

# ALPHA

## Financial Solution

Designed for **smaller** Parish, Town and Community Councils

Available for **Receipt and Payment** and **Income and Expenditure**

### KEY FEATURES

- AGAR (England and Wales) and required **Year-End reports**
- **VAT Returns** for registered and non-registered councils
- VAT - **Making Tax Digital compliant**
- Earmarked Reserves Report
- Actuals against Budget Report
- **Budgets:** Next Year or Forward for 5 Years
- **Audit Trail** of all Transactions

#### ALPHA I&E BASIS REPORTS

- Income and Expenditure Reports – Actual against Budget
- Cashbooks Reconciliation
- Lists of Payments and Receipts
- Budget Reports
- VAT Return Special or Business
- Earmarked Reserves Report

#### Year-End Reports

- Statutory Income and Expenditure
- Statutory Balance Sheet
- AGAR – Annual Return (for England and Wales)
- Reconciliation Reports for Cashbooks and Cash Balances
- Reserves Reconciliation

#### ALPHA R&P BASIS REPORTS

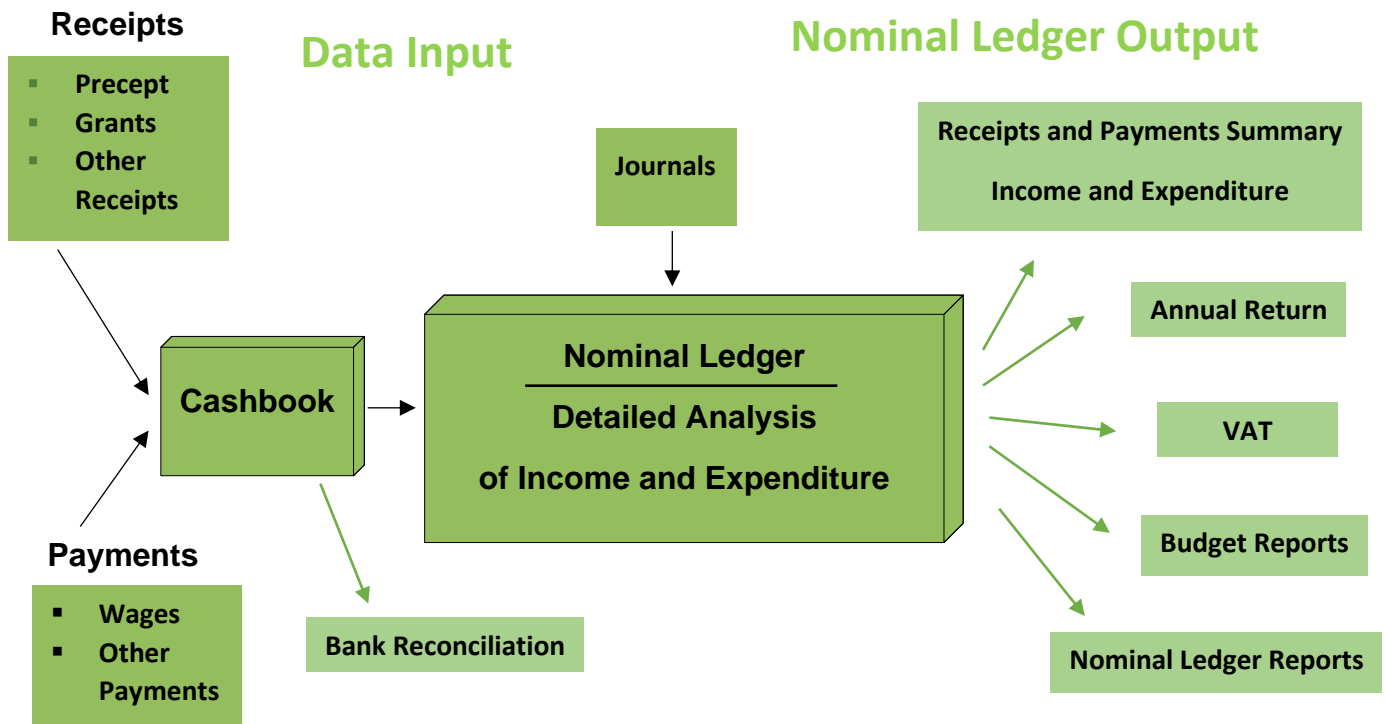
- Receipts and Payments Reports – Actual against Budget
- Cashbooks Reconciliation
- Lists of Payments and Receipts
- Budget Reports
- VAT Return Special or Business
- Earmarked Reserves Report

#### Year-End Reports

- Statutory Receipts and Payments
- AGAR – Annual Return (for England and Wales)
- Reconciliation Reports for Cashbooks and Cash Balances

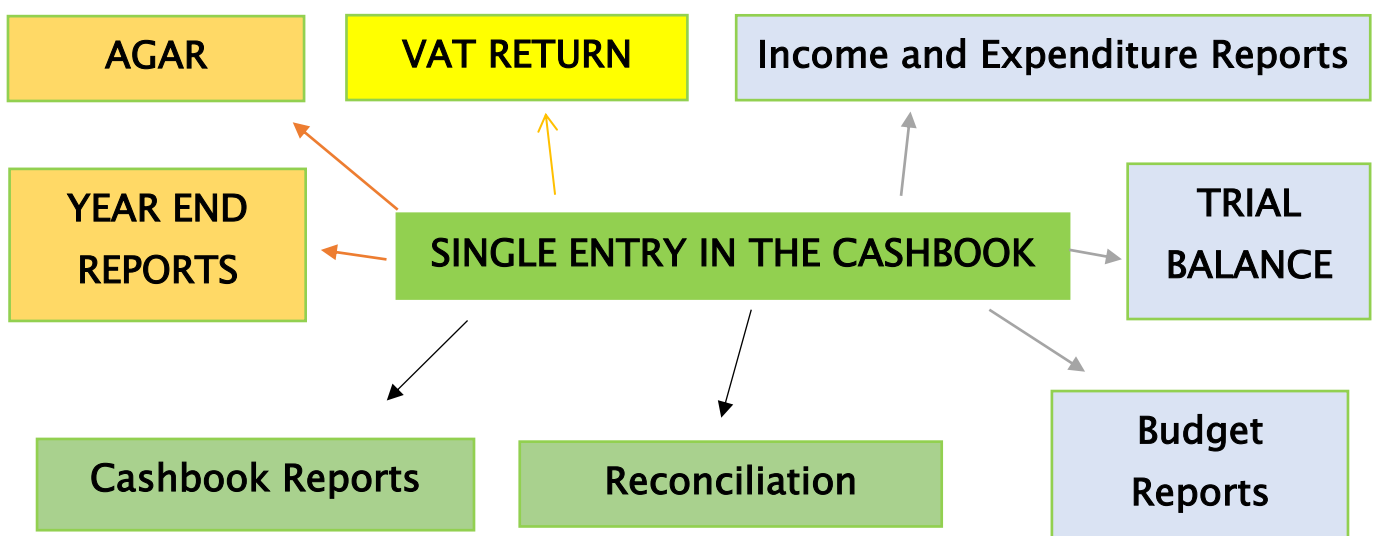
## INPUT AND OUTPUT OF DATA

When entered the figures are recorded in the Nominal Ledger, which allows the generation of all reports in Alpha



## SINGLE ENTRY INTO THE CASHBOOK WILL UPDATE ACCOUNTS AND REPORTS

A single entry into the Cashbook transfers the record into the various elements of Alpha, which means the generation of the reports is at the click of a button.



# Rialtas Support and Training

Rialtas Support Team provides all of our customers with an outstanding support service. Their expertise combine knowledge of Rialtas Solutions, finance, IT, Allotments and Cemetery management, Booking management and Planning.

Rialtas Support is open 9.00-17.00,  
Monday to Friday.

They can be contacted by phone, by  
email or via Support portal.

All of our customers have access to  
our **Support Portal**, which contains:

- FAQ and answers
- Webinar recordings
- User Manuals
- Articles
- Training Videos
- The history of your previous questions

## Rialtas Training Academy

### Scheduled Training

- provides Free of Charge access to our regular Scheduled Online Training
- These sessions can be attended by all Councils who are on or sign up for a 3 Year Support and Maintenance Contract
- Various Topics

### Free Webinars

- Throughout the year we offer a range of free webinars on numerous topics such as Year End, Budgeting, VAT, product overviews, new feature updates and many more

### Pay as you go Training

For customers, who are looking for a more tailored group or one-to-one training, we have:

- Online Group Training – smaller groups made up of different councils covering specific topics
- Bespoke 1 to 1 training – where they want to specifically work on topics/questions relevant to their Council only

## Rialtas also provides additional services:

- Data Entry and Finance Consultancy
- Year-End Close Down
- Databank – monthly checks of the accounts and a Backup off site

For more information, email to:

[sales@rialtas.co.uk](mailto:sales@rialtas.co.uk)

# **Alpha**

## **Receipts and Payments**

Financial Solution

### **Sample Reports**

#### **CONTENTS**

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Section 2 – Budgets

Section 3 – Council Reports

Section 4 – Year End Reports – England and Wales

Section 5 – VAT Return

# **Section 1**

## **Cashbook**

### **CONTENTS**

Receipts and Payments

Bank Reconciliation

Payment Listing

Payment Analysis

Payments by Supplier

## Current Bank A/c

## Receipts

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		12,971.83					12,971.83	
Precept Banked: 10/04/2021		9,509.50						
Precept A District Council		9,509.50			1076	100	9,509.50	Precept part 1
CIL Banked: 30/04/2021		10,000.00						
CIL A District Council		10,000.00			1200	100	10,000.00	CIL
					331		10,000.00	CIL
					6001	100	-10,000.00	CIL
Grant Banked: 31/08/2021		10,000.00						
Grant A District Council		10,000.00			1000	800	10,000.00	Grant
					336		10,000.00	Grant
					6001	800	-10,000.00	Grant
Banked: 31/08/2021		10,000.00						
A District Council		10,000.00			1000	400	10,000.00	Grant for New Equipment
Don Banked: 31/08/2021		50.00						
Don Donation		50.00			1300	100	50.00	Donation
Grant Banked: 01/09/2021		600.00						
Grant A District Council		600.00			1000	400	600.00	Grant September
1232 Banked: 27/09/2021		110.00						
1232 Donation		50.00			1300	400	50.00	Donaton for Xmas Tree
1232 Mr Hanson		30.00			1100	450	30.00	Allotment Fee Plot 26
1232 Mrs Proctor		30.00			1100	450	30.00	Allotment Fee Plot 35
Banked: 30/09/2021		100.00						
Mr Smith		100.00			1030	100	100.00	Hire - Sep Smith
639854 Banked: 30/09/2021		65.00						
13 A Tenant		30.00			1100	450	30.00	Plot 100
639854 Mrs Smith		35.00			1100	450	35.00	Plot 25
baker Banked: 30/09/2021		20.00						
baker Mr Baker		20.00			1100	450	20.00	Allotment Rent 3b
Precept Banked: 30/09/2021		9,510.00						
Precept A District Council		9,510.00			1076	100	9,510.00	Precept
Ringo Banked: 30/09/2021		500.00						
Ringo Ringo		600.00		100.00	1400	600	500.00	Car Park income
Ringo Ringo		-100.00		-16.67	4350	600	-83.33	Ringo
Total Receipts		50,464.50	0.00	83.33			50,381.17	
Cashbook Totals		63,436.33	0.00	83.33			63,353.00	

