

HORSMONDEN PARISH COUNCIL ACCOUNTS FOR THE YEAR ENDING 31st MARCH 2017

CONTENTS

1	Balance Sheet
2	Balance Sheet Notes
3	Account Summary
4	Bank Reconciliation
5	Actual Budget and Expenditure
6	Income Summary
7	Expenditure Summary
8	Fixed Asset Register

Produced By: Lucy Noakes
Clerk to Horsmonden Parish Council

Apr-17

Presented To: Horsmonden Parish Council
8th May 2017

BALANCE SHEET AS AT 31st March 2017

		2016/2017		2015/2016		Notes
		Income	Expenditure	Income	Expenditure	
<u>Long Term Assets</u>	Investments	£	-	£	-	
<u>Current Assets</u>	Stocks/Shares	£	-	£	-	
	Payments in Advance	£	-	£	-	
	Temporary Lending	£	-	£	-	
	Cash at Bank	£	60,165.07	£	113,038.47	
	Interest to be applied			£	-	
	Cash in Hand (Petty Cash)					
	Sub-Total	£	60,165.07	£	113,038.47	
<u>Current Liabilities</u>	Uncleared Cheques	£	-	£	5,624.13	See Note 1
	Uncleared Income	£	-	£	-	
	Temporary Borrowing		£ -			
	Cash Overdrawn		£ -		£ -	
Current Net Assets		£ 56,573.64		£ 107,414.34		
Plus long term investment bond at HSBC		£ 70,000.00				
Represented By:	Balance at 31/03/17			Balance c/f to 01/04/17		
				Accrued	New Balance	
<u>General Reserves</u>	Street Lightingimprovements/testing	£	4,251.28	See Note 2	£ 500.00	£ 4,751.28
	Village Green /Fromandez Dr Maintenance	£	5,973.32	See Note 3	£ -	£ 5,973.32
	Village Hall Maintenance	£	10,816.81	See Note 4	£ 3,086.04	£ 13,902.85
	Village Hall painting	£	1,000.00	See Note 5	£ -	£ 1,000.00
	Play Area reserve	£	8,175.31	See Note 6	£ 4,233.50	£ 12,408.81
	Institute/clock tower maintenance	£	6,505.06	See Note 7	£ 3,419.94	£ 9,925.00
	Legal expenses	£	4,122.00	See Note 8	£ 2,551.00	£ 6,673.00
	Village Posts	£	1,030.00	See Note 9	£ -	£ 1,030.00
	Village Green Seats	£	56.00	See Note 10	£ -	£ 56.00
	Village Green Trees (pollarding)	£	60.00	See Note 11	£ -	£ 60.00
	New Christmas lights	£	2,656.85	See Note 12	£ -	£ 2,656.85
	Office/Computer Equip.Costs	£	286.21	See Note 13	£ 31.01	£ 317.22
	War memorial	£	620.00	See Note 14	£ -	£ 620.00
	Clerks sickness allowance	£	2,500.00	See Note 15	£ -	£ 2,500.00
	Village Vision	£	4,862.00	See Note 16	£ 850.00	£ 5,712.00
	Sub-total:	£	52,914.84		£ 14,671.49	£ 67,586.33
	General Reserves	£	44,793.26 +		£6,213.03	£ 51,006.29 +
	Reserves Balance	£	97,708.10			
	Other income	£	13,916.32 +			£ 13,916.32 +
	Expenditure from income	£	1,000.00 -			£ 1,000.00 -
Total Reserves	End of Year Balance	£ 110,624.42		Balance:	£ 63,922.61	Gen Res to c/f
<u>Precept</u>	Precept Balance	£20,884.52 +				
Sub-Total		£ 131,508.94			£ 131,508.94	
	VAT Paid to be re-claimed	£	4,935.30 -		£	4,935.30
Long term investment bond with HSBC		£	70,000.00		£	70,000.00
Total Balance to c/f		£ 56,573.64			£ 56,573.64	To audit Box 7
	Petty Cash	£	-		£	-
Total Cash Assets		£ 56,573.64			£ 56,573.64	To Audit Box 8
Long term investment Bond with HSBC appears on Assets Register for auditing purposes		£ 70,000.00			£ 70,000.00	See note 17

The above statement represents fairly the financial position of Horsmonden Parish Council as at 31st March 2017 and reflects its income and expenditure during this year

Approved by Horsmonden Parish Council

Chairman:

Responsible Financial Officer

Lucy Noakes

At a meeting held on:

