

# Longstanton Village Hall and Recreation Ground

Charity No.: 300408

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## Annual Report 2021/22

### Charity Information

<b>Address</b>	24 High Street Longstanton Cambridge CB24 3BS
<b>Trustees</b>	Longstanton Parish Council (Sole Trustee)
<b>Bankers</b>	Unity Trust Bank
<b>Independent Examiners</b>	Canalbs Ltd
<b>Accounting Period</b>	1/4/2020 to 31/3/2021
<b>Monthly meeting date</b>	3 <sup>rd</sup> Tuesday of the month (or the 4 <sup>th</sup> Tuesday of the 3 <sup>rd</sup> isn't after the 20 <sup>th</sup> of the month)

### Trustee Report

2020/21 was a challenging year for the charity with ever changing COVID restrictions, starting with a full shutdown of the Village Hall and Pavilion to various stages of opening with restrictions in opening hours and permitted activity types.

The Recreation Ground has been able to stay open for access throughout COVID and allowed residents to access a safe outdoor space for exercise and recreation.

The Charity is responsible for the Village Hall at 24 High Street, and the Recreation ground (including the pavilion) on Over Road. The Pavilion is on a lease to operate as a bar and there are agreements with some of the sports clubs, with some still being reviewed, to use areas of the recreation ground for their respective activities. The Village Hall is available for hire and is used by a range of community groups and individuals. The back office is let to the Parish Council.

The Charity is currently in negotiations to transfer the Recreation Ground extension into its ownership. It is currently privately owned and open for public use by agreement with the owner.

Long term the Charity hopes to build an improved pavilion facility on the land.

The Finances of the Charity have been sustained during COVID by grants which have left the Charity in a good financial position.

Hopefully the Hall will soon be able to get back to normal operation. Many clubs are starting to get going again although much is dependent on government guidance for safe use.

### Longstanton Village Hall and Recreation Ground

Longstanton Village Hall, 24 High Street, Longstanton, Cambridge, CB24 3BS

Tel: 01954 782323 Email: villageinstitute@gmail.com

**Detailed Balance Sheet - Excluding Stock Movement****Month 12 Date 31/03/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control A/c	1,117	
200	Current Bank A/c	43,231	
	<b>Total Current Assets</b>		<b>44,348</b>
<u>Current Liabilities</u>			
501	Other Creditors	60	
565	Holding Deposits	300	
566	Damage Deposits	250	
	<b>Total Current Liabilities</b>		<b>610</b>
	<b>Net Current Assets</b>		<b>43,738</b>
	<b>Total Assets less Current Liabilities</b>		<b>43,738</b>
<u>Represented by :-</u>			
300	Current Year Fund	19,766	
310	General Reserves	3,446	
320	Pavilion Earmarked Reserves	20,527	
	<b>Total Equity</b>		<b>43,738</b>

13/06/2021

Longstanton Village Hall & Recreation

12:26

Receipts and Payments Summary - Cashbook 1

Current Bank A/c

Current Month is: 12

	<u>Receipt Totals</u>	<u>Payment Totals</u>
Month 1	0.00	614.52
Month 2	1,229.83	708.60
Month 3	310.48	543.66
Month 4	882.76	1,014.33
Month 5	775.18	741.64
Month 6	990.15	1,399.91
Month 7	21,492.20	1,573.67
Month 8	1,285.71	461.48
Month 9	1,091.34	2,163.64
Month 10	1,037.59	295.93
Month 11	375.00	140.00
Month 12	1,097.11	158.00

Total Receipts / Payments	30,567.35	9,815.38	Closing Trial Balance
Opening Balance	22,479.27		
Closing Balance		43,231.24	43,231.24
	<u>53,046.62</u>	<u>53,046.62</u>	

## Earmarked Reserves

<u>Account</u>		<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	Pavilion Earmarked Reserves	0.00	20,526.62	20,526.62
		<u>0.00</u>	<u>20,526.62</u>	<u>20,526.62</u>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Income</b>							
560 Receipts in Advance	(250)	0	250			0.0%	
1070 Pavilion Rent	24,839	0	(24,839)			0.0%	20,527
1075 Pavilion Insurance	192	0	(192)			0.0%	
1100 Hall Hire	1,418	8,000	6,582			17.7%	
1140 Office Rental	2,702	3,602	900			75.0%	
1150 Recreation Ground Income	200	0	(200)			0.0%	
General Income :- Income	29,101	11,602	(17,499)			250.8%	20,527
Net Income	29,101	11,602	(17,499)				
6001 less Transfer to EMR	20,527						
Movement to/(from) Gen Reserve	8,574						
<b>110 Administration</b>							
4001 Refund of Deposit	350	0	(350)		(350)	0.0%	
4100 Bank Charges	72	72	0		0	100.0%	
4120 Professional Fees	925	3,600	2,675	210	2,465	31.5%	
4130 Subscriptions & Memberships	792	700	(92)		(92)	113.2%	
4140 Insurance	887	900	13		13	98.6%	
4150 Stationery	21	45	24		24	47.3%	
4160 Postage	10	8	(2)		(2)	131.3%	
4170 Fixtures & Fittings	230	200	(30)		(30)	114.8%	
4180 Cleaning Materials	206	200	(6)		(6)	103.2%	
4190 Cleaning	662	3,096	2,434		2,434	21.4%	
4200 Gas	1,483	900	(583)		(583)	164.7%	
4210 Electric	1,265	900	(365)		(365)	140.6%	
4220 Water	10	300	290		290	3.2%	
4225 Health & Safety	0	300	300		300	0.0%	
4230 Document Storage	0	40	40		40	0.0%	
4990 Sundries	0	100	100		100	0.0%	
Administration :- Indirect Expenditure	6,912	11,361	4,448	210	4,238	62.7%	0
Net Expenditure	(6,912)	(11,361)	(4,448)				
<b>120 Maintenance</b>							
4400 Window Cleaning	10	80	70		70	12.5%	
4410 Fire Extinguisher	156	330	174		174	47.3%	
4420 Plumbing & Heating	443	300	(143)		(143)	147.7%	
4430 Repairs	1,720	600	(1,120)	5,460	(6,580)	1196.7%	
4435 Grounds Maintenance	94	0	(94)		(94)	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4990 Sundries	0	50	50		50	0.0%	
Maintenance :- Indirect Expenditure	2,423	1,360	(1,063)	5,460	(6,523)	579.6%	0
Net Expenditure	<u>(2,423)</u>	<u>(1,360)</u>	<u>1,063</u>				
Grand Totals:- Income	29,101	11,602	(17,499)			250.8%	
Expenditure	9,335	12,721	3,385	5,670	(2,285)	118.0%	
Net Income over Expenditure	<u>19,766</u>	<u>(1,119)</u>	<u>(20,884)</u>				
less Transfer to EMR	20,527						
Movement to/(from) Gen Reserve	<u>(761)</u>						

