

**Narborough Parish Council**  
**Annual Return**

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**Accounts for Year from 01/04/2022 to 31/03/2023**

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		
		31/03/2022 £	31/03/2023 £	
1	Balances brought fwd	20566.40	24784.37	*
2	Annual precept	18000.00	18822.00	
3	Total other receipts	8313.80	2346.45	*
4	Staff Costs	5400.71	6060.24	
5	Loan interest/capital repayment:	0.00	0.00	
6	Total other payments	16695.12	20414.27	*
7	Balances carried forward	24784.37	19478.31	*
8	Total Cash and Short Term Inve	24784.37	19478.31	*
9	Total Fixed Assets and Long Ter	85945.73	85945.73	
10	Total Borrowings	0.00	0.00	

## Narborough Parish Council

## Box 3 Other Receipts

## Accounts for Year from 01/04/2022 to 31/03/2023

## Receipts

Date	Voucher N	Description	Customer	Code Title	Net	VAT	Amount
09/05/2022	2	VAT Reclaim		VAT Reclaim	2,127.23		2,127.23
							<b>2,127.23</b>
30/06/2022	3	Interest		Bank Interest	25.06		25.06
30/09/2022	5	Interest		Bank Interest	27.22		27.22
31/12/2022	6	Interest		Bank Interest	74.83		74.83
31/03/2023	7	Interest		Bank Interest	92.11		92.11
							<b>219.22</b>
<b>TOTAL RECEIPTS</b>							<b>2,346.45</b>
<b>BOX 3 - OTHER RECEIPTS TOTAL</b>							<b>2,346.45</b>

## Narborough Parish Council

## Box 4 Staff Costs

## Accounts for Year from 01/04/2022 to 31/03/2023

## Payments

Date	Voucher N	Description	Supplier	Code Title	Net	VAT	Amount
30/04/2022	16	Clerk's Salary		Salary	333.64		333.64
07/06/2022	28	Clerk's Salary		Salary	333.64		333.64
05/07/2022	40	Clerk's Salary		Salary	333.64		333.64
15/08/2022	48	Clerk's Salary		Salary	333.64		333.64
06/09/2022	57	Clerk's Salary		Salary	333.64		333.64
03/10/2022	66	Clerk's Salary		Salary	333.64		333.64
08/11/2022	80	Clerk's Salary		Salary	333.64		333.64
05/01/2023	93	Clerk's Salary		Salary	357.77		357.77
07/02/2023	101	Clerk's Salary		Salary	511.32		511.32
07/03/2023	109	Clerk's Salary		Salary	511.32		511.32
28/03/2023	117	Clerk's Salary		Salary	511.32		511.32
12/12/2022	87	Clerk's Salary		Salary	527.88		527.88
							<b>4,755.09</b>
05/05/2022	17	PAYE		PAYE	83.40		83.40
07/06/2022	29	PAYE		PAYE	83.40		83.40
05/07/2022	41	PAYE		PAYE	83.40		83.40
06/09/2022	55	PAYE		PAYE	83.40		83.40
06/09/2022	59	PAYE		PAYE	83.40		83.40
03/10/2022	67	PAYE		PAYE	83.40		83.40
08/11/2022	82	PAYE		PAYE	83.40		83.40
05/01/2023	95	PAYE		PAYE	89.60		89.60
07/02/2023	103	PAYE		PAYE	127.80		127.80
07/03/2023	110	PAYE		PAYE	127.80		127.80

28/03/2023	118	PAYE		PAYE	127.80	127.80
12/12/2022	88	PAYE		PAYE	131.80	131.80
						<b>1,188.60</b>
30/04/2022	15	Clerks Travel		Clerk Expenses Travel	11.25	11.25
07/06/2022	27	Clerks Travel		Clerk Expenses Travel	11.25	11.25
05/07/2022	39	Clerks Travel		Clerk Expenses Travel	11.25	11.25
06/09/2022	54	Clerks Travel		Clerk Expenses Travel	11.25	11.25
04/10/2022	69	Clerks Travel		Clerk Expenses Travel	11.25	11.25
08/11/2022	81	Clerk Expenses		Clerk Expenses Travel	11.25	11.25
05/01/2023	92	Clerk Expenses		Clerk Expenses Travel	11.25	11.25
07/02/2023	102	Clerk Expenses		Clerk Expenses Travel	12.60	12.60
07/03/2023	111	Clerk Expenses		Clerk Expenses Travel	12.60	12.60
31/03/2023	119	Clerk Expenses		Clerk Expenses Travel	12.60	12.60
						<b>116.55</b>

