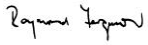


Little Milton Parish Council

Statement of Accounts Subject to Change

As the Responsible Financial Officer I have to declare the Statement of Accounts for the year ending 31st March 2018 are unaudited and may be subject to change.



Raymond Fergusson: Responsible Financial Officer

1st July 2018

LITTLE MILTON PARISH COUNCIL
ANNUAL RETURN
for year ended 31 March 2018

| | | Year Ending | | |
|----------------------------------|---|-------------|------------|-----------|
| | | 31st March | 31st March | |
| | | 2017 | 2018 | |
| Balances brought forward | 1 | 17,208.61 | | 20,820.66 |
| Annual Precept | 2 | 11,250.00 | | 11,250.00 |
| Total Other Receipts | 3 | 22,104.05 | | 80,928.88 |
| | 4 | 2,642.99 | | 2,669.40 |
| Loan Interest/Capital Repayments | 5 | 3,524.02 | | 3,408.56 |
| Total Other payments | 6 | 23,574.99 | | 92,795.93 |
| Balances carried forward | 7 | 20,820.66 | | 14,125.65 |

| | | | | |
|---------------------------------------|----|-----------|--|-----------|
| Total Cash & Investments | 8 | 19,400.33 | | 18,763.58 |
| Total Fixed Assets & Long Term Assets | 9 | 94,928.00 | | 99,748.00 |
| Total Borrowings | 10 | 10,616.59 | | 7,583.25 |

**Little Milton Parish Council
Income & Expenditure Account
For the year ended 31st March 2018**

| <u>Year Ended 31-03-2017</u> | | <u>Year Ended 31-03-2018</u> |
|---|---|---|
| | <u>INCOME</u> | |
| 11,250.00 | Precept | 11,250.00 |
| 5,773.20 | Newsletter Advertising | 5,625.00 |
| 8.51 | Interest on Clubs & Societies Account | 6.86 |
| 11,042.80 | Grants | 73,405.04 |
| 2,709.37 | Public Donations (Defib/Playground) | |
| 2,570.17 | Other Receipts | 1,891.98 |
| <u>33,354.05</u> | | <u>92,178.88</u> |
| | <u>EXPENDITURE</u> | |
| 10,622.32 | General Administration (Note 1) | 10,038.70 |
| 4,595.25 | Defibrillators | 276.55 |
| 854.84 | Playground Project | 72,688.32 |
| 3,524.02 | Loan Repayment | 3,408.56 |
| 4,983.64 | Village Hall & Recreation Ground (Note 2) | 4,417.61 |
| 5,161.93 | Neighbourhood Development Plan (Note 3) | 8,044.15 |
| <u>29,742.00</u> | | <u>98,873.89</u> |
| | <u>GENERAL FUND</u> | |
| 17,208.61 | Balance brought forward | 20,820.66 |
| 33,354.05 | Add Total Income | 92,178.88 |
| 50,562.66 | | 112,999.54 |
| 29,742.00 | Deduct Total Expenditure | 98,873.89 |
| <u>20,820.66</u> | Balance carried forward | <u>14,125.65</u> |

Balance Sheet as at 31st March 2018

| | | |
|------------------|--|------------------|
| | <u>TOTAL CASH & INVESTMENTS</u> | |
| | <u>Cash in Hand</u> | |
| 695.45 | Current Account | - 8,003.65 |
| 22,216.92 | Deposit Account | 26,767.23 |
| <u>22,912.37</u> | Total Cash & Investments | <u>18,763.58</u> |
| 1,323.85 | Debtors | 707.98 |
| 3,415.56 | Creditors | 5,345.91 |
| <u>20,820.66</u> | Balance carried forward | <u>14,125.65</u> |
| | <u>REPRESENTED BY:</u> | |
| 5,063.35 | Earmarked Reserves | 1,588.10 |
| 14,543.61 | General Fund | 12,537.55 |
| <u>20,820.66</u> | Total Reserves | <u>14,125.65</u> |
| | <u>FIXED ASSETS (Memo only)</u> | |
| 14,500.00 | Land | 14,500.00 |
| 12,163.00 | Play Area | 12,163.00 |
| 4,595.00 | Defibrillators | 4,820.00 |
| 68,265.00 | MUGA | 68,265.00 |
| <u>99,523.00</u> | | <u>99,748.00</u> |

