Budget	500
Centre		150 Administration			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
12	31/03/2021	28	Journal	FOIA/EIR re HVLC quarries	100.00	
Account FOIA/EIR requests					Account Totals	100.00
Centre Administration					Net Balance Month 12	100.00

A/c Code		4265 Subscriptions			Annual Budget	3,000
Centre		150 Administration			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
3	01/04/2020	2021/02/13	Cashbook	YLCA Annual Membership	2,271.00	
3	29/06/2020	2021/03/26	Cashbook	Repay joint mbrship Yorks 1st	30.00	
3	29/06/2020	2021/03/26	Cashbook	Repay joint mbrship Yorks 1st		30.00
4	09/07/2020	2021/03/26	Cashbook	Repay Joint Mmbrship Yorks 1st	30.00	
5	20/08/2020	2021/04/14	Cashbook	Annual Subscription	36.00	
11	01/01/2021	2021/11/06	Cashbook	Full Membership Staff 01	234.00	
12	23/03/2021	2021/12/36	Cashbook	Subscription 2021/22	6.00	
12	29/03/2021	2021/12/49	Cashbook	Full Membership - Staff 02	223.00	
Account Subscriptions					Account Totals	2,830.00
Centre Administration					Net Balance Month 12	2,800.00

A/c Code		4275 Telephone and Broadband			Annual Budget	500
Centre		150 Administration			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	21/04/2020	2021/01/16	Cashbook	Internet and Phone	23.50	
2	21/05/2020	2021/02/05	Cashbook	Internet and Phone	23.50	
3	30/12/1899	2021/03/18	Cashbook	Internet and Phone	24.61	
4	28/07/2020	2021/04/18	Cashbook	Internet and Phone	25.10	
5	28/08/2020	2021/05/21	Cashbook	Internet and telephone	23.69	
6	28/09/2020	2021/06/17	Cashbook	Internet and Phone	24.66	
7	28/10/2020	2021/07/26	Cashbook	Internet and Phone	24.64	
8	30/11/2020	2021/08/29	Cashbook	Internet and Phone	23.50	
9	30/12/2020	2021/09/30	Cashbook	Internet and Phone	23.91	
10	29/01/2021	2021/10/25	Cashbook	Internet and Phone	23.50	
12	21/02/2021	2021/12/01	Cashbook	Internet and Phone	23.58	
12	21/03/2021	2021/12/44	Cashbook	Internet and Phone	23.86	
Account Telephone and Broadband					Account Totals	288.05
Centre Administration					Net Balance Month 12	288.05

A/c Code	4280 Civic Regalia				Annual Budget	750
Centre	150 Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
12	15/03/2021	2021/12/30	Cashbook	Chairman Jewel	152.64	
					Account Totals	152.64
					Net Balance Month 12	152.64

Account **Civic Regalia**Centre **Administration**

A/c Code	4298 VAT Error 19/20				Annual Budget	0
Centre	150 Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
3	10/06/2020	8	Journal	VAT Error from 19/20 Overclaim	71.47	
12	31/03/2021	29	Journal	coding amendment		71.47
					Account Totals	71.47
					Net Balance Month 12	0.00

Account **VAT Error 19/20**Centre **Administration**

A/c Code	4310 Holmfirth Civic Hall-Projects				Annual Budget	15,000
Centre	200 CASC				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
5	20/08/2020	2021/05/01	Cashbook	Plaques x 2	399.00	
7	01/10/2020	2021/07/10	Cashbook	HCH Lease	750.00	
					Account Totals	1,149.00
					Net Balance Month 12	1,149.00

Account **Holmfirth Civic Hall-Projects**Centre **CASC**

A/c Code	4315 Other Community Assets				Annual Budget	17,000
Centre	200 CASC				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
4	21/07/2020	2021/03/19	Cashbook	Grant: Disabled Toilets	5,000.00	
4	21/07/2020	2021/03/20	Cashbook	Grant: Hall Improvements	5,000.00	
4	21/07/2020	2021/03/24	Cashbook	Grant: Pavilion Pathway	5,000.00	
4	21/07/2020	2021/03/21	Cashbook	Grant: Thongsbridge Riverside	4,994.00	
4	21/07/2020	2021/03/23	Cashbook	Grant: children's play area	2,000.00	
4	29/07/2020	2021/03/22	Cashbook	Grant: Fencing to Boules Court	2,000.00	
4	29/07/2020	2021/04/07	Cashbook	Fees re Garside Buildings Let	570.00	
4	29/07/2020	2021/04/07	Cashbook	Correction		570.00
4	29/07/2020	2021/04/07	Cashbook	Fees re Garside Buildings Let	475.00	
4	29/07/2020	13	Journal	Fees re Garside Building Let		475.00

A/c Code 4315 Other Community Assets

Centre 200 CASC

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
8	12/11/2020	2021/08/02	Cashbook	Asset Register Map	400.00		
Account Other Community Assets					Account Totals	25,439.00	1,045.00
Centre CASC					Net Balance Month 12	24,394.00	