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**TOTAL PAYMENTS**

**6,060.24**

**Receipts**

Date	Voucher N	Description	Customer	Code Title	Net	VAT	Amount
							<b>0.00</b>

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**TOTAL RECEIPTS**

**0.00**

**BOX 4 - STAFF COSTS TOTAL**

**6,060.24**

**Narborough Parish Council**  
**Box 5 Loan Repayments**

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**Accounts for Year from 01/04/2022 to 31/03/2023**

**Payments**

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<b>Date</b>	<b>Voucher N</b>	<b>Description</b>	<b>Supplier</b>	<b>Code Title</b>	<b>Net</b>	<b>VAT</b>	<b>Amount</b>
							0.00
<b>TOTAL PAYMENTS</b>							<b>0.00</b>

**Receipts**

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<b>Date</b>	<b>Voucher N</b>	<b>Description</b>	<b>Customer</b>	<b>Code Title</b>	<b>Net</b>	<b>VAT</b>	<b>Amount</b>
							0.00
<b>TOTAL RECEIPTS</b>							<b>0.00</b>
<b>BOX 5 - LOAN REPAYMENTS TOTAL</b>							<b>0.00</b>

## Narborough Parish Council

## Box 6 Other Payments

## Accounts for Year from 01/04/2022 to 31/03/2023

## Payments

Date	Voucher N	Description	Supplier	Code Title	Net	VAT	Amount
11/04/2022	3	Annual Subscription & Website		Subscriptions	276.77		276.77
							<b>276.77</b>
08/11/2022	78	Training		Training	60.00	12.00	72.00
07/06/2022	22	Training		Training	75.00		75.00
03/10/2022	65	Training		Training	108.00	21.60	129.60
							<b>276.60</b>
07/06/2022	20	Insurance		Insurance	763.31		763.31
							<b>763.31</b>
05/05/2022	11	Stationery		Stationery	29.90		29.90
05/01/2023	91	Stationery		Stationery	49.98	10.00	59.98
							<b>89.88</b>
05/05/2022	13	Audit		Internal Audit	70.00		70.00
							<b>70.00</b>
06/09/2022	56	Audit		External Audit	200.00	40.00	240.00
							<b>240.00</b>
19/04/2022	6	Street Lighting - Electricity		Street Lighting Electricity	7.51	1.50	9.01
19/12/2022	89	Street Lighting - Electricity		Street Lighting Electricity	82.47	4.12	86.59
19/10/2022	74	Street Lighting - Electricity		Street Lighting Electricity	231.19	11.56	242.75
21/06/2022	32	Street Lighting - Electricity		Street Lighting Electricity	247.88	12.39	260.27
17/11/2022	83	Street Lighting - Electricity		Street Lighting Electricity	254.11	12.71	266.82
17/02/2023	107	Street Lighting - Electricity		Street Lighting Electricity	201.52	10.08	211.60
19/01/2023	99	Street Lighting - Electricity		Street Lighting Electricity	207.89	10.39	218.28

20/07/2022	46	Street Lighting - Electricity	Street Lighting Electricity	219.83	10.99	230.82
27/09/2022	63	Street Lighting - Electricity	Street Lighting Electricity	222.64	11.13	233.77
17/08/2022	49	Street Lighting - Electricity	Street Lighting Electricity	222.74	11.14	233.88
23/05/2022	19	Street Lighting - Electricity	Street Lighting Electricity	257.29	12.86	270.15
17/03/2023	116	Street Lighting - Electricity	Street Lighting Electricity	175.43	8.77	184.20
19/04/2022	7	Street Lighting - Electricity	Street Lighting Electricity	282.26	14.11	296.37
19/04/2022	8	Street Lighting - Electricity	Street Lighting Electricity	296.59	14.83	311.42
19/04/2022	5	Street Lighting - Electricity	Street Lighting Electricity	327.69	16.38	344.07
						<b>3,400.00</b>
07/06/2022	30	Street Lighting - Maintenance	Street Lighting Maintenance	54.33	10.87	65.20
21/06/2022	33	Street Lighting - Maintenance	Street Lighting Maintenance	54.33	10.87	65.20
15/07/2022	45	Street Lighting - Maintenance	Street Lighting Maintenance	54.33	10.87	65.20
15/09/2022	62	Street Lighting - Maintenance	Street Lighting Maintenance	54.33	10.87	65.20
07/10/2022	72	Street Lighting - Maintenance	Street Lighting Maintenance	54.33	10.87	65.20
19/10/2022	75	Street Lighting - Maintenance	Street Lighting Maintenance	54.33	10.87	65.20
07/12/2022	85	Street Lighting - Maintenance	Street Lighting Maintenance	54.33	10.87	65.20
09/01/2023	97	Street Lighting - Maintenance	Street Lighting Maintenance	54.33	10.87	65.20
07/02/2023	104	Street Lighting - Maintenance	Street Lighting Maintenance	54.33	10.87	65.20
07/03/2023	113	Street Lighting - Maintenance	Street Lighting Maintenance	54.33	10.87	65.20
19/04/2022	9	Street Lighting - Maintenance	Street Lighting Maintenance	223.68	44.74	268.42
						<b>920.42</b>
04/07/2022	35	s.137 Donation	Donation	60.00		60.00
16/02/2023	106	s.137 Donation	Donation	50.00		50.00
						<b>110.00</b>
03/11/2022	76	s.137 Donation	Sue Slocombe Poppy Wreath	50.00		50.00