## Current Bank A/c

## Payments

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
10/04/2021	Viking	FP	25.00		4.17	4055	200	20.83	Stationery
15/04/2021	EDF	DD	36.84		1.75	4185	300	35.09	Electricity March 21
26/04/2021	Playgrounds R Us	FP	36.21		6.04	4205	400	30.17	Playground Repairs
30/04/2021	Peter Clerk	FP	750.00			4000	200	750.00	Salaries April
30/04/2021	HMRC	FP	15.00			4000	200	15.00	HMRC Liability April
30/04/2021	PFK Littlejohn	FP	250.00		41.67	4090	200	208.33	Audit for 20/21
30/04/2021	Viking	FP	60.00		10.00	4055	200	25.00	Stationery
						4105	200	25.00	Stationery foe CMAS Event
30/04/2021	Viking	FP	25.00		1.60	4055	200	15.00	Stationery
						4105	200	8.40	Stationery
31/08/2021	Builders	O/LINE	1,999.00		333.17	4410	800	1,665.83	Open Air Gym Equipment
						336	0	-1,665.83	Open Air Gym Equipment
						6000	800	1,665.83	Open Air Gym Equipment
31/08/2021	PFK Littlejohn	BACS	400.00		66.67	4090	200	333.33	External Audit
31/08/2021	Playgrounds R Us	BACS	2,500.00		416.67	4410	800	2,083.33	New Swing
						321	0	-2,083.33	New Swing
						6000	800	2,083.33	New Swing
31/08/2021	Playgrounds R Us	BACS	-2,500.00		-416.67	4410	800	-2,083.33	Correction
31/08/2021	NALC	BACS	60.00		10.00	4070	200	50.00	Training
01/09/2021	British Telecom	12355	36.00		6.00	4180	300	30.00	Phones and Broadband Sept 21
01/09/2021	Secondary A/C	TRF	1,000.00			205		1,000.00	Funds TRF
30/09/2021	Viking	BACS	45.26		7.54	4055	200	20.00	Stationery
						4055	800	17.72	Stationery
30/09/2021	Aniti	CARD	25.00		4.17	4100	300	20.83	Microsoft
30/09/2021	Viking	O/LINE	35.00		5.83	4055	200	29.17	Paper
30/09/2021	EDF	DD	39.27		1.87	4185	300	37.40	Electricity Sept 2021
30/09/2021	NALC	DD	235.00			4130	300	235.00	Annual Subscription 21/22
30/09/2021	Grass-lass	O/LINE	600.00		100.00	4235	400	500.00	Tree works
						322	0	-500.00	Tree works
						6000	400	500.00	Tree works
30/09/2021	Peter Clerk	123456	50.00		6.00	4055	200	22.00	Expenses
						4205	400	22.00	Screws & Bolts
30/09/2021	Playgrounds R Us	O/LINE	250.00		41.67	4285	450	100.00	Maintenance
						4285	400	108.33	Maintenance
30/09/2021	Peter Clerk	O/LINE	100.00		10.00	4055	200	20.00	Stationery
						4285	450	50.00	Screws & Bolts
						4070	200	20.00	Training
<b>Total Payments</b>			6,072.58	0.00	658.15			5,414.43	
<b>Balance Carried Fwd</b>			57,363.75						
<b>Cashbook Totals</b>			63,436.33	0.00	658.15			62,778.18	

**Bank Reconciliation Statement as at 30/09/2021  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
A Bank - Current A/C	30/09/2021	100	48,418.02
			<u>48,418.02</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
30/09/2021 DD EDF		39.27	
30/09/2021 DD NALC		235.00	
30/09/2021 O/LINE Grass-lass		600.00	
30/09/2021 123456 Peter Clerk		50.00	
30/09/2021 O/LINE Playgrounds R Us		250.00	
			<u>1,174.27</u>
			47,243.75
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
27/09/2021 1232		110.00	
30/09/2021 Precept		9,510.00	
30/09/2021 Ringo		500.00	
			<u>10,120.00</u>
			57,363.75
		<b>Balance per Cash Book is :-</b>	<b>57,363.75</b>
		<b>Difference is :-</b>	<b>0.00</b>



## List of Payments made between 01/07/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/08/2021	Builders	O/LINE	1,999.00		Builders
31/08/2021	PFK Littlejohn	BACS	400.00		External Audit
31/08/2021	Playgrounds R Us	BACS	2,500.00		New Swing
31/08/2021	Playgrounds R Us	BACS	-2,500.00		Correction
31/08/2021	NALC	BACS	60.00		Training
01/09/2021	British Telecom	12355	36.00		Phones and Broadband Sept 21
01/09/2021	Secondary A/C	TRF	1,000.00		Funds TRF
30/09/2021	Viking	BACS	45.26		Stationery
30/09/2021	Aniti	CARD	25.00		Microsoft
30/09/2021	Viking	O/LINE	35.00		Stationery
30/09/2021	EDF	DD	39.27		Electricity Sept 2021
30/09/2021	NALC	DD	235.00		Annual Subscription
30/09/2021	Grass-lass	O/LINE	600.00		Tree works
30/09/2021	Peter Clerk	123456	50.00		Expenses
30/09/2021	Playgrounds R Us	O/LINE	250.00		Maintenance
30/09/2021	Peter Clerk	O/LINE	100.00		Expenses
<b>Total Payments</b>			<u>4,874.53</u>		

Date: 08/11/2021

Alpha (R&amp;P) 2021/22

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Cashbook 1

User: IRY

Current Bank A/c

Payments made between 01/07/2021 and 30/09/2021

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
31/08/2021	PFK Littlejohn	BACS	400.00		66.67	4090	200	333.33	External Audit
31/08/2021	Playgrounds R Us	BACS	2,500.00		416.67	4410	800	2,083.33	New Swing
						321		-2,083.33	New Swing
						6000	800	2,083.33	New Swing
31/08/2021	Playgrounds R Us	BACS	-2,500.00		-416.67	4410	800	-2,083.33	Correction
31/08/2021	NALC	BACS	60.00		10.00	4070	200	50.00	Training
31/08/2021	Builders	O/LINE	1,999.00		333.17	4410	800	1,665.83	Open Air Gym Equipment
						336		-1,665.83	Open Air Gym Equipment
						6000	800	1,665.83	Open Air Gym Equipment
01/09/2021	British Telecom	12355	36.00		6.00	4180	300	30.00	Phones and Broadband Sept 21
01/09/2021	Secondary A/C	TRF	1,000.00			205		1,000.00	Funds TRF
30/09/2021	Peter Clerk	123456	50.00		6.00	4055	200	22.00	Expenses
						4205	400	22.00	Screws & Bolts
30/09/2021	Viking	BACS	45.26		7.54	4055	200	20.00	Stationery
						4055	800	17.72	Stationery
30/09/2021	Aniti	CARD	25.00		4.17	4100	300	20.83	Microsoft
30/09/2021	EDF	DD	39.27		1.87	4185	300	37.40	Electricity Sept 2021
30/09/2021	NALC	DD	235.00			4130	300	235.00	Annual Subscription 21/22
30/09/2021	Viking	O/LINE	35.00		5.83	4055	200	29.17	Paper
30/09/2021	Grass-lass	O/LINE	600.00		100.00	4235	400	500.00	Tree works
						322		-500.00	Tree works
						6000	400	500.00	Tree works
30/09/2021	Playgrounds R Us	O/LINE	250.00		41.67	4285	450	100.00	Maintenance
						4285	400	108.33	Maintenance
30/09/2021	Peter Clerk	O/LINE	100.00		10.00	4055	200	20.00	Stationery
						4285	450	50.00	Screws & Bolts
						4070	200	20.00	Training
Total Payments:			4,874.53	0.00	592.92			4,281.61	

Time : 14:33

## Current Bank A/c

## Payments made between 01/07/2021 and 30/09/2021

	<u>Date</u>	<u>Payment Reference</u>	<u>Payment Detail</u>	<u>Net Amount</u>	<u>VAT Amount</u>	<u>Total Amount</u>	<u>VAT Code</u>
<b>Aniti</b>							
	30/09/2021	CARD	Microsoft	20.83	4.17	25.00	S
<b>British Telecom</b>							
	01/09/2021	12355	Phones and Broadband Sept	30.00	6.00	36.00	S
<b>Builders</b>							
	31/08/2021	O/LINE	Builders	1,665.83	333.17	1,999.00	S
<b>EDF</b>							
	30/09/2021	DD	Electricity Sept 2021	37.40	1.87	39.27	F
<b>Grass-lass</b>							
	30/09/2021	O/LINE	Tree works	500.00	100.00	600.00	S
<b>NALC</b>							
	31/08/2021	BACS	Training	50.00	10.00	60.00	S
	30/09/2021	DD	Annual Subscription	235.00	0.00	235.00	E
				<b>285.00</b>	<b>10.00</b>	<b>295.00</b>	
<b>Peter Clerk</b>							
	30/09/2021	123456	Expenses	44.00	6.00	50.00	S
	30/09/2021	O/LINE	Expenses	90.00	10.00	100.00	S
				<b>134.00</b>	<b>16.00</b>	<b>150.00</b>	
<b>PFK Littlejohn</b>							
	31/08/2021	BACS	External Audit	333.33	66.67	400.00	S
<b>Playgrounds R Us</b>							
	31/08/2021	BACS	New Swing	2,083.33	416.67	2,500.00	S
	31/08/2021	BACS	Correction	-2,083.33	-416.67	-2,500.00	S
	30/09/2021	O/LINE	Maintenance	208.33	41.67	250.00	S
				<b>208.33</b>	<b>41.67</b>	<b>250.00</b>	
<b>Secondary A/C</b>							
	01/09/2021	TRF	Funds TRF	1,000.00	0.00	1,000.00	
<b>Viking</b>							
	30/09/2021	BACS	Stationery	37.72	7.54	45.26	S
	30/09/2021	O/LINE	Stationery	29.17	5.83	35.00	S
				<b>66.89</b>	<b>13.37</b>	<b>80.26</b>	
				<b>4,281.61</b>	<b>592.92</b>	<b>4,874.53</b>	

