

# THURNHAM PARISH COUNCIL

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement <u>21<sup>st</sup> May 2018</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:</p> <p>(b) Mrs S Babington – Parish Clerk 4 Birkhall Close, Chatham, Kent, ME57QD</p> <p>commencing on (c) <u>Monday 4 June 2018</u></p> <p>and ending on (d) <u>Friday 13 July 2018</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>)</p> <p>5. This announcement is made by (e) Mrs S babington – Parish Clerk</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

**THURNHAM PARISH COUNCIL  
BALANCE SHEET  
FOR YEAR ENDED 31ST MARCH 2018**

	<u>Year ended</u> <u>31st March 2018</u>		<u>Year ended</u> <u>31st March 2017</u>	
	£	£	£	£
<b><u>FIXED ASSETS</u></b>		0		0
<b><u>LONG TERM ASSETS</u></b>				
Investments	0.00		0.00	
Long term Debts	<u>0.00</u>		<u>0.00</u>	
		0.00		0.00
<b><u>CURRENT ASSETS</u></b>				
Stocks & Shares	0.00		0.00	
Re-imbursable VAT	0.00		0.00	
Debtors	1,216.86		1,094.78	
Temporary Lendings	0.00		0.00	
Petty Cash	0.00		0.00	
Payments in Advance	0.00		0.00	
Cash in Hand	<u>77,551.92</u>		<u>76,396.01</u>	
	<b>78,768.78</b>		<b>77,490.79</b>	
<b><u>CURRENT LIABILITIES</u></b>				
Creditors	500.00		500.00	
Temporary Loans	0.00		0.00	
Bank Overdraft	<u>0.00</u>		<u>0.00</u>	
	<b>500.00</b>		<b>500.00</b>	
<b><u>Current Assets less Liabilities</u></b>		<b><u>78,268.78</u></b>		<b><u>76,990.79</u></b>
		<b>78,268.78</b>		<b>76,990.79</b>
<b><u>REPRESENTED BY:</u></b>				
Earmarked Reserves	0.00		0.00	
General Fund Brought Forward	76,990.79		73,745.21	
Surplus-Deficit for Year	<u>1,277.99</u>		<u>3,245.58</u>	
		<b><u>78,268.78</u></b>		<b><u>76,990.79</u></b>

*The above statement represents fairly the financial position of the authority as at 31st March 2018 and reflects its income and expenditure during the year.*

Approved by Council on

Signed

Chairman

Dated

21/5/2018

Signed

Responsible Financial Officer

Dated

**THURNHAM PARISH COUNCIL**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR YEAR ENDED 31ST MARCH 2018**

	<u>Year ended</u> <u>31st March 2018</u>		<u>Year ended</u> <u>31st March 2017</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b><u>INCOME</u></b>				
<i>Precept</i>		17,366.00		17,026.00
<i>MBC Grant</i>		0.00		186.00
<i>Interest</i>		12.59		70.04
<i>CF Grant</i>		100.00		250.00
<i>VAT</i>		511.39		486.75
<i>JPG</i>		0.00		0.00
<i>Grants</i>		0.00		1,314.32
<i>Other Income</i>		0.00		0.00
<b><u>Total Income</u></b>		<b><u>17,989.98</u></b>		<b><u>19,333.11</u></b>
<b><u>EXPENDITURE</u></b>				
<i>General Administration</i>	13,470.25		13,118.06	
<i>Publicity</i>	1,209.20		1,294.72	
<i>Section 137</i>	847.00		92.00	
<i>VAT</i>	511.39		486.75	
<i>Service Expenditure</i>	0.00		750.00	
<i>JPG</i>	0.00		96.00	
<i>Donations</i>	0.00		0.00	
<i>Other</i>	674.15		250.00	
<b><u>Total Expenditure</u></b>		<b><u>16,711.99</u></b>		<b><u>16,087.53</u></b>
<b>SURPLUS/-DEFICIT</b>		<b><u>1,277.99</u></b>		<b><u>3,245.58</u></b>



**THURNHAM PARISH COUNCIL**  
**TRIAL BALANCE FOR YEAR ENDED 31ST MARCH 2018**

	<u>Receipts</u>	<u>Opening Debtors</u>	<u>Closing Debtors</u>	<u>Adj.</u>	<u>Income</u>
Precept	17366.00				£ 17,366.00
MBC Grant	0.00				£ -
Interest	12.59				£ 12.59
Service Income	100.00				£ 100.00
VAT	389.31	-1094.78	1216.86		£ 511.39
JPG	0.00				£ -
Grants	0.00				£ -
Other Income	0.00				£ -
<b>Total</b>	<b>£ 17,867.90</b>	<b>-£ 1,094.78</b>	<b>£ 1,216.86</b>	<b>£-</b>	<b>£ 17,989.98</b>