Little Milton Parish Council
Notes to Accounts
For the year ended 31st March 2018

| <u>Note 1</u> | <u>General Administration</u> | |
|----------------------------------|--------------------------------------|----------------------------------|
| Year Ended 31-03-2017 | | Year Ended 31-03-2018 |
| | <u>Newsletter</u> | |
| 2,854.27 | Printing | 2,789.21 |
| 1,275.84 | Editor Remuneration | 1,288.68 |
| 63.50 | Postage & Stationery | 77.08 |
| <u>4,193.61</u> | | <u>4,154.97</u> |
| | <u>Administration</u> | |
| 2,642.99 | Clerk Salary | 2,669.40 |
| 95.00 | Training | 75.00 |
| 67.00 | Society of Local Council Clerks | 72.00 |
| | Recruitment of Clerk | 279.64 |
| -28.40 | Accounting Services | |
| 15.75 | Publications | 64.60 |
| 66.47 | Postage, Stationery | 68.46 |
| <u>2,858.81</u> | | <u>3,229.10</u> |
| | <u>Sundries</u> | |
| 100.00 | Audit Fee | 400.00 |
| 110.89 | OALC Subscription | 110.89 |
| 163.00 | Clock Maintenance | 171.42 |
| 300.00 | Election Costs | 300.00 |
| 244.35 | Parish Council Insurance | 253.43 |
| 245.00 | Donations | 175.00 |
| 146.00 | Subscriptions | 196.00 |
| 80.00 | Three Villages Hospital Car Scheme | 56.00 |
| 900.00 | Verge Maintenance | 900.00 |
| 38.99 | Website | 10.00 |
| 1,241.67 | Miscellaneous | 81.89 |
| <u>3,569.90</u> | | <u>2,654.63</u> |
| <u>10,622.32</u> | TOTAL ADMINISTRATION | <u>10,038.70</u> |

| <u>Note 2</u> | <u>Village Hall & Recreation Ground</u> | |
|----------------------------------|--|----------------------------------|
| Year Ended 31-03-2017 | | Year Ended 31-03-2018 |
| 3,497.62 | Recreation Ground | 4,189.02 |
| 1486.02 | MUGA | 228.59 |
| <u>4,983.64</u> | | <u>4,417.61</u> |

| <u>Note 3</u> | <u>Neighbourhood Development Plan</u> | |
|----------------------------------|--|----------------------------------|
| Year Ended 31-03-2017 | | Year Ended 31-03-2018 |
| 3000.00 | Consultancy | 7194.00 |
| 1700.00 | Village Survey | |
| 461.93 | Other | 850.15 |
| <u>5161.93</u> | | <u>8044.15</u> |

**LITTLE MILTON PARISH COUNCIL
BANK RECONCILIATION AT 31st MARCH 2018**

| | |
|--|-------------------------------|
| <u>Reconciliation of Current Account</u> | £ |
| Balance per Bank Statement sheet 396 at 31st March 2018 | 215.00 |
| <u>Less Unpresented cheque</u> | |
| Kompan Ltd | -8245.25 |
| Add Uncleared lodgements | |
| Norman west | 57.60 |
| Differences due to incorrect amount on cheque | |
| Community First Oxfordshire | -30.00 |
| R Fergusson (Parish Clerk) | -1.00 |
| Balance per Cash Book at 31st March 2018 | <u><u>-8003.65</u></u> |

Reconciliation of Reserve Account

| | |
|--|--------------------------------|
| Balance per Bank Statement sheet 396 at 31st March 2018 | 26,767.23 |
| Balance per Cash Book at 31st March 2018 | <u><u>26,767.23</u></u> |
| Total Cash Balance | <u><u>18763.58</u></u> |

Reconciliation between Boxes 7 & 8

| | |
|--------------------------------------|-----------------------------|
| | £ |
| Total Cash & Investments | 18,764 |
| Add Debtors | 708 |
| Less Creditors | -5,346 -4,638 |
| roundings | |
| Total Balance carried forward | <u><u>14,126</u></u> |