A/c Code 4320 Public Toilet - Day to Day

Annual Budget 16,000

Centre 200 CASC

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	19/03/2020	2021/01/15	Cashbook	Service Nappy Unit 1/4	52.00	
3	21/05/2020	2021/03/11	Cashbook	Electricity - toilets - FEB	65.47	
3	31/05/2020	2021/03/06	Cashbook	Maintenance - toilets	977.77	
3	05/06/2020	2021/03/12	Cashbook	Electricity - toilets FEB-APR	119.57	
3	30/06/2020	2021/03/05	Cashbook	Expenses - toilets	65.92	
3	09/07/2020	11	Journal	Service Nappy Unit 2/4		41.60
4	09/07/2020	2021/03/15	Cashbook	Service Nappy Unit 2/4	208.00	
4	09/07/2020	12	Journal	Service Nappy Unit 2/4	41.60	
4	23/07/2020	2021/04/08	Cashbook	Toilets - Water and Sewerage	91.15	
4	29/07/2020	2021/04/11	Cashbook	Service Nappy Unit	52.00	
4	29/07/2020	2021/04/15	Cashbook	Expenses - Holmfirth Toilets	61.19	
4	29/07/2020	2021/04/16	Cashbook	Maintenance - Toilets	66.37	
4	29/07/2020	2021/04/16	Cashbook	Mileage - Toilets	7.20	
5	05/08/2020	2021/04/01	Cashbook	Reimbursement sanitiser	185.00	
5	11/08/2020	2021/05/15	Cashbook	Electricity - toilets - MAYJUL	114.64	
5	20/08/2020	2021/05/13	Cashbook	Maintenance - Benches/Shelters	1,618.70	
5	20/08/2020	2021/05/14	Cashbook	Expenses - Toilets	93.11	
7	01/10/2020	2021/07/01	Cashbook	Expenses - Toilets	210.49	
7	01/10/2020	2021/07/02	Cashbook	Maintenance - Toilets	1,116.00	
7	16/10/2020	2021/07/17	Cashbook	Toilets - Water and Sewerage	151.80	
7	22/10/2020	2021/07/21	Cashbook	Service Nappy Unit	52.00	
7	30/10/2020	2021/07/27	Cashbook	Expenses - toilets	67.75	
7	30/10/2020	2021/07/28	Cashbook	Maintenance - toilets	1,116.87	
8	12/11/2020	2021/08/16	Cashbook	Electricity - Holmfirth toilet	190.62	
9	13/10/2020	2021/09/01	Cashbook	Expenses - Toilets	169.47	
9	31/10/2020	2021/09/02	Cashbook	Maintenance - Toilets	1,152.87	
9	30/11/2020	2021/09/10	Cashbook	Maintenance - Toilets	1,116.87	
9	11/12/2020	2021/09/24	Cashbook	Electricity - Holmfirth Toilet	169.22	
9	17/12/2020	2021/09/09	Cashbook	Expenses - Toilets	72.56	
10	21/01/2021	2021/10/11	Cashbook	Toilets - Water and Sewerage	223.87	
10	25/01/2021	2021/10/13	Cashbook	Service Sanitary Disposal Unit	208.00	
10	25/01/2021	2021/10/14	Cashbook	Service Nappy Unit	52.00	
10	25/01/2021	2021/10/21	Cashbook	Expenses - toilets	199.79	
10	25/01/2021	2021/10/22	Cashbook	Maintenance - toilets	1,152.55	

A/c Code 4320 Public Toilet - Day to Day

Centre 200 CASC

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
11	31/01/2021	2021/11/17	Cashbook	Maintenance - toilets	1,116.00		
11	16/02/2021	2021/11/13	Cashbook	Electricity Holmfirth Toilets	288.91		
11	26/02/2021	2021/11/16	Cashbook	Expenses - Toilets	127.94		
12	28/02/2021	2021/12/43	Cashbook	Maintenance - toilets	1,008.00		
12	03/03/2021	2021/12/08	Cashbook	Electricity Holmfirth toilets	245.71		
12	23/03/2021	2021/12/35	Cashbook	Electricity Holmfirth Toilets	159.28		
12	25/03/2021	2021/12/42	Cashbook	Expenses - Toilets	39.08		
12	31/03/2021	28	Journal	toilet service march	52.00		
12	31/03/2021	28	Journal	contractor expenses march	90.14		
12	31/03/2021	28	Journal	contractor employment march	1,175.00		
Account Public Toilet - Day to Day					Account Totals	15,544.48	41.60
Centre CASC					Net Balance Month 12	15,502.88	

A/c Code 4325 Public Toilet - Lettable Space

Annual Budget 3,000

Centre 200 CASC

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
4	29/07/2020	13	Journal	Fees re Garside Building Let	475.00		
5	20/08/2020	2021/05/01	Cashbook	Plaques x 2	399.00		
8	12/11/2020	2021/08/03	Cashbook	HVPC Garside Lease	751.00		
12	03/03/2021	2021/12/06	Cashbook	Glass door for Garside buildig	630.00		
12	03/03/2021	2021/12/09	Cashbook	Flooring for Gartside building	1,095.00		
Account Public Toilet - Lettable Space					Account Totals	3,350.00	0.00
Centre CASC					Net Balance Month 12	3,350.00	

A/c Code 4400 Electronic Support

Annual Budget 500

Centre 250 Finance & Management

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
3	06/05/2020	2021/02/10	Cashbook	Hosted email accounts	270.00	
3	31/05/2020	2021/02/14	Cashbook	Repay for Zoom subscription	11.99	
3	09/07/2020	11	Journal	Zoom Subs		2.40
4	09/07/2020	2021/03/16	Cashbook	Staff 01 - reimburse antivirus	49.99	
4	09/07/2020	2021/03/17	Cashbook	Reimburse: Zoom Subs	11.99	
4	09/07/2020	12	Journal	Zoom Subs	2.40	
4	29/07/2020	2021/04/12	Cashbook	Omega Accounts Setup, Training	1,731.00	
5	11/08/2020	2021/05/03	Cashbook	Reimbursement Dropbox	95.88	
5	11/08/2020	2021/05/04	Cashbook	Reimbursement Zoom	11.99	
5	11/08/2020	2021/05/12	Cashbook	Hosted email account	18.00	
6	17/09/2020	2021/06/15	Cashbook	Repay for Zoom subscription	11.99	

A/c Code 4400 Electronic Support

Centre 250 Finance & Management

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
7	22/10/2020	2021/07/20	Cashbook	Repay for Zoom subscription	11.99	
8	12/11/2020	2021/08/07	Cashbook	Making Tax Digital	59.00	
8	12/11/2020	2021/08/18	Cashbook	Repay for Zoom subscription	11.99	
9	18/12/2020	2021/09/21	Cashbook	Repay for Zoom Subscription	11.99	
10	25/01/2021	2021/10/12	Cashbook	Repay for Zoom Subscription	11.99	
12	03/03/2021	2021/12/02	Cashbook	Repay for Zoom subscription	11.99	
12	03/03/2021	2021/12/16	Cashbook	Repay Microsoft 365	79.99	
12	25/03/2021	2021/12/41	Cashbook	Repay for Zoom subscription	11.99	
12	30/03/2021	2021/12/50	Cashbook	Repay Zoom subscription	11.99	

