

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.

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

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective

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

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

20/05/2021

26/05/2021

DD/MM/YYYY

Name of person who carried out the internal audit

Jane Olds

Signature of person who carried out the internal audit

J. Olds.
SIGNATURE REQUIRED

Date

26/05/2021

*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:

Stonesfield Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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:

09/06/2021

and recorded as minute reference:

21/1372.07

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUESTED

<https://stonesfield.online/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Stonesfield Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	78,893	55,745	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
2. (+) Precept or Rates and Levies	27,679	31,960	<i>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.</i>
3. (+) Total other receipts	9,048	17,315	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
4. (-) Staff costs	18,244	17,660	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	41,630	27,225	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	55,745	60,135	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	55,745	60,135	<i>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.</i>
9. Total fixed assets plus long term investments and assets	29,893	29,893	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

10/06/21

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

09/06/21

as recorded in minute reference:

211372.07

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

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

In respect of

Stonesfield 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

Stonesfield Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

25 May 2021 (2020-2021)

Accounts for Year from 01/04/2020 to 31/03/2021

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

Box No.	Description	Year ending	
		31/03/2020 £	31/03/2021 £
1	Balances brought fwd	78893.00	55745.35
2	Annual precept	27679.00	31960.00
3	Total other receipts	9048.06	17314.82
4	Staff Costs	18244.32	17659.97
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	41630.39	27225.11
7	Balances carried forward	55745.35	60135.09
8	Total Cash and Short Term Investments	55745.35	60135.09
9	Total Fixed Assets and Long Term Investments	29893.00	29893.00
10	Total Borrowings	0.00	0.00

Darren

*Clerk + RFO
25/5/21*

P.MARCELL
P.MARCELL - CHAIR
29 JUN '21

STONESFIELD PARISH COUNCIL

AGAR – Supporting notes – to 31st March 2021

(An income and expenditure report is included to support this document)

Expenditure

Our expenditure was less this year than year ending March 2020.

We had to spend money sorting leases out in the parish costing £2,400 but this was significantly less than expenditure spent on planning consultants and legal fees in the year prior due to developers in the year before.

We did spend some of the S106 money that came in as a deposit for a project in 21/22 – this totalled £3,840.

Total grant expenditure came to £13,175.27. We did expect to spend more on grants but the art project was delayed which means this will be completed (and paid for) in 21/22 – at least £3,840 for the art project and an additional £3,000 for a speed limit reduction project as part of SAFER.

This was also the first full year that SPC has paid in to the Local Government Pension Scheme and HMRC payroll but we used our casual employee less.

We did not have to pay out for meeting room hire due to Covid 19 (everything was virtual).

Receipts (non-standard)

We received a significant amount of additional funding (on top of the precept) in this financial year. In addition to the precept we received grants from RPC (Rural Payments Agency) for £1,119.

We also received balancing payments of S106 money totalling £11,188.

Grant money from OCC was received for grass cutting £774.

Covid grant for Stonesfield mutual aid was received for £150

The S106 money is ring-fenced - £7,785 is planned to be spent on an art project for which a deposit has now been paid but the balance will be paid out in 2021/22 financial year. The remainder of the S106 monies will be spent within the playing fields area of the village in 21/22.

①
Over�ast
Clerk + CFO
25/5/21

P.MCARPELL - CHAIR
30 JUN '21

Stonesfield Parish Council
BANK ACCOUNTS

Business Current Account - Stonesf	£46,951.72
SPC Savings Account	£13,183.37
Total in Banks	60,135.09
Cash	0.00
GRAND TOTAL (Banks and Cash)	£60,135.09

