

# Local Councils in England

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Local councils in England with an annual turnover of £6.5 million or less must complete an annual return summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages two to five is made up of four sections:

are completed by the person nominated by the local council.

is completed by the external auditor.

is completed by the local council's internal audit provider.

**Each council must approve this annual return no later than 30 June 2012.**

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

The annual return, together with your bank reconciliation as at 31 March 2012, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

Your auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2012.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

# Section 1 - Accounting statements for

## LONGWICK-CUM-ILMER PARISH COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

1	Balances brought forward	12138	3374	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	(+) Annual precept	16500	16500	Total amount of precept received or receivable in the year.
3	(+) Total other receipts	1093	2390	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4	(-) Staff costs	5120	5119	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	NONE	NONE	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6	(-) All other payments	21237	10965	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	3374	6180	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8	Total cash and short term investments	3374	6180	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 and long term assets	14264	14977	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10	Total borrowings	NONE	NONE	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	Trust funds (including charitable) disclosure note	0	0	<b>Disclosure Note:</b> The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 15/5/12

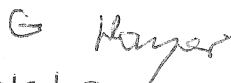
I confirm that these accounting statements were approved by the council on this date:

15/5/2012

and recorded as minute reference:

Page 683 item 14

Signed by Chair of the meeting approving these accounting statements.



Date 15/5/12

## Section 2 – Annual governance statement

We acknowledge as the members of:

LONGWICK - COM - ILMER PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2012, that:

- |   |  |     |  |
|---|--|-----|--|
| 1 | We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.   | yes | prepared its accounting statements in the way prescribed by law.   |
| 2 | We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption <b>and</b> reviewed its effectiveness.  | yes | 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 codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances. | yes | has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done 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.   | yes | during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.  |
| 5 | We carried out an assessment of the risks facing the council <b>and</b> took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | yes | considered the financial and other risks it faces and has dealt with them properly.  |
| 6 | We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.  | yes | 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 the council. |
| 7 | We took appropriate action on all matters raised in reports from internal and external audit.  | yes | 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 the council <b>and</b> , where appropriate have included them in the accounting statements.                        | yes | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.                                |
| 9 | Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting <b>and</b> , if required, independent examination or audit.                 | 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 the council and recorded as minute reference

Page 683, item 14  
dated 15/5/12

Signed by:

Chair *G. Ilmer*  
dated 15/5/12

Signed by:

Clerk *[Signature]*  
dated 15/5/12

**\*Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

## Section 3 – External auditor's certificate and opinion

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of

LONGWICK - COM - ILMER PARISH COUNCIL

### Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2012; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor's report

On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the council:

Section 1, Box 9: Please note that local councils are only required to account for fixed assets at their purchase cost. If this is not known, a proxy cost should be substituted (e.g. insurance value). Whatever valuation basis is adopted, this should be applied consistently and the 'book' value should usually stay constant until disposal. Where the insurance value has been used as a proxy, it should not be adjusted for any inflation increases.

External auditor's signature:

Mazars LLP

External auditor's name:

Mazars LLP, Southampton, SO15 2BE

Date:

7 September 2012

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

## Section 4 - Annual internal audit report to

LONGWICK-CUM-ILMER PARISH COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2012.

Internal audit has been carried out in accordance with the council'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 the council.

- |   |   |      |
|---|---|------|
| A | Appropriate books of account have been kept properly throughout the year.   | Yes  |
| B | The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.   | Yes  |
| C | The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.   | Yes  |
| D | The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | Yes  |
| E | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | Yes  |
| F | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   | N/A  |
| G | Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.   | Yes  |
| H | Asset and investments registers were complete and accurate and properly maintained.   | Yes  |
| I | Periodic and year-end bank account reconciliations were properly carried out.   | Yes  |
| 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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded. | Yes  |
| K | Trust funds (including charitable) The council met its responsibilities as a trustee.   | N.A. |

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Print name of person who carried out the internal audit

DONALD TIMMS

Signature of person who carried out the internal audit



Date 17/4/12

**\*Note:** 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, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2012 annual return

- 1 Proper practices for preparing this annual return are found in the *Practitioners' Guide\**. This publication is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the auditor.
- 4 Do not send the auditor any information not specifically asked for. Doing so is not helpful. However, you must advise the auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The auditor must be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide\**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The auditor wants to know that **you** understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide\** to assist you.
- 7 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2011) equals the balance brought forward in the current year (Box 1 of 2012).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.