Account	Electronic Support	Account Totals	2,438.15	2.40
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Centre	Finance & Management	Net Balance Month 12	2,435.75
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A/c Code 4405 Grants

Annual Budget 10,000

Centre 250 Finance & Management

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	29/04/2020	2021/01/20	Cashbook	Annual Donation	20.00	
5	18/08/2020	2021/05/08	Cashbook	Normal wreaths x 8	136.00	
8	16/11/2020	2021/08/26	Cashbook	Grant Children's Book Festival	1,000.00	
8	16/11/2020	2021/08/27	Cashbook	Grant towards sight screen	200.00	
9	18/12/2020	2021/09/25	Cashbook	Grant: towards band room	2,000.00	
9	18/12/2020	2021/09/28	Cashbook	Grant: RAoK	1,000.00	
9	18/12/2020	2021/09/29	Cashbook	Grant: Art in the Woods	1,000.00	
10	04/01/2021	2021/10/01	Cashbook	Grant for safety screens	207.00	

Account	Grants	Account Totals	5,563.00	0.00
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Centre	Finance & Management	Net Balance Month 12	5,563.00
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A/c Code 4505 Neighbourhood Plan

Annual Budget 5,000

Centre 300 Planning

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
3	06/05/2020	2021/02/09	Cashbook	Further work on NDP	1,470.00	

Account	Neighbourhood Plan	Account Totals	1,470.00	0.00
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Centre	Planning	Net Balance Month 12	1,470.00
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A/c Code		4610 Publications			Annual Budget	6,000
Centre		350 Publications & Communication			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	15/04/2020	2021/01/07	Cashbook	Holme Valley Review April 2020	250.00	
3	29/05/2020	2021/02/06	Cashbook	Holme Valley Review - May 2020	250.00	
5	11/08/2020	2021/05/06	Cashbook	Holme Valley Review - JUN	250.00	
6	17/09/2020	2021/06/09	Cashbook	HV Review - Annual Report	1,200.00	
6	17/09/2020	2021/06/10	Cashbook	Holme Valley Review - AUG 2020	250.00	
6	17/09/2020	2021/06/11	Cashbook	Holme Valley Review -SEP 2020	250.00	
9	18/12/2020	2021/09/18	Cashbook	Holme Valley Review - DEC 20	250.00	
9	18/12/2020	2021/09/19	Cashbook	Holme Valley Review - OCT 20	250.00	
11	18/01/2021	2021/11/03	Cashbook	Hi-Vis Vests	238.00	
12	03/03/2021	2021/12/03	Cashbook	Repay for Listed Buildg applic	13.99	
12	11/03/2021	2021/12/21	Cashbook	Notice Board	464.08	
12	11/03/2021	2021/12/23	Cashbook	Pavement Sign	74.00	
12	23/03/2021	2021/12/34	Cashbook	Holme Valley Review - FEB 2021	250.00	
12	30/03/2021	2021/12/53	Cashbook	Sign for Toilets	22.00	
Account Publications					Account Totals	4,012.07
Centre Publications & Communication					Net Balance Month 12	4,012.07

A/c Code		4625 Website & Media			Annual Budget	1,000
Centre		350 Publications & Communication			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
6	17/09/2020	2021/06/13	Cashbook	Website & Email Hosting / SLL	423.00	
6	17/09/2020	2021/06/14	Cashbook	Website Domain	76.00	
8	13/11/2020	2021/08/19	Cashbook	Data Protection Renewal	35.00	
Account Website & Media					Account Totals	534.00
Centre Publications & Communication					Net Balance Month 12	534.00

A/c Code		4630 Special Projects			Annual Budget	1,000
Centre		350 Publications & Communication			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
12	15/03/2021	2021/12/47	Cashbook	Reimbursement	15.82	
12	29/03/2021	2021/12/45	Cashbook	Reimbursement	166.66	
12	29/03/2021	2021/12/46	Cashbook	Reimbursement	108.32	
12	29/03/2021	2021/12/48	Cashbook	Reimbursement	67.11	
Account Special Projects					Account Totals	357.91
Centre Publications & Communication					Net Balance Month 12	357.91

A/c Code	4700 CCTV				Annual Budget	5,000
Centre	400 Service Provision				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
12	03/03/2021	2021/12/11	Cashbook	Grant - towards CCTV	5,000.00	
		Account	CCTV		Account Totals	5,000.00
		Centre	Service Provision		Net Balance Month 12	5,000.00

A/c Code	4705 Christmas Provision				Annual Budget	5,500
Centre	400 Service Provision				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
7	01/10/2020	2021/07/09	Cashbook	Grant Xmas Lights	1,000.00	
9	15/12/2020	2021/09/22	Cashbook	Reimbursement - Cards	28.33	
9	16/12/2020	2021/09/23	Cashbook	Xmas Tree - Hinchliffe Mill	62.50	
9	18/12/2020	2021/09/27	Cashbook	Grant: Christmas Tree	100.00	
11	26/01/2021	2021/11/14	Cashbook	Christmas Trees	2,873.32	
12	03/03/2021	2021/12/05	Cashbook	Supply Christmas Trees	250.00	
		Account	Christmas Provision		Account Totals	4,314.15
		Centre	Service Provision		Net Balance Month 12	4,314.15

A/c Code	4710 New Mill - Churchyard				Annual Budget	400
Centre	400 Service Provision				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
7	01/10/2020	2021/07/02	Cashbook	Maintenance - Churchyard	345.55	
7	30/10/2020	2021/07/28	Cashbook	Maintenance - Churchyard	345.55	
		Account	New Mill - Churchyard		Account Totals	691.10
		Centre	Service Provision		Net Balance Month 12	691.10

A/c Code	4720 Dog Waste				Annual Budget	750
Centre	400 Service Provision				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
8	12/11/2020	2021/08/06	Cashbook	Poo Bag Dispensers	611.50	
9	17/12/2020	2021/09/09	Cashbook	Expenses - Dog Waste	17.98	
11	14/01/2021	2021/11/04	Cashbook	Poo Bags	446.00	

