

Great Wyrley Parish Council

2023/2024

Documentation to Accompany AGAR 2023/2024

- Bank Reconciliation (13 pages)
- Explanation of Variances (1 page)
- Reconciliation between box 7 and 8 and Adjustment Report (2 pages)
- VAT Summary (4 pages)
- Contact Details (1 page)
- Exercise of Public Rights (1 page)
- No Recommendations made by external auditor in 2022/2023
- Internal Auditor Report (1 Page)

Great Wyrley Parish Council

Sian McGlue

Date: 03-05-2024

Name and Role (Clerk/RFO etc)

Approved by:

JCP

Date: 15-05-2024

Name and Role Chair

Bank Reconciliation at 31/03/2024			
A	Cash in Hand 01/04/2023		122,556.54
	ADD Receipts 01/04/2023 - 31/03/2024		250,140.56
			372,697.10
	SUBTRACT Payments 01/04/2023 - 31/03/2024		235,908.62
	Cash in Hand 31/03/2024 (per Cash Book)		136,788.48
B	Cash in hand per Bank Statements		
	Petty Cash	31/03/2024	7.31
	Current Account	31/03/2024	126,847.47
	Capital	31/03/2024	10,176.23
	Pay Rec'd from Receipt Book	31/03/2024	0.00
			137,031.01
Less unrepresented payments		242.53	
Plus unrepresented receipts		136,788.48	
Adjusted Bank Balance		136,788.48	
A = B Checks out OK			

Great Wyrley Parish Council
Un-cashed Payments List for Current Account 31-03-2024

Voucher	Date	Minute	Bank	Cheque No	Description	Supplier	Net	VAT	Total
220	07/09/2022		Current Account	13251	Bond Refund	Mrs Pereira	50.00		50.00
320	07/12/2022		Current Account	13293	Bond Refund	R Smith	45.00		45.00
399	06/03/2024		Current Account	13478	Repairs	Brelmayne	122.94	24.59	147.53
Total							217.94	24.59	242.53

Great Wyrley Parish Council

Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
STARTING BALANCE						30.95	
35	28/04/2023	2946	Catering	Spar	-1.85	29.10	
36	10/05/2023	2947	Catering	COOP	-15.90	13.20	
145	05/07/2023	2949	Catering	Spar	-1.45	11.75	
144	12/07/2023	2948	Catering	Spar	-1.75	10.00	
203	05/09/2023	2950	Supplies	Amazon	-11.99	-1.99	
73777	13/09/2023		Transfer from Current Account		50.00	48.01	
204	14/09/2023	2951	Catering	COOP	-11.85	36.16	
205	20/09/2023	2952	Catering	Spar	-1.65	34.51	
288	06/12/2023	2953	Catering	COOP	-6.10	28.41	
76951	06/12/2023		Transfer from Current Account		140.00	168.41	
76953	06/12/2023		Transfer from Current Account		40.00	208.41	
289	07/12/2023	2954	Items for Christmas Lunch	Amazon	-11.19	197.22	
290	07/12/2023	2955	Items for Christmas Lunch	Amazon	-35.96	161.26	
291	08/12/2023	2956	Christmas Entertainment	Maria	-140.00	21.26	
404	06/03/2024	2957	Refreshments	COOP	-2.60	18.66	
405	27/03/2024	2958	Refreshments	COOP	-11.35	7.31	
CLOSING BALANCE						7.31	

DATE	ITEM	REF	Amount	Nou. N°	Vou. Date of Recd.	Insert Scribe	TOTAL
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31-03-23	40-70						
	3 85						
31-01-23	36 85	31-01-23	3 85	4 21	01 01 23	01 01 23	3 85.

	5 90						
	30 95						
08-03-23	Gifted Milk	2945	5 90	448	01 03 23	01 03 23	5 90.

APRIL 2023

28-04-23	30 95	22-04-23	Milk	2946	1 85	35	08-11-23 01 12 23	29-10.
	1 85							
	29 10							

10-05-2023	29 10	10-04-23	Refridments	2947	15 90	36	01-06-23	01 05 16	15 90.
	15 90								
	13 20								

	13 20								
	13-20	05-07-23	Milk	2948	1 75	144	02-08-23	01 08 23	3 20.
	3 20	12-07-23	Milk	2949	1 45	145			
	10-00								

Blvd	10-00	05-09-23	Witz Bakery for PC	2950	11 99	203			
	50-00	14-09-23	Refridments	2951	11 85	204			
22-09-23	25-49	20-09-23	Milk	2952	1 65	205			25-49.
	34-51								

Blvd	34-51								
02-11-23	180 00	06-12-23	Rob's Markets for PC	2953	6 10	288		01 12 23	
	193 25	07-12-23	Food Stores for Christmas Lunch	2954	11 19	289		01 12 23	
06-12-23	21 26	01-12-23	Rob's Markets for Christmas Lunch	2955	35 96	290		01 12 23	
		08-12-23	Enterprise Lunch	2956	140 00	291		01 12 23	193 25.