A/c Code	100 Debtors					Annual Budget	0
Centre	(none)					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance	1,466.50	
1	01/04/2020	7	Journal	Debtors			1,466.50
		Account	Debtors		Account Totals	1,466.50	1,466.50
		Centre			Net Balance Month 12		0.00

A/c Code	101 Other Debtors					Annual Budget	0
Centre	(none)					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00	
		Account	Other Debtors		Account Totals	0.00	0.00
		Centre			Net Balance Month 12		0.00

A/c Code	105 VAT Control A/c					Annual Budget	0
Centre	(none)					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance	1,116.66	
1	01/04/2020		Purchase Ledger	Daybook Page No : 14		51.99	
2	01/05/2020		Purchase Ledger	Daybook Page No : 15		53.04	
2	01/05/2020	109	Cashbook	Dual fuel new account		6.43	
2	07/05/2020	106	Cashbook	Scottish Hydro		5.81	
2	18/05/2020	108	Cashbook	Closing balance		6.18	
3	01/06/2020		Purchase Ledger	Daybook Page No : 16		19.36	
3	01/06/2020	BULBJUN	Cashbook	June Utilities Payment		6.43	
3	22/06/2020	111	Cashbook	Annual Membership		9.50	
4	30/06/2020		Purchase Ledger	Daybook Page No : 17		81.77	
4	30/06/2020	BULBJUL	Cashbook	Utilities for July		6.43	
4	01/07/2020		Purchase Ledger	Daybook Page No : 18		13.69	
4	01/07/2020		Purchase Ledger	Daybook Page No : 19			9.50
4	01/07/2020	9	Journal	Entered into cashbook			5.81
4	01/07/2020	10	Journal	Entered into cashbook			6.18
5	01/07/2020		Purchase Ledger	Daybook Page No : 20			
5	01/08/2020		Purchase Ledger	Daybook Page No : 21		6.00	
5	01/08/2020		Purchase Ledger	Daybook Page No : 22		53.40	
5	03/08/2020	DD0801	Cashbook	Monthly Gas & Electricity		6.43	
6	01/09/2020		Purchase Ledger	Daybook Page No : 23			
6	01/09/2020	DD0903	Cashbook	Monthly DD		6.43	
7	01/10/2020	DD	Cashbook	Monthly Bill		6.43	
7	19/10/2020		Purchase Ledger	Daybook Page No : 24		189.19	
8	01/11/2020		Purchase Ledger	Daybook Page No : 25		79.35	

A/c Code	105 VAT Control A/c					
Centre	(none)					
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
8	01/11/2020	DD	Cashbook	Monthly Gas & Electric	6.43	
9	01/11/2020		Purchase Ledger	Daybook Page No : 26	203.17	
9	01/12/2020		Purchase Ledger	Daybook Page No : 27	37.40	
9	01/12/2020		Cashbook	Monthly DD	25.00	
10	01/01/2021		Purchase Ledger	Daybook Page No : 28	25.98	
10	04/01/2021	DD	Cashbook	Monthly Utilities	6.43	
11	01/02/2021	DD	Cashbook	Monthly Utilities	6.43	
12	01/03/2021	DD	Cashbook	Monthly Utility Bills	6.43	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		10.04
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		43.00
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		40.00
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		19.36
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		9.50
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		4.17
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		57.80
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		53.40
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		6.00
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		66.46
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		122.73
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		13.29
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		66.06
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		25.00
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		53.17
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		150.00
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		14.32
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		37.40
12	31/03/2021	11	Journal	Incorrectly accounting for VAT		11.66
12	31/03/2021	12	Journal	Incorrectly attributed VAT		5.81
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.18
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.43
12	31/03/2021	12	Journal	Incorrectly attributed VAT		5.81
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.18
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.43
12	31/03/2021	12	Journal	Incorrectly attributed VAT		10.30
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.43
12	31/03/2021	12	Journal	Incorrectly attributed VAT		13.69
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.43
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.43
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.43
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.43
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.43
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.43
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.43
12	31/03/2021	12	Journal	Incorrectly attributed VAT		6.43
12	31/03/2021	13	Journal	Correcting incorrect VAT	5.81	
12	31/03/2021	13	Journal	Correcting incorrect VAT	6.18	