A/c Code 4720 Dog Waste

Centre 400 Service Provision

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Account Dog Waste					Account Totals	1,075.48	0.00
Centre Service Provision					Net Balance Month 12	1,075.48	

A/c Code 4725 Patient Transport Scheme

Centre 400 Service Provision

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
					Annual Budget	2,000	
					Committed	0	
Opening Balance					0.00		
7	01/10/2020	2021/07/06	Cashbook	Grant	2,000.00		
Account Patient Transport Scheme					Account Totals	2,000.00	0.00
Centre Service Provision					Net Balance Month 12	2,000.00	

A/c Code 4730 Minibus

Centre 400 Service Provision

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
					Annual Budget	24,000	
					Committed	0	
Opening Balance					0.00		
9	18/12/2020	2021/09/11	Cashbook	Bus Service for SEP 2020	2,416.28		
10	25/01/2021	2021/10/19	Cashbook	Bus Service for OCT 2020	2,416.28		
10	25/01/2021	2021/10/20	Cashbook	Bus Service for NOV 2020	2,416.28		
12	03/03/2021	2021/12/12	Cashbook	Bus service for DEC 2020	2,416.28		
12	03/03/2021	2021/12/13	Cashbook	Bus service for JAN 2021	2,416.28		
12	30/03/2021	2021/12/51	Cashbook	Bus Service for FEB 21	2,416.28		
12	30/03/2021	2021/12/52	Cashbook	Bus service for MAR 2021	2,416.28		
Account Minibus					Account Totals	16,913.96	0.00
Centre Service Provision					Net Balance Month 12	16,913.96	

A/c Code 4735 Phone Boxes

Centre 400 Service Provision

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Annual Budget	300
					Committed	0
Opening Balance					0.00	
4	29/07/2020	2021/04/15	Cashbook	Expenses - Phone Boxes	33.33	
7	01/10/2020	2021/07/01	Cashbook	Expenses - Phone Boxes	29.50	
7	01/10/2020	2021/07/02	Cashbook	Maintenance - Phone Boxes	31.30	
9	31/10/2020	2021/09/02	Cashbook	Maintenance - Phone Boxes	40.02	
9	30/11/2020	2021/09/10	Cashbook	Maintenance	32.65	
10	25/01/2021	2021/10/22	Cashbook	Maintenance - phone boxes	50.55	
12	25/03/2021	2021/12/42	Cashbook	Expenses - Phone Boxes	29.50	
12	31/03/2021	28	Journal	contractor employment march	42.10	

A/c Code 4735 Phone Boxes

Centre 400 Service Provision

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Account Phone Boxes					Account Totals	288.95	0.00
Centre Service Provision					Net Balance Month 12	288.95	

A/c Code 4740 Seats & Shelters-Maintenance

Annual Budget 12,000

Centre 400 Service Provision

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Opening Balance					0.00		
3	31/05/2020	2021/03/06	Cashbook	Maintenance - benches	47.85		
3	30/06/2020	2021/03/05	Cashbook	Expenses - benches	7.00		
4	29/07/2020	2021/04/16	Cashbook	Maintenance - Benches/Shelters	1,467.62		
4	29/07/2020	2021/04/16	Cashbook	Mileage - Benches/Shelters	75.60		
5	20/08/2020	2021/05/13	Cashbook	Maintenance - Benches/Shelters	1,225.02		
5	20/08/2020	2021/05/14	Cashbook	Expenses - Benches	110.06		
7	01/10/2020	2021/07/01	Cashbook	Expenses - Benches	65.00		
7	01/10/2020	2021/07/02	Cashbook	Maintenance - Benches	1,069.25		
7	30/10/2020	2021/07/27	Cashbook	Expenses - seats and shelters	16.00		
7	30/10/2020	2021/07/28	Cashbook	Maintenance - benches shelters	1,247.33		
9	31/10/2020	2021/09/02	Cashbook	Maintenance - Benches/Shelters	860.67		
9	30/11/2020	2021/09/10	Cashbook	Maintenance - Seats & Shelters	625.30		
10	25/01/2021	2021/10/21	Cashbook	Expenses - benches shelters	60.17		
10	25/01/2021	2021/10/22	Cashbook	Maintenance - benches shelters	372.55		
11	31/01/2021	2021/11/17	Cashbook	Maintenance - benches shelters	362.47		
12	28/02/2021	2021/12/43	Cashbook	Maintenance - benches shelters	386.40		
12	31/03/2021	28	Journal	contractor employment march	606.40		
Account Seats & Shelters-Maintenance					Account Totals	8,604.69	0.00
Centre Service Provision					Net Balance Month 12	8,604.69	

A/c Code 4755 Youth Facilities

Annual Budget 5,000

Centre 400 Service Provision

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Opening Balance					0.00		
7	01/10/2020	2021/07/08	Cashbook	Grant Youth Club	1,000.00		
9	18/12/2020	2021/09/26	Cashbook	Grant: towards Youth Worker	4,000.00		
Account Youth Facilities					Account Totals	5,000.00	0.00
Centre Service Provision					Net Balance Month 12	5,000.00	