8th May 2017

HORSMONDEN PARISH COUNCIL

Balance Sheet Notes

- 1 Cheques issued in respect of the period before year end remained uncleared at reconciliation.
- 2 Accrual for the next phase of upgrades/ additional lights
- 3 Accrual towards future maintenance of the Village Green /Fromandez Dr
- 4 Improvements & maintenance of the Village Hall .
- 5 Specific accrual for painting the outside of the hall
- 6 Accrual for maintenance and eventual replacement of play area
- 7 Improvements & Maintenance of the Institute Building
- 8 Accrual for legal expenses - leases, trusts, registrations etc
- 9 Accrual for upkeep of posts around Village Green , Fromandez Drive and War memorial
- 10 Money to replace and repair VG seats
- 11 Pollarding of the limes to be done next in 2017/18
- 12 Accrual for additional or replacement Christmas lighting.
- 13 Accrual towards new computer and office equipment.
- 14 Accrual for replacement or repair of lettering, and cleaning of war memorial.
- 15 Accrual to build a sum to pay a locum if needed during clerk sickness
- 16 Accrual for projects coming from Village Vision

- 17 Long term investment (2 year bond) with HSBC . This amount is represented in the Assets Register as specified in 'The Practitioners Guides to Governance and Accountability for smaller authorities in England'

APPENDIX 1

**HORSMONDEN PARISH COUNCIL
ACCOUNT SUMMARY - YEAR ENDING 31st MARCH 2017**

The following summarises the accounts for the year ending 31st March 2017.
Full accounts can be viewed by arrangement with the Clerk.

Opening Balance: £ **109,974.71** (Including Reserves)

Summary Expenditure:	£ 137,797.39
Summary Income (including Precept*):	£ 84,396.32

Closing Balance to c/f: £ **56,573.64**

Expenditure from Reserves

Expenditure from specific Reserves	£ 9,209.86
General Reserves Expense	£ 73,056.75
	£ 82,266.61

Expenditure from Precept

Parish Administration	£23,114.64
Grounds Maintenance	£7,276.13
Asset Management	£9,244.66
Street Lighting	£1,979.59
Subscriptions/Donations	£1,192.97
Miscellaneous	£6,787.49
	£49,595.48

Expenditure from Donations

Donations/refunds	£ 350.00
KCC/TWBC Grants	£ 650.00
	£ 1,000.00
VAT Expended to be re-claimed:	£ 4,935.30

Total Expenditure: £ **137,797.39**

Reserves at Year End:

Street Lighting improvements /electrical testing	£ 4,751.28
Village Green/Fromandez Drive Maintenance	£ 5,973.32
Village Hall maintenance	£ 13,902.85
Village Hall painting	£ 1,000.00
Play Area reserve	£ 12,408.81
Institute/clock tower maintenance	£ 9,925.00
Legal Expenses	£ 6,673.00
Village Posts	£ 1,030.00
Village Green seats	£ 56.00
Village Green Trees (pollarding)	£ 60.00
New Christmas Lights	£ 2,656.85
Office/Computer Equip.Costs	£ 317.22
War memorial	£ 620.00
Clerks sickness allowance	£ 2,500.00
Village Vision	£ 5,712.00
General Reserves incl. accrual from 14/15 Precept:	£ 63,922.61
Vat paid in 16/17 to be re-claimed 17/18	-£ 4,935.30

TOTAL RESERVES TO C/F: £ **126,573.64**

Long term investment with HSBC	-£ 70,000.00
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BANK RECONCILIATION - HORSMONDEN PARISH COUNCIL
END OF FINANCIAL YEAR - 31/03/2017

Prepared by: _____

Dated: _____

CURRENT ACCOUNT

Actual Balance at Bank at 31st March 2017

£60,162.64

Unpresented cheques / Uncleared credits	Credit	Debit
401816		£ 72.00
401833		£ 72.00
401834		£ 30.00
401861		£ 171.52
401862		£ 13.80
401864		£ 690.00
401866		£ 103.85
401868		£ 630.00
401869		£ 187.20
401870		£ 71.26
401871		£ 912.00
401872		£ 85.70
401873		£29.16
401874		£ 12.94
401875		£ 510.00

Unpresented Balance: £ - £ 3,591.43

Reconciliation = Balance at Co-op bank including Unpresented Current **£ 56,571.21**

DEPOSIT ACCOUNT WITH HSBC

Actual Balance at Bank (Manual Entry)