All sections	All green boxes have been completed?	Yes
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	Yes
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	Yes
	An explanation of significant variations from last year to this year is provided?	Yes
	Bank reconciliation as at 31 March 2012 agreed to Box 8?	Yes
	An explanation of any difference between Box 7 and Box 8 is provided?	Yes - NONE
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? <b>NB: Do not send trust accounting statements unless requested.</b>	N/A
Section 2	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 4	All green boxes completed by internal audit and explanations provided?	Yes

**\*Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guide* is available from your local NALC and SLCC representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)

# LONGWICK-CUM-ILMER PARISH COUNCIL

<b>Balance Sheet as at 31 March 2012</b>
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31 March 2011		31 March 2012
£	<b>Long term Assets</b>	£
0.00	Investments	0.00
0.00	Long Term Debtors	0.00
	<b>Current Assets</b>	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
2,334.44	Debtors VAT reclaimable	1,039.10
0.00	Payments in advance	0.00
3,374.54	Cash in hand	6,180.99
<b>5,708.98</b>	<b>TOTAL Assets</b>	<b>7,220.09</b>
	<b>Current Liabilities</b>	
	Creditors	
177.35	BALC - Annual Sub	187.98
<u>177.35</u>	<b>TOTAL Current liabilities</b>	<u>187.98</u>
<b>5,531.63</b>	<b>Total Assets less total Current liabilities</b>	<b>7,032.11</b>
0.00	Less long term liabilities	0.00
<b>5,531.63</b>	<b>NET ASSETS</b>	<b>7,032.11</b>
	<b>Represented by:</b>	
5,531.63	General Fund	7,032.11
<b>5,531.63</b>		<b>7,032.11</b>

Approved by Council:

*G. Harcourt*  
Chairman

*[Signature]*  
Responsible Financial Officer

<u>Actual 2010/2011</u>		<u>RECEIPTS</u>	<u>Actual 2011/2012</u>
£16,500.00	Precept		£16,500.00
£0.36	Bank Interest		£5.41
£0.00	Grants and Donations		£0.00
£50.00	Wayleaves		£50.00
<u>£1,043.45</u>	VAT Refund		<u>£2,334.44</u>
<u>£17,593.81</u>			<u>£18,889.85</u>
	<u>PAYMENTS</u>		
	Administration:		
£ 5,120.00	Clerk's Fee & Exps		£5,118.64
£ 123.90	Administration (postage, copying, Land registry fee etc)		£ 225.79
£ 985.74	Parish Newsletter		£ 960.20
£ -	Training		£ -
£ 2,651.34	Insurance		£1,310.97
£ 124.00	Village Hall Hire		£ 124.00
£ 135.00	Audit Fee		£ 315.00
£ 148.60	Risk Assess & RoSPA		£ 137.00
£ 80.62	Christmas tree & Refreshments for Carol Service		£ 63.25
£ 865.00	Website		£ 540.00
£10,234.20			£ 8,794.85
	Maintenance:		
£3,025.20	Grass Cutting		£3,351.56
£546.00	Dog Waste and Litter Bins		£728.00
£0.00	War Memorial		£0.00
£0.00	Hedge Cutting		£75.00
£210.00	Sports Field general		£0.00
£70.00	Play Area		£204.99
£152.88	Car Park Lights		£34.08
£435.00	Bench		£0.00
£4,439.08			£4,393.63
	Capital Fund:		
£8,500.00	Footpath		£1,085.00
	General Play Equipment		£0.00
	Noticeboard		£243.95
£8,500.00	Election costs		£60.52
			£1,389.47
	Subscriptions and Donations:		
£175.65	BALC		£177.35
£4.00	WDALC		£4.00
£20.00	Bucks Playing Fields Association		£40.00
£0.00	Bucks Community Action		£0.00
£199.65			£221.35
	Section 137 Grants:		
£20.00	Royal British Legion		£20.00
£350.00	Community Speedwatch Programme		£0.00
£54.99	Retirement gifts		
£0.00	Donation towards Restoration of Coombe Hill Monument		£0.00
£424.99			£20.00
	Grants (LGA 1972,s214)		
£75.00	Horsenden PCC		£75.00
£75.00	Ilmer PCC		£75.00
£75.00	Owlswick PCC		£75.00
£225.00			£225.00
<u>£24,022.92</u>			<u>£15,044.30</u>
£2,334.44	VAT Payments		£1,039.10
<u>£26,357.36</u>			<u>£16,083.40</u>