# **Section 2**

## **Budgets**

### **CONTENTS**

Budget Report – Detail (Extract)

Budget report – Summary (Extract)

Forward Budget Report

Virements

Virement History Report

## Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>100</b>	<b><u>Income</u></b>											
1000	Grants	1,000	0	0	0	1,018	0	1,018	0	1,050	0	0
1010	Rent Receipts	400	100	0	0	407	0	407	0	420	0	0
1030	Room Hire	300	25	0	0	305	0	305	100	314	0	0
1040	Sports Club Contributions	200	15	0	0	204	0	204	0	210	0	0
1060	Other Income	0	0	0	0	900	0	900	0	928	0	0
1076	Precept	18,000	18,000	0	0	19,019	0	19,019	19,020	0	0	0
1090	Bank Interest	100	0	0	0	102	0	102	0	105	0	0
1200	CIL Income	0	10,000	0	0	0	0	0	10,000	0	0	0
1300	Donations Received	0	0	0	0	0	0	0	50	0	0	0
	<b>Total Income</b>	<b>20,000</b>	<b>28,140</b>	<b>0</b>	<b>0</b>	<b>21,955</b>	<b>0</b>	<b>21,955</b>	<b>29,170</b>	<b>3,027</b>	<b>0</b>	<b>0</b>
6001	less Transfer to EMR	0	10,000	0	0	0	0	0	10,000	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>20,000</b>	<b>18,140</b>			<b>21,955</b>		<b>21,955</b>	<b>19,170</b>	<b>3,027</b>		
<b>200</b>	<b><u>Administration</u></b>											
4000	Payroll & Pension	6,000	5,880	0	0	6,600	0	6,600	765	6,805	0	0
4005	Home Working Allowance	120	120	0	0	0	0	0	0	0	0	0
4055	Stationery	0	0	0	0	0	0	0	152	0	0	0
4060	Insurance	1,400	1,400	0	0	1,540	0	1,540	0	1,600	0	0
4070	Courses & Training	500	0	0	0	550	0	550	70	567	0	0
4090	Audit	500	500	0	0	550	0	550	542	567	0	0
4095	Councillor's Expenses	100	0	0	0	110	0	110	0	113	0	0
4105	Events Exp	0	0	0	0	0	0	0	33	0	0	0
	<b>Overhead Expenditure</b>	<b>8,620</b>	<b>7,900</b>	<b>0</b>	<b>0</b>	<b>9,350</b>	<b>0</b>	<b>9,350</b>	<b>1,562</b>	<b>9,652</b>	<b>0</b>	<b>0</b>

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## Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(8,620)</u>	<u>(7,900)</u>			<u>(9,350)</u>		<u>(9,350)</u>	<u>(1,562)</u>	<u>(9,652)</u>		
<b>300</b>	<b><u>Office</u></b>											
4100	Office Services	500	0	0	0	509	0	509	21	525	0	0
4110	Grants	500	0	0	0	509	0	509	0	525	0	0
4120	S137	100	50	0	0	102	0	102	0	105	0	0
4130	Subscriptions (Incl. SALC)	0	60	0	0	0	0	0	235	0	0	0
4140	Professional Services	250	0	0	0	254	0	254	0	262	0	0
4150	Web., Stationery, Publications	500	83	0	0	509	0	509	0	525	0	0
4160	Petty Cash	300	0	0	0	305	0	305	0	314	0	0
4170	Office Equipment	250	0	0	0	254	0	254	0	262	0	0
4180	Telecoms	50	50	0	0	51	0	51	30	53	0	0
4185	Electricity	50	52	0	0	51	0	51	72	53	0	0
4190	Water	100	112	0	0	102	0	102	0	105	0	0
4285	Repairs & Maintenance	0	0	0	0	500	0	500	0	516	0	0
<b>Overhead Expenditure</b>		<u>2,600</u>	<u>407</u>	<u>0</u>	<u>0</u>	<u>3,146</u>	<u>0</u>	<u>3,146</u>	<u>358</u>	<u>3,245</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(2,600)</u>	<u>(407)</u>			<u>(3,146)</u>		<u>(3,146)</u>	<u>(358)</u>	<u>(3,245)</u>		
<b>400</b>	<b><u>Open Spaces</u></b>											
1000	Grants	0	0	0	0	0	0	0	10,600	0	0	0
1300	Donations Received	0	0	0	0	0	0	0	50	0	0	0
<b>Total Income</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,650</u>	<u>0</u>	<u>0</u>	<u>0</u>
4200	Bin Cleaning	200	0	0	0	204	0	204	0	210	0	0
4205	Playground R & M	1,000	725	0	0	1,018	0	1,018	52	1,050	0	0

Continued on next page

## Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	0	0	0	0	0	0	1,666	0	0	0
6001	less Transfer to EMR	0	0	0	0	0	0	0	10,000	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>(18)</u>	<u>0</u>		
<b>999</b>	<b><u>VAT Data</u></b>											
115	VAT on Receipts	0	0	0	0	0	0	0	83	0	0	0
<b>Total Income</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>83</u>	<u>0</u>	<u>0</u>	<u>0</u>
515	VAT on Payments	0	594	0	0	0	0	0	658	0	0	0
<b>Overhead Expenditure</b>		<u>0</u>	<u>594</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>658</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>(594)</u>			<u>0</u>		<u>0</u>	<u>(575)</u>	<u>0</u>		
<b>Total Budget Income</b>		20,000	28,140	0	0	21,955	0	21,955	50,548	3,027	0	0
<b>Expenditure</b>		20,120	11,168	0	0	21,955	0	21,955	5,156	22,651	0	0
<b>Net Income over Expenditure</b>		<u>-120</u>	<u>16,972</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>45,392</u>	<u>-19,624</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	1,225	0	0	0	0	0	2,166	0	0	0
	less Transfer to EMR	0	10,000	0	0	0	0	0	30,000	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(120)</u>	<u>8,197</u>			<u>0</u>		<u>0</u>	<u>17,558</u>	<u>(19,624)</u>		

## Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>100</u></b>	<b><u>Income</u></b>									
1000	Grants	1,000	0	1,018	0	0	0	1,050	0	0
1010	Rent Receipts	400	100	407	0	0	0	420	0	0
1030	Room Hire	300	25	305	100	200	0	314	0	0
1040	Sports Club Contributions	200	15	204	0	0	0	210	0	0
1060	Other Income	0	0	900	0	0	0	928	0	0
1076	Precept	18,000	18,000	19,019	19,020	19,019	0	0	0	0
1090	Bank Interest	100	0	102	0	0	0	105	0	0
1200	CIL Income	0	10,000	0	10,000	0	0	0	0	0
1300	Donations Received	0	0	0	50	0	0	0	0	0
	<b>Total Income</b>	20,000	28,140	21,955	29,170	19,219	0	3,027	0	0
6001	less Transfer to EMR	0	10,000	0	10,000	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	20,000	18,140	21,955	19,170	19,219		3,027		
<b><u>200</u></b>	<b><u>Administration</u></b>									
4000	Payroll & Pension	6,000	5,880	6,600	765	0	0	6,805	0	0
4005	Home Working Allowance	120	120	0	0	0	0	0	0	0
4055	Stationery	0	0	0	152	0	0	0	0	0
4060	Insurance	1,400	1,400	1,540	0	0	0	1,600	0	0
4070	Courses & Training	500	0	550	70	120	0	567	0	0
4090	Audit	500	500	550	542	0	0	567	0	0
4095	Councillor's Expenses	100	0	110	0	0	0	113	0	0
4105	Events Exp	0	0	0	33	0	0	0	0	0
	<b>Overhead Expenditure</b>	8,620	7,900	9,350	1,562	120	0	9,652	0	0

Continued on next page



## Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(8,620)</u>	<u>(7,900)</u>	<u>(9,350)</u>	<u>(1,562)</u>	<u>(120)</u>		<u>(9,652)</u>		
<b>300</b>	<b><u>Office</u></b>									
4100	Office Services	500	0	509	21	0	0	525	0	0
4110	Grants	500	0	509	0	0	0	525	0	0
4120	S137	100	50	102	0	0	0	105	0	0
4130	Subscriptions (Incl. SALC)	0	60	0	235	0	0	0	0	0
4140	Professional Services	250	0	254	0	0	0	262	0	0
4150	Web., Stationery, Publications	500	83	509	0	0	0	525	0	0
4160	Petty Cash	300	0	305	0	0	0	314	0	0
4170	Office Equipment	250	0	254	0	0	0	262	0	0
4180	Telecoms	50	50	51	30	60	0	53	0	0
4185	Electricity	50	52	51	72	0	0	53	0	0
4190	Water	100	112	102	0	0	0	105	0	0
4285	Repairs & Maintenance	0	0	500	0	0	0	516	0	0
	<b>Overhead Expenditure</b>	<u>2,600</u>	<u>407</u>	<u>3,146</u>	<u>358</u>	<u>60</u>	<u>0</u>	<u>3,245</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(2,600)</u>	<u>(407)</u>	<u>(3,146)</u>	<u>(358)</u>	<u>(60)</u>		<u>(3,245)</u>		
<b>400</b>	<b><u>Open Spaces</u></b>									
1000	Grants	0	0	0	10,600	0	0	0	0	0
1300	Donations Received	0	0	0	50	0	0	0	0	0
	<b>Total Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,650</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4200	Bin Cleaning	200	0	204	0	0	0	210	0	0
4205	Playground R & M	1,000	725	1,018	52	0	0	1,050	0	0