Over fast
clerk RFO
25/5/21

**Stonesfield Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
	55,745.35	
Staff Salaries		10,138.55
HMRC PAYE		3,607.26
Staff Expenses		
Staff Training		
WODC grant income	308.00	
OCC grant income	774.40	
S106 grant income	11,188.00	
Rural Payment Agency receipts	1,119.00	
Allotment rent	131.18	
VAT refund	2,005.00	
Interest income	14.79	
Other income	1,570.45	
Maintenance		
WODC grass cutting		1,692.85
Weed control		2,024.24
Utilities		516.00
Venue hire		65.16
Allotment expenses		
Common expenses		150.00
Subscriptions		1,991.33
Audit expenses		286.26
Insurance		850.00
Legal costs		473.52
Bank charges		2,000.00
IT & Website costs		102.15
Councillor training courses		1,080.50
WODC election expenses		30.00
S106 expenditure		87.57
S137 expenditure		3,200.00
S142 expenditure		
Grants awarded by Council	150.00	
Miscellaneous		6,584.61
SAFER		
Precept income from WODC	31,960.00	917.49
Councillor expenses		199.39
CALA		
Office expenses		50.00
Clerk office expenses		821.55
SPC reserves		
Pensions		
Asset Register		3,914.16
WODC grant income		
MUGA RING FENCED MONEY s106		1,200.00
VAT	54.00	2,902.49
	49,274.82	44,885.08

Closing Balances:

Balances in Bank Account	
Cash in Hand	60,135.09
TOTAL	105,020.17

The above statement represents fairly the financial position of the council as at 31 Mar 2021

②
25/5/21.

Stonesfield Parish Council
STATEMENT OF ACCOUNTS

RECEIPTS

PAYMENTS

Date

Darren
Responsible Financial Officer

25/5/21

Asset Register

Stonesfield Parish Council
Fixed Assets and Long Term Investments

25 May 2021 (2020-2021)

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Assets							
4 dog waste bins	2017	995.00	950.00				
Automated external defibrillator	2013	1,825.00	950.00				
Brushcutter	2019	453.00	453.00				
Bus shelter	2000	985.00	250.00		25 years		
Bus shelter 2	2003	1,869.00	500.00				
Bus shelter 3	2014	2,290.00	1,300.00				
Clerks HP laptop	2017	750.00	420.00		4 years		
Fencing and gates on Stonesfield common	2014	4,169.00	2,400.00				
Garage on playing field	2016	5,975.00	3,920.00				
Grit bin	2014	250.00	145.00				
Longone corner	01/01/2000	1.00	1.00				
Memorial bench	2004	438.00	120.00				
Speedwatch equipment	2019	2,394.00	2,394.00				
Stonesfield Common	01/01/2000	1.00	1.00				
The cross	01/01/2000	1.00	1.00				
War memorial	01/01/2000	1.00	1.00				
Wooden seats x3	1997	296.00	80.00				
Youth shelter	2012	7,100.00	3,000.00				
		<u>29,893.00</u>	<u>16,886.00</u>				
Grand Total:		29,893.00	16,886.00				

Book for CLCA - £120.

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Stonesfield Parish Council
Listing of Receipts In each Code for All Cost Centres
(Between 01-04-2020 and 25-05-2021)