**Longwick-cum -Ilmer Parish Council**

**Bank Reconciliation as at 31/3/2012**

Prepared by Susanne Griffiths  
Clerk and Responsible Financial Officer  
to Longwick-cum-Ilmer Parish Council

Balance of Bank accounts at 31 March 2012 (page 12 )	6,304.99
Less: Unpresented Cheques:	124.00
Net balance as at 31st March 2011	<u><u>6,180.99</u></u>

Cash Book: Opening Balance 01 April 2011	3,374.54
Receipts 2011/12	<u>18,889.85</u>
	<u>22,264.39</u>
Less Payments 2011/12	<u>16,083.40</u>
Book Balance at 31/3/2012	<u><u>6,180.99</u></u>

Longwick -cum Imer Parish Council

Receipts & Monthly Summary

2011 - 2012

	From	Net	VAT	Gross
April	Bank interest	£0.32		£0.32
May	VAT Refund	£2,334.44		£2,334.44
May	Bank interest	£0.24		£0.24
May	Precept	£8,250.00		£8,250.00
June	Bank interest	£0.82		£0.82
July	Bank interest	£0.61		£0.61
August	Bank interest	£0.55		£0.55
September	Bank interest	£0.46		£0.46
September	Precept	£8,250.00		£8,250.00
October	Bank interest	£0.60		£0.60
November	Bank interest	£1.12		£1.12
December	Bank interest	£0.67		£0.67
December	EDF Energy - Wayleaves	£50.00		£50.00
January	Bank interest	£0.02		£0.02
	<b>SUMMARY</b>			£18,889.85
<b>MONTHLY</b>	Balance Brought Forward			£3,374.54
	Receipts for Year			£18,889.85
	Payments for YTD			£16,083.40
	<b>Balance carried Forward</b>			£6,180.99