A/c Code	105	VAT Control A/c					
Centre		(none)					
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
		Account	VAT Control A/c	Account Totals	2,053.78	937.12	
		Centre		Net Balance Month 12	1,116.66		

A/c Code	200	Current Bank A/c			Annual Budget	0	
Centre		(none)			Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				Refer to Cashbook For Details			
		Account	Current Bank A/c	Account Totals			
		Centre		Refer to Cashbook			

A/c Code	310	General Reserves			Annual Budget	0	
Centre		(none)			Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance		23,972.26	
		Account	General Reserves	Account Totals	0.00	23,972.26	
		Centre		Net Balance Month 12		23,972.26	

A/c Code	320	Pavilion Earmarked Reserves			Annual Budget	0	
Centre		(none)			Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance		0.00	
7	23/10/2020	BACS	Cashbook	Pavilion Earmarked Reserves		20,526.62	
		Account	Pavilion Earmarked Reserves	Account Totals	0.00	20,526.62	
		Centre		Net Balance Month 12		20,526.62	

A/c Code	500	Creditors			Annual Budget	0	
Centre		(none)			Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
				Opening Balance		0.00	
1	01/04/2020		Purchase Ledger	Daybook Page No : 14		727.88	
1	01/04/2020	100	Cashbook	Fenland Roofline Limited	240.00		
1	01/04/2020	101	Cashbook	Longstanton Parish Council	145.98		
1	01/04/2020	102	Cashbook	Anglian Water Business Limited	90.04		

A/c Code 500 Creditors

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
2	01/05/2020		Purchase Ledger	Daybook Page No : 15		318.24
2	01/05/2020	105	Cashbook	Complete Cleaning Management L	318.24	
3	01/06/2020		Purchase Ledger	Daybook Page No : 16		280.16
3	30/06/2020	106	Cashbook	Jaydee Living Limited	116.16	
3	30/06/2020	107	Cashbook	Longstanton Parish Council	164.00	
4	30/06/2020		Purchase Ledger	Daybook Page No : 17		645.21
4	01/07/2020		Purchase Ledger	Daybook Page No : 18		287.62
4	01/07/2020	112	Cashbook	Cambridgeshire ACRE	82.00	
4	01/07/2020	113	Cashbook	PPL PRS Limited	346.76	
4	01/07/2020		Purchase Ledger	Daybook Page No : 19	57.00	
4	01/07/2020	9	Journal	Entered into cashbook	122.04	
4	01/07/2020	10	Journal	Entered into cashbook	129.82	
4	13/07/2020	115	Cashbook	SSE Southern Electric	216.45	
4	20/07/2020	114	Cashbook	SSE Scottish Hydro	287.62	
4	22/07/2020	ACREcorr	Cashbook	Cambridgeshire ACRE		57.00
5	01/07/2020		Purchase Ledger	Daybook Page No : 20		603.14
5	01/08/2020	5001	Cashbook	Customark Limited	195.00	
5	01/08/2020	5002	Cashbook	GDL Services	408.14	
5	01/08/2020		Purchase Ledger	Daybook Page No : 21		36.00
5	01/08/2020		Purchase Ledger	Daybook Page No : 22		320.40
6	01/09/2020	9001	Cashbook	Complete Cleaning Management L	36.00	
6	01/09/2020	9002	Cashbook	J Kilborn & Son Limited	320.40	
6	01/09/2020		Purchase Ledger	Daybook Page No : 23		887.01
6	01/09/2020	9003	Cashbook	Community Action Suffolk Limit	887.01	
7	19/10/2020		Purchase Ledger	Daybook Page No : 24		1,135.17
7	31/10/2020	10001	Cashbook	Complete Cleaning Management L	398.77	
7	31/10/2020	10002	Cashbook	PS Plumbing Solutions Limited	736.40	
8	01/11/2020		Purchase Ledger	Daybook Page No : 25		321.48
8	01/11/2020	2011001	Cashbook	Complete Cleaning Management L	79.75	
8	27/11/2020	2011002	Cashbook	SSE Southern Electric	241.73	
9	01/11/2020		Purchase Ledger	Daybook Page No : 26		1,781.24
9	01/12/2020		Purchase Ledger	Daybook Page No : 27		224.40
9	31/12/2020	2012001	Cashbook	Complete Cleaning Management L	319.02	
9	31/12/2020	2012002	Cashbook	DB Roofing Services	529.00	
9	31/12/2020	2012003	Cashbook	GDL Services	33.22	
9	31/12/2020	2012004	Cashbook	Hallmaster Llimited	224.40	
9	31/12/2020	2012005	Cashbook	Wellers Hedleys	900.00	
10	01/01/2021		Purchase Ledger	Daybook Page No : 28		155.93
10	31/01/2021	2101001	Cashbook	Chubb Fire & Security Limited	155.93	

Account Creditors

Account Totals

7,780.88

7,780.88

Centre

Net Balance Month 12

0.00

A/c Code	501	Other Creditors				Annual Budget	0
Centre		(none)				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance		540.17
1	01/04/2020	6	Journal	Creditors		480.20	
		Account	Other Creditors		Account Totals	480.20	540.17
		Centre			Net Balance Month 12		59.97

  

A/c Code	560	Receipts in Advance				Annual Budget	0
Centre	100	General Income				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance		0.00
1	01/04/2020	8	Journal	Dep for New Year Party		250.00	
		Account	Receipts in Advance		Account Totals	250.00	0.00
		Centre	General Income		Net Balance Month 12	250.00	

  

A/c Code	565	Holding Deposits				Annual Budget	0
Centre		(none)				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance		300.00
		Account	Holding Deposits		Account Totals	0.00	300.00
		Centre			Net Balance Month 12		300.00