Continued on next page

## Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	0	0	1,666	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	10,000	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>(18)</u>	<u>0</u>		<u>0</u>		
<b>999</b>	<b><u>VAT Data</u></b>									
115	VAT on Receipts	0	0	0	83	0	0	0	0	0
<b>Total Income</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>83</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
515	VAT on Payments	0	594	0	658	0	0	0	0	0
<b>Overhead Expenditure</b>		<u>0</u>	<u>594</u>	<u>0</u>	<u>658</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>(594)</u>	<u>0</u>	<u>(575)</u>	<u>0</u>		<u>0</u>		
<b>Total Budget Income</b>		20,000	28,140	21,955	50,548	19,219	0	3,027	0	0
<b>Expenditure</b>		20,120	11,168	21,955	5,156	180	0	22,651	0	0
<b>Net Income over Expenditure</b>		<u>-120</u>	<u>16,972</u>	<u>0</u>	<u>45,392</u>	<u>19,039</u>	<u>0</u>	<u>-19,624</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	1,225	0	2,166	0	0	0	0	0
	less Transfer to EMR	0	10,000	0	30,000	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(120)</u>	<u>8,197</u>	<u>0</u>	<u>17,558</u>	<u>19,039</u>		<u>(19,624)</u>		

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
<b>100 Income</b>						
1000 Grants	1,018	1,050	1,098	1,208	1,232	1,257
1010 Rent Receipts	407	420	439	483	493	503
1030 Room Hire	305	314	329	362	369	376
1040 Sports Club Contributions	204	210	220	242	247	252
1060 Other Income	900	928	0	0	0	0
1076 Precept	19,019	0	21,548	23,702	24,176	24,660
1090 Bank Interest	102	105	110	121	123	125
Total Income	<b>21,955</b>	<b>3,027</b>	<b>23,744</b>	<b>26,118</b>	<b>26,640</b>	<b>27,173</b>
Net Income over Expenditure	<b>21,955</b>	<b>3,027</b>	<b>23,744</b>	<b>26,118</b>	<b>26,640</b>	<b>27,173</b>
<b>200 Administration</b>						
4000 Payroll & Pension	6,600	6,805	7,121	7,833	7,990	8,150
4060 Insurance	1,540	1,600	1,661	1,827	1,864	1,901
4070 Courses & Training	550	567	594	653	666	679
4090 Audit	550	567	594	653	666	679
4095 Councillor's Expenses	110	113	119	131	134	137
Total Overhead Expenditure	<b>9,350</b>	<b>9,652</b>	<b>10,089</b>	<b>11,097</b>	<b>11,320</b>	<b>11,546</b>
Net Income over Expenditure	<b>(9,350)</b>	<b>(9,652)</b>	<b>(10,089)</b>	<b>(11,097)</b>	<b>(11,320)</b>	<b>(11,546)</b>
<b>300 Office</b>						
4100 Office Services	509	525	549	604	616	628
4110 Grants	509	525	549	604	616	628
4120 S137	102	105	110	121	123	125
4140 Professional Services	254	262	274	301	307	313
4150 Web., Stationery, Publications	509	525	549	604	616	628
4160 Petty Cash	305	314	329	362	369	376
4170 Office Equipment	254	262	274	301	307	313
4180 Telecoms	51	53	55	61	62	63
4185 Electricity	51	53	55	61	62	63
4190 Water	102	105	110	121	123	125
4285 Repairs & Maintenance	500	516	0	0	0	0
Total Overhead Expenditure	<b>3,146</b>	<b>3,245</b>	<b>2,854</b>	<b>3,140</b>	<b>3,201</b>	<b>3,262</b>
Net Income over Expenditure	<b>(3,146)</b>	<b>(3,245)</b>	<b>(2,854)</b>	<b>(3,140)</b>	<b>(3,201)</b>	<b>(3,262)</b>
<b>400 Open Spaces</b>						
4200 Bin Cleaning	204	210	220	242	247	252
4205 Playground R & M	1,018	1,050	1,098	1,208	1,232	1,257
4210 Grass Cutting	2,035	2,098	2,196	2,416	2,464	2,513
4215 Flower Displays & Beds	509	525	549	604	616	628
4220 Hedge Cutting	509	525	549	604	616	628
4225 Other Ground Care & Maint.	509	525	549	604	616	628
4230 Winter Roads	102	105	110	121	123	125
4235 Tree Maint.	611	630	660	726	741	756
4240 War Memorial maint.	254	262	274	301	307	313

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4245 Village Common Maint.	1,221	1,259	1,317	1,449	1,478	1,508
4250 Environmental Costs	763	787	823	905	923	941
4255 Signage	509	525	549	604	616	628
4265 Football Pitch Maint.	407	420	439	483	493	503
Total Overhead Expenditure	<b>8,651</b>	<b>8,921</b>	<b>9,333</b>	<b>10,267</b>	<b>10,472</b>	<b>10,680</b>
Net Income over Expenditure	<b>(8,651)</b>	<b>(8,921)</b>	<b>(9,333)</b>	<b>(10,267)</b>	<b>(10,472)</b>	<b>(10,680)</b>
<b>450 Allotments</b>						
4285 Repairs & Maintenance	250	258	0	0	0	0
Total Overhead Expenditure	<b>250</b>	<b>258</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Net Income over Expenditure	<b>(250)</b>	<b>(258)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>500 Community Projects</b>						
4285 Repairs & Maintenance	150	155	0	0	0	0
4300 Village in Bloom	204	210	220	242	247	252
4310 Community Activities	204	210	220	242	247	252
4315 SID	0	0	1,028	1,131	1,154	1,177
Total Overhead Expenditure	<b>558</b>	<b>575</b>	<b>1,468</b>	<b>1,615</b>	<b>1,648</b>	<b>1,681</b>
Net Income over Expenditure	<b>(558)</b>	<b>(575)</b>	<b>(1,468)</b>	<b>(1,615)</b>	<b>(1,648)</b>	<b>(1,681)</b>
<b>Total Budget Income</b>	21,955	3,027	23,744	26,118	26,640	27,173
<b>Expenditure</b>	21,955	22,651	23,744	26,119	26,641	27,169
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(19,624)</b>	<b>0</b>	<b>(1)</b>	<b>(1)</b>	<b>4</b>

Virement Date: 01/08/2021					Virement Ref No: 2	
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4225	Other Ground Care &	400	Open Spaces	Allocate to Office Services	200	
4100	Office Services	300	Office	Allocate to Office Services		200
Narrative: Increase of Office Services Budget as per MoM27/07/2021				Virement Totals	200	200

Month	Ref No	A/c Code	Description	Centre	Description	Decrease	Increase
12	2	4100	Office Services	300	Office		200
12	3	4200	Bin Cleaning	400	Open Spaces	50	
12	2	4225	Other Ground Care & Maint.	400	Open Spaces	200	
12	3	4300	Village in Bloom	500	Community Projects		50
Totals :						250	250

# **Section 3**

## **Council Reports**

### **CONTENTS**

Trial Balance

Earmarked Reports

Transaction Details – Nominal Ledger

Budget Monitoring Report – Detail

Budget Monitoring Report – Detail by Code

Budget Monitoring Report - Summary

## 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>
115	VAT on Receipts	999	VAT Data		83.33
200	Current A/C			57,363.75	
205	Secondary A/C			1,000.00	
210	Deposit A/C			15,000.00	
310	General Reserves				13,246.83
320	EMR - Building/Development				1,000.00
321	EMR - Playgrounds				275.00
323	EMR - Legal				500.00
324	EMR - Highways				500.00
325	EMR - Open Spaces Equipment				1,000.00
328	EMR - Wildflower Meadow				1,450.00
329	EMR - Allotments				250.00
330	EMR - CIL 20/21				9,250.00
331	EMR - CIL 21/22				10,000.00
335	EMR - Asset Replacement				10,000.00
336	EMR - Open Air Gym				8,334.17
515	VAT on Payments	999	VAT Data	658.15	
1000	Grants	400	Open Spaces		10,600.00
1000	Grants	800	Projects		10,000.00
1030	Room Hire	100	Income		100.00
1076	Precept	100	Income		19,019.50
1100	Allotment Income	450	Allotments		145.00
1200	CIL Income	100	Income		10,000.00
1300	Donations Received	100	Income		50.00
1300	Donations Received	400	Open Spaces		50.00
1400	Car Park Income	600	Car Park		500.00
4000	Payroll & Pension	200	Administration	765.00	
4055	Stationery	200	Administration	152.00	
4055	Stationery	800	Projects	17.72	
4070	Courses & Training	200	Administration	70.00	
4090	Audit	200	Administration	541.66	
4100	Office Services	300	Office	20.83	
4105	Events Exp	200	Administration	33.40	
4130	Subscriptions (Incl. SALC)	300	Office	235.00	
4180	Telecoms	300	Office	30.00	
4185	Electricity	300	Office	72.49	
4205	Playground R & M	400	Open Spaces	52.17	
4235	Tree Maint.	400	Open Spaces	500.00	
4285	Repairs & Maintenance	400	Open Spaces	108.33	
4285	Repairs & Maintenance	450	Allotments	150.00	
4350	Car Park Contract	600	Car Park	83.33	
4400	Outdoor Gym	800	Projects	1,665.83	



Date : 08/11/2021

**Alpha (R&P) 2021/22**

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Time: 15:02

Trial Balance for Current Year

User : IRY

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>
6000	Transfer from EMR	400	Open Spaces		500.00
6000	Transfer from EMR	800	Projects		1,665.83
6001	Transfer to EMR	100	Income	10,000.00	
6001	Transfer to EMR	400	Open Spaces	10,000.00	
6001	Transfer to EMR	800	Projects	10,000.00	
<b>Trial Balance Totals :</b>				<b>108,519.66</b>	<b>108,519.66</b>
<b>Difference</b>				<b>0.00</b>	

**Earmarked Reserves**

<u>Account</u>		<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR - Building/Development	1,000.00		1,000.00
321	EMR - Playgrounds	275.00	0.00	275.00
322	EMR - Trees	500.00	-500.00	0.00
323	EMR - Legal	500.00		500.00
324	EMR - Highways	500.00		500.00
325	EMR - Open Spaces Equipment	1,000.00		1,000.00
326	EMR - Bins	0.00		0.00
328	EMR - Wildflower Meadow	1,450.00		1,450.00
329	EMR - Allotments	250.00		250.00
330	EMR - CIL 20/21	9,250.00		9,250.00
331	EMR - CIL 21/22	0.00	10,000.00	10,000.00
335	EMR - Asset Replacement	0.00	10,000.00	10,000.00
336	EMR - Open Air Gym	0.00	8,334.17	8,334.17
		<b><u>14,725.00</u></b>	<b><u>27,834.17</u></b>	<b><u>42,559.17</u></b>