Cost Centre		Grants expenditure												
Code Number	Vchr.	31 Grants awarded by Council	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
	4	27/04/2020	April 20 Wthr	Business Current^A		Stonesfield Mutual Aid Grant - Holding	Z	£150.00	0.00	£150.00				
						Subtotal for Code:	Grants awarded by Council	£150.00	£0.00	£150.00				
						Subtotal for Cost Centre:	Grants expenditure	150.00	0.00	150.00				
Cost Centre	Code Number	10 VAT refund	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
	8	28/08/2020	Business Current^A		HMRC VAT RECLAIM	HMRC	E	£2,005.00	0.00	£2,005.00				
						Subtotal for Cost Centre:	VAT refund	£2,005.00	0.00	£2,005.00				
						Subtotal for Cost Centre:	Other Income	2,005.00	0.00	2,005.00				
Cost Centre	Code Number	5 WODC grant income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
	13	23/09/2020	Business Current^A		Grass cutting and grounds maintenance	West Oxfordshire DC	E	154.00	0.00	154.00				
	14	17/04/2020	Business Current^A		Grass cutting and grounds maintenance	West Oxfordshire DC	E	154.00	0.00	154.00				
						Subtotal for Code:	WODC grant income	£308.00	0.00	£308.00				
Cost Centre	Code Number	6 OCC grant income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
	5	08/06/2020	June 2020	Business Current^A	31/07/56033 gra:	Grass cutting and grounds maintenance	Oxford County Council	E	522.40	0.00	522.40			
	20	08/12/2020	Business Current^A		Grant	Oxford County Council	E	252.00	0.00	252.00				
						Subtotal for Code:	OCC grant income	£774.40	0.00	£774.40				
Cost Centre	Code Number	7 \$106 grant income	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
	33	10/02/2021	March 21	Business Current^A	S106 Final Payment Charity Farm	West Oxfordshire DC	Z	3,403.00	0.00	3,403.00				
	35	10/03/2021	Business Current^A		Art Project Grant S106	West Oxfordshire DC	E	7,785.00	0.00	7,785.00				
						Subtotal for Code:	S106 grant income	£11,188.00	£0.00	£11,188.00				
Cost Centre	Code Number	8 Rural Payment Agency receipts	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
	32	06/01/2021	Business Current^A		Rural Payments Agency	Rural Payments Agency	E	1,119.00	0.00	1,119.00				
						Subtotal for Code:	Rural Payment Agency recip	£1,119.00	£0.00	£1,119.00				
Cost Centre	Code Number	9 Allotment rent	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total				
	17	07/12/2020	Business Current^A		Allotment rental	Peter Smyth	E	10.00	0.00	10.00				
	19	08/12/2020	Business Current^A		Allotment rental	Mrs C O'Brien	E	10.00	0.00	10.00				
	21	10/12/2020	Business Current^A		Allotment rental	S Lander	E	10.00	0.00	10.00				
	22	11/12/2020	Business Current^A		Allotment rental	D W Bettison	E	10.00	0.00	10.00				
	23	15/12/2020	Business Current^A		Allotment rental	S Hopkins	E	10.00	0.00	10.00				

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Stonesfield Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2020 and 26-05-2021)

		11 Interest Income			12 Other Income			34 Precept Income from WODC			
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
24	15/12/2020	Business Current A				Allotment rental	Arthur Gillingher	E	21.18	0.00	21.18
26	04/01/2021	plots 5 and 1 Business Current A	100598			Allotment rental	Garry Innis	E	20.00	0.00	20.00
27	06/01/2021	Feb 21 Business Current A				Allotment rental	R Atkinson	E	20.00	0.00	20.00
34	10/02/2021	March 21 Business Current A				Allotment rental	Allotment Holders	Z	20.00	0.00	20.00
							Subtotal for Code:	Allotment tenl	£131.18	£0.00	£131.18
							Subtotal for Code:				
1	06/04/2020	Business Current A				Bank loyalty reward	Barclays Bank	E	1.23	0.00	1.23
6	08/06/2020	SPC Savings Acco				Bank interest	Barclays Bank	E	3.56	0.00	3.56
7	03/08/2020	Business Current A				Bank interest	Barclays Bank	E	1.23	0.00	1.23
9	07/09/2020	Business Current A				Bank loyalty reward	Barclays Bank	E	1.62	0.00	1.62
11	07/09/2020	SPC Savings Acco				Bank interest	Barclays Bank	E	1.84	0.00	1.84
12	03/08/2020	Business Current A				Business Current A	Barclays Bank	E	0.00	0.00	0.00
15	05/10/2020	Business Current A				Bank interest	Barclays Bank	E	0.69	0.00	0.69
16	04/11/2020	Business Current A				Bank loyalty reward	Barclays Bank	E	1.28	0.00	1.28
18	07/12/2020	Business Current A				Bank interest	Barclays Bank	E	1.03	0.00	1.03
25	24/12/2020	SPC Savings Acco				Bank interest	Barclays Bank	E	0.33	0.00	0.33
28	07/01/2021	Business Current A				Bank interest	Barclays Bank	E	1.98	0.00	1.98
							Subtotal for Code:	Interest income	£14.79	£0.00	£14.79
							Subtotal for Code:				
2	14/04/2020	Business Current A				OALC refund	Supplier	Vat Type	Net	Vat	Total
28	22/01/2021	Business Current A				Maintenance Grant from Empire Homes	Orfordshire Association of Local Councillors	S	270.00	54.00	324.00
30	22/01/2021	Business Current A				Bank Charge REFUND	Empire Homes	E	1,000.00	0.00	1,000.00
31	25/01/2021	Business Current A				Bank Charge REFUND	Barclays Bank	E	132.00	0.00	132.00
							Subtotal for Code:	Other income	£1,570.45	£54.00	£1,624.45
							Subtotal for Cost Centre:				
							Subtotal for Cost Centre:	Precept	47,065.82	54.00	47,119.82
							TOTALS.....		£49,226.82	£54.00	£49,274.82