						<b>50.00</b>
07/06/2022	24	Churchyard Grass Cutting	Herbicide Spray Treatment	64.50	12.90	77.40
						<b>77.40</b>
06/09/2022	52	Churchyard Grass Cutting	Churchyard Grass Cutting	163.67	32.73	196.40
04/07/2022	36	Churchyard Grass Cutting	Churchyard Grass Cutting	327.34	65.46	392.80
05/07/2022	42	Churchyard Grass Cutting	Churchyard Grass Cutting	327.34	65.46	392.80
04/10/2022	70	Churchyard Grass Cutting	Churchyard Grass Cutting	327.34	65.46	392.80
08/11/2022	79	Churchyard Grass Cutting	Churchyard Grass Cutting	327.34	65.46	392.80
07/06/2022	23	Churchyard Grass Cutting	Churchyard Grass Cutting	398.50	79.70	478.20
06/09/2022	60	Churchyard Grass Cutting	Churchyard Grass Cutting	486.51	97.31	583.82
						<b>2,829.62</b>
08/11/2022	79	Churchyard Grass Cutting	Pruning Hedges	66.60	13.32	79.92
						<b>79.92</b>
05/04/2022	1	Computer Software	Microsoft 365 rental	9.40	1.88	11.28
06/05/2022	10	Computer Software	Microsoft 365 rental	9.40	1.88	11.28
06/06/2022	21	Computer Software	Microsoft 365 rental	9.40	1.88	11.28
06/07/2022	43	Computer Software	Microsoft 365 rental	9.40	1.88	11.28
05/08/2022	47	Computer Software	Microsoft 365 rental	9.40	1.88	11.28
05/09/2022	50	Computer Software	Microsoft 365 rental	9.40	1.88	11.28
06/10/2022	71	Computer Software	Microsoft 365 rental	9.40	1.88	11.28
07/11/2022	77	Computer Software	Microsoft 365 rental	9.40	1.88	11.28
06/12/2022	84	Computer Software	Microsoft 365 rental	9.40	1.88	11.28
05/01/2023	96	Computer Software	Microsoft 365 rental	9.40	1.88	11.28
06/02/2023	100	Computer Software	Microsoft 365 rental	9.40	1.88	11.28
08/03/2023	114	Computer Software	Microsoft 365 rental	9.40	1.88	11.28



						<b>135.36</b>
30/06/2022	34	Service Charge		Banking Service Charge	18.00	18.00
30/09/2022	64	Service Charge		Banking Service Charge	18.00	18.00
31/12/2022	90	Service Charge		Banking Service Charge	18.00	18.00
31/03/2023	120	Service Charge		Banking Service Charge	18.00	18.00
						<b>72.00</b>
11/04/2022	2	Hall Hire		Meeting Room Hire	20.00	20.00
10/05/2022	18	Hall Hire		Meeting Room Hire	20.00	20.00
10/06/2022	31	Hall Hire		Meeting Room Hire	20.00	20.00
11/07/2022	44	Hall Hire		Meeting Room Hire	20.00	20.00
12/09/2022	61	Hall Hire		Meeting Room Hire	20.00	20.00
10/10/2022	73	Hall Hire		Meeting Room Hire	20.00	20.00
10/01/2023	98	Hall Hire		Meeting Room Hire	14.00	14.00
10/02/2023	105	Hall Hire		Meeting Room Hire	14.00	14.00
10/03/2023	115	Hall Hire		Meeting Room Hire	14.00	14.00
						<b>162.00</b>
07/12/2022	86	GDPR Registration		Information Commissioner's Office	35.00	35.00
						<b>35.00</b>
06/09/2022	51	Training	Cllr Peter Wilkinson	Travel	32.00	32.00
						<b>32.00</b>
30/04/2022	14	Clerk Expenses		Clerk Expenses Home	10.00	10.00
07/06/2022	26	Clerk Expenses		Clerk Expenses Home	10.00	10.00
05/07/2022	38	Clerk Expenses		Clerk Expenses Home	10.00	10.00
06/09/2022	53	Clerk Expenses		Clerk Expenses Home	10.00	10.00

