

**1. INTRODUCTION**

This document supports the annual return and explains any answers that do not, on the face of it, meet the requirements of the audit.

**2. SIGNIFICANT VARIATIONS**

	Last Year	This Year	Variance £	Variance %	
1. Balances B/F	£2,338.03	£2,382.17	£+44.14	2%	
2. Annual Precept	£1,500.00	£1,500.00	£0.00	0%	
3. Total Other Receipts	£161.94	£97.87	£-64.07	-65%	Such small amounts are involved it is easy to create a significant percentage change, which is actually quite insignificant. As per my notes last year, the swing is in the other direction this year. See accounts sheets for both years attached.
4. Staff Costs	£500.00	£500.00	£0.00	0%	
5. Loan Int'st/Capital Repayments	£0.00	£0.00	£0.00		
6. Total Other Payments	£1,117.80	£1,163.09	£+45.29	4%	
7. Balances C/F	£2,382.17	£2,316.95	£-65.22	-3%	
8. Total Cash & Investments	£2,382.17	£2,316.95	£-65.22	-3%	
9. Total Fixed Assets	£0.00	£0.00			
10. Total Borrowings	£0.00	£0.00			

**3. ANNUAL REPORT BY INTERNAL AUDITOR**

There were two answers on the internal auditor's report, which need explanation.

**3.1 PETTY CASH**

The council does not run a petty cash system. All payments are made by cheque or direct debit.

**3.2 ASSET AND INVESTMENT REGISTERS**

The council has no assets or investments.

**3.3 COUNCIL HAS MET ITS RESPONSIBILITIES AS A TRUSTEE**

The council is not a trustee on any charity, fund etc.

The above notes are my explanation of any unusual answers in the annual return.

Signed .....

David I Siseman - Clerk and RFO to Pudding Norton & Testerton Parish Council

Chairman's Name and Address: Sheila Robson, 10 Dereham Road, Pudding Norton, Fakenham. NR21 7NA. Tel. 01328 864297

# PUDDING NORTON PARISH COUNCIL

## For year ended 31 March 2009

CASH IN			ANALYSIS		CASH OUT					ANALYSIS ->						
DATE	COMMENT	P'CEPT	INT'ST	OTHER	DATE	CHQ #	PAYEE	CO'MENT	TOTAL	VAT	POWER	R & R	ADMIN	INSURE	S137	OTHER
01/04/08	Curr.a/c o/b			£1,886.65	31/03/09		Curr.a/c c/b		£1,818.30							£1,818.30
01/04/08	Dep.a/c o/b			£495.52	31/03/09		Dep.a/c c/b		£498.65							£498.65
29/04/08	NNDC Precept	£750.00			11/04/08	d/d	E.On Energy	Energy Cost	£68.99	£3.29	£65.70					
02/06/08	Interest Earned		£1.27		30/04/08	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
03/06/08	Bottle Bank Credit			£94.74	30/05/08	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
08/09/08	Interest Earned		£1.20		09/06/08	100189	NNDC	Empty D'bins	£114.56	£17.06						£97.50
03/10/08	NNDC Precept	£750.00			13/06/08	100188	NCAPTC	Fees	£85.95				£85.95			
08/12/08	Interest Earned		£0.55		30/06/08	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
02/03/09	Interest Earned		£0.11		17/07/08	d/d	E.On Energy	Energy Cost	£68.99	£3.29	£65.70					
					31/07/08	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					20/08/08	100191	Cllr. S Robson	Travel Exps	£34.80				£34.80			
					29/08/08	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					30/09/08	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					15/10/08	d/d	E.On Energy	Energy Cost	£68.99	£3.29	£65.70					
					31/10/08	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					21/11/08	100193	Mazars	Audit Fee	£58.75	£8.75			£50.00			
					25/11/08	100192	D.I.Siseman	Clerk's Salary	£500.00				£500.00			
					28/11/08	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					31/12/08	s/o	MHB Services	Ltg Maint	£27.05	£3.53		£23.52				
					12/01/09	d/d	E.On Energy	Energy Cost	£68.99	£3.29	£65.70					
					29/01/09	100194	Zurich Insurance	Insurance	£205.00					£205.00		
					30/01/09	s/o	MHB Services	Ltg Maint	£27.05	£3.53		£23.52				
					27/02/09	s/o	MHB Services	Ltg Maint	£27.05	£3.53		£23.52				
					31/03/09	s/o	MHB Services	Ltg Maint	£27.05	£3.53		£23.52				
					06/06/09	100190	Audit Commission	Audit Fee	£58.75	£8.75			£50.00			