Stonesfield Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 25-05-2021)

Cost Centre	Admin Expenses	20 Subscriptions	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Code Number	Date	Minute	Business Current A	102346	OALC subscription annual	Subtotal for Code:		£286.26	57.25	£343.51
Vchr.	140	01/03/2021	March 21							
Code Number	21 Audit expenses	Bank			Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	8	08/04/2020	Apr 20	102116	More Audit cost - external	Moore	S	250.00	50.00	300.00
	41	06/07/2020	July 20	102148	Auditing costs	Auditing Solutions	S	250.00	50.00	300.00
	109	19/11/2020	Nov 20	102262	Auditing costs	Moore	S	350.00	70.00	420.00
					Subtotal for Code:	Audit expenses		£850.00	£170.00	£1,020.00
Code Number	22 Insurance	Bank			Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	63	03/09/2020	Sept 20	102231	Insurance	Came & Company Insurance	E	473.52	0.00	473.52
	72	03/09/2020	Sept 20	102231	Insurance	Came & Company Insurance	E	0.00	0.00	0.00
					Subtotal for Code:	Insurance		£473.52	£0.00	£473.52
Code Number	23 Legal costs	Bank			Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	59	06/08/2020	Aug 2020	102223	Legal expenses	Knights pic solicitor	S	1,500.00	300.00	1,800.00
	144	16/03/2021	Apr 21	102349	Legal expenses	Stacey & Mason Solicitors	S	500.00	100.00	600.00
					Subtotal for Code:	Legal costs		£2,000.00	£400.00	£2,400.00
Code Number	24 Bank charges	Bank			Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	3	06/04/2020			Bank charges	Barclays Bank	E	14.15	0.00	14.15
	66	03/08/2020			Bank charges	Barclays Bank	E	14.15	0.00	14.15
	87	07/09/2020			Bank charges	Barclays Bank	E	16.75	0.00	16.75
	88	03/08/2020			Bank charges	Barclays Bank	E	0.00	0.00	0.00
	97	05/10/2020			Bank charges	Barclays Bank	E	10.60	0.00	10.60
	115	04/11/2020			Bank charges	Barclays Bank	E	14.50	0.00	14.50
	118	07/12/2020			Bank charges	Barclays Bank	E	12.85	0.00	12.85
	132	07/01/2021	Feb 21		Bank charges	Barclays Bank	E	19.15	0.00	19.15
					Subtotal for Code:	Bank charges		£102.15	£0.00	£102.15
Code Number	25 IT & Website costs	Bank			Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	7	08/04/2020	Apr 20	102115	Scribe Accounts	Scribe Accounts - Starboard Systems	S	286.00	57.20	343.20
	14	04/05/2020	May 20	102121	email annual fee	Vision ICT	S	144.00	28.80	172.80
	25	08/06/2020			void	VOID	Z	0.00	0.00	0.00
	38	06/07/2020	July 20	102145	Citrix fee	Microshake email	S	348.00	69.80	418.80
	50	16/07/2020	Aug 2020	102160	email annual fee	Vision ICT	S	18.00	3.60	21.60

