

POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
Tel: 01787 375085 email: polsteadpc@btinternet.com

20th May 2017

Mrs Emma Prince
BDO
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

Dear Mrs Prince

Please find enclosed the Annual Return from Polstead Parish Council for the year ending 31st March 2017.

The 2015 / 2016 Accounting Statement has been "RESTATED" as the car mileage allowance paid to the Clerk has now been classified as "Staff Costs" rather than "All Other Payments" in accordance to The Practitioners' Guide dated March 2017 section 2.15 - Line 4: Staff Costs.

In 2015 / 2016 the car millage paid to the Clerk was £223.65

I also attach:

- An explanation of the quantified significant variances in relation to the Annual Return
- A bank reconciliation for the year ending 31st March 2017
- Notification of the date that the inspection period commenced.

I hope that the annual return is in accordance to the criteria set but please do not hesitate to contact me should you have any questions.

Yours sincerely

Dave Crimmin MILCM
Clerk and RFO to Polstead Parish Council

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Explanation to the quantified significant variances for boxes 2 - 6, 9 and 10 in Section 2 of the 2016 / 17 Annual Return

Box 3 Total Other Receipts

2016 - £1,838 2017 - £15,224 Difference £13,386 728%

Other Receipts	2016	2017	Difference
Grants	266	6,887	£6,621
Other Receipts	1,077	184	-£893
Community Infrastructure Levy	0	2,562	£2,562
Allotment Rent	130	225	£95
VAT Repayment	341	5,315	£4,974
			£13,359

Additional Grants to the council in 2017 related to Play Equipment Section 106 grant of £4,698 and Locality Grant towards Defibrillator of £1,995.

Box 6 Total Other Payments

2016 - £13,337 2017 - £36,871 Difference £23,534 176%

Other Payments	2016	2017	Difference
Donations	1,935	250	-£1,685
Insurance	398	555	157
Litter Collection	609	732	123
Footpaths Cutting / Maintenance	1,379	1,794	£415
Grass Cutting	2,169	1,525	-£644
Maintenance	135	1,455	£1,320
Village Hall	0	507	£507
Projects	4,272	23,274	£19,002
VAT Paid	1,037	5,284	£4,247
			£23,442

Projects in 2016 / 2017 included £20,243 + VAT being spent on new play equipment and £2,020 + VAT being spent on a defibrillator and cabinet.

Box 9 Total Fixed Assets

2016 - £31,337 2017 - £53,863 Difference £22,526 72%

In 2016 / 2017 the new play equipment, defibrillator and 3 dog bins (£261) were added to the Asset Register.