**Longwick-cum-Ilmer PC**  
**Payments 2011-2012**

Date	Payment	Com.Ref	Payee	Net	VAT	Gross	Power to pay Grant
April	414	Subs	BALC Annual Subscription 2011-2012	£ 177.35		£ 177.35	
April	415	Newsletter	Whiteleaf Printers Ltd - Parish newsletter	£ 420.00		£ 420.00	
April	416	Grass Cutting	Manor Estates - Grass cutting March 2010	£ 358.32	£ 71.66	£ 429.98	VAT 808 3711 34
April	417	Subs	Bucks Playing Field	£ 20.00		£ 20.00	
April	S/o	Subs	Bucks Playing Field (to be refunded)	£ 20.00		£ 20.00	
April	418	Grant	St Dunstan's PCC, Owlswick - Cont to churchyard Maintenance	£ 75.00		£ 75.00	LGA 1972 Sect 214
April	419	Grant	St Michael's Church, Horsenden - Cont to churchyard Maintenance	£ 75.00		£ 75.00	LGA 1972 Sect 214
April	420	Grant	St Peter's Church, Ilmer - Grant for Churchyard Maintenance	£ 75.00		£ 75.00	LGA 1972 Sect 214
April	421	Play Area	Safe & Sound Playground Equipment -Zip Wire repair	£ 84.00	£ 16.80	£ 100.80	VAT 981 9697 47
April	422	Noticeboard	K Moore - Repair of Noticeboard	£ 154.25		£ 154.25	
May	423	Clerks Fees	S Griffiths - April salary	£ 340.00		£ 340.00	
May	424	Subs	WDALC - Annual Subs 2011/2012	£ 4.00		£ 4.00	
May	425	Grass Cutting	Manor Estates - Grass cutting April 2011	£ 358.32	£ 71.66	£ 429.98	VAT 808 3711 34
May	426	Capital	M Rixon - work to hedge and create a footpath	£ 1,085.00		£ 1,085.00	
May	427	Risk Assessment	K Dobson - Risk Inspection April 2011	£ 14.60		£ 14.60	
May	428	Hedge Cutting	B J Turney - Hedge trimming at the Sports field	£ 75.00		£ 75.00	
June	429	Audit Fee	D Timms - Internal Audit Fee	£ 30.00		£ 30.00	
June	430	Grass Cutting	Manor Estates - Grass cutting May 2011	£ 358.32	£ 71.66	£ 429.98	VAT 808 3711 34
June	431	Noticeboard	S Griffiths - new locks for noticeboard	£ 4.70		£ 4.70	
June	432	Clerks Fees	S Griffiths - May salary	£ 342.74		£ 342.74	
June	433	Dog waste and litter bins	TBS Hygiene - collection of dog waste and bins March-May 2011	£ 182.00	£ 36.40	£ 218.40	VAT 778 636 176
June	434	Clerks Fees	HMRC - Tax payments April - June	£ 256.00		£ 256.00	
June	S/O	Clerks Fees	S Griffiths - June Salary	£ 341.27		£ 341.27	
July	435	Admin	S Griffiths - Expenses March - May	£ 26.04		£ 26.04	
July	436	Website	MH-P - Updating plan K	£ 510.00	£ 102.00		
July		Website	MH-P - Updating page	£ 15.00	£ 3.00		
July			Total cheque 436			£ 630.00	VAT491 904 918
July	437	Risk Assessment	K Dobson - Risk Inspection June 2011	£ 14.60		£ 14.60	
July	438	Noticeboard	Lock & Key Centre - jammed lock on notice board	£ 85.00	£ 17.00	£ 102.00	VAT 836 613 520
July	439	Grass Cutting	Manor Estates - Grass cutting June 2011	£ 358.32	£ 71.66	£ 429.98	VAT 808 3711 34
July	S/O	Clerks Fees	S Griffiths - July Salary	£ 341.27		£ 341.27	
Aug	S/O	Clerks Fees	S Griffiths -August Salary	£ 341.27		£ 341.27	
Aug	440	Risk Assessment	WDC - Rospa report	£ 64.00	£ 12.80	£ 76.80	VAT 209 0768 62
Aug	441		lost in post -replaced by chq no 454				
Aug	442	Audit Fee	Mazars - External Audit Fee	£ 285.00	£ 57.00	£ 342.00	VAT 839 8356 73