06/09/2022	58	Clerk Expenses		Clerk Expenses Home	10.00		10.00
04/10/2022	68	Clerk Expenses		Clerk Expenses Home	10.00		10.00
08/11/2022	81	Clerk Expenses		Clerk Expenses Home	10.00		10.00
05/01/2023	92	Clerk Expenses		Clerk Expenses Home	10.00		10.00
05/01/2023	94	Clerk Expenses		Clerk Expenses Home	10.00		10.00
07/02/2023	102	Clerk Expenses		Clerk Expenses Home	10.00		10.00
07/03/2023	111	Clerk Expenses		Clerk Expenses Home	10.00		10.00
31/03/2023	119	Clerk Expenses		Clerk Expenses Home	10.00		10.00
							<b>120.00</b>
07/06/2022	25	Asset Maintenance	Ian Hindle	Asset Maintenance	721.23		721.23
							<b>721.23</b>
07/03/2023	108	Tree Works		Trees	8.95	1.79	10.74
							<b>10.74</b>
05/07/2022	37	Parks & Open Spaces	Tim Hales	Football Pitch	7,500.00	1,500.00	9,000.00
							<b>9,000.00</b>
11/04/2022	4	Queens Platinum Jubilee		Commemorative Tokens	350.00	70.00	420.00
20/02/2023	112	King's Coronation		Commemorative Tokens	426.02	85.20	511.22
							<b>931.22</b>
05/05/2022	12	Defibrillator		2nd Defibrillator	9.00	1.80	10.80
							<b>10.80</b>
<b>TOTAL PAYMENTS</b>							<b>20,414.27</b>
<b>BOX 6 - OTHER PAYMENTS TOTAL</b>							<b>20,414.27</b>



**Narborough 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 a RECEIPTS and PAYMENTS basis.

Box No.	Description	31/03/2022 £	31/03/2023 £	Variance £	Variance %	Explanation Required?	Notes
7	Balances carried forward	24784.37	19478.31	-5306.06	21%	Yes	In 2022/2023 the following large payment was made: 7500.00 - Football Pitch Renovation The following payments in 2022/2023 were lower than in 2021/2022 (difference of : -390.06 - subscriptions -1765.00 - defibrillator (total -2155.06)  Main variances summary is 7500.00 minus 2155.06 = 5344.94
8	Total Cash and Short Term Investments	24784.37	19478.31	-5306.06	21%	Yes	In 2022/2023 the following large payment was made: 7500.00 - Football Pitch Renovation The following payments in 2022/2023 were lower than in 2021/2022 (difference of : -390.06 - subscriptions -1765.00 - defibrillator (total -2155.06)  Main variances summary is 7500.00 minus 2155.06 = 5344.94
9	Total Fixed Assets and Long Term Investments	85945.73	85945.73	0.00	0%	No	No changes
10	Total Borrowings	0.00	0.00	0.00	0%	No	N/A

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)

**Narborough Parish Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	24,784.37	
Cash in Hand		
Salary		4,755.09
PAYE		1,188.60
Pension Contributions		
Precept	18,822.00	
VAT Reclaim		
Grant		
Donation		
Subscriptions		276.77
Training		243.00
Insurance		763.31
Stationery		79.88
Internal Audit		70.00
External Audit		200.00
Street Lighting Electricity		3,237.04
Street Lighting Maintenance		766.98
Donation		110.00
Poppy Wreath		50.00
Telephone Hosting		
Telephone & Broadband Line Rental		
Tree Works		
Herbicide Spray Treatment		64.50
Churchyard Grass Cutting		2,358.04
Pruning Hedges		66.60
Microsoft 365 rental		112.80
Stamps		
Postage		
Bank Interest	219.22	
Banking Service Charge		72.00
Software		
Meeting Room Hire		162.00
Information Commissioner's Office		35.00
Election Charges		
Travel		32.00
Match Funding		
Clerk Expenses Home		120.00
Promotional Material		
Asset Maintenance		721.23
Asset Purchase		
Trees		8.95

**Narborough Parish Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Clerk Expenses Travel	116.55	
Football Pitch	7,500.00	
Speeding		
Litter		
Dog Fouling		
Planned Events		
Jubilee Trees		
Commemorative Tokens	776.02	
2nd Defibrillator	9.00	
VAT	2,127.23	2,579.15
	<b>21,168.45</b>	<b>26,474.51</b>
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<b>Closing Balances:</b>		
Balances in Bank Account		19,478.31
Cash in Hand		
<b>TOTAL</b>	<b>45,952.82</b>	<b>45,952.82</b>
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The above statement represents fairly the financial position of the council as at 31 Mar 2023

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

Date \_\_\_\_\_