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DATE

Blvd
31-03-2024

21-26
13-95
7-31

DATE ITEM

06-03-24 Mixed Soda
21-03-24 Coffee Tea

REF AMOUNT

2951
2958
2-60
11-35

VOU N°

404
405

Dated REC.

31-03-24
31-03-24

INITIALS SCALE

28-03-24
28-03-24

TOTAL

13-95

APRIL

2024

Blvd

7-31

Great Wyrley Parish Council
RECONCILIATION - Current Account 31-03-2024

From Accounts	£126,604.94
Payments not cashed Add	£242.53
Receipts not entered Subtract	
<hr/>	
Statement should be	£126,847.47

Account name or alias

GWPC - CURRENT

Account currency

GBP

Debit or credit

Any

Current cleared balance

50.00

+ 126,692.47 = £126,847.47
 Reserve A/C.

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
For Scribe purposes Current + Business Account treated as one account.					155.00
Closing balance					155.00
28-Mar-2024	D/D	SG EQUIPMENT FINAN, 9223023044	-604.54		155.00
28-Mar-2024	D/D	VEOLIA ES UK LTD, 05657601	-141.74		759.54
28-Mar-2024	D/D	POZITIVE ENERGY, K42R4P4-PE-494835	-547.14		901.28
28-Mar-2024	CHG	01MAR A/C 08414947	-25.61		1,448.42
28-Mar-2024		FROM 08413150		154.43	1,474.03
28-Mar-2024	BGC	103859 522100		1,269.60	1,319.60
27-Mar-2024	CHQ	013455	-276.95		50.00
27-Mar-2024		FROM 08413150		276.95	326.95
26-Mar-2024	CHQ	013462	-100.00		50.00
26-Mar-2024		FROM 08413150		100.00	150.00
25-Mar-2024		TO 08413150	-34.00		50.00
25-Mar-2024	BAC	WOMBOURNE KINV, WM-GW 140 WADDISON, FP 24/03/24 1858, RP4659983131311700		34.00	84.00
22-Mar-2024	D/D	LEASEPLAN UK LIMIT, 0035373-0512387439	-150.00		50.00
22-Mar-2024		FROM 08413150		150.00	200.00
20-Mar-2024	CHQ	013461	-50.00		50.00
20-Mar-2024	D/D	BDR VOICE DATA SOL, CYG13706	-166.13		100.00
20-Mar-2024		FROM 08413150		216.13	266.13
19-Mar-2024	CHQ	013473	-54.59		50.00
19-Mar-2024	EBP	AUTOPAY, GREAT WYRLEY PC, FP //	-7,726.48		104.59
19-Mar-2024	EBP	STEPHANIE FORSDYKE, GWPC, FP 19/03/24 40, 28023415296203000N	-50.00		7,831.07
19-Mar-2024		FROM 08413150		7,831.07	7,881.07
18-Mar-2024	D/D	WL ITS FUELGENIE, 63562950048629	-80.00		50.00
18-Mar-2024	D/D	SMARTESTENERGY BUS, 100010476332	-63.86		130.00
18-Mar-2024	EBP	SCREWFIX DIRECT LT, GWPC, FP 18/03/24 40, 25013341787266000N	-265.03		193.86
18-Mar-2024		FROM 08413150		375.89	458.89

18-Mar-2024	BAC	A.J. SELLMAN LIMIT, INV-139, FP 18/03/24 1409, 09412250904190F7SW	33.00	83.00
15-Mar-2024	CHQ	013472	-100.00	50.00
15-Mar-2024	BLN	BANKLINE	-25.20	150.00
15-Mar-2024		FROM 08413150	92.20	175.20
15-Mar-2024	BAC	A WALSH FUNE, WALSH FUNERALS 141, FP 15/03/24 1128, 119478528211513001	33.00	83.00
14-Mar-2024	CHQ	013435	-50.00	50.00
14-Mar-2024	EBP	IRIS SOFTWARE LTD, GWPC, FP 14/03/24 10, 06120301328747000N	-21.00	100.00
14-Mar-2024		FROM 08413150	71.00	121.00
13-Mar-2024	D/D	KINEX, 994943	-37.20	50.00
13-Mar-2024	CHQ	013480	-32.33	87.20
13-Mar-2024	CHQ	013476	-320.00	119.53
13-Mar-2024	CHQ	013475	-131.95	439.53
13-Mar-2024	CHQ	013474	-11.70	571.48
13-Mar-2024		FROM 08413150	533.18	583.18
12-Mar-2024	CHQ	013479	-1,041.94	50.00
12-Mar-2024	CHQ	013477	-19.94	1,091.94
12-Mar-2024	CHQ	013471	-686.68	1,111.88
12-Mar-2024	CHQ	013470	-1,717.31	1,798.56
12-Mar-2024		FROM 08413150	3,465.87	3,515.87
11-Mar-2024		TO 08413150	-190.50	50.00
11-Mar-2024	BAC	TAMWORTH COOP PAY	190.50	240.50
08-Mar-2024	D/D	YU ENERGY, 2000088305001	-230.65	50.00
08-Mar-2024		FROM 08413150	230.65	280.65
05-Mar-2024	D/D	POZITIVE ENERGY, K42R4P4-PE-494835, INITIAL PAYMENT	-176.98	50.00
05-Mar-2024		FROM 08413150	66.98	226.98
05-Mar-2024	BAC	WOMBOURNE KINV, WM-GW 138 WILLIAMS, FP 04/03/24 2049, RP4659980665093600	110.00	160.00
04-Mar-2024		TO 08413150	-105.00	50.00
01-Mar-2024		TO 08413150	-1,244.40	155.00
01-Mar-2024	CHQ	013423	-50.00	1,399.40
01-Mar-2024	BGC	103858 522100	1,214.60	1,449.40
01-Mar-2024	BAC	SELLMAN A J LTD, INV-137, FP 01/03/24 0820, 392444850280103001	184.80	234.80
Opening balance				50.00

