Local Councils, Internal Drainage Boards and other Smaller Authorities in England
Annual Governance and Accountability Return 2017/18 Part 2

To be completed only by smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must** following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:

   a) does not meet the qualifying criteria;

   b) does not wish to certify itself as exempt

2. Smaller authorities where the higher of gross annual income **or** gross annual expenditure **does not exceed** £25,000 and meet the qualifying criteria as set out in the Certificate of Exemption **are exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes both** the

   a) **Certificate of Exemption**, page 3 and returns it to the external auditor

   b) **Annual Governance and Accountability Return (Part 2)** which is made up of:
   • **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
   • **Section 1 – Annual Governance Statement (page 5)** to be completed by the authority.
   • **Section 2 – Accounting Statements (page 6)** to be completed by the authority.

3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved **before 2 July 2018.**

Publication Requirements

Smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2017/18**, page 4
- **Section 1 – Annual Governance Statement 2017/18**, page 5
- **Section 2 – Accounting Statements 2017/18**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, ie not complete** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2017/18 and return it to the external auditor for review.

The cost to the smaller authority for the review will be £200 +VAT.

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 Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2017/18, Sections 1 and 2

- Where an authority is exempt from the requirement for a limited assurance review, it need not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The authority **must** comply with Proper Practices in completing this Annual Governance and Accountability Return and the Certificate of Exemption. 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.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- You **should** inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- It is recommended that the authority has numerical and narrative explanations for significant variances in the accounting statements on **page 4**, should a question be raised by a local elector. There is guidance provided in the *Practitioners' Guide** that may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available should a question be raised by a local elector and/or an interested party?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Is an explanation of significant variations from last year to this year available, should a question be raised by a local elector and/or an interested party?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee?	✓	

*More guidance on completing this annual return is available in ***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, which can be downloaded from **www.nalc.gov.uk** or from **www.slcc.co.uk** or from **www.ada.org.uk**

Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

BURGHWALLIS PARISH COUNCIL

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year **or** gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18:	8451
Annual gross expenditure for the authority 2017/18:	8254

There are certain circumstances in which an authority will be **unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer — Date: 15/05/18

Signed by Chairman — Date: 15/05/18

Email: Clerkburghwalliscouncil@talktalk.net

Telephone number: 07808 604 795

*Published web address *(not applicable to Parish Meetings)*

www.burghwallis.org.uk

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

Annual Internal Audit Report 2017/18

BIRCHWALLS PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 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	Agreed? Please choose one of the following		
	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.			NO PETTY CASH
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 and year-end bank account reconciliations were properly carried out.	✓		
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. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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: 08/05/2018

Name of person who carried out the internal audit: MR. ANDREW BOSMANS B.A. (HONS)

Signature of person who carried out the internal audit: [signature]

Date: 08/05/2018

*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 2017/18

We acknowledge as the members of:

BURGHWALLIS 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 2018, that:

	Agreed Yes	Agreed No	N/A	'Yes' means that this authority:
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 it is a sole managing trustee of a local trust or trusts.*

This Annual Governance Statement is approved by this authority and recorded as minute reference:

2018/04

dated 15/05/18

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

Chairman [signature]

Clerk [signature]

Section 2 – Accounting Statements 2017/18 for

BURGHWALLIS PARISH COUNCIL

	Year ending 31 March 2017 £	Year ending 31 March 2018 £	Notes and guidance
			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.
1. Balances brought forward	3103	2665	*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.*
2. (+) Precept or Rates and Levies	5500	5500	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	730	2952	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	2411	1702	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	NIL	NIL	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	4257	6552	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	2665	2863	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	2665	2863	*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.***
9. Total fixed assets plus long term investments and assets	25,414	26,971	*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.*
10. Total borrowings	NIL	NIL	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	
			The Council 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 certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[signature]

Date 15/05/18

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

15/05/18

and recorded as minute reference:

2018/04

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[signature]

INTERNAL AUDIT SERVICE FOR BURGHWALLIS PARISH COUNCIL

AUDIT PROGRAMME – PERIOD ENDING : 31 MARCH 2018

I certify that I have carried out the tests detailed below in accordance with the suggested approach contained in the 2011 edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide".