<b>A/c Code</b>	1000 Grants				<b>Annual Budget</b>	0
<b>Centre</b>	400 Open Spaces					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				<b>Opening Balance</b>		<b>0.00</b>
	31/08/2021		Cashbook	Grant for New Equipment		10,000.00
	01/09/2021	Grant	Cashbook	Grant September		600.00
		Account	<b>Grants</b>	<b>Account Totals</b>	<b>0.00</b>	<b>10,600.00</b>
		Centre	<b>Open Spaces</b>	<b>Net Closing Balance</b>		<b>10,600.00</b>

<b>A/c Code</b>	1000 Grants				<b>Annual Budget</b>	0
<b>Centre</b>	800 Projects					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				<b>Opening Balance</b>		<b>0.00</b>
	31/08/2021	Grant	Cashbook	Grant		10,000.00
		Account	<b>Grants</b>	<b>Account Totals</b>	<b>0.00</b>	<b>10,000.00</b>
		Centre	<b>Projects</b>	<b>Net Closing Balance</b>		<b>10,000.00</b>

<b>A/c Code</b>	1030 Room Hire				<b>Annual Budget</b>	305
<b>Centre</b>	100 Income					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				<b>Opening Balance</b>		<b>0.00</b>
	30/09/2021		Cashbook	Hire - Sep Smith		100.00
		Account	<b>Room Hire</b>	<b>Account Totals</b>	<b>0.00</b>	<b>100.00</b>
		Centre	<b>Income</b>	<b>Net Closing Balance</b>		<b>100.00</b>

<b>A/c Code</b>	1076 Precept				<b>Annual Budget</b>	19,019
<b>Centre</b>	100 Income					
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				<b>Opening Balance</b>		<b>0.00</b>
	10/04/2021	Precept	Cashbook	Precept part 1		9,509.50
	30/09/2021	Precept	Cashbook	Precept		9,510.00
		Account	<b>Precept</b>	<b>Account Totals</b>	<b>0.00</b>	<b>19,019.50</b>
		Centre	<b>Income</b>	<b>Net Closing Balance</b>		<b>19,019.50</b>

<b>A/c Code</b>	1100 Allotment Income			<b>Annual Budget</b>	0
<b>Centre</b>	450 Allotments				
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u> <u>Credit</u>
				<b>Opening Balance</b>	<b>0.00</b>
	27/09/2021	1232	Cashbook	Allotment Fee Plot 26	30.00
	27/09/2021	1232	Cashbook	Allotment Fee Plot 35	30.00
	30/09/2021	13	Cashbook	Plot 100	30.00
	30/09/2021	639854	Cashbook	Plot 25	35.00
	30/09/2021	baker	Cashbook	Allotment Rent 3b	20.00
	Account	<b>Allotment Income</b>		<b>Account Totals</b>	<b>0.00</b> <b>145.00</b>
	Centre	<b>Allotments</b>		<b>Net Closing Balance</b>	<b>145.00</b>

<b>A/c Code</b>	1200 CIL Income			<b>Annual Budget</b>	0
<b>Centre</b>	100 Income				
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u> <u>Credit</u>
				<b>Opening Balance</b>	<b>0.00</b>
	30/04/2021	CIL	Cashbook	CIL	10,000.00
	Account	<b>CIL Income</b>		<b>Account Totals</b>	<b>0.00</b> <b>10,000.00</b>
	Centre	<b>Income</b>		<b>Net Closing Balance</b>	<b>10,000.00</b>

<b>A/c Code</b>	1300 Donations Received			<b>Annual Budget</b>	0
<b>Centre</b>	100 Income				
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u> <u>Credit</u>
				<b>Opening Balance</b>	<b>0.00</b>
	31/08/2021	Don	Cashbook	Donation	50.00
	Account	<b>Donations Received</b>		<b>Account Totals</b>	<b>0.00</b> <b>50.00</b>
	Centre	<b>Income</b>		<b>Net Closing Balance</b>	<b>50.00</b>

<b>A/c Code</b>	1300 Donations Received			<b>Annual Budget</b>	0
<b>Centre</b>	400 Open Spaces				
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u> <u>Credit</u>
				<b>Opening Balance</b>	<b>0.00</b>
	27/09/2021	1232	Cashbook	Donaton for Xmas Tree	50.00
	Account	<b>Donations Received</b>		<b>Account Totals</b>	<b>0.00</b> <b>50.00</b>
	Centre	<b>Open Spaces</b>		<b>Net Closing Balance</b>	<b>50.00</b>

<b>A/c Code</b>	1400 Car Park Income			<b>Annual Budget</b>	0
<b>Centre</b>	600 Car Park				
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u> <u>Credit</u>
				<b>Opening Balance</b>	<b>0.00</b>
	30/09/2021	Ringo	Cashbook	Car Park income	500.00
		Account	<b>Car Park Income</b>	<b>Account Totals</b>	<b>0.00</b> <b>500.00</b>
		Centre	<b>Car Park</b>	<b>Net Closing Balance</b>	<b>500.00</b>

<b>A/c Code</b>	4000 Payroll & Pension			<b>Annual Budget</b>	6,600
<b>Centre</b>	200 Administration				
	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u> <u>Credit</u>
				<b>Opening Balance</b>	<b>0.00</b>
	30/04/2021	FP	Cashbook	Salaries April	750.00
	30/04/2021	FP	Cashbook	HMRC Liability April	15.00
		Account	<b>Payroll &amp; Pension</b>	<b>Account Totals</b>	<b>765.00</b> <b>0.00</b>
		Centre	<b>Administration</b>	<b>Net Closing Balance</b>	<b>765.00</b>

## Detailed Receipts &amp; Payments by Budget Heading 30/09/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income</b>							
1000 Grants	0	1,018	1,018			0.0%	
1010 Rent Receipts	0	407	407			0.0%	
1030 Room Hire	100	305	205			32.8%	
1040 Sports Club Contributions	0	204	204			0.0%	
1060 Other Income	0	900	900			0.0%	
1076 Precept	19,020	19,019	(1)			100.0%	
1090 Bank Interest	0	102	102			0.0%	
1200 CIL Income	10,000	0	(10,000)			0.0%	10,000
1300 Donations Received	50	0	(50)			0.0%	
<b>Income :- Receipts</b>	<b>29,170</b>	<b>21,955</b>	<b>(7,215)</b>			<b>132.9%</b>	<b>10,000</b>
<b>Net Receipts</b>	<b>29,170</b>	<b>21,955</b>	<b>(7,215)</b>				
6001 less Transfer to EMR	10,000						
<b>Movement to/(from) Gen Reserve</b>	<b>19,170</b>						
<b>200 Administration</b>							
4000 Payroll & Pension	765	6,600	5,835		5,835	11.6%	
4055 Stationery	152	0	(152)		(152)	0.0%	
4060 Insurance	0	1,540	1,540		1,540	0.0%	
4070 Courses & Training	70	550	480		480	12.7%	
4090 Audit	542	550	8		8	98.5%	
4095 Councillor's Expenses	0	110	110		110	0.0%	
4105 Events Exp	33	0	(33)		(33)	0.0%	
<b>Administration :- Indirect Payments</b>	<b>1,562</b>	<b>9,350</b>	<b>7,788</b>	<b>0</b>	<b>7,788</b>	<b>16.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,562)</b>	<b>(9,350)</b>	<b>(7,788)</b>				
<b>300 Office</b>							
4100 Office Services	21	709	688		688	2.9%	
4110 Grants	0	509	509		509	0.0%	
4120 S137	0	102	102		102	0.0%	
4130 Subscriptions (Incl. SALC)	235	0	(235)		(235)	0.0%	
4140 Professional Services	0	254	254		254	0.0%	
4150 Web., Stationery, Publications	0	509	509		509	0.0%	
4160 Petty Cash	0	305	305		305	0.0%	
4170 Office Equipment	0	254	254		254	0.0%	
4180 Telecoms	30	51	21		21	58.8%	
4185 Electricity	72	51	(21)		(21)	142.1%	
4190 Water	0	102	102		102	0.0%	