Totals	-16,528.85	16,633.85
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Account name or alias
GWPC - RESERVE A/C

Account currency
GBP

Debit or credit
Any

Current cleared balance
126797.47

$$+ \text{£}155.00 = \text{£}126847.47$$

Current

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

The interest rate is 1.45% gross 1.46% AER.
This is based on the balance of 31st of March 2024.

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					126,692.47
28-Mar-2024		TO 08414947	-154.43		126,692.47
28-Mar-2024	INT	28MAR GRS 08413150		149.74	126,846.90
27-Mar-2024		TO 08414947	-276.95		126,697.16
26-Mar-2024		TO 08414947	-100.00		126,974.11
25-Mar-2024		FROM 08414947		34.00	127,074.11
22-Mar-2024		TO 08414947	-150.00		127,040.11
20-Mar-2024		TO 08414947	-216.13		127,190.11
19-Mar-2024		TO 08414947	-7,831.07		127,406.24
18-Mar-2024		TO 08414947	-375.89		135,237.31
15-Mar-2024		TO 08414947	-92.20		135,613.20
14-Mar-2024		TO 08414947	-71.00		135,705.40
13-Mar-2024		TO 08414947	-533.18		135,776.40
12-Mar-2024		TO 08414947	-3,465.87		136,309.58
11-Mar-2024		FROM 08414947		190.50	139,775.45
08-Mar-2024		TO 08414947	-230.65		139,584.95
05-Mar-2024		TO 08414947	-66.98		139,815.60
04-Mar-2024		FROM 08414947		105.00	139,882.58
01-Mar-2024		FROM 08414947		1,244.40	139,777.58
Opening balance					138,533.18
Totals			-13,564.35	1,723.64	

Great Wyrley Parish Council
RECONCILIATION - Capital 31-03-2024

From Accounts	£10,176.23
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£10,176.23

Account name or alias
GWPC - CAPITAL

Account currency
GBP

Debit or credit
Any

Current cleared balance
10176.23

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

The interest rate is 1.45% gross 1.46% AER.
This is based on the balance of 31st of March 2024.

Date	Type	Transaction details	Debit	Credit	Balance
		Closing balance			10,176.23
28-Mar-2024	INT	28MAR GRS 94947449		11.31	10,176.23
		Opening balance			10,164.92
Totals			0.00	11.31	

Great Wyrley Parish Council
RECONCILIATION - Pay Rec'd from Receipt Book 31-03-2024

From Accounts

Payments not cashed Add

Receipts not entered Subtract

Statement should be

Great Wyrley Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

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

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	31/03/2023 £	31/03/2024 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	117891.50	128075.16				BALANCE B/F AGREES
2	Annual precept	196361.00	206179.00	9818.00	5%	No	
3	Total other receipts	36014.72	37403.03	1388.31	4%	No	
4	Staff Costs	139039.64	141551.90	2512.26	2%	No	
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	83152.42	85455.75	2303.33	3%	No	
7	Balances carried forward	128075.16	144649.54	16574.38	13%	No	
8	Total Cash and Short Term Investments	122556.54	136788.48	14231.94	12%	No	
9	Total Fixed Assets and Long Term Investments	1674568.66	1676706.16	2137.50	0%	No	
10	Total Borrowings	0.00	0.00	0.00	0%	No	

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Great Wyrley Parish Council
Reconciliation between Box 7 and Box 8

31/03/2024

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		144,649.54
Debtors		
Prepayments	5,181.62	
Stocks and Stores		
VAT Recoverable	8,221.01	
TOTAL DEDUCTIONS		13,402.63
Creditors	5,541.57	
Receipts in Advance		
Doubtful Debts		
TOTAL ADDITIONS		5,541.57
Box 8 - Total cash and short term investments		136,788.48