	<u>Payments</u>	<u>Opening Creditors</u>	<u>Closing Creditors</u>	<u>Adj.</u>	<u>Expenditure</u>
General Administration	13,470.25	-500.00	500.00		£ 13,470.25
Publicity	1209.20				£ 1,209.20
Section 137	847.00				£ 847.00
VAT	511.39				£ 511.39
Service Expenditure	0.00				£ -
Donations	0.00				£ -
JPG	0.00				£ -
Other	674.15				£ 674.15
<b>Total</b>	<b>£ 16,711.99</b>	<b>-£ 500.00</b>	<b>£ 500.00</b>	<b>£-</b>	<b>£ 16,711.99</b>
<b>SURPLUS/-DEFICIT</b>					£ 1,277.99

vat debtor includes overpayment of £218.72 from 2012/13

**BANK RECONCILIATION FOR YEAR ENDED 31/03/18**

<b><u>Bank Balances</u></b>	<b>£</b>
Current Account	37109.68
less o/s cheques	-979.86
Business Reserve Account	40266.19
<b><u>Balance</u></b>	<b><u>76396.01</u></b>
+ income	17855.31
- expenditure	-16711.99
+ interest	12.59
<b><u>Balance</u></b>	<b><u>77551.92</u></b>
<b><u>Bank Reconciliation</u></b>	
Current Account	37273.14
less o/s cheques	0.00
Business Reserve Account	40278.78
<b><u>Balance</u></b>	<b><u>77551.92</u></b>
Difference	£ -

**THURNHAM PARISH COUNCIL**  
**Supporting Notes to Accounts Year Ended 31<sup>st</sup> March 2018**

**Borrowings.**

As at the close of business on 31<sup>st</sup> March 2018 there were no loans to the Council outstanding.

**Leases.**

As at the close of business on 31<sup>st</sup> March 2018 there were no leases.

**Debtors.**

£1216.86

HMCE re VAT.

**Creditors.**

£500.00 Audit Fee.

**Tenancies.**

None.

**Agency Work.**

None.

**Service Expenditure**

Parish Services Scheme Grant of £100.00 received from Maidstone Borough Council.

**Advertising and Publicity.**

The Parish Council has a monthly page in the local Downs Mail at a cost of £178.89 + vat per page.

**Pensions.**

The Council made no pension contributions during the year.

**THURNHAM PARISH COUNCIL**

**SECTION 1 BOX 3**

**Variances in Income from 2017 and 2018**

1 MBC Grant	-£	186.00
2 Interest	-£	57.45
3 Service Income	-£	150.00
4 VAT	£	24.64
5 JPG	£	-
6 Grants	-£	1,314.32
7 Other Income	£	-
	-£	<u>1,683.13</u>

**1 MBC Grant**

2016/17 C Tax Relief Grant	£	186.00
2017/18	£	<u>-</u>
Difference	£	186.00

**2 Interest**

The decrease in the interest paid during the year is due to the slight decrease in the level of income this year.

**Difference -£57.45**

**3 Service Income**

**Difference- £150**

**4 VAT**

This difference relates to a decrease in recoverable VAT.

VAT 2017/2018	£	511.39
VAT 2016/2017	£	<u>486.75</u>
Difference	£	24.64

**5 JPG**

**Difference £0**

**Grants**

This difference is due to a Transparency Grant being received by the PC last year.

**Grant amount £1314.32**

**Other Income**

**Difference** £ -

**THURNHAM PARISH COUNCIL**

**SECTION 1 BOX 6**

**Variances in Expenditure from 2017 and 2018**

1 General Admin	£	172.19
2 Publicity	-£	85.52
3 Section 137	£	755.00
4 VAT	£	24.64
5 Service Expenditure	-£	750.00
6 JPG	-£	96.00
Donations	£	-
7 Other Expenditure	£	424.15
	£	<u>444.46</u>

**1 General Administration**

The difference relates to a small increase in the administration costs during the year 2017/18.

**Difference £172.19**

**2 Publicity**

This expenditure relates to costs spent on the PC website and newsletter in the local press.

**Difference increase of £85.52**

**§137**

This expenditure relates to donations to RBL & £750 CPRE Donation.

**Difference increase of £755.00.**

**3 VAT**

This relates to the differences between the recoverable VAT for the 13/14 & 14/15 financial years.

17/18 VAT - £511.39

16/17 VAT - £486.75

**Difference increase of £24.64**

**4 Service Expenditure**

**Difference £750.00**

This is difference is due to the refurbishment of the PC notice boards in the previous year.

**5 JPG (Joint Parish Group)**

**16/17 JPG Costs**

£ 96.00 Joint Parish Group Expenditure

**£ 96.00**

**17/18 JPG Costs**

£ -

**£ -**

NB: Thurnham PC was the founding member of the KIG Joint Parish Group which was formed by 13 parishes to collectively oppose the planning application for the Kent International Gateway and MBC Local Plan. Thurnham Parish Council deals with the finances of the group concerning the appointment of professional advice and then invoices the JPG members on a pro-rata basis for their element of the costs.

**Difference £96.00**

**Donations**

**Difference in donations -£0.**



## 6 Other Expenditure

The difference is explained as follows:

16/17 expenditure £ 250.00 Parish Tour Coach Hire and costs.

17/18 expenditure £ 674.15 Traffic Survey

**Difference £424.15**

**THURNHAM PARISH COUNCIL**  
**FIXED ASSET REGISTER as at JUNE 2018**

Item	Date of Acquisition	Description	Location	Notes	Cost	Replacement Value	Disposal Details	Date	Reason
1	N/K	Noticeboard	Bearsted Village Green		£550.00	£700.00			
2	N/K	Noticeboard	Black Horse		£875.00	£950.00			
3	2007	Noticeboard	The Bell Inn		£875.00	£950.00			
4	2008	Noticeboard	Averanches Rioad		£900.00	£950.00			
5	2010	Noticeboard	Ashford Road		£950.00	£950.00			
6									
7									
8									
					£4,150.00				