Stonesfield Parish Council

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 25-05-2021)

Post Centre Grants expenditure

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Page 2

Stonesfield Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 25-05-2021)

Code Number	28	S106 expenditure	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date					Art project	Impossible Things (A Blackbird Song) S	S	£3,200.00	£640.00	£3,840.00
Code Number											
145	17/03/2021	28	S106 expenditure	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
				Apr 21	Business Current A	102350	Art project	Impossible Things (A Blackbird Song) S	S	£3,200.00	£640.00
31 Grants awarded by Council											
		31	Grants awarded by Council	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
				Apr 20	Business Current A	102120	Grant	Chinnis Owls	Z	600.00	0.00
				May 20	Business Current A	102127	Stonesfield Mutual Aid Grant - Holding	Stonesfield Mutual Aid	E	193.15	0.00
				June 2020	Business Current A	102133	Stonesfield Mutual Aid Grant - Holding	Stonesfield Mutual Aid	Z	956.85	0.00
				July 2020	Business Current A	102136	Grant	Stonesfield Pre School	Z	478.78	0.00
				June 2020	Business Current A	102137	Grant	Stonesfield Voluntary Transport	E	90.00	0.00
				July 20	Business Current A	102152	Grant	Playing Fields Association	E	245.00	0.00
				Aug 2020	Business Current A	102224	White Horse Community Pub Group Gr.	White Horse Community Pub	E	2,000.00	0.00
				Sept 20	Business Current A	102239	Grant	MJD HUGHES	S	1,000.00	200.00
				Sept 20	Business Current A	102240	Grant	White Horse Community Pub	E	800.00	1,200.00
				Dec 20	Business Current A	102269	Cycle signs	Morelock	S	0.00	800.00
							Subtotal for Code:	Grants awarded by Council	S	220.83	44.17
										£244.17	£6,828.78
33 SAFER											
		33	SAFER	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
				June 2020	Business Current A	102138	SAFER equipment	SAFER	E	75.52	0.00
				June 2020	Business Current A	102140	SAFER equipment	Morelock	S	65.00	13.00
				Sept 20	Business Current A	102235	Mick Heduan SAFER expenses	Cllr Mick Heduan	E	96.97	0.00
				Nov 20	Business Current A	102357	Traffic surveys	Oxford County Council	S	390.00	78.00
				Nov 20	Business Current A	102258	SAFER equipment	White Hill Direct	S	290.00	58.00
							Subtotal for Code:	SAFER	S	£917.49	£1,066.49
											£1,066.49
43 MUGA RING FENCED MONEY \$106											
		43	MUGA RING FENCED MONEY \$106	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
				Nov 20	Business Current A	102255	MUGA fund - Playing Fields Association	ENTC LTD	S	1,200.00	240.00
							Subtotal for Code:	MUGA RING FENCED MONEY	S	£1,200.00	£240.00
							Subtotal for Cost Centre:	Grants expenditure	S	£1,200.00	£1,440.00
											£1,440.00
Cost Centre Running Expenses											
		13	Maintenance	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat
				Apr 20	Business Current A	102114	Grass cutting and grounds maintenance	Geoff Booth Fencing	E	140.00	0.00
				July 20	Business Current A	102151	Maintenance	Rob Atkinson	Z	60.00	0.00
				Sept 20	Business Current A	102233	Grass cutting and grounds maintenance	Tudor Stone	Z	264.80	0.00
				OCT 20	Business Current A	102248	Church clock servicing	Smiths of Derby Clockmakers	Z	116.00	264.80
				OCT 20	Business Current A	102249	Grass cutting and grounds maintenance	Tudor Stone	S	270.00	139.20
				OCT 20	Business Current A	102251	Grass cutting churchyard contribution	Stonesfield pcc church	E	200.00	270.00
							Subtotal for Cost Centre:	Grants expenditure	E	1,190.10	1,273.17
											13,175.27

