

# BUCKHORN WESTON & KINGTON MAGNA PARISH COUNCIL

Responsible Financial Officer & Parish Clerk: Mrs. Sandra Mackintosh  
Durfold Cottage, Church Hill, Buckhorn Weston, Dorset, SP8 5HS  
Tel: 07787 784009  
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Ms Louise Caplen  
Assistant Manager/Business Assurance  
BDO  
Arcadia House  
Maritime Walk  
Ocean Village  
Southampton  
SO14 3TL

12th August 2016

Dear Ms Caplen,

**Ref: Buckhorn Weston & Kington Magna Parish Council  
BUCK16**

Further to a letter dated 4th July 2016 and your subsequent telephone conversation with our chairman, Mr Anthony Jenner, please find enclosed our amended annual return for the year ended 31<sup>st</sup> March 2016.

With regards to the outstanding items and queries, please see our response as below.

- 1/ A reconciliation is included for your attention along with a financial overview for 2014/2015 and 2015/2016
- 2/ An increase in receipts is the result of the Kington Magna Play Area bank account being closed and its funds having been transferred into the Buckhorn Weston and Kington Magna Parish Council Account. A full breakdown of receipts is included in the reconciliation.
- 3/ Staff costs have risen for several reasons;
  - a/ an increase in contractual hours from 18 hours per month to 20 hours per month from January 2016
  - b/ an increase in the hourly rate from £9.687 per hour to £10.261 per hour from January 2015
  - c/ an increase in mileage claimed due to the Parish Clerk, from January 2016 to March 2016, living some distance away and incurring an average round trip of 20.4 miles per attendance
  - d/ an essential overlap of staff in January 2016

Please see the attached breakdown of the wages, PAYE and expenses covering the periods of 2014/2015 and 2015/2016 which are enclosed for your consideration and show the above variations.

- 4/ Other payments have increased in the region of £2650.00 primarily due to a capital project grant programme which was introduced for the year 2015-2016. In accordance with the national view that a build-up of public money is not good practice, the Parish Council undertook to reduce the amount of reserves by improving village facilities through the grant programme. Also, regular maintenance of the children's play area in Kington Magna is an additional new cost. A breakdown of other receipts paid is enclosed and shows the comparison from 2014-2015 to 2015-2016.

Furthermore, we note that you are of the understanding that the precept received from North Dorset District Council was £8,555.00. This is incorrect as we received two payments of £4,320.00 totalling £8640.00.

It is my belief that we have now provided the required forms, duly completed, along with the supporting documents and breakdowns as requested and would like to express our appreciation at being afforded the opportunity to resubmit our annual return once more.

Should you have any queries regarding the enclosures, please do not hesitate to contact me.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S Mackintosh', written in a cursive style.

Sandra Mackintosh