Signed: [signature] Date: 8/5/2018

Name & qualifications: MR. ANDREW BOSMANS B.A. (HONS)
APPROVED SLCC INTERNAL AUDITOR

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	A		
Proper bookkeeping	Is the cashbook maintained and up to date?	A		
	Is the cashbook arithmetically correct?	A		
	Is the cashbook regularly balanced?	A		
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?	A		
	Has a Responsible Financial Officer been appointed?	A		
	Have items or services above a de minimis amount been competitively purchased?	A		
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?	A		
	Has VAT on payments been identified, recorded, and reclaimed?	A		RECLAIMED 2017-18 AWAITING CREDIT
	Is Section 137 expenditure separately recorded and within statutory limits?	A		
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?		A	

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Risk Management Arrangements (contd)	Do the minutes record the Council carrying out an annual risk assessment?	✓		
	Is insurance cover appropriate and adequate?	✓		
	Are internal financial controls documented and regularly reviewed?	✓		
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	✓		
	Is actual expenditure against the budget regularly reported to Council?	✓		
	Are any significant variances from budget explained?	✓		
Income Controls	Is income properly recorded and promptly banked?	✓		
	Does the precept recorded in the cashbook agree to the Council Tax Authority's notification?	✓		
	Are security controls over cash adequate and effective?	✓		MINIMAL IF ANY CASH HANDLED
Petty Cash Procedures	Is petty cash spent recorded, and supported by receipts?			
	Is petty cash expenditure reported to each Council Meeting?	—		NO PETTY CASH
	Is petty cash reimbursement carried out regularly?			
Payroll Controls	Do salaries paid agree with those approved by Council?	✓		
	Are any other payments to the Clerk/other staff reasonable and approved by Council?	✓		

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Payroll Controls (contd)	Has PAYE/NIC been properly operated by the Council as an employer?			
	Do all employees have contracts of employment with clear terms + conditions?			
Assets Controls	Does the Council keep an Assets Register of all material assets owned?			
	Are the Assets & Investments Register up to date?			
	Do asset insurance valuations agree with those in the Asset Register?			
Bank Reconciliation	Is there bank reconciliation for each bank account?			
	Is the bank reconciliation carried out regularly on the receipt of statements?			
	Are there any unexplained balancing entries in any reconciliation?			
	Is the value of investments summarised on the reconciliation?			
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?			
	Do accounts agree with the cashbook?			
	Is there an audit trail from underlying financial records to the accounts?			EXCELLENT BOOKS & AUDIT TRAIL
	Where appropriate, have debtors and creditors been properly recorded?			NOT APPLICABLE

Explanation of variances

BURGHWALLIS PARISH COUNCIL

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	**2016/17 £**	**2017/18 £**	**Variance £**	**Variance %**	**Detailed explanation of variance (with amounts £)**
Box 2 *Precept or Rates and Levies*	5,500	5,500	0	0	
Box 3 *Total other receipts*	730	2,952	2,222		VAT Refund £226 Donation £156 Transparency Funding £499 Defibrilator Donation £1,200 T/Fer Other Bank acc £871
Box 4 *Staff costs*	2,412	1,702	-709		Clerk Training in 2016/17
Box 5 *Loan interest/ capital repayments*	0	0	0	0	
Box 6 *All other payments*	4,207	6,553	2,346		New Signs £600 New Notice Board £735 Defribulator £999
Box 9 *Total fixed assets & long term investments & assets*					
Box 10 *Total borrowings*					
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				

BURGHWALLIS PARISH COUNCIL

SUMMARY RECIEPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31/03/18

2016/2017 £	RECIEPTS		2017/2018
£ 5,500.00	Precept	£	5,424.00
	DMBC Funding (Precept)	£	76.00
	Interest		
£ 730.12	Other	£	2,951.97
£ 6,230.12	**Total receipts**	**£**	**8,451.97**
	PAYMENTS		
£2,411.87	Salaries	£	1,702.05
£4,056.79	Administration	£	2,158.63
£150.00	S137 Payments (Donations)	£	320.00
	Other	£	4,073.59
£6,618.66	**Total Payments**	**£**	**8,254.27**
SUMMARY			
	Balance B/F 1/4/17	£	2,665.09
	Add/Less NETT Exp	£	197.70
	Balance C/F 31/3/018	**£**	**2,862.79**
REPRESENTED BY			
	Current Acc at 31/3/18	£	2,862.79
		£	-
	TOTAL	**£**	**2,862.79**
	Less Unpresented Chqs		
	BALANCE	**£**	**2,862.79**