## Detailed Receipts &amp; Payments by Budget Heading 30/09/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4285 Repairs & Maintenance	0	500	500		500	0.0%	
Office :- Indirect Payments	<b>358</b>	<b>3,346</b>	<b>2,988</b>	<b>0</b>	<b>2,988</b>	<b>10.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(358)</b>	<b>(3,346)</b>	<b>(2,988)</b>				
<u>400 Open Spaces</u>							
1000 Grants	10,600	0	(10,600)			0.0%	10,000
1300 Donations Received	50	0	(50)			0.0%	
Open Spaces :- Receipts	<b>10,650</b>	<b>0</b>	<b>(10,650)</b>				<b>10,000</b>
4200 Bin Cleaning	0	154	154		154	0.0%	
4205 Playground R & M	52	1,018	966		966	5.1%	
4210 Grass Cutting	0	2,035	2,035		2,035	0.0%	
4215 Flower Displays & Beds	0	509	509		509	0.0%	
4220 Hedge Cutting	0	509	509		509	0.0%	
4225 Other Ground Care & Maint.	0	309	309		309	0.0%	
4230 Winter Roads	0	102	102		102	0.0%	
4235 Tree Maint.	500	611	111		111	81.8%	500
4240 War Memorial maint.	0	254	254		254	0.0%	
4245 Village Common Maint.	0	1,221	1,221		1,221	0.0%	
4250 Environmental Costs	0	763	763		763	0.0%	
4255 Signage	0	509	509		509	0.0%	
4265 Football Pitch Maint.	0	407	407		407	0.0%	
4285 Repairs & Maintenance	108	0	(108)		(108)	0.0%	
Open Spaces :- Indirect Payments	<b>661</b>	<b>8,401</b>	<b>7,741</b>	<b>0</b>	<b>7,741</b>	<b>7.9%</b>	<b>500</b>
<b>Net Receipts over Payments</b>	<b>9,990</b>	<b>(8,401)</b>	<b>(18,391)</b>				
6000 plus Transfer from EMR	500						
6001 less Transfer to EMR	10,000						
<b>Movement to/(from) Gen Reserve</b>	<b>490</b>						
<u>450 Allotments</u>							
1100 Allotment Income	145	0	(145)			0.0%	
Allotments :- Receipts	<b>145</b>	<b>0</b>	<b>(145)</b>				<b>0</b>
4285 Repairs & Maintenance	150	250	100		100	60.0%	
Allotments :- Indirect Payments	<b>150</b>	<b>250</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>60.0%</b>	<b>0</b>
<b>Net Receipts over Payments</b>	<b>(5)</b>	<b>(250)</b>	<b>(245)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 30/09/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>500 Community Projects</b>							
4285 Repairs & Maintenance	0	150	150		150	0.0%	
4300 Village in Bloom	0	254	254		254	0.0%	
4310 Community Activities	0	204	204		204	0.0%	
Community Projects :- Indirect Payments	<b>0</b>	<b>608</b>	<b>608</b>	<b>0</b>	<b>608</b>	<b>0.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>0</b>	<b>(608)</b>	<b>(608)</b>				
<b>600 Car Park</b>							
1400 Car Park Income	500	0	(500)			0.0%	
Car Park :- Receipts	<b>500</b>	<b>0</b>	<b>(500)</b>				<b>0</b>
4350 Car Park Contract	83	0	(83)		(83)	0.0%	
Car Park :- Indirect Payments	<b>83</b>	<b>0</b>	<b>(83)</b>	<b>0</b>	<b>(83)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>417</b>	<b>0</b>	<b>(417)</b>				
<b>800 Projects</b>							
1000 Grants	10,000	0	(10,000)			0.0%	10,000
Projects :- Receipts	<b>10,000</b>	<b>0</b>	<b>(10,000)</b>				<b>10,000</b>
4055 Stationery	18	0	(18)		(18)	0.0%	
4400 Outdoor Gym	1,666	0	(1,666)		(1,666)	0.0%	1,666
Projects :- Indirect Payments	<b>1,684</b>	<b>0</b>	<b>(1,684)</b>	<b>0</b>	<b>(1,684)</b>		<b>1,666</b>
<b>Net Receipts over Payments</b>	<b>8,316</b>	<b>0</b>	<b>(8,316)</b>				
6000 plus Transfer from EMR	1,666						
6001 less Transfer to EMR	10,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(18)</b>						
<b>999 VAT Data</b>							
115 VAT on Receipts	83	0	(83)			0.0%	
VAT Data :- Receipts	<b>83</b>	<b>0</b>	<b>(83)</b>				<b>0</b>
515 VAT on Payments	658	0	(658)		(658)	0.0%	
VAT Data :- Indirect Payments	<b>658</b>	<b>0</b>	<b>(658)</b>	<b>0</b>	<b>(658)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>(575)</b>	<b>0</b>	<b>575</b>				



## Detailed Receipts &amp; Payments by Budget Heading 30/09/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	50,548	21,955	(28,593)			230.2%	
Payments	5,156	21,955	16,799	0	16,799	23.5%	
<b>Net Receipts over Payments</b>	<u>45,392</u>	<u>0</u>	<u>(45,392)</u>				
plus Transfer from EMR	2,166						
less Transfer to EMR	30,000						
<b>Movement to/(from) Gen Reserve</b>	<u>17,558</u>						

## Detailed Receipts &amp; Payments by Account 30/09/2021

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Receipts Detail</u></b>						
115 VAT on Receipts	83	0	(83)			0.0%
1000 Grants	20,600	1,018	(19,582)			2023.6%
1010 Rent Receipts	0	407	407			0.0%
1030 Room Hire	100	305	205			32.8%
1040 Sports Club Contributions	0	204	204			0.0%
1060 Other Income	0	900	900			0.0%
1076 Precept	19,020	19,019	(1)			100.0%
1090 Bank Interest	0	102	102			0.0%
1100 Allotment Income	145	0	(145)			0.0%
1200 CIL Income	10,000	0	(10,000)			0.0%
1300 Donations Received	100	0	(100)			0.0%
1400 Car Park Income	500	0	(500)			0.0%
<b>Total Receipts</b>	<b>50,548</b>	<b>21,955</b>	<b>(28,593)</b>			<b>230.2%</b>
<b><u>Payments Detail</u></b>						
515 VAT on Payments	658	0	(658)		(658)	0.0%
4000 Payroll & Pension	765	6,600	5,835		5,835	11.6%
4055 Stationery	170	0	(170)		(170)	0.0%
4060 Insurance	0	1,540	1,540		1,540	0.0%
4070 Courses & Training	70	550	480		480	12.7%
4090 Audit	542	550	8		8	98.5%
4095 Councillor's Expenses	0	110	110		110	0.0%
4100 Office Services	21	709	688		688	2.9%
4105 Events Exp	33	0	(33)		(33)	0.0%
4110 Grants	0	509	509		509	0.0%
4120 S137	0	102	102		102	0.0%
4130 Subscriptions (Incl. SALC)	235	0	(235)		(235)	0.0%
4140 Professional Services	0	254	254		254	0.0%
4150 Web., Stationery, Publications	0	509	509		509	0.0%
4160 Petty Cash	0	305	305		305	0.0%
4170 Office Equipment	0	254	254		254	0.0%
4180 Telecoms	30	51	21		21	58.8%
4185 Electricity	72	51	(21)		(21)	142.1%
4190 Water	0	102	102		102	0.0%
4200 Bin Cleaning	0	154	154		154	0.0%
4205 Playground R & M	52	1,018	966		966	5.1%
4210 Grass Cutting	0	2,035	2,035		2,035	0.0%
4215 Flower Displays & Beds	0	509	509		509	0.0%
4220 Hedge Cutting	0	509	509		509	0.0%
4225 Other Ground Care & Maint.	0	309	309		309	0.0%

## Detailed Receipts &amp; Payments by Account 30/09/2021

## Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4230 Winter Roads	0	102	102		102	0.0%
4235 Tree Maint.	500	611	111		111	81.8%
4240 War Memorial maint.	0	254	254		254	0.0%
4245 Village Common Maint.	0	1,221	1,221		1,221	0.0%
4250 Environmental Costs	0	763	763		763	0.0%
4255 Signage	0	509	509		509	0.0%
4265 Football Pitch Maint.	0	407	407		407	0.0%
4285 Repairs & Maintenance	258	900	642		642	28.7%
4300 Village in Bloom	0	254	254		254	0.0%
4310 Community Activities	0	204	204		204	0.0%
4350 Car Park Contract	83	0	(83)		(83)	0.0%
4400 Outdoor Gym	1,666	0	(1,666)		(1,666)	0.0%
<b>Total Overhead</b>	<b>5,156</b>	<b>21,955</b>	<b>16,799</b>	<b>0</b>	<b>16,799</b>	<b>23.5%</b>
<b>Total Receipts</b>	<b>50,548</b>	<b>21,955</b>	<b>(28,593)</b>			<b>230.2%</b>
<b>Total Payments</b>	<b>5,156</b>	<b>21,955</b>	<b>16,799</b>	<b>0</b>	<b>16,799</b>	<b>23.5%</b>
<b>Net Receipts over Payments</b>	<b>45,392</b>	<b>0</b>	<b>(45,392)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>45,392</b>					

## Summary Receipts &amp; Payments by Budget Heading 30/09/2021

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	29,170	21,955	(7,215)			132.9%
	less Transfer to EMR	10,000					
	Movement to/(from) Gen Reserve	<u>19,170</u>					
200	Administration						
	Payments	1,562	9,350	7,788		7,788	16.7%
300	Office						
	Payments	358	3,346	2,988		2,988	10.7%
400	Open Spaces						
	Receipts	10,650	0	(10,650)			0.0%
	Payments	661	8,401	7,741		7,741	7.9%
	Net Receipts over Payments	<u>9,990</u>	<u>(8,401)</u>	<u>(18,391)</u>			
	plus Transfer from EMR	500					
	less Transfer to EMR	10,000					
	Movement to/(from) Gen Reserve	<u>490</u>					
450	Allotments						
	Receipts	145	0	(145)			0.0%
	Payments	150	250	100		100	60.0%
	Movement to/(from) Gen Reserve	<u>(5)</u>					
500	Community Projects						
	Payments	0	608	608		608	0.0%
600	Car Park						
	Receipts	500	0	(500)			0.0%
	Payments	83	0	(83)		(83)	0.0%
	Movement to/(from) Gen Reserve	<u>417</u>					
800	Projects						
	Receipts	10,000	0	(10,000)			0.0%
	Payments	1,684	0	(1,684)		(1,684)	0.0%
	Net Receipts over Payments	<u>8,316</u>	<u>0</u>	<u>(8,316)</u>			
	plus Transfer from EMR	1,666					
	less Transfer to EMR	10,000					
	Movement to/(from) Gen Reserve	<u>(18)</u>					
999	VAT Data						
	Receipts	83	0	(83)			0.0%
	Payments	658	0	(658)		(658)	0.0%
	Movement to/(from) Gen Reserve	<u>(575)</u>					
Grand Totals:- Receipts		<b>50,548</b>	<b>21,955</b>	<b>(28,593)</b>			<b>230.2%</b>
Payments		<b>5,156</b>	<b>21,955</b>	<b>16,799</b>	<b>0</b>	<b>16,799</b>	<b>23.5%</b>
Net Receipts over Payments		<u><b>45,392</b></u>	<u><b>0</b></u>	<u><b>(45,392)</b></u>			
plus Transfer from EMR		<b>2,166</b>					
less Transfer to EMR		<b>30,000</b>					
Movement to/(from) Gen Reserve		<u><b>17,558</b></u>					

# **Section 4**

## **Year End Reports**

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Statutory Receipts and Payments

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Annual Return – Detail – England