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Stonesfield Parish Council
Listing of Payments In each Code for All Cost Centres
(Between 01-04-2020 and 25-05-2021)

106	09/11/2020	Nov 20	Business Current A	102259	Litter picking materials	Clive Parsons	E	1.99	0.00	1.99
125	29/01/2021	Feb 21	Business Current A	102274	Litter picking materials	Lillelines	S	239.69	45.94	275.63
134	26/02/2021	March 21	Business Current A	102280	Defibrillator Battery and Service	Defibshop	S	365.50	73.10	438.60
141	01/03/2021	March 21	Business Current A	102347	War memorial repairs	B&Q	S	7.92	1.58	9.50
142	01/03/2021	March 21	Business Current A	102348	Gift Councillor - sympathy	Wild Grace Flowers	E	36.95	0.00	36.95
Code Number	Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	WODC grass cutting	Minute	Bank		Grass cutting and grounds maintenance	West Oxfordshire DC	S	99.80	19.96	119.76
5	08/04/2020	Apr 20	Business Current A	102113	Grass cutting and grounds maintenance	West Oxfordshire DC	S	508.86	117.37	704.23
39	06/07/2020	July 20	Business Current A	102146	Grass cutting and grounds maintenance	White Hill Direct	S	163.86	32.77	196.63
40	06/07/2020	July 20	Business Current A	102147	Grass cutting and grounds maintenance	West Oxfordshire DC	S	506.86	117.37	704.23
55	17/07/2020	Aug 2020	Business Current A	102158	Grass cutting and grounds maintenance	West Oxfordshire DC	S	81.93	16.39	98.32
80	09/10/2020	OCT 20	Business Current A	102241	Grass cutting and grounds maintenance	West Oxfordshire DC	S	504.93	100.99	605.92
119	10/12/2020	Dac 20	Business Current A	102268	Grass cutting and grounds maintenance	West Oxfordshire DC	S	£2,024.24	£404.85	£2,429.09
Code Number	Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
15	Weed control	Minute	Bank		Weed control	Prysebros Ltd weed control	S	258.00	51.60	309.60
24	08/06/2020	June 2020	Business Current A	102134	Weed control	Prysebros Ltd weed control	S	258.00	51.60	309.60
81	09/10/2020	OCT 20	Business Current A	102242	Weed control	Subtotal for Code: Weed control		£516.00	£103.20	£619.20
Code Number	Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	Utilities	Minute	Bank		Cemetery tap water	Castle Water	S	5.43	1.09	6.52
2	06/04/2020	Business Current A			Cemetery tap water	Castle Water	S	5.43	1.09	6.52
13	05/05/2020	Business Current A			Cemetery tap water	Castle Water	S	5.43	1.09	6.52
47	05/06/2020	Business Current A			Cemetery tap water	Castle Water	S	5.43	1.09	6.52
49	06/07/2020	Sept 20	Business Current A		Cemetery tap water	Castle Water	S	5.43	1.09	6.52
67	05/08/2020	Business Current A			Cemetery tap water	Castle Water	S	5.43	1.09	6.52
86	07/09/2020	Business Current A			Cemetery tap water	Castle Water	S	5.43	1.09	6.52
89	05/08/2020	Business Current A			Cemetery tap water	Castle Water	S	0.00	0.00	0.00
96	05/10/2020	Business Current A			Cemetery tap water	Castle Water	S	5.43	1.09	6.52
116	05/11/2020	Business Current A			Cemetery tap water	Castle Water	S	5.43	1.09	6.52
117	07/12/2020	Jan 20	Business Current A		Cemetery tap water	Castle Water	S	5.43	1.09	6.52
131	05/01/2021	Feb 21	Business Current A		Cemetery tap water	Castle Water	S	5.43	1.09	6.52
133	05/02/2021	Feb 21	Business Current A		Cemetery tap water	Castle Water	S	5.43	1.09	6.52
143	05/03/2021	Business Current A			Cemetery tap water	Castle Water	S	£65.16	£13.08	£78.24
Code Number	Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
18	Allotment expenses	Minute	Bank		Allotment rental	Vanburgh Unit Trust - Blenheim Estate	E	150.00	0.00	150.00
64	03/09/2020	Sept 20	Business Current A	102232	Allotment rental	Subtotal for Code: Allotment expenses		£150.00	£150.00	£150.00