£ 2.43

Unpresented cheques / Uncleared credits	Credit	Debit
Interest		£ -

Unpresented balance: £ -

Reconciliation = Balance at bank including Unpresented Deposit **£ 2.43**

TOTAL BANK including unpresented : £ 56,573.64

PETTY CASH (if applicatble)

Actual Balance in Petty Cash (Manual Entry)

£ -

£ -

To audit Box 8 £ 56,573.64

CASH BOOK:

Opening Balance 1st April 2016 (prior year Box 8)	£	109,975.00
Add:Receipts in the Year	£	84,396.32
Less: Payments in the year (expenditure plus staff costs)	£	137,797.39
Closing balance as at 31st March 2017 (as per Box 8)	£	56,573.93

THESE FIGURES DO NOT INCLUDE THE LONG TERM INVESTMENT BOND WITH HSBC BANK WHICH HAS TO BE INCLUDED ON THE ASSETS REGISTER FOR AUDITING PURPOSES

Horsmonden Parish Council year ending 31.3.2017				FINANCIAL YEAR 2016-17	
ACTUAL BUDGET AS AT 31.03.16	Income	Allocated Payment	Budget Balance	Notes	
Allocated Reserves					
Street Lighting improvements /electrical testing	£ 4,251.28	£ -	£ 4,251.28	Accrual to upgrade programme	
Village Green/Fromandez Dr Maintenance	£ 5,973.32	£ -	£ 5,973.32	Capital expenditure	£ 52,914.84
Village Hall maintenance	£ 10,816.81	£ -	£ 10,816.81	Capital expenditure	
Village Hall painting	£ 1,000.00	£ -	£ 1,000.00	Capital expenditure	
Play Area reserve	£ 8,175.31	£ -	£ 8,175.31	Capital expenditure/maintenance	
Institute/clock tower maintenance	£ 6,505.06	£ -	£ 6,505.06	Left over from 2015 festival	
Village Celebration Fund	£ 8,069.86	£ 8,069.86	£ -		
Legal Expenses	£ 4,122.00	£ -	£ 4,122.00		82266.61
Village Posts	£ 1,030.00	£ -	£ 1,030.00		
Village Green seats	£ 56.00	£ -	£ 56.00		
Village Green Trees (pollarding)	£ 1,200.00	£ 1,140.00	£ 60.00		
New Christmas Lights	£ 2,656.85	£ -	£ 2,656.85		
Office/Computer Equip Costs	£ 286.21	£ -	£ 286.21		
War memorial	£ 620.00	£ -	£ 620.00		
Clerks sickness allowance	£ 2,500.00	£ -	£ 2,500.00	Remainder to come from general reserves in the worse case event	
Village Vision	£ 4,862.00	£ -	£ 4,862.00		
General Reserves incl. accrual from 15/16 Precept:	£ 54,976.35	£ 73,056.75	£ 18,080.40		
Vat paid in 15/16 to be re-claimed 16/17	£ 7,126.34	£ -	£ 7,126.34		
Sub-Total General Reserves:	£ 47,850.01	£ 73,056.75	£ 25,206.74		
Total Reserves:	£ 109,974.71	£ 82,266.61	£ 27,708.10	Reconciled with Opening Balance	
Other Income (From Cash Receipts)					
Village Hall - Contents Insurance/lease payment/refunds	£ -		£ -		
VAT Refund	£ 9,315.48		£ 9,315.48		
TWBC Grants	£ 400.00	£ 400.00	£ -		
KCC Grants	£ 250.00	£ 250.00	£ -		
KCC - Fromandez Dr Contribution	£ 358.46	£ -	£ 358.46		
Insurance Claims/Refunds	£ -	£ -	£ -		
Interest Received this year	£ 734.53	£ -	£ 734.53		
Donations for village projects	£ 611.86	£ 350.00	£ 261.86		1000
General refunds	£ 146.06		£ 146.06		
Refunds for use of VEG box	£ 7.79	£ -	£ 7.79		
Computing courses	£ 15.00	£ -	£ 15.00		
Village Vision	£ 277.14		£ 277.14		
Public Toilet scheme	£ 1,800.00		£ 1,800.00		
Sub-Total Other Income:	£ 13,916.32	£ 1,000.00	£ 12,916.32		
	£ 123,891.03	£ 83,266.61	£ 40,624.42		£ 1,000.00
				Check Point= sum column f to this point	
VAT Debtors	£ 0.00	£ 4,935.30	£ 4,935.30		
PRECEPT - YEAR END 2016/2017					
Parish Administration					
Clerks Remuneration	£ 13,200.00	£ 13,320.00	£ -		
Clerks Performance related bonus	£ 800.00	£ 200.00	£ 600.00	13327.00 wef 1/4/2016	£ 1110 per month
Overtime budget	£ 200.00	£ 943.39	£ 743.39		
Employer NI Contributions	£ 700.00	£ 876.46	£ 176.46		
Parish Office Rent	£ 900.00	£ 900.00	£ -		
Internet connection	£ 200.00	£ -	£ 200.00		
Telephone	£ 500.00	£ 761.93	£ 261.93		
Stationery/postage	£ 500.00	£ 330.05	£ 169.95		
Insurance	£ 3,400.00	£ 2,253.97	£ 1,146.03		23114.64