A/c Code	4805	Community Mobilisation				Annual Budget	17,500
Centre	450	Climate Emergency				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
5	11/08/2020	2021/05/11	Cashbook	Reimbursement Street Stall		30.00	
5	20/08/2020	2021/04/17	Cashbook	Bottle Filling Station		1,923.50	
5	20/08/2020	2021/05/09	Cashbook	Vinyl Bottle Decal		129.00	
6	15/09/2020	2020/06/01	Cashbook	iPad and data contract		37.30	
7	01/10/2020	2021/07/04	Cashbook	Reimbursement iPad Case		19.92	
7	13/10/2020	2021/07/11	Cashbook	iPad and data contract		37.30	
8	12/11/2020	2021/08/05	Cashbook	Vinyl bottle decal		129.00	
8	12/11/2020	2021/08/10	Cashbook	Reimbursement - Expenses		86.93	
8	12/11/2020	2021/08/11	Cashbook	GoDaddy Webhosting		14.99	
8	12/11/2020	2021/08/12	Cashbook	Water Fountain Facts Sign		330.00	
8	12/11/2020	2021/08/13	Cashbook	Water Fountain Decal Artwork		55.00	
8	13/11/2020	2021/08/20	Cashbook	iPad and data contract		37.30	
9	31/10/2020	2021/09/02	Cashbook	Maintenance - Climate Emergency		125.37	
9	27/11/2020	2021/09/03	Cashbook	iPad and data contract		37.30	
9	03/12/2020	2021/09/14	Cashbook	Reimbursements		85.28	
9	17/12/2020	2021/09/09	Cashbook	Expenses - Climate Emergency		37.51	
9	18/12/2020	2021/09/12	Cashbook	A2 Dibond Sign		49.50	
10	04/01/2021	2021/10/03	Cashbook	HP Pavilion Laptop CE Coordinr		415.83	
10	12/01/2021	2021/10/05	Cashbook	iPad and data contract		37.30	
11	22/01/2021	2021/11/05	Cashbook	Video Production		800.00	
11	27/01/2021	2021/11/01	Cashbook	iPad and Data iPhone upfront		57.30	
12	03/03/2021	2021/12/15	Cashbook	Reimbursements		27.97	
12	11/03/2021	2021/12/20	Cashbook	Reimbursements		230.88	
12	15/03/2021	2021/12/24	Cashbook	iPad and iPhone		91.01	
			Account	Community Mobilisation		Account Totals	4,825.49
							0.00
			Centre	Climate Emergency		Net Balance Month 12	4,825.49

A/c Code	4810	Energy Strategy				Annual Budget	14,000
Centre	450	Climate Emergency				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
10	25/01/2021	2021/10/24	Cashbook	Grant - Energy Audit		2,500.00	
12	31/03/2021	28	Journal	Brochure design costs		1,600.00	
			Account	Energy Strategy		Account Totals	4,100.00
							0.00
			Centre	Climate Emergency		Net Balance Month 12	4,100.00

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
10	25/01/2021	2021/10/23	Cashbook	Grant Land Use Mapping	5,000.00	
Account Environment Strategy					Account Totals	5,000.00
Centre Climate Emergency					Net Balance Month 12	5,000.00

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
1	20/04/2020	2021/01/14	Cashbook	Grant: COVID19 Relief	4,000.00	
4	21/07/2020	2021/03/25	Cashbook	Grant: Civic Hall Deep Clean	1,000.00	
Account HCHCT Relief Costs					Account Totals	5,000.00
Centre COVID Response					Net Balance Month 12	5,000.00

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
1	20/04/2020	2021/01/13	Cashbook	Grant: Full Life Ch Food Bank	6,300.00	
Account Grant to Food Bank					Account Totals	6,300.00
Centre COVID Response					Net Balance Month 12	6,300.00

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00
2	30/12/1899	2021/02/16	Cashbook	Grant: Covid 19 Relief	2,000.00	
8	27/11/2020	2021/08/28	Cashbook	Repayment of grant re COVID		2,000.00
Account Grant to HVCMA - EXPENSES					Account Totals	2,000.00
Centre COVID Response					Net Balance Month 12	0.00

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00

A/c Code 5015 Grant to HVCMA - SUPPLIES

Centre 600 COVID Response

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
1	07/04/2020	2021/01/05	Cashbook	Grant: hand sanitiser HVCMA	200.00		
Account Grant to HVCMA - SUPPLIES					Account Totals	200.00	0.00
Centre COVID Response					Net Balance Month 12	200.00	

A/c Code 5500 Transfer to/from EMR

Annual Budget 0

Centre (none)

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
9	14/12/2020	18	Journal	Sub-Contractor hours as reqd	5,000.00		
9	14/12/2020	19	Journal	Add to Elections EMR	9,789.00		
9	14/12/2020	21	Journal	Add to Defibrillator EMR	1,500.00		
9	14/12/2020	23	Journal	Add to Honley Library EMR	15,000.00		
9	14/12/2020	24	Journal	Create Holmfirth Tech EMR	10,000.00		
9	31/03/2021	22	Journal	Create CCTV EMR	5,000.00		
12	31/03/2021	20	Journal	Create Legal Advice EMR	5,000.00		
Account Transfer to/from EMR					Account Totals	51,289.00	0.00
Centre					Net Balance Month 12	51,289.00	

A/c Code 6000 Transfer from EMR

Annual Budget 0

Centre 200 CASC

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
4	21/07/2020	7	Journal	EMR Spend Grants		9,000.00	
4	29/07/2020	2021/04/07	Cashbook	Fees re Garside Buildings Let		570.00	
4	29/07/2020	13	Journal	Correct Simon Blyth (VAT)	570.00		
5	05/08/2020	2021/04/01	Cashbook	Reimbursement sanitiser		185.00	
Account Transfer from EMR					Account Totals	570.00	9,755.00
Centre CASC					Net Balance Month 12		9,185.00

A/c Code 6000 Transfer from EMR

Annual Budget 0

Centre 600 COVID Response

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	07/04/2020	2021/01/05	Cashbook	Grant: hand sanitiser HVCMA		200.00
1	20/04/2020	2021/01/14	Cashbook	Grant: COVID19 Relief		4,000.00
1	20/04/2020	2021/01/13	Cashbook	Grant: Full Life Ch Food Bank		6,300.00
4	21/07/2020	2021/03/25	Cashbook	Grant: Civic Hall Deep Clean		1,000.00

A/c Code 6000 Transfer from EMR

Centre 600 COVID Response

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account	Transfer from EMR			
				Account Totals	0.00	11,500.00
		Centre	COVID Response			
				Net Balance Month 12		11,500.00

Holme Valley Parish Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2021

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	0.00	347,101.05
100	Debtors	0.00	5,484.16
105	VAT Control A/c	0.00	1,816.26
110	Prepayments	0.00	6,378.86
	Less Total Debtors	0.00	13,679.28
510	Accruals	0.00	3,746.34
520	Receipts In Advance	0.00	200.00
	Plus Total Creditors	0.00	3,946.34
	Equals Total Cash and Bank Accounts	0.00	337,368.11
200	HSBC Current A/C	0.00	121,730.02
205	Money Manager - HSBC	0.00	55,679.13
215	Current Account-Handelsbanken	0.00	84,958.96
220	CCLA Deposit Fund	0.00	75,000.00
	Total Cash and Bank Accounts	0.00	337,368.11