Great Wyrley Parish Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2024

Accruals - Increase Expenditure

		<u>Code</u>	
Donation towards new minibus	Landywood Vol. Help Centre	Donation	500.00
Broadband March 24		Broadband	26.94
Telephones March 24		Telephones	140.00
Gas March 24		Utilities	500.00
Van Lease		Van Lease & Maintenance	125.00
Bank Charges March 24		Banking	25.00
			£1,316.94

Creditors - Increase Expenditure

		<u>Code</u>	
PAYE Month 12 March 24	Revenue and Customs	Salaries All Departments	1,653.01
Pension Contribs Month 12 March 24		Salaries All Departments	686.68
Broadband Feb 24		Broadband	26.94
Bond Refund	H Gregory	Room Hire	50.00
Bond Refund	M Sidhu	Room Hire	50.00
Elec March 24		Utilities	609.05
Elec March 24		Utilities	14.91
Mobile Charges	EE Formerly known as EE - Orange	Mobile Phone	9.56
Payroll Software Feb 24		Salaries All Departments	25.00
Payroll Software March 24		Salaries All Departments	25.00
Water Drainage 01/10/23 04/04/24		Utilities	680.56
Elec March 24		Utilities	43.68
Fuel March 24		Fuel	96.91
Refuse March 24		Refuse	118.12
Pensions Recharges 23/24		Pension Recharges	135.21
			£4,224.63

Prepayments - Decrease Expenditure

		<u>Code</u>	
Water Drainage 01/04/24 - 01/04/25		Utilities	1,041.94
Parish Insurance		Insurance Renewal	4,139.68
			£5,181.62

Great Wyrley Parish Council

Form 126 Schedule - VAT between 01/04/2023 to 31/03/2024

Invoice Date	Supplier VAT Reg No	Supplier	Desc	VAT
21/02/2023	GB 705 1805 61	ESPO	Supplies	27.40
28/02/2023	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	23.62
02/03/2023	GB 232 5555 75	Trade UK	Bulb	2.98
12/03/2023	GB 245 7193 48	EE	Mobile Phone Charges	1.41
13/03/2023	GB 232 5555 75	Trade UK	Bulb	3.83
16/03/2023	GB 232 5555 75	Trade UK	Parts	1.58
17/03/2023	GB 439 4758 08	Chubb Fire & Security Ltd	Repairs	70.00
22/03/2023	GB 361 6126 15	Chase Tyre Autocentre	Repairs	11.30
24/03/2023	GB 648 6145 14	Principal Hygiene Systems Ltd	Washroom Services	20.63
28/03/2023	GB 232 5555 75	Trade UK	Materials	0.79
31/03/2023	GB 569 9532 77	Vodafone	Broadband	4.56
31/03/2023	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	11.81
31/03/2023	GB 287 4281 68	Wyrley M & E Ltd	Christmas Lights	170.00
01/04/2023	GB 480 9126 39	CF Corporate Finance Ltd	Lease Rental	59.03
01/04/2023	GB 480 9126 39	CF Corporate Finance Ltd	Lease Rental	5.66
01/04/2023	GB 236 2276 15	Yu Engery	Electricity	11.73
03/04/2023	GB 318 6710 96	Fuel Genie	Fuel	8.59
03/04/2023	GB 356 6966 45	TB Technology	Metered Copies	22.72
05/04/2023	GB 945 7954 67	Kinex	Electricity	0.39
06/04/2023	GB 188 8866 22	Crown Gas Power	Gas Supply	86.32
07/04/2023	GB 678 7928 53	Iris Business Software Ltd	Auto Enrolment	2.95
07/04/2023	GB 629 2807 22	Societe Generale	Lease Rental	231.51
10/04/2023	GB 58 921 6110	BDR	Telephones Charges	29.45
10/04/2023	GB 824 7671 10	Namesco	Annual Contract	6.00
11/04/2023	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	6.00
12/04/2023	GB 245 7193 48	EE	Mobile Phone Charges	1.50
14/04/2023	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
21/04/2023	GB 232 5555 75	Trade UK	Plants	4.25
22/04/2023	GB 421 0138 16	Buxton's	Parts	30.88
28/04/2023	GB 629 2807 22	Societe Generale	Lease Rental	100.75
30/04/2023	GB 569 9532 77	Vodafone	Broadband	5.39
30/04/2023	GB 58 921 6110	BDR	Telephones Charges	28.05
30/04/2023	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	17.72
01/05/2023	GB 236 2276 15	Yu Engery	Electricity	8.72
02/05/2023	GB 318 6710 96	Fuel Genie	Fuel	22.91
03/05/2023	GB 945 7954 67	Kinex	Electricity	0.38
04/05/2023	GB 232 5555 75	Trade UK	A34 Planters	5.33
04/05/2023	GB 232 5555 75	Trade UK	Supplies	2.59
04/05/2023	GB 232 5555 75	Trade UK	A34 Planters	15.67
05/05/2023	GB 188 8866 22	Crown Gas Power	Gas Supply	82.94
05/05/2023	GB 232 5555 75	Trade UK	Supplies	1.40
09/05/2023	GB 678 7928 53	Iris Business Software Ltd	Auto Enrolment	2.95
09/05/2023	GB 232 5555 75	Trade UK	A34 Planters	3.33
09/05/2023	GB 232 5555 75	Trade UK	Materials	1.82
11/05/2023	GB 232 5555 75	Trade UK	Materials	5.17
11/05/2023	GB 232 5555 75	Trade UK	Materials	3.17
12/05/2023	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
12/05/2023	GB 245 7193 48	EE	Mobile Phone Charges	1.70
16/05/2023	GB 232 5555 75	Trade UK	A34 Planters	3.50
17/05/2023	GB 333 9058 55	A.I.D Fuels Oils Ltd	Fuel Gas Oil	19.80
17/05/2023	GB 232 5555 75	Trade UK	Materials	2.53
18/05/2023	GB 747 5788 72	Diamond Fire & Security	Annual Safety Check	25.70
22/05/2023	GB 101 3717 23	Sharrocks	Parts	25.92
22/05/2023	GB 439 4758 08	Chubb Fire & Security Ltd	Repairs	44.24
30/05/2023	GB 629 2807 22	Societe Generale	Lease Rental	100.75
30/05/2023	GB 569 9532 77	Vodafone	Broadband	5.39
01/06/2023	GB 318 6710 96	Fuel Genie	Fuel	9.41
02/06/2023	GB 945 7954 67	Kinex	Electricity	0.39
02/06/2023	GB 976 2976 55	Smartest Energy Business Ltd	Electricity	2.60