  

A/c Code	566	Damage Deposits				Annual Budget	0
Centre		(none)				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance		250.00
		Account	Damage Deposits		Account Totals	0.00	250.00
		Centre			Net Balance Month 12		250.00

  

A/c Code	1070	Pavilion Rent				Annual Budget	0
Centre	100	General Income				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance		0.00
4	20/07/2020	101125	Cashbook	101125 - Pavilion Rent July			375.00
5	10/08/2020	BACS	Cashbook	Inv 101127 - Aug Rent			375.00

A/c Code 1070 Pavilion Rent

Centre 100 General Income

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
6	01/09/2020	JARSep20	Cashbook	Pavilion Rent Sept (101130)		468.75
7	01/10/2020	BACS	Cashbook	Pavilion Rent - Oct Inv 101134		562.50
7	23/10/2020	BACS	Cashbook	Pavilion Earmarked Reserves		20,526.62
8	03/11/2020	PavRent	Cashbook	Pavilion Rent - Nov 20		656.25
9	01/12/2020	101142	Cashbook	Pavilion Rent - December		750.00
10	08/01/2021	101151	Cashbook	101151 - Pavilion Rent - Jan		375.00
11	02/02/2021	JarJarRent	Cashbook	Pavilion Rent February		375.00
12	01/03/2021	JarJarRent	Cashbook	March Pavilion Rent		350.00
12	02/03/2021	JarJarRent	Cashbook	March Rent		25.00

Account Pavilion Rent

Account Totals

0.00

24,839.12

Centre General Income

Net Balance Month 12

24,839.12

A/c Code 1075 Pavilion Insurance

Annual Budget

0

Centre 100 General Income

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		0.00
4	06/07/2020	101124	Cashbook	101124 - Insurance		192.14

Account Pavilion Insurance

Account Totals

0.00

192.14

Centre General Income

Net Balance Month 12

192.14

A/c Code 1100 Hall Hire

Annual Budget

8,000

Centre 100 General Income

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		0.00
1	01/04/2020	7	Journal	Music Madness	20.56	
1	01/04/2020	7	Journal	All Saints Church	51.45	
1	01/04/2020	7	Journal	Music Madness	15.43	
1	01/04/2020	7	Journal	Longstanton WI	20.58	
1	01/04/2020	7	Journal	Mucky Pups	20.58	
1	01/04/2020	7	Journal	All Saints Church	41.16	
1	01/04/2020	7	Journal	Longstanton PC	144.06	
1	01/04/2020	7	Journal	Cambridge Freestyle	72.04	
1	01/04/2020	7	Journal	Zumba Gold	30.87	
1	01/04/2020	7	Journal	Music Madness	10.30	
1	01/04/2020	7	Journal	Rainbow Baby Club	10.30	
1	01/04/2020	7	Journal	All Saints Church	30.87	
1	01/04/2020	7	Journal	LDHS	15.44	
1	01/04/2020	7	Journal	Longstanton WI	20.58	
1	01/04/2020	7	Journal	Little Leprechauns	20.58	
1	01/04/2020	7	Journal	Clare Harrison	20.58	

A/c Code 1100 Hall Hire

Centre 100 General Income

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
1	01/04/2020	7	Journal	Mucky Pups	20.58	
1	01/04/2020	8	Journal	Dep for New Year Party		250.00
2	04/05/2020	101119	Cashbook	Little Leprechauns 101119		20.58
2	04/05/2020	101115	Cashbook	101115 Cambs Freestyle Hall		72.04
2	06/05/2020	101113	Cashbook	101113 Zumba Gold		30.87
2	13/05/2020	101112	Cashbook	101112 Mucky Pups		20.58
2	13/05/2020	101097	Cashbook	101097 - Mucky Pups		20.58
2	21/05/2020	000377	Cashbook	101087 Hall Hire		20.58
2	28/05/2020	111 122	Cashbook	101111 Mtg Hall Hire		30.00
2	28/05/2020	111 122	Cashbook	101111 Hall hire for groups		114.06
3	10/06/2020	101117	Cashbook	101117 - Hall Hire		10.30
4	03/07/2020	101120	Cashbook	101120 LDHS Hall Hire		15.44
6	08/09/2020	000379	Cashbook	Longstanton WI (101099		20.58
6	08/09/2020	000379	Cashbook	All Saints (101080)		30.87
6	08/09/2020	000379	Cashbook	All Saints (101092)		51.45
6	08/09/2020	000379	Cashbook	All Saints (101106)		41.16
6	08/09/2020	000379	Cashbook	All Saints (101121)		30.87
6	11/09/2020	Music	Cashbook	Music Madness (100116)		10.30
6	11/09/2020	Music	Cashbook	Music Madness (101101)		15.43
6	11/09/2020	Music	Cashbook	Music Madness (101089)		20.56
7	05/10/2020	000380	Cashbook	Hall Hire - Inv 101133		51.45
7	13/10/2020	BACS	Cashbook	Hall Hire - Inv 101135		51.45
8	05/11/2020	101139	Cashbook	101139 Bounce - Hall Hire		123.48
8	10/11/2020	101140	Cashbook	101140 Hall hire		123.48
8	16/11/2020	101141	Cashbook	101141 Hall Hire		41.16
8	30/11/2020	101138	Cashbook	101138 Hall Hire for Rainbows		41.16
9	16/12/2020	101143	Cashbook	101143 Hall hire Rainbows		41.16
10	07/01/2021	101146	Cashbook	101146- Hall hire for Bounce		92.61
10	11/01/2021	101149	Cashbook	101149-Hall hire for Rainbows		15.45
10	14/01/2021	101147	Cashbook	101147- Jill Bridger Dance		61.74
10	26/01/2021	101148	Cashbook	101148-Hall Hire-Dance Lessons		61.74
10	28/01/2021	101150	Cashbook	101150 - Hall hire Rainbows		30.87
12	15/03/2021	BACS	Cashbook	Hall Hire - 101154		87.50
12	29/03/2021	BACS	Cashbook	Hall Hire Elections - 101083		334.43