**Totals**      £1,500.00      £3.13      £2,476.91

**GRAND TOTAL**      £3,980.04

£1,500.00      £3.13      £94.74

VAT Content >

<< BALANCE TOTALS >>

Total Payments >>

<< INCOME/EXPENDITURE >>

£0.00

£3,980.04

£1,663.09      £94.80      £262.80      £282.24      £720.75      £205.00      £0.00      £97.50

£1,663.09

**PUDDING NORTON PARISH COUNCIL**  
**For year ended 31 March 2008**

CASH IN				ANALYSIS		CASH OUT					ANALYSIS ->					
DATE	COMMENT	P'CEPT	INT'ST	OTHER	DATE	CHQ #	PAYEE	CO'MENT	TOTAL	VAT	POWER	R & R	ADMIN	INSURE	S137	OTHER
01/04/07	Curr.a/c o/b			£1,849.74	31/03/08		Curr.a/c c/b		£1,886.65							£1,886.65
01/04/07	Dep.a/c o/b			£488.29	31/03/08		Dep.a/c c/b		£495.52							£495.52
30/04/07	NNDC Precept	£750.00			23/04/07	d/d	E.On Energy	Energy Cost	£68.99	£3.29	£65.70					
09/05/07	Bottle Bank Credit			£75.51	30/04/07	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
28/09/07	NNDC Precept	£750.00			02/05/07	100179	Fakenham CAB	Donation	£25.00							£25.00
26/11/07	HMCust&Excise			£79.20	31/05/07	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
04/06/07	Interest Earned		£1.64		12/06/07	100180	NNDC	Empty D'bins	£107.69	£16.04						£91.65
03/09/07	Interest Earned		£1.88		15/06/07	100181	NCAPTC	Fees	£85.54				£85.54			
03/12/07	Interest Earned		£1.96		29/06/07	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
03/03/08	Interest Earned		£1.75		12/07/07	d/d	E.On Energy	Energy Cost	£68.99	£3.29	£65.70					
					31/07/07	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					29/08/07	100182	Norfolk CC	NoSmo Signs	£9.90							£9.90
					31/08/07	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					28/09/07	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					19/10/07	d/d	E.On Energy	Energy Cost	£68.99	£3.29	£65.70					
					31/10/07	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					16/11/07	100183	D.I.Siseman	Clerks Salary	£500.00				£500.00			
					21/11/07	100184	NNDC	Election Chgs	£52.03							£52.03
					30/11/07	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					27/12/07	100185	East Ang Air Amb.	Donation	£25.00							£25.00
					31/12/07	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					10/01/08	d/d	E.On Energy	Energy Cost	£68.99	£3.29	£65.70					
					31/01/08	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					29/02/08	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				
					18/03/08	100186	Zurich Municipal	Insurance	£205.00					£205.00		
					31/03/08	s/o	MHB Services	Ltg Maint	£27.64	£4.12		£23.52				

**Totals**      £1,500.00      £7.23      £2,492.74

<< BALANCE TOTALS >>

£3,999.97    £78.64    £262.80    £282.24    £585.54    £205.00    £0.00    £2,585.75

**GRAND TOTAL**    £3,999.97

£1,500.00      £7.23      £154.71

<< INCOME/EXPENDITURE >>

£1,617.80    £78.64    £262.80    £282.24    £585.54    £205.00    £0.00    £203.58