Great Wyrley Parish Council

Form 126 Schedule - VAT between 01/04/2023 to 31/03/2024

Invoice Date	Supplier VAT Reg No	Supplier	Desc	VAT
05/06/2023	GB 259 7354 61	Crytec Power	Tracked Mini Dumper	381.67
05/06/2023	GB 236 2276 15	Yu Engery	Electricity	9.43
05/06/2023	GB 188 8866 22	Crown Gas Power	Gas Supply	8.80
06/06/2023	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	11.81
07/06/2023	GB 678 7928 53	Iris Business Software Ltd	Auto Enrolment	2.95
08/06/2023	GB 421 0138 16	Buxton's	Parts	14.44
08/06/2023	GB 439 4758 08	Chubb Fire & Security Ltd	Annual Contract	221.25
09/06/2023	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
12/06/2023	GB 58 921 6110	BDR	Telephones Charges	27.09
12/06/2023	GB 245 7193 48	EE	Mobile Phone Charges	1.77
12/06/2023	GB 747 9790 65	Rob Keyzor Tree Surgeons	Tree Survey	263.20
14/06/2023	GB 232 5555 75	Trade UK	Repairs	3.57
19/06/2023	GB 232 5555 75	Trade UK	Repairs	1.40
23/06/2023	GB 648 6145 14	Principal Hygiene Systems Ltd	Washroom Services	20.63
26/06/2023	GB 232 5555 75	Trade UK	Materials	10.34
27/06/2023	GB 276 0295 90	Profiles Plus Ltd	Poly Panels	53.14
28/06/2023	GB 629 2807 22	Societe Generale	Lease Rental	100.75
28/06/2023	GB 421 0138 16	Buxton's	Parts	10.06
30/06/2023	GB 569 9532 77	Vodafone	Broadband	5.39
30/06/2023	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	17.72
01/07/2023	GB 480 9126 39	CF Corporate Finance Ltd	Lease Rental	56.69
01/07/2023	GB 236 2276 15	Yu Engery	Electricity	7.10
03/07/2023	GB 318 6710 96	Fuel Genie	Fuel	30.98
03/07/2023	GB 705 1805 61	ESPO	Supplies	69.31
04/07/2023	GB 945 7954 67	Kinex	Electricity	0.37
04/07/2023	GB 705 1805 61	ESPO	Supplies	3.00
05/07/2023	GB 976 2976 55	Smartest Energy Business Ltd	Electricity	2.42
06/07/2023	GB 188 8866 22	Crown Gas Power	Gas Supply	4.09
08/07/2023	GB 678 7928 53	Iris Business Software Ltd	Auto Enrolment	2.95
10/07/2023	GB 421 0138 16	Buxton's	Parts	1.44
12/07/2023	GB 58 921 6110	BDR	Telephones Charges	28.96
12/07/2023	GB 245 7193 48	EE	Mobile Phone Charges	1.61
14/07/2023	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
25/07/2023	GB 333 9058 55	A.I.D Fuels Oils Ltd	Materials	13.94
26/07/2023	GB 595 4953 81	Agrovista UK LTD	Materials	35.30
27/07/2023	GB 371 6429 45	ARL Design and Welding Ltd	Repairs	12.00
28/07/2023	GB 629 2807 22	Societe Generale	Lease Rental	100.75
30/07/2023	GB 569 9532 77	Vodafone	Broadband	5.39
31/07/2023	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	29.53
01/08/2023	GB 236 2276 15	Yu Engery	Electricity	8.04
01/08/2023	GB 318 6710 96	Fuel Genie	Fuel	21.43
02/08/2023	GB 945 7954 67	Kinex	Electricity	0.56
02/08/2023	GB 421 0138 16	Buxton's	Supplies	5.83
03/08/2023	GB 188 8866 22	Crown Gas Power	Gas Supply	4.33
03/08/2023	GB 421 0138 16	Buxton's	Stihl Blower	45.83
08/08/2023	GB 678 7928 53	Iris Business Software Ltd	Auto Enrolment	2.95
11/08/2023	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
11/08/2023	GB 705 1805 61	ESPO	Supplies	20.92
12/08/2023	GB 245 7193 48	EE	Mobile Phone Charges	1.60
14/08/2023	GB 58 921 6110	BDR	Telephones Charges	28.57
15/08/2023	GB 334 1773 10	Instant Print (Staffs) Ltd	Burial Deeds	21.40
24/08/2023	GB 839 8356 73	Mazars	Accounts	126.00
25/08/2023	GB 156 2107 32	Managed Technology Corporation Lt	Settlement Fee	17.40
29/08/2023	GB 629 2807 22	Societe Generale	Lease Rental	100.75
29/08/2023	GB 232 5555 75	Trade UK	Workwear	5.83
30/08/2023	GB 569 9532 77	Vodafone	Broadband	5.39
30/08/2023	GB 232 5555 75	Trade UK	Materials	3.83
30/08/2023	GB 941 7451 20	Starboard Systems Limited	Annual Contract	181.44
31/08/2023	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	23.62