Account Hall Hire

Account Totals

565.96

1,983.93

Centre General Income

Net Balance Month 12

1,417.97

A/c Code 1140 Office Rental

Annual Budget

3,602

Centre 100 General Income

Committed

0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance						0.00
1	01/04/2020	7	Journal	Longstanton PC	300.18	

A/c Code 1140 Office Rental

Centre 100 General Income

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
1	01/04/2020	7	Journal	Mucky Pups	600.36	
2	28/05/2020	111 122	Cashbook	101122 Office Rental		600.36
2	28/05/2020	111 122	Cashbook	101111 Office Rental		300.18
3	26/06/2020	101123	Cashbook	101123 - Office Rent		300.18
4	27/07/2020	101126	Cashbook	101126 Jun Office Rent		300.18
5	26/08/2020	BACS	Cashbook	Inv 101128 - Parish Office Ren		300.18
6	23/09/2020	LPCSept	Cashbook	Office Rental (101131)		300.18
7	23/10/2020	BACS	Cashbook	Office Rental - Inv 101136		300.18
8	30/11/2020	101138	Cashbook	101138 Parish Office Rental		300.18
9	16/12/2020	101143	Cashbook	101143 Office Rental		300.18
10	28/01/2021	101150	Cashbook	101150 - Office Rental		300.18
12	26/03/2021	BACS	Cashbook	Office Rent - 101156		300.18
		Account	Office Rental	Account Totals	900.54	3,602.16
		Centre	General Income	Net Balance Month 12		2,701.62

A/c Code 1150 Recreation Ground Income

Annual Budget 0

Centre 100 General Income

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		0.00
5	26/08/2020	BACS	Cashbook	Inv 101129 - Rec Rent		100.00
10	01/01/2021	101132	Cashbook	101132 -Hire of Football Pitch		20.00
10	04/01/2021	101145	Cashbook	101145-Hire of Football Pitch		80.00
		Account	Recreation Ground Income		Account Totals	
					0.00	200.00
		Centre	General Income		Net Balance Month 12	200.00

A/c Code 4001 Refund of Deposit

Annual Budget 0

Centre 110 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
3	09/06/2020	110	Cashbook	Return of Deposit	50.00	
7	01/09/2020	BACS	Cashbook	Refund of Deposit due to C-19	250.00	
7	19/10/2020	BACS	Cashbook	Return of Deposit	50.00	
		Account	Refund of Deposit	Account Totals	350.00	0.00
		Centre	Administration	Net Balance Month 12	350.00	

A/c Code	4100 Bank Charges				Annual Budget	72
Centre	110 Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
3	30/06/2020	JUNCHARGES	Cashbook	Bank Charges	18.00	
6	30/09/2020	DD0902	Cashbook	Bank Charges	18.00	
9	31/12/2020	DD	Cashbook	Qtrly Bank Charge	18.00	
12	31/03/2021	DD	Cashbook	Qtrly Bank Charge	18.00	
Account Bank Charges					Account Totals	72.00
Centre Administration					Net Balance Month 12	72.00

A/c Code	4120 Professional Fees				Annual Budget	3,600
Centre	110 Administration				Committed	210
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
4	06/07/2020	CAM003	Purchase Ledger	6865/LVH5/Professional Fees	20.83	
9	16/12/2020	WEL001	Purchase Ledger	Professional fees for Lease	750.00	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	4.17	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	150.00	
Account Professional Fees					Account Totals	925.00
Centre Administration					Net Balance Month 12	925.00

A/c Code	4130 Subscriptions & Memberships				Annual Budget	700
Centre	110 Administration				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
3	18/06/2020	LPC001	Purchase Ledger	Accounting Software Sub	164.00	
3	22/06/2020	111	Cashbook	Annual Membership	47.50	
4	24/06/2020	CAM003	Purchase Ledger	Cambridgeshire ACRE Membership	47.50	
4	16/07/2020	PPL001	Purchase Ledger	Annual PRS/PPL Licence	288.96	
4	22/07/2020	CAM003	Purchase Ledger	Entered Twice - Correction		47.50
9	18/12/2020	HAL001	Purchase Ledger	Hallmaster Subscription	187.00	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	9.50	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	57.80	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	37.40	
Account Subscriptions & Memberships					Account Totals	839.66
Centre Administration					Net Balance Month 12	792.16

A/c Code	4140 Insurance				Annual Budget	900
Centre	110 Administration				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
6	29/05/2020	CAS001	Purchase Ledger	Annual Insurance	887.01	
		Account	Insurance	Account Totals	887.01	0.00
		Centre	Administration	Net Balance Month 12	887.01	

A/c Code	4150 Stationery				Annual Budget	45
Centre	110 Administration				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
1	31/03/2020	LPC001	Purchase Ledger	Stationery and Printing	21.30	
		Account	Stationery	Account Totals	21.30	0.00
		Centre	Administration	Net Balance Month 12	21.30	

A/c Code	4160 Postage				Annual Budget	8
Centre	110 Administration				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
1	31/03/2020	LPC001	Purchase Ledger	2nd Class Stamps	2.90	
3	28/05/2020	JAY001	Purchase Ledger	Carriage	6.95	
		Account	Postage	Account Totals	9.85	0.00
		Centre	Administration	Net Balance Month 12	9.85	