______________________________ *CHAIRMAN*

______________________________ *CLERK*

______________________________ *DATE*

Burghwallis Parish Council Accounts 2017/18

Receipts and Payments for the year ending 31st March 2018

Date	Item	Details	Cheq.no	Credit	Debit	Balance	VAT		VAT No.
01/04/2017	Opening balance		Cleared Bank			£ 2,665.09			
01.04.17	Burghwallis Playingfield	Grounds Maintenance	400176		£ 600.00	£ 2,065.09	£ -		
	DMBC	Precept 1st		£2,750.00		£ 4,815.09	£ -		
21.04.17	YLCA	Annual Membership	400177		£ 121.00	£ 4,694.09	£ -		
	D Malley	Payroll Services	400178		£ 60.00	£ 4,634.09	£ -		
	K Walters	Memory Stick	400179		£ 15.75	£ 4,618.34	£ -	Statement 219	
18.05.17	J Halsall	Clerk Salary April, May & June	400180		£ 266.75	£ 4,351.59	£ -		
	HMR&C	Clerk PAYE April, May & June	400181		£ 145.60	£ 4,205.99	£ -		
	Cane & Co	Annual Insurance Chg	400183		£ 650.34	£ 3,555.65	£ -		
	D Hudson	Postcrete	400185		£ 5.15	£ 3,550.50	£ 0.86		408 5567 37
30.05.17	D Herrick	Grounds Maintenance 1	S/O		£ 50.00	£ 3,500.50	£ -	Statement 220	
	A Bosmans	Internal Audit Fee	400182		£ 50.00	£ 3,450.50	£ -		
	K Walters	Paint For Signs	400184		£ 15.49	£ 3,435.01	£ 2.58		59 1071 936
28.06.17	South Yorkshire News	Advert	400186		£ 187.20	£ 3,247.81	£ 31.20		551 082 761
	CANCELLED		400187		£ -	£ 3,247.81			
	Artsign	5 Signs	400188		£ 600.00	£ 2,647.81	£ 100.00		364 2148 62
	D Herrick	Grounds Maintenance 2	S/O		£ 50.00	£ 2,597.81			
	HMR&C	VAT Refund		£ 225.67		£ 2,823.48		Statement 221	
	YLCA	Good Councillor Guide Books	400189		£ 21.00	£ 2,802.48	£ -		
	K Walters	Printer Ink	400190		£ 24.00	£ 2,778.48	£ 4.00		
	J Halsall	Storage Boxes	400191		£ 14.49	£ 2,763.99	£ 2.42		
	D Maxwell	Mileage	400192		£ 45.45	£ 2,718.54	£ -		
03.07.17	Events Committee	Contribution to Advert	CHQ	£ 156.00		£ 2,874.54			
29.06.17	YLCA	Training	400193		£ 180.00	£ 2,694.54	£ -		
	J Halsall (Paypal)	Wheelie Bin Stickers	400194		£ 80.00	£ 2,614.54	£ -		
05.07.17	Events Committee	Donation	400195		£ 300.00	£ 2,314.54	£ -		
	D Herrick	Grounds Maintenance 3	S/O		£ 50.00	£ 2,264.54		Statement 222	
10.08.17	HMR&C	Clerk PAYE July, Aug & Sept	400196		£ 146.00	£ 2,118.54	£ -		
	J Halsall	Clerk Salary July, Aug & Sept	400197		£ 283.90	£ 1,834.64	£ -		
	Hampshire Flag Co.	Merchant Day Flag	400198		£ 42.36	£ 1,792.28	£ 7.06		339361641
	B Grimes	Batteries	400200		£ 3.99	£ 1,788.29	£ 0.67		320093700
	D Maxwell	Mileage	400201		£ 27.45	£ 1,760.84	£ -		
	D Herrick	Grounds Maintenance 4	S/O		£ 50.00	£ 1,710.84	£ -	Statement 223	