Great Wyrley Parish Council

Form 126 Schedule - VAT between 01/04/2023 to 31/03/2024

Invoice Date	Supplier VAT Reg No	Supplier	Desc	VAT
01/09/2023	GB 346 3001 34	Asset Link Capital	Lease Kubota C/W Loader	35.28
01/09/2023	GB 236 2276 15	Yu Engery	Electricity	8.61
01/09/2023	GB 318 6710 96	Fuel Genie	Fuel	9.20
04/09/2023	GB 945 7954 67	Kinex	Electricity	0.97
05/09/2023	GB 976 2976 55	Smartest Energy Business Ltd	Electricity	2.48
06/09/2023	GB 188 8866 22	Crown Gas Power	Gas Supply	4.29
07/09/2023	GB 678 7928 53	Iris Business Software Ltd	Auto Enrolment	2.95
07/09/2023	GB 333 9058 55	A.I.D Fuels Oils Ltd	Fuel Gas Oil	23.85
08/09/2023	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
12/09/2023	GB 58 921 6110	BDR	Telephones Charges	27.96
12/09/2023	GB 245 7193 48	EE	Mobile Phone Charges	1.42
12/09/2023	GB 232 5555 75	Trade UK	Repairs	10.38
13/09/2023	GB 356 6966 45	TB Technology	Metered Copies	6.68
15/09/2023	GB 280 0405 96	South Staffordshire Council	Legal Retainer	120.00
19/09/2023	GB 648 6145 14	Principal Hygiene Systems Ltd	Washroom Services	20.63
21/09/2023	GB 421 0138 16	Buxton's	Parts	50.85
28/09/2023	GB 629 2807 22	Societe Generale	Lease Rental	100.75
30/09/2023	GB 569 9532 77	Vodafone	Broadband	5.39
30/09/2023	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	23.62
01/10/2023	GB 480 9126 39	CF Corporate Finance Ltd	Lease Rental	56.69
01/10/2023	GB 236 2276 15	Yu Engery	Electricity	9.46
02/10/2023	GB 356 6966 45	TB Technology	Metered Copies	8.48
02/10/2023	GB 318 6710 96	Fuel Genie	Fuel	8.82
03/10/2023	GB 945 7954 67	Kinex	Electricity	0.76
03/10/2023	GB 976 2976 55	Smartest Energy Business Ltd	Electricity	2.17
04/10/2023	GB 188 8866 22	Crown Gas Power	Gas Supply	4.43
11/10/2023	GB 678 7928 53	Iris Business Software Ltd	Auto Enrolment	2.95
12/10/2023	GB 58 921 6110	BDR	Telephones Charges	30.47
12/10/2023	GB 245 7193 48	EE	Mobile Phone Charges	1.53
13/10/2023	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
30/10/2023	GB 629 2807 22	Societe Generale	Lease Rental	100.75
30/10/2023	GB 569 9532 77	Vodafone	Broadband	5.39
30/10/2023	GB 480 9126 39	CF Corporate Finance Ltd	Lease Rental	90.00
31/10/2023	GB 421 0138 16	Buxton's	Parts	57.72
31/10/2023	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	38.72
01/11/2023	GB 356 6966 45	TB Technology	Metered Copies	8.64
01/11/2023	GB 318 6710 96	Fuel Genie	Fuel	19.09
02/11/2023	GB 945 7954 67	Kinex	Electricity	0.79
03/11/2023	GB 188 8866 22	Crown Gas Power	Gas Supply	9.78
04/11/2023	GB 236 2276 15	Yu Engery	Electricity	12.08
06/11/2023	GB 421 0138 16	Buxton's	Parts	4.88
08/11/2023	GB 232 5555 75	Trade UK	Supplies	38.57
09/11/2023	GB 678 7928 53	Iris Business Software Ltd	Auto Enrolment	2.95
10/11/2023	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
12/11/2023	GB 58 921 6110	BDR	Telephones Charges	27.98
21/11/2023	GB 971 7649 75	Ace Computer Support Ltd	Repairs	20.00
28/11/2023	GB 629 2807 22	Societe Generale	Lease Rental	100.75
28/11/2023	GB 100 1463 44	Turnock Ltd	Christmas Lights	729.00
28/11/2023	GB 705 1805 61	ESPO	Supplies	12.01
30/11/2023	GB 569 9532 77	Vodafone	Broadband	5.39
30/11/2023	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	23.62
01/12/2023	GB 236 2276 15	Yu Engery	Electricity	10.65
01/12/2023	GB 318 6710 96	Fuel Genie	Fuel	5.07
04/12/2023	GB 945 7954 67	Kinex	Electricity	0.77
06/12/2023	GB 188 8866 22	Crown Gas Power	gas	80.91
06/12/2023	GB 976 2976 55	Smartest Energy Business Ltd	Electricity	2.30
08/12/2023	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
10/12/2023	GB 678 7928 53	Iris Business Software Ltd	Auto Enrolment	2.95
12/12/2023	GB 58 921 6110	BDR	Telephones Charges	28.79