Annual Return – Summary - Wales

Annual Return – Detail – Wales

Consolidated Bank Reconciliation

## Alpha (R&P) 2021/22

### Summary Receipts and Payments for Year Ended 31st March 2022

Last Year Ended 31st March 2021		Current Year Ended 31st March 2022
<b>Operating Income</b>		
28,140.00	Income	29,169.50
0.00	Open Spaces	10,650.00
0.00	Allotments	145.00
0.00	Car Park	500.00
0.00	Projects	10,000.00
0.00	VAT Data	83.33
<b>28,140.00</b>	Total Receipts	<b>50,547.83</b>
<b>Running Costs</b>		
7,900.00	Administration	1,562.06
407.05	Office	358.32
2,266.67	Open Spaces	660.50
0.00	Allotments	150.00
0.00	Car Park	83.33
0.00	Projects	1,683.55
594.45	VAT Data	658.15
<b>11,168.17</b>	Total Payments	<b>5,155.91</b>
<b>Receipts and Payments Summary</b>		
<b>11,000.00</b>	<b>Opening Balance</b>	<b>27,971.83</b>
28,140.00	Add Total Receipts(As Above)	50,547.83
39,140.00		78,519.66
11,168.17	Less Total Payments(As Above)	5,155.91
<b>27,971.83</b>	<b>Closing Balance</b>	<b>73,363.75</b>
<b>These cumulative funds are represented by:</b>		
12,971.83	Current A/C	57,363.75
0.00	Secondary A/C	1,000.00
15,000.00	Deposit A/C	15,000.00
<b>27,971.83</b>		<b>73,363.75</b>
<b>Reserve Balances are represented by:</b>		
16,971.83	Current Year Fund	45,391.92
-3,725.00	General Reserves	-14,587.34
1,000.00	EMR - Building/Development	1,000.00
275.00	EMR - Playgrounds	275.00
500.00	EMR - Trees	0.00
500.00	EMR - Legal	500.00
500.00	EMR - Highways	500.00
1,000.00	EMR - Open Spaces Equipment	1,000.00

---

**Alpha (R&P) 2021/22**

**Summary Receipts and Payments for Year Ended 31st March 2022**

---

Last Year Ended 31st March 2021		Current Year Ended 31st March 2022
1,450.00	EMR - Wildflower Meadow	1,450.00
250.00	EMR - Allotments	250.00
9,250.00	EMR - CIL 20/21	9,250.00
0.00	EMR - CIL 21/22	10,000.00
0.00	EMR - Asset Replacement	10,000.00
0.00	EMR - Open Air Gym	8,334.17
<hr/> <b>27,971.83</b> <hr/>		<hr/> <b>73,363.75</b> <hr/>

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2021**  
**Alpha (R&P) 2021/22**

**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 Receipts and Payments.

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>
<b>1</b>	Balances brought forward	<b>11,000</b>	<b>27,972</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records
<b>2</b>	Annual Precept	<b>18,000</b>	<b>19,020</b>	Total amount of Precept income received in the year
<b>3</b>	Total other receipts	<b>10,140</b>	<b>31,528</b>	Total income or receipts as recorded in the cashbook minus the Precept
<b>4</b>	Staff costs	<b>5,880</b>	<b>765</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions
<b>5</b>	Loan interest/Capital repayments	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings
<b>6</b>	Total other payments	<b>5,288</b>	<b>4,391</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
<b>7</b>	Balances carried forward	<b>27,972</b>	<b>73,364</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
<b>8</b>	Total Cash & Investments	<b>27,972</b>	<b>73,364</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
<b>9</b>	Total Fixed Assets	<b>540,266</b>	<b>541,000</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
<b>10</b>	Total Borrowings	<b>0</b>	<b>0</b>	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



## Working details for ANNUAL RETURN - Year ended 30 September 2021

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1		6,000	13,247	310	0	General Reserves
1		1,000	1,000	320	0	EMR - Building/Development
1		1,000	275	321	0	EMR - Playgrounds
1		500	500	322	0	EMR - Trees
1		500	500	323	0	EMR - Legal
1		500	500	324	0	EMR - Highways
1		1,000	1,000	325	0	EMR - Open Spaces Equipment
1		250	0	326	0	EMR - Bins
1		250	1,450	328	0	EMR - Wildflower Meadow
1		0	250	329	0	EMR - Allotments
1		0	9,250	330	0	EMR - CIL 20/21
1	Balances brought forward	<b>11,000</b>	<b>27,972</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2		18,000	19,020	1076	100	Precept
2	Annual Precept	<b>18,000</b>	<b>19,020</b>	Total amount of Precept income received in the year		
3		0	83	115	999	VAT on Receipts
3		0	10,600	1000	400	Grants
3		0	10,000	1000	800	Grants
3		100	0	1010	100	Rent Receipts
3		25	100	1030	100	Room Hire
3		15	0	1040	100	Sports Club Contributions
3		0	145	1100	450	Allotment Income
3		10,000	10,000	1200	100	CIL Income
3		0	50	1300	100	Donations Received
3		0	50	1300	400	Donations Received
3		0	500	1400	600	Car Park Income
3	Total other receipts	<b>10,140</b>	<b>31,528</b>	Total income or receipts as recorded in the cashbook minus the Precept		
4		5,880	765	4000	200	Payroll & Pension
4	Staff costs	<b>5,880</b>	<b>765</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions		
5	Loan interest/Capital repayments	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings		
6		594	658	515	999	VAT on Payments
6		120	0	4005	200	Home Working Allowance
6		0	152	4055	200	Stationery
6		0	18	4055	800	Stationery
6		1,400	0	4060	200	Insurance
6		0	70	4070	200	Courses & Training
6		500	542	4090	200	Audit
6		0	21	4100	300	Office Services
6		0	33	4105	200	Events Exp
6		50	0	4120	300	S137

Continued over page

## Working details for ANNUAL RETURN - Year ended 30 September 2021

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6		60	235	4130	300	Subscriptions (Incl. SALC)
6		83	0	4150	300	Web., Stationery, Publications
6		50	30	4180	300	Telecoms
6		52	72	4185	300	Electricity
6		112	0	4190	300	Water
6		725	52	4205	400	Playground R & M
6		125	0	4210	400	Grass Cutting
6		0	500	4235	400	Tree Maint.
6		1,000	0	4240	400	War Memorial maint.
6		417	0	4255	400	Signage
6		0	108	4285	400	Repairs & Maintenance
6		0	150	4285	450	Repairs & Maintenance
6		0	83	4350	600	Car Park Contract
6		0	1,666	4400	800	Outdoor Gym
6	Total other payments	<b>5,288</b>	<b>4,391</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	<b>27,972</b>	<b>73,364</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		12,972	57,364	200	0	Current A/C
8		0	1,000	205	0	Secondary A/C
8		15,000	15,000	210	0	Deposit A/C
8	Total Cash & Investments	<b>27,972</b>	<b>73,364</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		540,266	541,000	9	0	Total Fixed Assets
9	Total Fixed Assets	<b>540,266</b>	<b>541,000</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	Total Borrowings	<b>0</b>	<b>0</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

**ANNUAL RETURN**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2021**  
**Alpha (R&P) 2021/22**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 30 September 2021. See page 6 and the Practitioners Guide for guidance

	Last Year £	This Year £	General Notes for Guidance
<b>1</b> Balances brought forward	<b>11,000</b>	<b>27,972</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records
<b>2</b> (+) Annual Precept	<b>18,000</b>	<b>19,020</b>	Total amount of Precept income received in the year
<b>3</b> (+) Total other receipts	<b>10,140</b>	<b>31,528</b>	Total income or receipts as recorded in the cashbook minus the Precept
<b>4</b> (-) Staff costs	<b>5,880</b>	<b>765</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions
<b>5</b> (-) Loan interest/Capital repayments	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings
<b>6</b> (-) Total other payments	<b>5,288</b>	<b>4,391</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
<b>7</b> (=) Balances Carried Forward	<b>27,972</b>	<b>73,364</b>	Total balances and reserves at the end of the year, must equal (1 + 2 + 3) - (4 + 5 + 6)
<b>9</b> (+) Total Cash & Investments	<b>27,972</b>	<b>73,364</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March. This must agree with the reconciled cash book balances and not the balances shown on the bank statement
<b>12</b> Total Fixed Assets	<b>0</b>	<b>0</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
<b>13</b> Total Borrowings	<b>0</b>	<b>0</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

I confirm that the statement of accounts contained in this annual return presents fairly the financial position of the council and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 30 September 2021

Signed \_\_\_\_\_ Responsible Financial Officer Date \_\_\_\_\_

I confirm that these accounts were approved by the council and recorded as council minute reference:

Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chair of meeting approving council's accounts

# Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 30 September 2021

Alpha (R&P) 2021/22

	Last Year £	This Year £	Code	and Centre	Code Description
1	0	0	300	0	Current Year Fund
1	6,000	13,247	310	0	General Reserves
1	1,000	1,000	320	0	EMR - Building/Development
1	1,000	275	321	0	EMR - Playgrounds
1	500	500	322	0	EMR - Trees
1	500	500	323	0	EMR - Legal
1	500	500	324	0	EMR - Highways
1	1,000	1,000	325	0	EMR - Open Spaces Equipment
1	250	0	326	0	EMR - Bins
1	0	0	327	0	EMR - Christmas Tree
1	250	1,450	328	0	EMR - Wildflower Meadow
1	0	250	329	0	EMR - Allotments
1	0	9,250	330	0	EMR - CIL 20/21
1	0	0	331	0	EMR - CIL 21/22
1	0	0	335	0	EMR - Asset Replacement
1	0	0	336	0	EMR - Open Air Gym
1 Balances brought forward	11,000	27,972	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	18,000	19,020	1076	100	Precept
2 (+) Annual Precept	18,000	19,020	Total amount of Precept income received in the year		
3	0	83	115	999	VAT on Receipts
3	0	10,600	1000	400	Grants
3	0	10,000	1000	800	Grants
3	100	0	1010	100	Rent Receipts
3	25	100	1030	100	Room Hire
3	15	0	1040	100	Sports Club Contributions
3	0	145	1100	450	Allotment Income
3	10,000	10,000	1200	100	CIL Income
3	0	50	1300	100	Donations Received
3	0	50	1300	400	Donations Received
3	0	500	1400	600	Car Park Income
3 (+) Total other receipts	10,140	31,528	Total income or receipts as recorded in the cashbook minus the Precept		
4	5,880	765	4000	200	Payroll & Pension
4 (-) Staff costs	5,880	765	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions		
5	0	0	5	0	Loan Interest
5 (-) Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings		
6	594	658	515	999	VAT on Payments
6	120	0	4005	200	Home Working Allowance