ACTUAL BUDGET AS AT 31.03.16					
	Income	Allocated Payment	Budget Balance	Notes	
External Audit	£ 400.00	£ 300.00	£ 100.00		
Internal Audit	£ 500.00	£ 496.80	£ 3.20		
Travel Expenses	£ 100.00	£ 129.87	£ 29.87		
Training	£ 500.00	£ 324.00	£ 176.00		
Hire of Halls	£ 600.00	£ 676.50	£ 76.50		
Chairman's Allowance	£ 100.00	£ 152.67	£ 52.67		
Legal Expenses	£ 4,000.00	£ 1,448.00	£ 2,551.00		
Grounds Maintenance					
Landscaping Contract/Maintenance(VG & Fromandez D	£ 6,000.00	£ 6,588.81	£ 588.81		
Village Green Trees (Pollarding and inspection)	£ 600.00	£ 600.00	£ -		
Community Gardening scheme	£ 100.00	£ 87.32	£ 12.68	Accrual for pollarding again in 2017	£ 7,276.13
Asset Management					
Village Hall Maintenance	£ 5,000.00	£ 1,913.96	£ 3,086.04		
Institute/Clock tower Repairs/Maintenance	£ 5,000.00	£ 1,580.06	£ 3,419.94		
Clock Service/repairs	£ 1,000.00	£ 299.05	£ 700.95		
Winding Clock & Attending Children's Play Area	£ 1,080.00	£ 1,100.81	£ 20.81	20.76923077	9244.66
Play area maintenance	£ 800.00	£ 66.50	£ 733.50		
Play area reserve	£ 3,500.00	£ -	£ 3,500.00		
Public conveniences - maintenance	£ 500.00	£ 317.95	£ 182.05		
Electricity costs	£ 800.00	£ 972.27	£ 172.27		
Water & Sewerage	£ 1,600.00	£ 1,122.06	£ 477.94		
Public conveniences - Cleaning	£ 2,000.00	£ 1,872.00	£ 128.00		
Public conveniences - rates	£ 1,000.00	£ -	£ 1,000.00		
Street Lighting					
Supply of electricity	£ 1,500.00	£ 1,237.04	£ 262.96		
Maintenance Contract	£ 1,000.00	£ 712.56	£ 287.44		1979.59
Repairs	£ 200.00	£ 29.99	£ 170.01		
Improvements/Electrical testing	£ 500.00	£ -	£ 500.00		
Subscriptions/Donations					
K.A.L.C.	£ 650.00	£ 648.20	£ 1.80		
Action with Communities in Rural Kent (KRC)	£ 35.00	£ 50.00	£ 15.00		
KAPC Area Sec Honorarium	£ 35.00	£ -	£ 35.00		
Churchyard s137	£ 600.00	£ -	£ 600.00		
Tree Warden Scheme	£ 100.00	£ -	£ 100.00		
Readycall Donation s137	£ 50.00	£ 50.00	£ -		
Membership of SLCC	£ 120.00	£ 139.00	£ 19.00	pc advertising via Ready call package	£ 1,192.97
Membership of HWCAGS/aircraft noise	£ 200.00	£ 305.77	£ 105.77		
Miscellaneous					
Computer training	£ 500.00	£ 280.00	£ 220.00		
Christmas Lights	£ 100.00	£ 114.10	£ 14.10		
Office equipment costs	£ 500.00	£ 468.99	£ 31.01		
Website/domain name hosting	£ 160.00	£ 160.00	£ -		
PC Noticeboard Repairs	£ 50.00	£ -	£ 50.00		£ 6,787.49
Electricity supply village green	£ 200.00	£ 214.71	£ 14.71		
Civic Amenities Vehicle	£ 1,000.00	£ 814.00	£ 186.00		
Village Vision/Village vision initiatives	£ 5,000.00	£ 4,150.00	£ 850.00		
Publicity/ Parish News	£ 400.00	£ 346.67	£ 53.33		
Election costs	£ 2,000.00	£ 239.02	£ 1,760.98		
	£ 70,480.00	£ 49,595.48	£ 20,884.52		
Precept and other income	£ 194,371.03	£ 137,797.39	£ 56,573.64		