11.09.17	LexisNexis	Councillor Book	400202		£ 59.50	£ 1,651.34	£ -		
	G Laming	Flowers for Kath & Diane	400203		£ 42.00	£ 1,609.34	£ -		
	D Herrick	Grounds Maintenance 5	S/O		£ 50.00	£ 1,559.34	£ -	Statement 224	
30.09.17	DMBC	Precept 2nd		£2,750.00		£ 4,309.34	£ -		
	D Herrick	Grounds Maintenance 6	S/O		£ 50.00	£ 4,259.34	£ -	Statement 225	
25.10.17	Artsign	Notice Board	400204		£ 735.00	£ 3,524.34	£ 122.50		365 2148 62
	D Maxwell	Mileage	400205		£ 11.05	£ 3,513.29	£ -		
	D Herrick	Grounds Maintenance 7	S/O		£ 50.00	£ 3,463.29			
13.11.17	Playingfield Bank Account		T/FER	£ 871.20		£ 4,334.49			
28.11.17	YLCA	Transparency funding		£ 499.10		£ 4,833.59			
	Howden Joinery	Defib Funding		£ 500.00		£ 5,333.59		Statement 226	
30.11.17	J Halsall	Clerk Salary Oct, Nov & Dec	400206		£ 283.90	£ 5,049.69	£ -		
30.11.17	HMR&C	Clerk PAYE Oct, Nov & Dec	400207		£ 146.00	£ 4,903.69	£ -		
	D Herrick	Grounds Maintenance 8	S/O		£ 50.00	£ 4,853.69	£ -		
	D Maxwell	Website Fees & USB	400208		£ 19.38	£ 4,834.31	£ 3.23		182 1470 21
	B Grimes	Dog Signs and tags	400210		£ 25.79	£ 4,808.52	£ 4.29		119435219
	D Hudson	Trees	400211		£ 42.96	£ 4,765.56	£ 7.16	Statement 227	821334463
	Royal british legion	Wreath	400209		£ 20.00	£ 4,745.56	£ -		
	K Walters	Bench Stain & Website Fees	400199		£ 61.98	£ 4,683.58	£ 10.33		182 1470 21
09.01.18	J Laming	Bench Plauqes	400212		£ 24.00	£ 4,659.58	£ 4.00		7802 883 10
	D Hudson	Christmas Tree lights	400213		£ 89.97	£ 4,569.61	£ 14.99		591272335
	Adwick Community	Christmas Tree	400214		£ 245.00	£ 4,324.61	£ -		
	D Ezard	Mulled Wine & Cups (Lightin event)	400215		£ 58.01	£ 4,266.60	£ 9.66		614798608
	J Halsall	Clerk Salary Jan, Feb & March	400216		£ 283.90	£ 3,982.70	£ -		
	HMR&C	Clerk PAYE Jan, Feb & March	400217		£ 146.00	£ 3,836.70	£ -		
12.01.18	Currys	Printer & Laptop	400218		£ 487.70	£ 3,349.00	£ 81.28		226659933
15.01.18	Royal British Legion	Donation		£ 100.00		£ 3,449.00	£ -		
22.01.18	S Briggs	Donation		£ 200.00		£ 3,649.00	£ -		
		Donation		£ 300.00		£ 3,949.00	£ -		
29.01.18	D Herrick	Grounds Maintenance 9	S/O		£ 50.00	£ 3,899.00	£ -	Statement 228	
18.01.18	Yorkshire Ambulance	Contribution to Defribulator	400219		£ 999.00	£ 2,900.00	£ -		
28.02.18	D Herrick	Grounds Maintenance 10	S/O		£ 50.00	£ 2,850.00	£ -		
21.02.18	Burghwallis Pub	Donation		£ 100.00		£ 2,950.00	£ -	Statement 229	
01.03.18	B Grimes	Wood for Compost Heap	400220		£ 37.21	£ 2,912.79	£ -		
28.03.18	D Herrick	Grounds Maintenance 11	S/O		£ 50.00	£ 2,862.79	£ -	Statement 230	
				£8,451.97	£ 8,254.27	£ 2,862.79	£ 406.23		