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			5,484.16	
105	VAT Control A/c			1,816.26	
110	Prepayments			6,378.86	
200	HSBC Current A/C			121,730.02	
205	Money Manager - HSBC			55,679.13	
215	Current Account-Handelsbanken			84,958.96	
220	CCLA Deposit Fund			75,000.00	
310	General Reserves				139,927.06
320	EMR Sub-Contractor Services				5,000.00
321	EMR Legal Advice Contingency				5,000.00
322	EMR CCTV				5,000.00
323	EMR Com Asset-Others in Valley				9,723.00
325	EMR Election Fund				19,789.00
326	EMR Defibrillator Special Resr				2,000.00
327	EMR Covid Response - HCHCT				10,000.00
328	EMR Covid Response - HVCMA				13,315.00
329	EMR Holmfirth Civic Hall (capi				30,000.00
330	EMR Office/Meeting Room				15,000.00
331	EMR Holmfirth Toilets				5,000.00
332	EMR Honley Library				30,000.00
333	EMR Holmfirth Tech				10,000.00
510	Accruals				3,746.34
520	Receipts In Advance				200.00
1076	Precept	100	Income		275,871.00
1078	Special Expenses Grant	100	Income		3,248.00
1090	Bank Interest	100	Income		199.70
1092	Toilets Donations	100	Income		2,074.90
1095	Other income	100	Income		868.13
1200	Allotment Rents	100	Income		240.00
1250	Garside Building	100	Income		742.25
1260	Memorial Bench Donations	100	Income		50.00
1300	Garage plot income	100	Income		700.00
4000	Salaries	110	Staff Expenditure	50,486.38	
4000	Salaries	450	Climate Emergency	8,213.82	
4060	Staff Training	110	Staff Expenditure	615.68	
4061	Councillor Training	150	Administration	396.00	
4200	Chairman's Allowance	150	Administration	1,000.00	
4205	APS & Petty Cash	150	Administration	1,830.07	
4210	Audit	150	Administration	973.31	
4215	Bank Charges	150	Administration	300.00	
4230	Repairs & Maintenance	150	Administration	230.00	
4235	Insurance	150	Administration	158.78	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4245	Office Equipment	150	Administration	415.83	
4250	Office/Room Hire	150	Administration	10,000.00	
4260	FOIA/EIR requests	150	Administration	100.00	
4265	Subscriptions	150	Administration	2,800.00	
4275	Telephone and Broadband	150	Administration	288.05	
4280	Civic Regalia	150	Administration	152.64	
4310	Holmfirth Civic Hall-Projects	200	CASC	1,149.00	
4315	Other Community Assets	200	CASC	24,394.00	
4320	Public Toilet - Day to Day	200	CASC	15,502.88	
4325	Public Toilet - Lettable Space	200	CASC	3,350.00	
4400	Electronic Support	250	Finance & Management	2,435.75	
4405	Grants	250	Finance & Management	5,563.00	
4505	Neighbourhood Plan	300	Planning	1,470.00	
4610	Publications	350	Publications & Communication	4,012.07	
4625	Website & Media	350	Publications & Communication	534.00	
4630	Special Projects	350	Publications & Communication	357.91	
4700	CCTV	400	Service Provision	5,000.00	
4705	Christmas Provision	400	Service Provision	4,314.15	
4710	New Mill - Churchyard	400	Service Provision	691.10	
4720	Dog Waste	400	Service Provision	1,075.48	
4725	Patient Transport Scheme	400	Service Provision	2,000.00	
4730	Minibus	400	Service Provision	16,913.96	
4735	Phone Boxes	400	Service Provision	288.95	
4740	Seats & Shelters-Maintenance	400	Service Provision	8,604.69	
4755	Youth Facilities	400	Service Provision	5,000.00	
4805	Community Mobilisation	450	Climate Emergency	4,825.49	
4810	Energy Strategy	450	Climate Emergency	4,100.00	
4825	Environment Strategy	450	Climate Emergency	5,000.00	
5000	HCHCT Relief Costs	600	COVID Response	5,000.00	
5005	Grant to Food Bank	600	COVID Response	6,300.00	
5015	Grant to HVCMA - SUPPLIES	600	COVID Response	200.00	
5500	Transfer to/from EMR			51,289.00	
6000	Transfer from EMR	200	CASC		9,185.00
6000	Transfer from EMR	600	COVID Response		11,500.00
Trial Balance Totals :				608,379.38	608,379.38
Difference				0.00	

Date: 26/05/2021

Holme Valley Parish Council

Page 1

Time: 14:56

VAT Return for Month 10 to 12 (01/01/2021 - 31/03/2021)

User: RFO

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>	
Cashbook	1		10		1,075.45	1,075.45	0.00	
Cashbook	1		11		1,574.81	1,574.81	0.00	
Cashbook	1		12		203.65	203.65	0.00	
		OUTPUT		Total Rate: Z	2,853.91	2,853.91	0.00	
Cashbook	1		12		167.24	159.28	7.96	
		INPUT		Total Rate: F	167.24	159.28	7.96	
Cashbook	1		10		2,035.67	1,696.36	339.31	
Cashbook	1		11		4,837.80	4,031.47	806.33	
Cashbook	1		12		3,975.64	3,312.98	662.66	
		INPUT		Total Rate: S	10,849.11	9,040.81	1,808.30	
Cashbook	1		10		19,736.80	19,736.80	0.00	
Cashbook	4		10		25.00	25.00	0.00	
Cashbook	1		11		7,978.03	7,978.03	0.00	
Cashbook	4		11		25.00	25.00	0.00	
Cashbook	1		12		29,487.78	29,487.78	0.00	
Cashbook	4		12		25.00	25.00	0.00	
		INPUT		Total Rate: Z	57,277.61	57,277.61	0.00	
VAT Return Summary:					Total Outputs	2,853.91	2,853.91	0.00
					Total Inputs	68,293.96	66,477.70	1,816.26
VAT due in the period on sales and other outputs						Box 1	0.00	
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States						2	<u>0.00</u>	
Total VAT due						3	0.00	
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)						4	<u>1,816.26</u>	
Net VAT to reclaim from HMRC						5	<u>1,816.26</u>	
Total value of sales and all other outputs excluding any VAT						6	2,853.00	
Total value of purchases and all other inputs excluding any VAT						7	66,477.00	
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States						8	0.00	
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States						9	0.00	
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States							0.00	

