

Annual Governance and Accountability Return 2020/21 Part 3

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

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

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

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

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

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

Publication Requirements

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

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

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

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

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

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

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

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

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

Annual Internal Audit Report 2020/21

CRANBROOK & SISSINGHURST PARISH COUNCIL

ENTER PUBLIC ADDRESS www.cranbrookandsissinghurstpc.co.uk

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

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

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			NOT EXEMPT
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.			EXCEEDS £25000
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 <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

29/10/2020 27/05/2021 DD/MM/YYYY

KAREN HERBERT R/KCC AUDITOR

Signature of person who carried out the internal audit

KARHERBERT REQUIRED

Date

27/05/2021

*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:

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

*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:

13/05/21

and recorded as minute reference:

MINUTE REFERENCE 11/21

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

Chairman

Clerk

[Signature]
[Signature]

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Section 2 – Accounting Statements 2020/21 for

CRANBROOK & SISSINGHURST PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<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>
1. Balances brought forward	594,437	1,058,149	<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>
2. (+) Precept or Rates and Levies	336,800	356,300	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	501,570	70,000	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	87,787	102,760	<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	286,871	475,558	<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	1,058,149	906,131	<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	1,045,644	894,634	<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	2,881,772	3,126,818	<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. 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

L. Mann REQUIRED

Date

19/04/21

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

13/05/21

as recorded in minute reference:

MINUTE REFERENCE

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

[Signature] REQUIRED

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

In respect of

CRANBROOK & SISSINGHURST 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

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

Name of smaller authority: **CRANBROOK & SISSINGHURST PARISH COUNCIL**

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

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

Commencing on Monday 14th June 2021

and ending on Friday 23rd July 2021

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: L. Mann

Role: CLERK/RFO

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

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

Cranbrook and Sissinghurst Parish Council

Prepared by: L. Ham R.F.O.
Name and Role (Clerk/RFO etc)

Date: 19/04/21

Approved by: ROBIN BECK
Name and Role (RFO/Chair of Finance etc)

Date: 21/4/21

A	Bank Reconciliation at 31/03/2021		
	Cash in Hand 01/04/2020		1,045,643.95
	ADD Receipts 01/04/2020 - 31/03/2021		457,204.68
			1,502,848.63
	SUBTRACT Payments 01/04/2020 - 31/03/2021		608,214.14
	Cash in Hand 31/03/2021 (per Cash Book)		894,634.49
B	Cash in hand per Bank Statements		
	Cash	31/03/2021	0.00
	Unity Trust Bank	31/03/2021	47,017.66
	Lloyds 32 Day Notice Account	31/03/2021	611,757.80
	Lloyds Instant Access	31/03/2021	30,035.21
	Lloyds No. 2 Current Account	31/03/2021	84,102.37
	HSBC No.7 Money Market Account	31/03/2021	109,738.25
	HSBC No.1 Current Account	31/03/2021	12,053.20
			894,704.49
Less unrepresented payments			70.00
			894,634.49
Plus unrepresented receipts			0.00
	Adjusted Bank Balance		894,634.49
A = B Checks out OK			

Explanation of variances – pro forma

Name of smaller authority: **COVINGROOK & SASSINGHURST PARISH COUNCIL**
County area (local councils and **KENT**)

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

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

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

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	594,437	1,058,149					
2 Precept or Rates and Levies	336,800	356,300	19,500	5.79%	NO		
3 Total Other Receipts	501,570	70,000	-431,570	86.04%	YES		Total other receipts last year included a one off capital grant of £400,000 from TWBC. Hall hire and advertising revenue have reduced by £7,500 due to COVID. Burial fees are also down due to less people requesting a full burial, opting for cremation instead. Interest from savings is down £3,500 because interest rates have plummeted. License agreement on Info Centre with TWBC terminated, so there has been a loss of £3,700 of associated costs normally reimbursed.
4 Staff Costs	87,787	102,760	14,973	17.06%	YES		An additional permanent member of staff has been appointed.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	286,871	475,568	188,687	65.77%	YES		A one off purchase cost of a building £232,400.
7 Balances Carried Forward	1,058,149	906,131				VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	1,045,644	894,634			YES	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	2,881,772	3,126,818	245,046	8.50%	YES	VARIANCE EXPLANATION NOT REQUIRED	The main reason for the significant increase in assets is a property purchase.
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

