

**Swafield and Bradfield Parish Council**  
**Receipts and Payments Accounts**  
**Year ending 31 March 2022**

<b>31 March 2021</b>	<b>Receipts</b>	<b>31 March 2022</b>
5,500.00	Precept	5,500.00
728.10	HMRC VAT reclaimed	70.59
-	Village Events	-
<b><u>6,228.10</u></b>	<b>Total Receipts</b>	<b><u>5,570.59</u></b>
	<b>Payments</b>	
2,272.86	Salary & HMRC	2,231.31
38.40	Travel Expenses	38.40
133.62	Printing, Stationery and Postage	145.29
486.00	Office Allowance	501.00
347.05	Insurance	351.96
40.00	General Admin Electricity, Hall Hire. Audit	136.00
55.00	Subscriptions Norfolk ALC/ICO etc	-
282.50	Website	35.00
329.36	PWLB Repayment	321.54
450.00	Village Hall - grounds maintenance	300.00
-	Churchyard - grounds maintenance	-
500.00	Grants and S137	375.00
48.00	Training	-
352.88	Assets Defibrillator, Office Equipment	192.50
70.59	VAT on Payments	51.50
<b><u>5,406.26</u></b>	<b>Total Payments</b>	<b><u>4,679.50</u></b>
<b>11,051.09</b>	<b>Balance at 1st April 2021</b>	<b>11,872.93</b>
6,228.10	Receipts	5,570.59
5,406.26	Payments	4,679.50
-	Outstanding cheque 336 - CAB	100.00
<b><u>11,872.93</u></b>	<b>Balance at 31 March 2022</b>	<b><u>12,864.02</u></b>

Date:

21/5/2022 Chairman 

Date:

21/5/2022 Clerk/RFO 

**Swafield and Bradfield PC**  
**Income 1st April 2021 to 31 March 2022**

Total amount	Date	Payee	Cheque	Precept	HMRC	TOTAL
£2,750.00	30.04.21	Precept - 1st tranche	D/D	2,750.00		£2,750.00
£70.59	15.06.21	HMRC - reclaim			70.59	£70.59
£2,750.00	30.09.21	Precept - 2nd tranche	D/D	2,750.00		£2,750.00
		<b>TOTALS FOR YEAR</b>		<b>£5,500.00</b>	<b>£70.59</b>	<b>£5,570.59</b>

**Swafield and Bradfield PC  
Payments 1st April 2021 to 31 March 2022**

Date	Cheque	Payee	Salary/PAYE	travel	stationery/ppo stage	Office	Insurance	admin. Hire	Hall	Subs	Audit	Website	Loan	Grants & S137	Training	Assets	VAT	TOTAL
12.04.21	302	ICO				40.00												£40.00
11.05.21	308	Stuart Hutcheson																£35.00
11.05.21	309	CHT										35.00				46.00	9.20	£55.20
11.05.21	310	Elaine Pugh	303.75	6.40	81.00													£391.15
11.05.21	311	HMRC	75.60															£75.60
13.05.21	312	Duke Of Edingburgh												100.00				£100.00
13.05.21	313	Stalham First Responders												100.00				£100.00
11.05.21	314	Ros Calvert									40.00							£40.00
13.07.21	315	Elaine Pugh	235.83	6.40	7.72	63.00												£312.95
13.07.21	316	HMRC	58.80													89.00	17.80	£58.80
13.07.21	317	Westcootc																£106.80
14.07.21	318	Elaine Pugh	303.01	6.40	4.74	81.00												£395.15
14.09.21	320	HMRC	75.80															£75.80
01.11.21	322	Came & Company (Insurance)					351.96											£351.96
16.11.21	323	HMRC	75.60															£75.60
16.11.21	325	Elaine Pugh £423.84	303.21	6.40	33.23	81.00												£423.84
16.11.21	326	Tavern Tasty												75.00				£75.00
18.01.22	327	Swafield Village Hall - hire							96.00									£96.00
18.01.22	328	HMRC	75.60															£75.60
18.01.22	329	Elaine Pugh	303.21	6.40	8.40	81.00												£399.01
18.01.22	331	Swafield Village Hall - grass												300.00				£300.00
04.02.22	332	Aylsham Computers				65.00											13.00	£78.00
04.02.22	333	Westcootc														57.50	11.50	£69.00
08.03.22	334	HMRC	84.20															£84.20
08.03.22	335	Elaine Pugh	336.70	6.40	10.20	90.00												£443.30
08.03.22	336	Norfolk CAB												100.00				£100.00
07.10.21	D/D	PWLB											159.79					£159.79
07.04.21	D/D	PWLB											161.75					£161.75
<b>TOTALS FOR YEAR</b>			<b>£2,231.31</b>	<b>£38.40</b>	<b>£145.29</b>	<b>£501.00</b>	<b>£351.96</b>	<b>£96.00</b>	<b>£40.00</b>	<b>£35.00</b>	<b>£321.54</b>	<b>£675.00</b>	<b>£192.50</b>	<b>£51.50</b>	<b>£4,979.50</b>			

**Swafield and Bradfield Parish Council**  
**Bank reconciliation**  
**Year ending 31 March 2022**

Attachment 1.1

Prepared by: Elaine Pugh and RFO

	£	£
Balance per bank statements as at 31 March 2022		
Current Account - TSB	12,864.02	
Petty Cash float (not applicable)		0
<b>Less any unrepresented cheques at 31st March 2022</b>		
Cheque 336 - CAB	<u>100.00</u>	
		<b>12,764.02</b>
Unbanked cash at 31st March 2022		0

The net balances reconcile to the Cash Book (receipts and payments) for the year as follows:

<b>CASH BOOK</b>	
Opening Balance 1st April 2021	11,872.93
Add: Receipts in the year 2021/2022	5,570.59
Less: Payments in the 2021/2022	4,679.50
Closing balance per cash book 2022	<b>12,764.02</b>
(receipts and payments book) as at 31st March 2022	



# Swafield and Bradfield Parish Council

## Explanation of variances

Attachment 1.2

Explanations for variance of more than 15% (and over £200) for individual boxes in Section except where there are "compensating" variances which leave a box relatively unchanged

	2020/2021	2021/2022	Variance	Detailed explanation of variances (with amounts to nearest £10)
<b>Box 1</b> Balances carried forward	11,051	11,873	(+)£822	Balances carried forward slightly increased
<b>Box 2</b> Precept	5,500	5,500	(+)£0	Precept slightly increased
<b>Box 3</b>  Other Income	  728	  71	  (-)£657	  Other income was reduced due to a lower VAT reclaim.
<b>Box 4</b>  Staff costs	  2,273	  2,231	  (-)£42	
<b>Box 5</b>  Loan interest/capital	  330	  321	  (-)£9	
<b>Box 6 - other payments</b>	2,803	2,127	(-)£676	Expenditure was reduced to fewer community grants and less expenditure on maintenance of assets.
<b>Box 7</b>  Balances carried forward	  11,873	  12,864	  (+)£911	The balances held are earmarked for traffic calming measures in conjunction with Highways initiatives which are being worked on. We will also be purchasing a bus shelter for our community.
<b>Box 9</b>  Fixed assets & Long term assets	  10,875	  10,875	  (+)£0	No increase as no items were purchased.
<b>Box 10</b>  Total Borrowings	  900	  578	  (-)£322	Reducing due to the yearly payment of £322 being made to the PLB