A/c Code	4170 Fixtures & Fittings				Annual Budget	200
Centre	110 Administration				Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
1	31/03/2020	LPC001	Purchase Ledger	Fixtures and Fittings	120.49	
3	28/05/2020	JAY001	Purchase Ledger	Wheelie Bins for Terracycle	89.85	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	19.36	
		Account	Fixtures & Fittings	Account Totals	229.70	0.00
		Centre	Administration	Net Balance Month 12	229.70	



A/c Code	4180	Cleaning Materials			Annual Budget	200
Centre	110	Administration			Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
1	31/03/2020	LPC001	Purchase Ledger	Cleaning Materials	1.29	
1	01/04/2020	6	Journal	Cleaning Materials (Complete)		50.20
2	28/02/2020	COM001	Purchase Ledger	Cleaning Materials	50.20	
5	19/08/2020	CUST001	Purchase Ledger	Covid-19 Stickers for Opening	195.00	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	10.04	
		Account	Cleaning Materials	Account Totals	256.53	50.20
		Centre	Administration	Net Balance Month 12	206.33	

A/c Code	4190	Cleaning			Annual Budget	3,096
Centre	110	Administration			Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
1	01/04/2020	6	Journal	Cleaning Contract (Complete C)		215.00
1	01/04/2020	6	Journal	Cleaning Contract (Complete C)		215.00
2	06/03/2020	COM001	Purchase Ledger	Monthly Cleaning	215.00	
5	28/08/2020	COM001	Purchase Ledger	Village Hall Clean	30.00	
7	08/10/2020	COM001	Purchase Ledger	Cleaning of Village Hall	332.31	
8	03/11/2020	COM001	Purchase Ledger	Cleaning of Hall during Covid	66.46	
9	01/12/2020	COM001	Purchase Ledger	Monthly Cleaning - Dec 20	420.93	
9	08/12/2020	COM001	Purchase Ledger	Credit against 17777		155.08
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	43.00	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	6.00	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	66.46	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	13.29	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	53.17	
		Account	Cleaning	Account Totals	1,246.62	585.08
		Centre	Administration	Net Balance Month 12	661.54	

A/c Code	4200	Gas			Annual Budget	900
Centre	110	Administration			Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
1	01/04/2020	104	Cashbook	Gas	60.00	
1	20/04/2020	SSE001	Purchase Ledger	Final Gas Bill	116.23	
1	29/04/2020	SSE001	Purchase Ledger	Gas	123.64	
2	01/05/2020	109	Cashbook	Gas	64.29	
2	07/05/2020	106	Cashbook	Scottish Hydro	116.23	
2	18/05/2020	108	Cashbook	Closing balance	123.64	
3	01/06/2020	BULBJUN	Cashbook	June Gas Payment	42.86	

A/c Code 4200 Gas

Centre 110 Administration

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
4	30/06/2020	BULBJUL	Cashbook	Gas Monthly DD	42.86	
4	01/07/2020	SSE001	Purchase Ledger	Final SSE Hydro Gas Invoice	273.93	
4	01/07/2020	9	Journal	Entered into cashbook		116.23
5	03/08/2020	DD0801	Cashbook	Monthly gas (est)	43.57	
6	01/09/2020	DD0903	Cashbook	Monthly DD - Gas	42.86	
7	01/10/2020	DD	Cashbook	Monthly Bill - Gas	42.86	
8	01/11/2020	DD	Cashbook	Monthly Gas	79.10	
9	01/12/2020	DD	Cashbook	Monthly Gas	75.53	
9	01/12/2020	DD	Cashbook	Correction of error		15.00
10	04/01/2021	DD	Cashbook	Monthly Gas	96.42	
11	01/02/2021	DD	Cashbook	Monthly Gas	96.42	
12	01/03/2021	DD	Cashbook	Monthly Gas	96.42	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	5.81	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.18	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.43	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	5.81	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.18	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.43	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	13.69	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.43	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.43	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.43	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.43	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.43	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.43	
12	31/03/2021	13	Journal	Correcting incorrect VAT		5.81
Account Gas				Account Totals	1,619.54	137.04
Centre Administration				Net Balance Month 12	1,482.50	

A/c Code 4210 Electric

Annual Budget 900

Centre 110 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	01/04/2020	104	Cashbook	Electricity	75.00	
2	01/05/2020	109	Cashbook	Electric	64.28	
3	01/06/2020	BULBJUN	Cashbook	June Electric Payment	85.71	
4	24/06/2020	SSE002	Purchase Ledger	Electric - 6 Feb - 1 Apr 20	206.15	
4	30/06/2020	BULBJUL	Cashbook	Electric Monthly DD	85.71	
5	03/08/2020	DD0801	Cashbook	Monthly electricity (est)	85.00	
6	01/09/2020	DD0903	Cashbook	Monthly DD - Electric	85.71	
7	01/10/2020	DD	Cashbook	Monthly Bill - Electric	85.71	
8	01/11/2020	DD	Cashbook	Monthly Electric	49.47	
8	17/11/2020	SSE002	Purchase Ledger	Final Electric Bill	175.67	

A/c Code 4210 Electric

Centre 110 Administration

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
9	01/12/2020	DD	Cashbook	Monthly Electricity	49.47	
10	04/01/2021	DD	Cashbook	Monthly Electricity	32.15	
11	01/02/2021	DD	Cashbook	Monthly Electric	32.15	
12	01/03/2021	DD	Cashbook	Monthly Electric	32.15	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	66.06	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	25.00	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	10.30	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.43	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.43	
12	31/03/2021	12	Journal	Incorrectly attributed VAT	6.43	
Account Electric					Account Totals	1,264.98
Centre Administration					Net Balance Month 12	1,264.98