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

	£	£	£
Earmarked reserves:			
Reserve 1 P & R	399,910		
Reserve 2 P & BG	84,120		
Reserve 3 E & C	7,900		
Reserve 4 E.M	194,860		
Reserve 5 P & P	5,000		
Reserve 6 G.A	10,720		
Reserve 7			702,510

General reserve 203,621
203,621

Total reserves (must agree to Box 7) 906,131

EARMARKED FUNDS AS AT 31/03/21

POLICY AND RESOURCES	Code	Previously earmarked 31/03/20	Budget 2020/21	Spent 2020/21	Earmarked 31/03/21
Web Site	120	450	1,500	1,950	0
I.T. Update	122	700	700	1,400	0
Community Centre	133	549,000	45,000	240,440	353,560
Neighbourhood Plan	135	25,100	5,000	3,690	26,410
Traveller Incursions	136	2,000	500	0	2,500
Public Toilets	139	10,530	10,000	3,090	17,440

PROPERTIES AND BURIAL GROUNDS	Code	Previously earmarked 31/03/20	Budget 2020/21	Spent 2020/21	Earmarked 31/03/21
Properties:					
Vestry Hall - Interior Painting	210	7,780	2,000	0	9,780
Floor refurbishment	210	2,000	0	0	2,000
New chairs	210	500	0	0	500
External Painting	210	6,200	0	0	6,200
Roof	210	1,160	1,000	0	2,160
Vestry Hall Cottage refurbishment	212	19,500	1,500	0	21,000
Bus Shelters & Telephone Kiosks	214	1,400	0	0	1,400
Notice Boards	215	1,000	0	0	1,000
Benches	216	1,600	0	570	1,030
Info Centre & Office refurb	223	2,500	0	0	2,500
Burial Grounds:					
St. Dunstan's - Safety & paths	259	3,500	0	0	3,500
St. Dunstan's - Tree Surgery	259	2,700	1,000	0	3,700
St. Dunstan's - Churchyard walls	259	5,000	0	0	5,000
Golford - Chapel roof	261	3,000	0	0	3,000
Golford - Int/ext Decoration	261	3,800	0	0	3,800
Golford - Gates and Fence	261	1,500	0	0	1,500
Golford - Paths	261	4,320	0	0	4,320
Sissinghurst - Paths & Access Road	263	3,500	0	0	3,500
Sissinghurst Lych gate	263	1,000	3,000	1,740	2,260
War Memorial - reserve	265	100	0	0	100
Woodland Burials	267	3,800	0	0	3,800
General - Tree Planting		1,000	0	0	1,000
Digital Mapping System	268	1,000	300	230	1,070

ECONOMIC AND COMMUNITY	Code	Previously earmarked 31/03/20	Budget 2020/21	Spent 2020/21	Earmarked 31/03/21
Grants Awarded	302	1,100	8,500	6,200	3,400
Tourism/Enhancement	304	3,000	1,000	0	4,000
Town Crier	305	500	0	0	500

ENVIRONMENTAL MANAGEMENT	Code	Previously earmarked 31/03/20	Budget 2020/21	Spent 2020/21	Earmarked 31/03/21
Allotment Deposit **	405	2,000	0	0	2,000
Allotments	408	1,000	0	0	1,000
Jubilee Field	412	0	0	0	0
Ball Field	414	0	0	0	0
Tomlin Ground	416	0	0	0	0
Crane Valley-enhancement	418	2,000	0	0	2,000
Skate ramp	419	24,300	2,000	0	26,300
Nature Reserve	420	2,250	4,000	0	6,250
Play Equipment	421	10,650	2,000	5,400	7,250
Environmental Enhancement	422	3,400	3,700	950	6,150
Lighting-Replacements/upgrades	424	11,900	5,500	14,260	3,140
Highways	426	1,750	0	0	1,750
Car Parking	428 - 441	124,800	60,000	48,080	136,720
Amenity Refuse Vehicle	443	1,300	1,000	0	2,300