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.	✓	

**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

Holme Valley Parish Council

www.holmevalleyparishcouncil.gov.uk

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.	✓		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

26/03/2021 01/06/2021 DD/MM/YYYY

Name of person who carried out the internal audit

Safia Kauser (Internal Audit Yorkshire)

Signature of person who carried out the internal audit

Safia Kauser SIGNATURE REQUIRED

Date 01/06/2021

*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:

Holme Valley Parish Council
ENTER NAME OF AUTHORITY

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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
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.		✓	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			

*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Holme Valley Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	224,724	269,150	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	274,970	275,871	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6,887	8,123	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	37,122	58,700	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	200,308	147,343	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	269,150	347,101	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	266,670	337,368	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	5,266,353	5,271,894	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

R. Wall
SIGNATURE REQUIRED

Date

08/06/21

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

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

In respect of ENTER NAME OF AUTHORITY Holme Valley 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

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Be 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 rec basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **Holme Valley Parish Council**

County area (local councils and parish meetings only): **Kirklees**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Richard McGill, RFO**

Date: **01/06/2021**

	£	£
Balance per bank statements as at 31/3/21:		
HSBC Community	121,730.0	
HSBC BMM	55,679.1	
Handelsbanken Current	84,959.0	
Handelsbanken 35D	-	
CCLA	75,000.0	
		337,368.1
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)		
[add more lines if necessary]		
Add: any un-banked cash as at 31/3/xx		-
Net balances as at 31/3/21 (Box 8)		<u>337,368.1</u>

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Holme Valley Parish Council

County area (local councils and parish meetings only):

Kirklees, West Yorkshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		347,101.05
Deduct: Debtors (enter these as negative numbers)		
1 HCHCT for 2020-21 insurance	(4,613.23)	
2 Viking - credit owed by Viking	(196.28)	
3 Wayleave Northern Power	(2.00)	
4 Garside building - owed for electricity	(342.25)	
5 Toilet donations up to end March 2021	(330.40)	
6 VAT to be repaid	(1,816.26)	
	<u>(7,300.42)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1 Insurance HVPC for 2021-22	(1,757.95)	
2 Insurance HCHCT for 2021-22	(4,620.91)	
	<u>(6,378.86)</u>	
Total deductions		<u>(13,679.28)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
1 FOIA/EIR request re HVLC quarries	100.00	
2 Design "Home Energy Savings" booklet	1,600.00	
3 NALC - web event for Clerk	38.93	
4 Document Logic - photocopying	41.77	
5 Principal Hygiene Services	52.00	
6 Maintenance Contractors Expenses - toilets	90.14	
7 Maintenance - Benches and Shelters	606.40	
8 Maintenance - Toilets	1,175.00	
9 Maintenance - Phone Boxes	42.10	
	<u>3,746.34</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1 Rent in advance on garage lease - S. Atkin	200.00	
	<u>200.00</u>	
Total additions		<u>3,946.34</u>
Box 8: Total cash and short term investments		<u><u>337,368.11</u></u>