A/c Code 4220 Water

Annual Budget 300

Centre 110 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	08/04/2020	103	Cashbook	Monthly DD	3.50	
1	16/04/2020	WAVE001	Purchase Ledger	Sewerage Charges	90.04	
2	11/05/2020	107	Cashbook	Monthly DD	3.50	
3	08/06/2020	JUNWATER	Cashbook	Monthly DD	3.50	
4	01/07/2020	10	Journal	Entered into cashbook		123.64
4	08/07/2020	JULWATER	Cashbook	July DD	3.50	
5	10/08/2020	DD0802	Cashbook	Monthly water DD	3.50	
6	08/09/2020	DD0901	Cashbook	Monthly Water DD	3.50	
7	08/10/2020	DD	Cashbook	Monthly DD Water	3.50	
8	09/11/2020	DD	Cashbook	Monthly DD	5.00	
9	08/12/2020	DD	Cashbook	Monthly Water DD	5.00	
10	08/01/2021	DD	Cashbook	Monthly Water	5.00	
11	08/02/2021	DD	Cashbook	Monthly DD	5.00	
12	08/03/2021	DD	Cashbook	Monthly DD	5.00	
12	31/03/2021	13	Journal	Correcting incorrect VAT		6.18
Account Water					Account Totals	139.54
Centre Administration					Net Balance Month 12	9.72

A/c Code 4400 Window Cleaning

Annual Budget 80

Centre 120 Maintenance

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
5	12/08/2020	GDL001	Purchase Ledger	Window Cleaning	10.00	

A/c Code 4400 Window Cleaning

Centre 120 Maintenance

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Account Window Cleaning					10.00	0.00
Centre Maintenance					10.00	
Account Totals					10.00	0.00
Net Balance Month 12					10.00	

A/c Code 4410 Fire Extinguisher

Annual Budget

330

Centre 120 Maintenance

Committed

0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance					0.00	
10	16/12/2020	CHU001	Purchase Ledger	Extinguisher Contract	71.60	
10	14/01/2021	CHU001	Purchase Ledger	Servicing of Extinguishers	58.35	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	14.32	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	11.66	
Account Fire Extinguisher					155.93	0.00
Centre Maintenance					155.93	
Account Totals					155.93	0.00
Net Balance Month 12					155.93	

A/c Code 4420 Plumbing &amp; Heating

Annual Budget

300

Centre 120 Maintenance

Committed

0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance					0.00	
5	25/08/2020	KIL001	Purchase Ledger	Connect electric water heater	267.00	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	53.40	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	122.73	
Account Plumbing & Heating					443.13	0.00
Centre Maintenance					443.13	
Account Totals					443.13	0.00
Net Balance Month 12					443.13	

A/c Code 4430 Repairs

Annual Budget

600

Centre 120 Maintenance

Committed

5,460

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance					0.00	
1	31/03/2020	FEN001	Purchase Ledger	Repairs to roof	170.00	
1	31/03/2020	FEN001	Purchase Ledger	Additional Charge	30.00	
5	12/08/2020	GDL001	Purchase Ledger	Repair front door & new lock	40.00	
5	12/08/2020	GDL001	Purchase Ledger	Repairs & paint fence and gate	118.00	
5	12/08/2020	GDL001	Purchase Ledger	Paint and repair doors	146.15	
7	27/10/2020	PSS001	Purchase Ledger	Single point Water Heaters	613.67	
9	08/12/2020	GDL001	Purchase Ledger	Repair of Suspending Ceiling	33.22	
9	11/12/2020	DBR001	Purchase Ledger	078/LVH7/Repairs	529.00	
12	31/03/2021	11	Journal	Incorrectly accounting for VAT	40.00	

A/c Code 4430 Repairs

Centre 120 Maintenance

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
		Account Repairs		Account Totals	1,720.04	0.00
		Centre Maintenance		Net Balance Month 12	1,720.04	

A/c Code 4435 Grounds Maintenance

Annual Budget

0

Centre 120 Maintenance

Committed

0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
5	12/08/2020	GDL001	Purchase Ledger	Weed killing and removal	93.99	
		Account Grounds Maintenance		Account Totals	93.99	0.00
		Centre Maintenance		Net Balance Month 12	93.99	

A/c Code 6001 Transfer to EMR

Annual Budget

0

Centre 100 General Income

Committed

0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance	0.00	
7	23/10/2020	BACS	Cashbook	Pavilion Earmarked Reserves	20,526.62	
		Account Transfer to EMR		Account Totals	20,526.62	0.00
		Centre General Income		Net Balance Month 12	20,526.62	

13/06/2021

## Longstanton Village Hall &amp; Recreation

12:27

## Balance Sheet as at

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
	Current Assets		
1,467	Debtors	0	
1,117	VAT Control A/c	1,117	
22,479	Current Bank A/c	43,231	
<u>25,062</u>		<u>44,348</u>	
<u>25,062</u>	Total Assets	<u>44,348</u>	
	Current Liabilities		
540	Other Creditors	60	
300	Holding Deposits	300	
250	Damage Deposits	250	
<u>1,090</u>		<u>610</u>	
<u>23,972</u>	Total Assets Less Current Liabilities	<u>43,738</u>	
	Represented By		
23,972	General Reserves	23,211	
0	Pavilion Earmarked Reserves	20,527	
<u>23,972</u>		<u>43,738</u>	