PLANNING & PRESERVATION	Code	Previously earmarked 31/03/20	Budget 2020/21	Spent 2020/21	Earmarked 31/03/21
Miscellaneous/Appeals/Surveys	503	5,000	0	0	5,000

GENERAL ACCOUNT:	Code	Previously earmarked 31/03/20	Budget 2020/21	Spent 2020/21	Earmarked 31/03/21
Contingency Fund	603	8,000	3,000	280	10,720
TOTALS		868,590	162,200	328,280	702,510

£702,510.00 = Earmarked Reserves for end of year accounts as at 31st March 2021

**from the closure of allotment deposit acc must be kept separate as per condition of sale of land to KCC

**Cranbrook and Sissinghurst Parish Council
Reconciliation between Box 7 and Box 8**

31/03/2021

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		906,131.19
Debtors	4,000.00	
Payments in Advance	0.00	
Stocks and Stores	0.00	
VAT Recoverable	7,496.70	
TOTAL DEDUCTIONS		11,496.70
Creditors	0.00	
Receipts in Advance	0.00	
Doubtful Debts	0.00	
TOTAL ADDITIONS		0.00
Box 8 - Total cash and short term investments		894,634.49



Record of your PAYE payments

Payments received 6 April 2020 to 5 April 2021

Payments you make to HMRC are credited to your account as soon as HMRC receives them, but it can take up to 7 days to update this page.

Date received	Allocation	Amount
19 Mar 2021	6 Feb 2021 to 5 Mar 2021 (month 11)	£1,400.27
19 Feb 2021	6 Jan 2021 to 5 Feb 2021 (month 10)	£1,377.87
21 Jan 2021	6 Dec 2020 to 5 Jan 2021 (month 9)	£1,378.27
21 Dec 2020	6 Nov 2020 to 5 Dec 2020 (month 8)	£1,379.67
19 Nov 2020	6 Oct 2020 to 5 Nov 2020 (month 7)	£1,376.07
21 Oct 2020	6 Sep 2020 to 5 Oct 2020 (month 6)	£2,179.03
21 Sep 2020	6 Aug 2020 to 5 Sep 2020 (month 5)	£1,496.32
20 Aug 2020	6 Jul 2020 to 5 Aug 2020 (month 4)	£1,496.12
21 Jul 2020	6 Jun 2020 to 5 Jul 2020 (month 3)	£1,496.32
19 Jun 2020	6 May 2020 to 5 Jun 2020 (month 2)	£1,496.32
21 May 2020	6 Apr 2020 to 5 May 2020 (month 1)	£1,495.92
21 Apr 2020	6 Mar 2020 to 5 Apr 2020 (month 12)	£1,437.74
Total paid to date		£18,009.92

Other years payments

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Cranbrook & Sissinghurst Parish Council

Your references

- Employer PAYE reference: 577/C7215
- Accounts Office reference: 577PG00004188

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Contact details

Name of smaller authority: CRANBROOK & SISSINGHURST PARISH COUNCIL

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

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

	Clerk/RFO (Main contact)	Chair
Name	Lori Ham	Cllr. Kim Fletcher
Address	The Old Fire Station Stone Street Cranbrook Kent TN17 3HF	16A Stone Street Cranbrook Kent TN17 3HF
Daytime telephone number	01580 713112	01580 712348
Mobile telephone number	N/A	07802 364555
Email address	clerk@cranbrookandsissinghurstpc.co.uk	chairman@cspc.org.uk