Explanation of variances – pro forma

Name of smaller authority: **Holme Valley Parish Council**
 County area (local councils and parish meetings only): **Kirklees**
 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 £	2021/22 £	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	224,724	269,150																																																																																																																																												
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The Community Assets Support Committee which normally pays out a lot of grants to the Community was significantly down on the previous year (-£43000). This was a major contributor to the reduction in All Other Payments. In addition, some contracted services were not undertaken for some months during lockdown periods. This includes the Minibus (-£6000) and Seats and Shelters (-£2000), Finance and Management Grant applications were down significantly and this affected the outlay (-£4000). The Neighbourhood Planning process stalled (-£3400). Other factors had a bearing too. No elections took place (-£11000). We no longer paid a Locum Clerk through Sub Contractor Services (-£5700). The New Office Development in 2019-20 was a one off payment. (-£10000). Against that, some payments did go up. Payments towards the Climate Emergency increased. (+£11000). The Council paid some grants to help the community manage the pandemic (+£11500). Money was paid to reshape the lettable space at the toilets before letting it out as a shop. (+£3350). Electronic Support was up due to Zoom subscriptions and the new accounts package. (+£2000). A grant was paid towards a CCTV system for Honley (+£5000). The Patient Transport Scheme was paid a higher grant. (+£1000) And payments to Youth Facilities increased. (+£4000) Other budget lines varied less but due to the pandemic the general trend was to be underspent on budgets.</p>		2019-20	2020-21	ALL OTHER PAYMENTS			AP & Ferry Leath	£1,029.20	£1,029.00	Archie	£1,159.50	£571.00	Barb Clarke	£25.00	£200.00	Chairman's Allowance	£0.00	£1,000.00	Civic Regalia	£0.00	£75.00	Christmas	£1,166.20	£0.00	Clubhouse Maintenance	£319.70	£250.00	Insurance	£1,073.75	£750.00	Members Travel Allowance	£85.50	£0.00	Office Equipment	£86.75	£48.00	Archivist Emergency room hire	£0.00	£10,000.00	APF - contract services	£6,785.00	£0.00	IT & IT Requests	£0.00	£300.00	Legal fees	£2,000.00	£0.00	Subscriptions	£2,445.00	£2,800.00	Interphones	£18.20	£288.00	Bank Interest	£2,187.80	£1,015.00	Common Areas work at disposal	£86,817.50	£28,860.00	Public notice - display	£8,182.75	£8,500.00	Public notice - re-shaping	£0.00	£3,960.00	Business Support Maintenance	£28.40	£2,438.00	Binets	£5,627.70	£5,960.00	Maintenance of public clocks	£165.00	£0.00	New Office Emergency room/ambulance	£0.00	£0.00	Neighbourhood Plan	£4,079.40	£4,470.00	Community Champion	£14.75	£0.00	Public notice	£1,010.00	£0.00	Phone Service	£841.00	£0.00	IT & IT Requests - New IT	£185.00	£0.00	Website & Media Co-ordinator	£1,150.00	£0.00	Specialist services	£0.00	£560.00	CCTV	£0.00	£5,000.00	Christmas preparation	£5,169.30	£5,718.00	Church Maintenance - New IT	£0.00	£921.00	Dog Waste Station	£460.00	£1,070.00	IT & IT Requests - New IT	£1,000.00	£2,000.00	IT Support	£25,200.00	£8,318.00	Phone line maintenance	£1.00	£200.00	Total Space & Facilities	£1,739.20	£6,000.00	Youth Facilities	£1,000.00	£5,000.00	Climate Emergency	£2,000.00	£5,500.00	COVID response	£0.00	£150.00	ALL OTHER PAYMENTS	£200,308.46	£147,343.00
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AP & Ferry Leath	£1,029.20	£1,029.00																																																																																																																																												
Archie	£1,159.50	£571.00																																																																																																																																												
Barb Clarke	£25.00	£200.00																																																																																																																																												
Chairman's Allowance	£0.00	£1,000.00																																																																																																																																												
Civic Regalia	£0.00	£75.00																																																																																																																																												
Christmas	£1,166.20	£0.00																																																																																																																																												
Clubhouse Maintenance	£319.70	£250.00																																																																																																																																												
Insurance	£1,073.75	£750.00																																																																																																																																												
Members Travel Allowance	£85.50	£0.00																																																																																																																																												
Office Equipment	£86.75	£48.00																																																																																																																																												
Archivist Emergency room hire	£0.00	£10,000.00																																																																																																																																												
APF - contract services	£6,785.00	£0.00																																																																																																																																												
IT & IT Requests	£0.00	£300.00																																																																																																																																												
Legal fees	£2,000.00	£0.00																																																																																																																																												
Subscriptions	£2,445.00	£2,800.00																																																																																																																																												
Interphones	£18.20	£288.00																																																																																																																																												
Bank Interest	£2,187.80	£1,015.00																																																																																																																																												
Common Areas work at disposal	£86,817.50	£28,860.00																																																																																																																																												
Public notice - display	£8,182.75	£8,500.00																																																																																																																																												
Public notice - re-shaping	£0.00	£3,960.00																																																																																																																																												
Business Support Maintenance	£28.40	£2,438.00																																																																																																																																												
Binets	£5,627.70	£5,960.00																																																																																																																																												
Maintenance of public clocks	£165.00	£0.00																																																																																																																																												
New Office Emergency room/ambulance	£0.00	£0.00																																																																																																																																												
Neighbourhood Plan	£4,079.40	£4,470.00																																																																																																																																												
Community Champion	£14.75	£0.00																																																																																																																																												
Public notice	£1,010.00	£0.00																																																																																																																																												
Phone Service	£841.00	£0.00																																																																																																																																												
IT & IT Requests - New IT	£185.00	£0.00																																																																																																																																												
Website & Media Co-ordinator	£1,150.00	£0.00																																																																																																																																												
Specialist services	£0.00	£560.00																																																																																																																																												
CCTV	£0.00	£5,000.00																																																																																																																																												
Christmas preparation	£5,169.30	£5,718.00																																																																																																																																												
Church Maintenance - New IT	£0.00	£921.00																																																																																																																																												
Dog Waste Station	£460.00	£1,070.00																																																																																																																																												
IT & IT Requests - New IT	£1,000.00	£2,000.00																																																																																																																																												
IT Support	£25,200.00	£8,318.00																																																																																																																																												
Phone line maintenance	£1.00	£200.00																																																																																																																																												
Total Space & Facilities	£1,739.20	£6,000.00																																																																																																																																												
Youth Facilities	£1,000.00	£5,000.00																																																																																																																																												
Climate Emergency	£2,000.00	£5,500.00																																																																																																																																												
COVID response	£0.00	£150.00																																																																																																																																												
ALL OTHER PAYMENTS	£200,308.46	£147,343.00																																																																																																																																												
7 Balances Carried Forward	269,150	347,101			NO	VARIANCE EXPLANATION NOT REQUIRED																																																																																																																																								
8 Total Cash and Short Term Investments	266,670	337,368				VARIANCE EXPLANATION NOT REQUIRED																																																																																																																																								
9 Total Fixed Assets plus Other Long Term Investments and	5,266,363	5,271,894	5,541	0.11%	NO																																																																																																																																									
10 Total Borrowings	0	0	0	0.00%	NO																																																																																																																																									

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

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

Name of smaller authority: **Holme Valley Parish Council**

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

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 Thursday 1st July 2021

and ending on Wednesday 11th August 2021

Signed: _____



Role: Responsible Finance Officer

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.

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

1. The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3. The responsible financial officer for a relevant authority must, on behalf of that authority, publish **(which must include publication on the authority's website)**:

(a) the Accounting Statements (i.e. Section 2 of either Part 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:

(i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;

(ii) the Annual Governance Statement (i.e. Section 1 of either Part 2 or Part 3, whichever is relevant, of the AGAR); and

(b) a statement that sets out—

(i) the period for the exercise of public rights;

(ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;

(iii) the name and address of the local auditor;

(iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

1. You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and

2. Publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a. the approved Sections 1 and 2 of either Part 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
- b. the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following **suggested** dates: Monday 14 June – Friday 23 July 2021. (The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021); and
- c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name: **Holme Valley Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement Tuesday 29th June (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) Richard McGill, Responsible Finance Officer, Holme Valley Parish Council Holmfirth Civic Hall, Huddersfield Road Holmfirth HD9 3AS 01484 687460 deputyclerk@holevalleyparishcouncil.gov.uk</p> <p>commencing on (c) <u>Thursday 1 July 2021</u></p> <p>and ending on (d) <u>Wednesday 11 August 2021</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by (e) Richard McGill, RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2021 for 2020/21 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.