The above statement represents fairly the financial position of the authority as at and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer \_\_\_\_\_ Date : \_\_\_\_\_

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			1,116.66	
200	Current Bank A/c			43,231.24	
310	General Reserves				23,972.26
320	Pavilion Earmarked Reserves				20,526.62
501	Other Creditors				59.97
560	Receipts in Advance	100	General Income	250.00	
565	Holding Deposits				300.00
566	Damage Deposits				250.00
1070	Pavilion Rent	100	General Income		24,839.12
1075	Pavilion Insurance	100	General Income		192.14
1100	Hall Hire	100	General Income		1,417.97
1140	Office Rental	100	General Income		2,701.62
1150	Recreation Ground Income	100	General Income		200.00
4001	Refund of Deposit	110	Administration	350.00	
4100	Bank Charges	110	Administration	72.00	
4120	Professional Fees	110	Administration	925.00	
4130	Subscriptions & Memberships	110	Administration	792.16	
4140	Insurance	110	Administration	887.01	
4150	Stationery	110	Administration	21.30	
4160	Postage	110	Administration	9.85	
4170	Fixtures & Fittings	110	Administration	229.70	
4180	Cleaning Materials	110	Administration	206.33	
4190	Cleaning	110	Administration	661.54	
4200	Gas	110	Administration	1,482.50	
4210	Electric	110	Administration	1,264.98	
4220	Water	110	Administration	9.72	
4400	Window Cleaning	120	Maintenance	10.00	
4410	Fire Extinguisher	120	Maintenance	155.93	
4420	Plumbing & Heating	120	Maintenance	443.13	
4430	Repairs	120	Maintenance	1,720.04	
4435	Grounds Maintenance	120	Maintenance	93.99	
6001	Transfer to EMR	100	General Income	20,526.62	
Trial Balance Totals :				74,459.70	74,459.70
Difference				0.00	



**canlb  
as  
Ltd**

URL: <http://www.canalbs.co.uk/>  
Email: [admin@canalbs.co.uk](mailto:admin@canalbs.co.uk)

35 Westfield Road  
Manea, Nr. March  
Cambs. PE15 0LS  
Tel 01354-680319

## **Independent Internal Audit Service for Parish and Town Councils**

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29<sup>th</sup> April 2021

The Chairman  
Longstanton Parish Council  
Longstanton Village Institute  
24 High Street  
Longstanton  
Cambridge CB24 3BS

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2020/2021

As a result of my year end inspection, which because of the pandemic has necessitated using remote technology rather than the usual face-to-face interview, I have enclosed a report of my findings together with any observations and recommendations for the Council to consider.

In the time allotted it is not possible for me to inspect all Council documents available on your Council web site, but a spot check has raised the following issues. I have clarified most of them with the Clerk and the Chairman who attended a meeting held on Zoom, but of course I have not been able to inspect any original council documents. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

I trust that the Parish Council have been satisfied with the level of service we have provided during this difficult period and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £47.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile.

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Yours sincerely

Jacquie Wilson (Mrs)  
Director



## REPORT AND OBSERVATIONS TO LONGSTANTON COUNCIL

### EMPLOYMENT

I have noted that Section 1 Item 7 of the AGAR has been completed with a “No” with a covering note of Assertion – I have recommended that this should include a reference to the fact that this statement is principally related to employment issues.

I understand that after taking legal advice from an ACAS recommended employment legal adviser a formal grievance procedure has taken place and the complaint was upheld. I also understand the Council is still in the process of completing work on some of the recommendations made as part of the grievance hearing/investigation. In line with the guidance suggested that was received from CPALC and the ACAS recommended specialists regarding committee vs. working group, and a working group being more practical and less onerous in terms of administration the Employment Committee is to be disbanded. I agree with this advice and would recommend the formation of an Employment Working Group to research and recommend matters to the full council.

Regarding communications from working groups, committees or individual councillors, please note that all council correspondence should be sent through the Proper Officer/Clerk of Council Office.

### BURIAL GROUND

It would appear that

- ☐ the land is actually owned by SCDC and that through an administrative error the parish council has been maintaining it since 1954.
- ☐ The tree growing through one of the graves has been removed.
- ☐ The Parish Council has recently approved the recommendation to join the ICCM to help advise on issues that have been noted after a full inspection of the ground.

### COUNCIL POLICIES

The Clerk confirmed that some of the policies have already been updated and it has been checked that they are compliant with the General Data Protection Regulations.

The Risk Assessment and Management Policy will be amended to reflect the Resolution approved recently that the General Reserve will in future be held at 9 months of the Annual Precept.

The meeting of the Parish Council in May is due to review the complete Policy and will ascertain that all areas specified in the Policy have been adhered to and that the Policy continues to be fit for purpose.

At the March meeting there was a proposal to arrange a volunteer litter picking event. This has had to be deferred due to the pandemic and a certain lack of support. The Parish Council already has taken full advice from recognized organisations on how to ensure that future events run safely.

### FINANCE

I have reviewed the procedures and documents presented to the Council and find them satisfactory and comprehensive.

I understand that the risk assessment for Prepaid Multi-card the Council has introduced states that only the Clerk is signatory with a £300 limit and maximum of £200 for a single purchase. A statement of account is presented to the Finance Committee at each meeting.

The Fixed Asset Register has now been added to the web site. It is understood that this will reduce when certain assets are transferred to Norths Stowe Town Council now it is in place.

### SOLE TRUSTEES

The web site still records that the the council are sole trustees for three charities.  
Box 11 had not been ticked on the AGAR.

*Jacquie Wilson (Mrs) Director (2)*