HORSMONDEN PARISH COUNCIL

Income Summary - Year End 31/03/2017

VAT Refunds	£ 9,315.48	
TWBC Grant	£ 400.00	
KCC Grant	£ 250.00	
KCC Fromandez Drive contribution	£ 358.46	
Interest Received this year	£ 734.53	
Donations for Village Projects	£ 611.86	
General refunds	£ 146.06	
Refunds for use of Electricity box	£ 7.79	
Computing courses	£ 15.00	
Village Vision	£ 277.14	
Public toilet scheme (TWBC)	£ 1,800.00	
	<u>£ 13,916.32</u> +	To Audit Box 3
Precept	£ 70,480.00 +	To Audit Box 2
Income:	<u>£ 84,396.32</u> =	
Opening Balance at 01/04/2016	£ 109,974.71 +	Audit Box 1
Equals Cash Summary:	£ 194,371.03 =	Reconciled
Income Minus the Precept:-	£ 123,891.03	

HORSMONDEN PARISH COUNCIL

Expenditure Summary - Year End 31/03/2017

Expenditure from Reserves	£	82,266.61	+		
VAT Expenditure - 16/17	£	4,935.30	+		
Precept Expenditure	£	49,595.48	+		
Expenditure from income	£	1,000.00	+		
Cash Book Expenditure	£	<u>137,797.39</u>	=	<i>Reconciled</i>	£ 137,797.39
Less Staff Costs		£15,429.22	-		To Audit Box 4
Sub-total Expenditure:	£	<u><u>122,368.17</u></u>			
Equals Cash Expenditure:	£	<u><u>122,368.17</u></u>	=		To Audit Box 6

Fixed Asset Register - Year Ending 31st March 2017

Item	Asset value
Village Green	£ 1.00
Benches on Village green	£ 1,500.00 *estimate, replaced over the years
Millenium Plaque and stone boulder	£ 5,000.00 * Oct 2009 & Nov 2011
Village Green shelter	£ 9,598.00 * Oct 2015
140 posts around Village Green	£ 2,500.00 * March 2011
Stone Troughs	£ 900.00 *Nominal value
Noticeboard	£ 1,600.00 *Feb 2009
Electrical power supply box	£ 225.00 *Jul 2008
Christmas lights on Village green	£ 1,900.00 * Jul 2013 -Sept 2015
Litter bins x 3	£ 77.00 1 new bin @£75 plus two @£1 each
Village Hall	£ 1.00 * built on PC land 1912
Office Equipment	
laptop	£ 400.00 Apr-14
printer1	£ - written off Jan 2017
printer 2	£ 46.00 *Feb2014
shredder	£ 55.00 *May2011
telephone	£ 19.99 *Jul2007
laminator	£ 1.00 *donated
router	£ 1.00 *Free gift from BT
calculator	£ 1.00
backup disk	£ 50.00 *Apr2014
Fireproof safe	£128.00 *Jul 2010
Laptop for training	£330 *Dec2013
Ipad air for training	£399 *Dec2013
Projector at Village Hall	£ 1,210.00 *Jul 2012
Public conveniences	£ 1.00 * freehold transfered in 2010
The Institute Building	£ 1.00 * gifted to parish in 1891
Clock Tower	£ 38.00 *see website original receipt
Clock in Tower New Mechanism	£ 65.00 *see website original receipt
War Memorial	£ 1.00
Sports Ground	£ 1.00 * gifted to the PC
Playground equipment	£ 50,500.00 *Jul 2009
Playground surfacing	*see above *play eqpt plus surfacing plus installation
Land at Fromandez Drive	£ 1.00 * Freehold transfered.
45 Street Lights	£ 16,150.00 * upgrade in March2012 & 15
Speedwatch equipment	£1,900.00 *March 2006
metal tripod	
battery	
warning sign	
LED signage	
LONG TERM INVESTMENT WITH HSBC (2 YEAR BOND)	£ 70,000.00
Total Fixed Assets:	£ 164,600.99

The above statement represents fairly the financial assets of the Parish Council as at 31st March 2017

Approved by Horsmonden Parish Council

Chairman:

Responsible Financial Officer

Lucy Noakes

At a meeting held on:

8th May 2017