Great Wyrley Parish Council

Form 126 Schedule - VAT between 01/04/2023 to 31/03/2024

Invoice Date	Supplier VAT Reg No	Supplier	Desc	VAT
12/12/2023	GB 245 7193 48	EE	Mobile Phone Charges	2.93
13/12/2023	GB 648 6145 14	Principal Hygiene Systems Ltd	Washroom Services	20.63
13/12/2023	GB 421 0138 16	Buxton's	Repair, Mot and Service	149.92
27/12/2023	GB 824 7671 10	Namesco	Email storage	46.16
28/12/2023	GB 629 2807 22	Societe Generale	Lease Rental	100.75
30/12/2023	GB 569 9532 77	Vodafone	Broadband	5.39
31/12/2023	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	23.62
01/01/2024	GB 480 9126 39	CF Corporate Finance Ltd	Lease Rental	56.69
02/01/2024	GB 100 1463 44	Turnock Ltd	Repairs	43.00
02/01/2024	GB 318 6710 96	Fuel Genie	Fuel	13.24
03/01/2024	GB 236 2276 15	Yu Engery	Electricity	10.17
03/01/2024	GB 945 7954 67	Kinex	Electricity	0.79
03/01/2024	GB 976 2976 55	Smartest Energy Business Ltd	Electricity	3.30
04/01/2024	GB 421 0138 16	Buxton's	Parts	20.26
05/01/2024	GB 188 8866 22	Crown Gas Power	Gas Supply	101.37
09/01/2024	GB 678 7928 53	Iris Business Software Ltd	Auto Enrolment	2.95
12/01/2024	GB 58 921 6110	BDR	Telephones Charges	27.37
12/01/2024	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
12/01/2024	GB 100 1463 44	Turnock Ltd	Christmas Lights	729.00
12/01/2024	GB 245 7193 48	EE	Telephones Charges	1.48
28/01/2024	GB 629 2807 22	Societe Generale	Lease Rental	100.75
30/01/2024	GB 480 9126 39	CF Corporate Finance Ltd	Lease Rental	66.00
30/01/2024	GB 569 9532 77	Vodafone	Broadband	5.39
31/01/2024	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	29.53
31/01/2024	GB 940 4500 54	Brelmayne	Repairs	24.59
01/02/2024	GB 276 0295 90	Profiles Plus Ltd	Poly Panels	34.80
01/02/2024	GB 333 9058 55	A.I.D Fuels Oils Ltd	Supplies	9.60
01/02/2024	GB 236 2276 15	Yu Engery	Electricity	11.76
01/02/2024	GB 318 6710 96	Fuel Genie	Fuel	20.60
02/02/2024	GB 945 7954 67	Kinex	Electricity	0.80
03/02/2024	GB 976 2976 55	Smartest Energy Business Ltd	Electricity	2.93
05/02/2024	GB 678 7928 53	IRIS Software Ltd	Staffology Monthly Payment	3.50
06/02/2024	GB 232 5555 75	Trade UK	Materials	43.61
06/02/2024	GB 232 5555 75	Trade UK	Supplies	44.17
08/02/2024	GB 188 8866 22	Crown Gas Power	Gas Supply	91.58
08/02/2024	GB 421 0138 16	Buxton's	Supplies	9.10
09/02/2024	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
12/02/2024	GB 58 921 6110	BDR	Telephones Charges	28.63
12/02/2024	GB 245 7193 48	EE	Mobile Phone Charges	1.95
26/02/2024	GB 244 1115 49	Pozitive Energy	Gas Supply	29.50
28/02/2024	GB 629 2807 22	Societe Generale	Lease Rental	100.75
29/02/2024	GB 569 9532 77	Vodafone	Broadband	5.39
29/02/2024	GB 530 00 88 93	Veolia ES UK Ltd	Refuse	23.62
01/03/2024	GB 236 2276 15	Yu Engery	Electricity	10.98
01/03/2024	GB 318 6710 96	Fuel Genie	Fuel	13.33
04/03/2024	GB 945 7954 67	Kinex	Electricity	1.77
04/03/2024	GB 976 2976 55	Smartest Energy Business Ltd	Electricity	3.04
08/03/2024	GB 442 5587 39	Leaseplan UK Ltd	Lease Rental	25.00
12/03/2024	GB 58 921 6110	BDR	Telephones Charges	27.69
21/03/2024	GB 244 1115 49	Pozitive Energy	Gas Supply	91.19
28/03/2024	GB 629 2807 22	Societe Generale	Lease Rental	100.75