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Stonesfield Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 25-05-2021)

Cost Centre		Staff Costs		19 Common expenses			
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Vat Type
43	08/04/2020	July 20	Business Current A	102150		Common costs	S
62	03/05/2020	Sept 20	Business Current A	102230		Sign printing for the common	S
76	09/05/2020	Sept 20	Business Current A	102237		Common costs	Bill Bachelor
77	09/05/2020	Sept 20	Business Current A	102238		Common costs	Richard Morris expenses
92	14/10/2020	OCT 20	Business Current A	102249		Common costs	Tudor Stone
						Subtotal for Code:	Common expenses
						E	£171.72
							£2,163.05
							£2,163.67
							7,276.25
Cost Centre		Staff Salaries		Cheq. No.		Description	
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Clerk salary	Vat Type
11	08/04/2020	Apr 20	Business Current A	102111		Clive Parsons PAYE	E
15	13/05/2020	May 20	Business Current A	102122		Clerk salary	E
16	13/05/2020	May 20	Business Current A	102123		Clive Parsons PAYE	Z
28	09/06/2020	June 2020	Business Current A	102135		Clerk salary	E
32	10/06/2020	June 2020	Business Current A	102139		Clive Parsons PAYE	E
34	06/07/2020	July 20	Business Current A	102141		Clerk salary	E
46	10/07/2020	July 20	Business Current A	102153		Clive Parsons PAYE	E
51	05/08/2020	Aug 2020	Business Current A	102154		Clerk salary	E
58	05/08/2020	Aug 2020	Business Current A	102222		Clive Parsons PAYE	E
68	03/09/2020	Sep 20	Business Current A	102225		Clerk salary	E
73	09/09/2020	Sep 20	Business Current A	102234		Clive Parsons PAYE	E
83	09/10/2020	OCT 20	Business Current A	102244		Clerk salary	E
85	09/10/2020	OCT 20	Business Current A	102246		Clive Parsons PAYE	E
98	04/11/2020	Nov 20	Business Current A	102252		Clerk salary	E
105	09/11/2020	Nov 20	Business Current A	102259		Clive Parsons PAYE	E
110	07/12/2020	Dec 20	Business Current A	102263		Clive Parsons PAYE	E
111	07/12/2020	Dec 20	Business Current A	102264		Clerk salary	E
121	04/01/2021	Jan 21	Business Current A	102270		Clerk salary	E
130	01/02/2021	Feb 21	Business Current A	102279		Clerk salary	E
135	01/03/2021	March 21	Business Current A	102341		Clerk salary	E
136	01/03/2021	March 21	Business Current A	102342		Clive Parsons PAYE	E
						Subtotal for Code:	Staff Salaries
						E	£10,138.55
							£10,138.55
Cost Centre		2 HMRC PAYE		Cheq. No.		Supplier	
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Vat Type
4	08/04/2020	Apr 20	Business Current A	102112		HMRC PAYE	E
17	13/05/2020	May 20	Business Current A	102124		HMRC PAYE	E
27	08/06/2020	June 2020	Business Current A	102131		HMRC PAYE	E
						Subtotal for Code:	Staff Salaries
						E	£10,138.55
							£10,138.55
Cost Centre		Cheq. No.		Supplier		Net	
Code Number	Vchr.	Date	Minute	Bank	Cheq. No.	Description	Vat
						Supplier	Total
						HMRC	248.06
						HMRC	248.26
						HMRC	248.26