Sep	443	Website	MH-P - Updating Accounts page	£ 15.00	£ 3.00	£ 18.00	VAT491 904 918
Sep	444	Clerks Fees	HMRC - Tax payments July - Sept	£ 256.00		£ 256.00	
Sep	445	Risk Assessment	K Dobson - Risk Inspection June 2011	£ 14.60		£ 14.60	
Sep	446	Grass Cutting	Manor Estates - Grass cutting Aug 2011	£ 358.32	£ 71.66	£ 429.98	VAT 808 3711 34
Sep	S/o	Clerks Fees	S Griffiths - Sept Salary	£ 341.27		£ 341.27	
Oct	S/o	Clerks Fees	S Griffiths - Oct Salary	£ 341.27		£ 341.27	
Oct	447	Dog waste and litter bins	TBS Hygiene - collection of dog waste and bins June - August 2011	£ 182.00	£ 36.40	£ 218.40	VAT 778 636 176
Oct	448	Car Park lights & bulbs	Lamps - Bulbs for Car Park	£ 10.08	£ 2.02	£ 12.10	VAT 872 1111 55
Oct	449	Election costs	WDC - Elections 05/05/2011 uncontested	£ 60.52		£ 60.52	
Oct	450	Play Area	M Rixon - work order to repair as highlighted on the risk inspection	£ 110.00		£ 110.00	
Oct	451	Admin	C Page - Relief cover for Clerk whilst on holiday	£ 27.60		£ 27.60	
Oct	452	Grass Cutting	Manor Estates - Grass cutting September 2011	£ 358.32	£ 71.66	£ 429.98	VAT 808 3711 34
Nov	453	Sect 137 payment	RBL - Wreath	£ 20.00		£ 20.00	
Nov	4	Grass Cutting	Manor Estates - Grasscutting July replace chq for 441(lost in the post)	£ 358.32	£ 71.66	£ 429.98	VAT 808 3711 34
Nov	5	Grass Cutting	Manor Estates - Grass cutting October 2011	£ 358.32	£ 71.66	£ 429.98	VAT 808 3711 34
Nov	456		Transfer To Lloyds TSB ac ( £11,000.00)				
Nov	S/o	Clerks Fees	S Griffiths - Nov Salary	£ 341.27		£ 341.27	
Nov	457	Admin	S Griffiths - Expenses June - Aug	£ 33.02		£ 33.02	
Nov	458	newsletter	Whiteleaf Printers Ltd - Parish newsletter	£ 420.00		£ 420.00	
Nov	459	newsletter	V McPherson - expenses for Newsletter	£ 120.20		£ 120.20	
Nov	460	Admin	WDALC - Cllrs Training - Localism Bill	£ 15.00		£ 15.00	
Nov		Admin	Bank of Ireland - Charges	£ 70.00		£ 70.00	
Dec	S/o	Clerks Fees	S Griffiths - Dec Salary	£ 341.27		£ 341.27	
Dec	2	Clerks Fees	HMRC - Tax payments Oct - Dec	£ 256.00		£ 256.00	
Dec	3	Admin	Thames Graphic Centre - Laminating Parish Map	£ 23.50	£ 4.80	£ 28.30	VAT410 8048 87
Dec	6		cheque cancelled				
Dec	7	Risk Assessment	K Dobson - Risk Inspection Nov 2011	£ 14.60		£ 14.60	
Dec	8	Xmas Tree	Briants - Tree	£ 20.00		£ 20.00	
Dec	9	Play Area	G Harper - Moss treating chemicals	£ 10.99		£ 10.99	
Dec	10	Car Park lights & bulbs	Edmundson Electrical Ltd - Car park lights	£ 24.00	£ 4.80	£ 28.80	VAT 338 2468 41
Jan	11	Admin	S Griffiths - Expenses Sept - Nov	£ 30.63		£ 30.63	
Jan	12	Dog waste and litter bins	TBS Hygiene - collection of dog waste and bins Sep - Nov 2011	£ 182.00	£ 36.40	£ 218.40	VAT 778 636 176
Jan	S/o	Clerks Fees	S Griffiths - January Salary	£ 341.27		£ 341.27	
Jan	13	Insurance	Broker Network- Annual Insurance Premium	£1,310.97		£1,310.97	
Jan	14	Refreshments	Longwick Village Stores- mince pies Christmas Carol Service	£43.25		£43.25	
Feb	S/o	Clerks Fees	S Griffiths - Feb Salary	£ 341.27		£ 341.27	
Feb	15	Risk Assessment	K Dobson - Risk Inspection Jan 2012	£ 14.60		£ 14.60	
March	16	Village Hall Hire	Longwick Village Hall	124.00		124.00	
March	S/o	Clerks Fees	S Griffiths - March Salary	£ 341.27		£ 341.27	
March	17	Dog waste and litter bins	TBS Hygiene - collection of dog waste and bins Dec2011 - Feb 2012	£ 182.00	£ 36.40	£ 218.40	VAT 778 636 176
March	18	Grass Cutting	Manor Estates - Renovation of river bank at side of scout hut	£ 485.00	£ 97.00	£ 582.00	VAT 808 3711 34

March 19	Clerks Fees	HMRC - Tax payments Jan - March	£ 255.20		£ 255.20	/
			£ 15,044.30	£ 1,039.10	£ 16,083.40	