Amount of VAT you can claim for this period is:

£8,221.01

Attachment 2

Local Council name: **Great Wyrley Parish Council**

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: Mrs Sian McGlue	RFO's name (if not clerk):	Chair's name: Cllr. Mr. John Jones
Clerk working hours (e.g. Mon-Fri 9-5pm): Monday, Tuesday, Thursday and Friday 10am to 4pm	RFO working hours (e.g. Mon-Fri 9-5pm):	
Parish Council registered address: Great Wyrley Parish Council Great Wyrley Community Centre Landywood Lane Great Wyrley WS6 6JX	Parish Council registered address:	Chair contact postal and email address: C/o Great Wyrley Parish Council Great Wyrley Community Centre Landywood Lane Great Wyrley WS6 6JX Email: johncjones1947@gmail.com
Telephone: Primary contact number: 01922 414768 Mobile/Alternative number: 01922 413222	Telephone: Primary contact number: Mobile/Alternative number:	Telephone: Primary contact number: 01922 413198 Mobile/Alternative number: 01922 414768
E-mail address for the Council/Meeting (please do not provide a personal e-mail address unless the clerk / RFO does not have a Council/Meeting e-mail address). admin@greatwyrleypc.com		

Please return this form via email together with the
Annual Governance & Accountability Return and other information requested.

Great Wyrley Parish Council

Notice of appointment of date for the exercise of public rights Accounts for the year ended 31st March 2024

The Local Audit and Accountability Act 2014, and
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: Friday 31st May, 2024</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2024 these documents will be available on reasonable notice on application to:</p> <p>(c) Mrs Sian McGlue, Clerk and RFO, Great Wyrley Parish Council Great Wyrley Community Centre, Landywood Lane, Great Wyrley WS6 6JX. Email: Admin@greatwyrleypc.com Tele: 01922 414768</p> <p>commencing on (c) Monday 3rd June, 2024</p> <p>and ending on (d) Friday 12th July, 2024</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: local.councils@mazars.co.uk</p> <p>5. This announcement is made by:</p> <p>Mrs S. McGlue, Clerk and R.F.O. to Great Wyrley Parish Council</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2024.</p> <p>(e) Insert name and position of person placing the notice</p>
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Report by the Internal Auditor – 03 May 2024

Scope of the Audit

To conduct an audit of the Parish Councils internal controls and to assess the overall control objectives as set out in the AGAR for 2023/24

Summary of Audit findings

A review of the Parish Councils internal controls was conducted during my visits to the Parish Council offices on 23rd April 24 & 03 May 24 in which access to the financial records and accounting software were granted.

As part of the audit, I was able to confirm that:

- Monthly bank reconciliations had been completed including the year end, with any issues clearly identified and investigated.
- Year-end debtors and creditors have been identified and account for.
- VAT transactions had been accounted for correctly and a year-end accrual had been correctly included in the accounts.
- Petty cash transactions have relevant approvals and balance back to accounting records.
- Payments made include all the relevant authorisations.
- Sales income had been recorded and accounted for correctly.
- Relevant information had been published on the council website and notices of public consultations had been done within the legislative time frames.
- Risks have been identified and logged on the council's risk register and are regularly reviewed.
- The budget setting and budget monitoring processes are robust and are regularly reviewed and reported to members.
- Earmarked reserves are reviewed and are appropriate for the council's needs.
- Payroll transactions have been approved in line with the authorities' approvals policy and the relevant tax deductions have been applied.

Positive Assurance

As Internal Auditor I set out to establish whether the Parish Council's systems of internal control were adequate to successfully complete page 3 of the AGAR for 2023/24. Following my review, I can confirm that all key areas reviewed contain strong and robust internal controls to allow me to complete this year's AGAR with no issues arising.

Steven Johnson

03 May 2024