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Page 5

Stonesfield Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2020 and 25-05-2021)

Code Number	Vchr.	Date	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
35	06/07/2020	July 20	Business Current A	102142	HMRC PAYE	HMRC	E	248.26	0.00	248.26
36	06/07/2020	July 20	Business Current A	102143	HMRC PAYE	HMRC	E	1.38	0.00	1.38
52	05/08/2020	Aug 2020	Business Current A	102157	HMRC PAYE	HMRC	E	248.06	0.00	248.06
70	03/09/2020	Sept 20	Business Current A	102228	HMRC PAYE	HMRC	E	248.26	0.00	248.26
84	09/10/2020	OCT 20	Business Current A	102245	HMRC PAYE	HMRC	E	248.26	0.00	248.26
99	04/11/2020	Nov 20	Business Current A	102253	HMRC PAYE	HMRC	E	248.26	0.00	248.26
107	17/11/2020	Nov 20	Business Current A	102260	HMRC PAYE	HMRC	E	248.26	0.00	248.26
112	07/12/2020	Dec 20	Business Current A	102265	HMRC PAYE	HMRC	E	418.24	0.00	418.24
122	04/01/2021	Jan 21	Business Current A	102271	HMRC PAYE	HMRC	E	300.34	0.00	300.34
129	01/02/2021	Feb 21	Business Current A	102278	HMRC PAYE	HMRC	E	300.54	0.00	300.54
137	01/03/2021	March 21	Business Current A	102343	HMRC PAYE	HMRC	E	300.54	0.00	300.54
					Subtotal for Code: HMRC PAYE		E	£3,607.26	£0.00	£3,607.26
					TOTALS			£41,982.59	£2,902.49	£44,885.08
40 Pensions										
Minute										
10	08/04/2020	Apr 20	Business Current A	102118	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
18	13/05/2020	May 20	Business Current A	102125	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
22	08/06/2020	June 2020	Business Current A	102132	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
37	06/07/2020	July 20	Business Current A	102144	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
48	06/05/2020	May 20	Business Current A	102220	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
54	31/07/2020	Aug 2020	Business Current A	102156	Pension	Oxfordshire County Council Pension F	E	288.36	0.00	288.36
69	03/09/2020	Sept 20	Business Current A	102227	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
82	09/10/2020	OCT 20	Business Current A	102243	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
100	04/11/2020	Nov 20	Business Current A	102254	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
113	07/12/2020	Dec 20	Business Current A	102266	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
123	04/01/2021	Jan 21	Business Current A	102272	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
128	01/02/2021	Feb 21	Business Current A	102277	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
138	01/03/2021	March 21	Business Current A	102344	Pension	Oxfordshire County Council Pension F	E	302.15	0.00	302.15
					Subtotal for Code: Pensions		E	£3,914.16	£0.00	£3,914.16
					Subtotal for Cost Centre:			£17,658.97	0.00	£17,658.97
					TOTALS			£41,982.59	£2,902.49	£44,885.08

smaller Authority Name: STONESFIELD PARISH COUNCIL

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021 Accounts and Audit Regulations 2015

- 1 The audit of accounts for (Smaller Authority Name) STONESFIELD PARISH COUNCIL for the year ended 31 March 2021 has been completed and the accounts have been published.
- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) STONESFIELD PARISH COUNCIL on application to
 - (a) KAREN EAST

 - (b) clerk@stonesfieldpc.uk

 - (c) (Telephone/email, and hours and arrangements to view)

07791 064047 – hours by arrangement (call between 9am and 5pm) _____
- 3 Copies will be provided to any person on payment of £ 15 _____ for each copy of the Annual Return

Announcement made by KAREN EAST – CLERK STONESFIELD PARISH COUNCIL

Date of Announcement

29th June 2021

The period for the exercise of public rights under the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015 will be from 29th June to 9th August 2021 (30 working days):
Notice of Public Rights and Publication

Daren East
CLERK & CFO.