Continued over page

	Last Year £	This Year £	Code	and	Centre	Code Description
6	0	152	4055		200	Stationery
6	0	18	4055		800	Stationery
6	1,400	0	4060		200	Insurance
6	0	70	4070		200	Courses & Training
6	500	542	4090		200	Audit
6	0	21	4100		300	Office Services
6	0	33	4105		200	Events Exp
6	50	0	4120		300	S137
6	60	235	4130		300	Subscriptions (Incl. SALC)
6	83	0	4150		300	Web., Stationery, Publications
6	50	30	4180		300	Telecoms
6	52	72	4185		300	Electricity
6	112	0	4190		300	Water
6	725	52	4205		400	Playground R & M
6	125	0	4210		400	Grass Cutting
6	0	500	4235		400	Tree Maint.
6	1,000	0	4240		400	War Memorial maint.
6	417	0	4255		400	Signage
6	0	108	4285		400	Repairs & Maintenance
6	0	150	4285		450	Repairs & Maintenance
6	0	83	4350		600	Car Park Contract
6	0	1,666	4400		800	Outdoor Gym
6	0	0	4410		800	New/Replacement Equipment
6	(-) Total other payments	5,288	4,391	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	27,972	73,364	Total balances and reserves at the end of the year, must equal (1 + 2 + 3) - (4 + 5+ 6)		
9		12,972	57,364	200	0	Current A/C
9		0	1,000	205	0	Secondary A/C
9		15,000	15,000	210	0	Deposit A/C
9	(+) Total Cash & Investments	27,972	73,364	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March. This must agree with the reconciled cash book balances and not the balances shown on the bank statement		
12		0	0	12	0	Total Fixed Assets
12	Total Fixed Assets	0	0	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
13		0	0	13	0	Total Borrowings
13	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		
Continued over page						

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**Alpha (R&P) 2021/22****Bank - Cash and Investment Reconciliation as at 30 September 2021**

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<u>Account Description</u>			<u>Balance</u>
<u>Bank Statement Balances</u>			
1	30/09/2021	A Bank - Current A/C	48,418.02
2	31/03/2021	Secondry A/C	0.00
3	31/03/2021	A Bank - Deposit A/C	15,000.00
			<b>63,418.02</b>
<u>Unpresented Payments</u>			
1	30/09/2021	123456	50.00
1	30/09/2021	DD	39.27
1	30/09/2021	DD	235.00
1	30/09/2021	O/LINE	600.00
1	30/09/2021	O/LINE	250.00
			<b>1,174.27</b>
			<b>62,243.75</b>
<u>Receipts not on Bank Statement</u>			
1	27/09/2021	1232	110.00
1	30/09/2021	Precept	9,510.00
1	30/09/2021	Ringo	500.00
2	01/09/2021	TRF	1,000.00
			<b>11,120.00</b>
<b>Closing Balance</b>			<b>73,363.75</b>
<u>All Cash &amp; Bank Accounts</u>			
1		Current A/C	57,363.75
2		Secondary A/C	1,000.00
3		Deposit A/C	15,000.00
Other Cash & Bank Balances			0.00
<b>Total Cash &amp; Bank Balances</b>			<b>73,363.75</b>

# **Section 5**

## **VAT Reports**

### **CONTENTS**

Special VAT Return

Business VAT Return

VAT Transaction Summary

Date 08/11/2021

Alpha (R&P) 2021/22

Page 1

Time 16:00

End Date of Assessment 30/09/2021

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
<b>Cashbook</b>				
10/04/2021	12628945	Stationery	Alpha (R&P)	4.17
15/04/2021	111111112	Electricity March 21	Alpha (R&P)	1.75
26/04/2021	111111114	Playground Repairs	Alpha (R&P)	6.04
30/04/2021	253698741	Audit for 20/21	Alpha (R&P)	41.67
30/04/2021	12628945	Stationery	Alpha (R&P)	10.00
30/04/2021	12628945	Stationery	Alpha (R&P)	1.60
31/08/2021	123456799	Builders	Alpha (R&P)	333.17
31/08/2021	253698741	External Audit	Alpha (R&P)	66.67
31/08/2021	111111114	New Swing	Alpha (R&P)	416.67
31/08/2021	111111114	Correction	Alpha (R&P)	-416.67
31/08/2021	25369874	Training	Alpha (R&P)	10.00
01/09/2021	111111111	Phones and Broadband Sept 21	Alpha (R&P)	6.00
15/09/2021	111111112	Electricity Sept 2021	Alpha (R&P)	1.87
30/09/2021	12628945	Stationery	Alpha (R&P)	7.54
30/09/2021	25698764	Microsoft	Alpha (R&P)	4.17
30/09/2021	12628945	Stationery	Alpha (R&P)	5.83
30/09/2021	111111115	Tree works	Alpha (R&P)	100.00
30/09/2021	12628945	Expenses	Alpha (R&P)	4.00
30/09/2021	3625874	Expenses	Alpha (R&P)	2.00
30/09/2021	111111114	Maintenance	Alpha (R&P)	41.67
30/09/2021	111111114	Expenses	Alpha (R&P)	10.00
30/09/2021	1523698	Car Park income	Alpha (R&P)	-100.00
30/09/2021	1523698	Ringo	Alpha (R&P)	16.67
<b>Total VAT Detail from Cashbook</b>				<b>574.82</b>



Date 08/11/2021

Alpha (R&P) 2021/22

Page 2

Time 16:00

End Date of Assessment 30/09/2021

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
-----------------	----------------------	-----------------------	-------------------	----------

I .....  
(Full name in BLOCK LETTERS)

am claiming a refund of five hundred and seventy four pounds and 82 pence  
(Pounds in words pence in figures)

**£ 574.82**

which is the VAT charged on goods and services bought for non-business activities. \*The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature ..... Date .....  
(Designated responsible officer)

\*Delete as appropriate

#### Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.

Date: 30/09/2021

Demo Alpha Current Year

Page 1

Time: 12:23

VAT Return: 01/04/2021 - 30/06/2021

User: IRY

Source	Cashbook	Ref No	Date	Code	Gross	Net	VAT	
Cashbook	1		31/05/2021		5,684.00	5,684.00	0.00	
		OUTPUT	Total Rate:	Z	5,684.00	5,684.00	0.00	
Cashbook	1		10/04/2021		600.00	600.00	0.00	
Cashbook	1		28/04/2021		890.00	890.00	0.00	
Cashbook	1		29/04/2021		45.00	45.00	0.00	
Cashbook	1		10/05/2021		600.00	600.00	0.00	
Cashbook	1		29/05/2021		45.00	45.00	0.00	
		INPUT	Total Rate:	E	2,180.00	2,180.00	0.00	
Cashbook	1		10/04/2021		233.00	221.90	11.10	
Cashbook	1		10/05/2021		216.00	205.72	10.28	
		INPUT	Total Rate:	F	449.00	427.62	21.38	
Cashbook	1		10/04/2021		359.00	299.17	59.83	
Cashbook	1		15/04/2021		1,406.00	1,171.67	234.33	
Cashbook	1		22/04/2021		356.00	296.67	59.33	
Cashbook	1		23/04/2021		235.00	195.83	39.17	
Cashbook	1		24/04/2021		110.00	91.67	18.33	
Cashbook	1		10/05/2021		67.52	56.27	11.25	
Cashbook	1		15/05/2021		1,392.00	1,160.00	232.00	
Cashbook	1		22/05/2021		356.00	296.67	59.33	
Cashbook	1		23/05/2021		197.54	164.62	32.92	
Cashbook	1		24/05/2021		48.90	40.75	8.15	
		INPUT	Total Rate:	S	4,527.96	3,773.32	754.64	
VAT Return Summary:					Total Outputs	5,684.00	5,684.00	0.00
					Total Inputs	7,156.96	6,380.94	776.02
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	0.00	
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	776.02	
Net VAT to reclaim from HMRC						5	776.02	
Total value of sales and all other outputs excluding any VAT						6	5,684.00	
Total value of purchases and all other inputs excluding any VAT						7	6,380.00	
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	

## Alpha (R&amp;P) 2021/22

## Transactions included in VAT Return for 01/04/2021 to 30/09/2021

Invoice Date	Invoice Number	Transaction Detail	VAT Code	Rate	Net Amount	VAT Amount
<b><u>VAT Inputs</u></b>						
<b><u>Cashbook</u></b>						
10/04/2021	FP	Stationery	S	20.00	20.83	4.17
15/04/2021	DD	Electricity March 21	F	5.00	35.09	1.75
26/04/2021	FP	Playground Repairs	S	20.00	30.17	6.04
30/04/2021	FP	Audit for 20/21	S	20.00	208.33	41.67
30/04/2021	FP	Stationery	S	20.00	50.00	10.00
30/04/2021	FP	Stationery	S	20.00	8.00	1.60
31/08/2021	O/LINE	Builders	S	20.00	1,665.83	333.17
31/08/2021	BACS	External Audit	S	20.00	333.33	66.67
31/08/2021	BACS	New Swing	S	20.00	2,083.33	416.67
31/08/2021	BACS	Correction	S	20.00	-2,083.33	-416.67
31/08/2021	BACS	Training	S	20.00	50.00	10.00
01/09/2021	12355	Phones and Broadband Sept 21	S	20.00	30.00	6.00
15/09/2021	DD	Electricity Sept 2021	F	5.00	37.40	1.87
30/09/2021	BACS	Stationery	S	20.00	37.72	7.54
30/09/2021	CARD	Microsoft	S	20.00	20.83	4.17
30/09/2021	O/LINE	Stationery	S	20.00	29.17	5.83
30/09/2021	O/LINE	Tree works	S	20.00	500.00	100.00
30/09/2021	123456	Expenses	S	20.00	20.00	4.00
30/09/2021	123456	Expenses	S	20.00	10.00	2.00
30/09/2021	O/LINE	Maintenance	S	20.00	208.33	41.67
30/09/2021	O/LINE	Expenses	S	20.00	50.00	10.00
<b>Cashbook</b>					<b>3,345.03</b>	<b>658.15</b>
<b>Total VAT Inputs</b>					<b>3,345.03</b>	<b>658.15</b>
<b><u>VAT Outputs</u></b>						
<b><u>Cashbook</u></b>						
30/09/2021	Recpt	Car Park income	S	20.00	500.00	100.00
30/09/2021	Recpt	Ringo	S	20.00	-83.33	-16.67
<b>Cashbook</b>					<b>416.67</b>	<b>83.33</b>
<b>Total VAT Outputs</b>					<b>416.67</b>	<b>83.33</b>