LITTLE MILTON PARISH COUNCIL
Section 1 The Statement of Accounts
For the Year Ended 31st March 2018

DETAILS OF SIGNIFICANT VARIANCES

| | 31-03-17 | 31-03-18 | Var | | Comment |
|---|---------------|---------------|-----------------|------------|--|
| 2. Annual Precept | 11,250 | 11250 | 0 | | Increased level of precept in anticipation of taking on more frontline services |
| 3.Total Other Receipts | 22104 | 80,929 | 58,825 | Fav | |
| Newsletter Advertising | 5773 | 5,625 | (148) | Adv | Change of mix between colour and b/w adverts |
| Bank Interest | 9 | 7 | (2) | Adv | |
| Grants | 11043 | 73,405 | 62,362 | Fav | Grants re Neighbourhood Development Plan £8003;Defibrillator £2298; OCC re verge cutting £529; SODC re Queens 90th Birthday £213 |
| Income from MUGA | 1643 | 903 | (740) | Adv | Lower level of hire |
| Public Donations | 2709 | 0 | (2,709) | Adv | No public donations in 2017-18. The donations in 2016-17 was for the ne playground |
| Other | 927 | 989 | 62 | Fav | |
| | | | 58825 | Adv | |
| 4. Staff Costs | 2,643 | 2,669 | (26) | Adv | |
| 6. Total Other Payments | 23,575 | 92,796 | (69,221) | Adv | |
| Recreation Ground maintenance (incl verges) | 2855 | 4226 | (1,371) | Adv | Tree pruning £290, Weed & Feed £595; Painting of fencing £585 in 2017-18 |
| MUGA maintenance | 1284 | | 1,284 | Fav | No maintenace in 2017-18 |
| MUGA Service Charge | 44 | | 44 | Fav | New process to collect the hire income has eliminated the service cost part way through 2016-17 |
| Playarea | 1437 | 641 | 796 | Fav | Lower level of maintenance cost following Annual Inspection as new playground planned |
| Recruitment of Clerk | | 280 | (280) | Adv | Recruitment in 2017-18 |
| Audit Fee | 100 | 400 | (300) | Adv | Increased level of Income in 2017-18 Vs 2016-17 |
| Replacement of memorial benches | 775 | | 775 | Fav | One off replacement cost in 2016-17 |
| Defibrillators | 4595 | 277 | 4,319 | Fav | Purchase of 3 defibrillators in 2016-17 |
| Playground project | 855 | 72688 | (71,833) | Adv | Project started in 2016-17 and reflect phasing of expenditure |
| Neighbourhood Development Plan | 5162 | 8044 | (2,882) | Adv | Project phasing |
| Other Costs | 6,468 | 6,240 | 228 | Fav | |
| | | | (69,221) | Adv | |
| 9. Total Fixed assets plus long term investments | 94928 | 99748 | 4820 | | Three defibrillators not included in 2016-17 return £4595 plus fitting costs of £225 in 2017-18 |

Schedule of Creditors as at 31/3/2018

Accruals

| | |
|---|---------------|
| BDO :Audit Fee 2017-18 | 300.00 |
| Clock maintenance | 89.42 |
| Grass cutting | 79.50 |
| Mole eradication | 200.00 |
| Defibrillator labels | 30.00 |
| Community First Oxfordshire NDP consultancy | 1194.00 |
| Election | 600.00 |
| MUGA - Income | -42.50 |
| | <hr/> 2450.42 |

| | |
|--|---------|
| Advertising Debtors - payments re 2018-19 | 1958.40 |
|--|---------|

| | |
|-------------------------|--------|
| Accounts Payable | 541.09 |
|-------------------------|--------|

Other Creditors

| | |
|-------------|--------|
| HMRC - PAYE | 396.00 |
|-------------|--------|

| | |
|--|----------------------------|
| <u>Total Creditors at 31/3/2018</u> | <hr/> 5345.91 <hr/> |
|--|----------------------------|

Schedule of Debtors as at 31/3/2018

Prepayments

| | |
|-----------------------|--------------|
| Insurance - P Council | 42.50 |
| Insurance - Playarea | 29.12 |
| Insurance - MUGA | 30.52 |
| Web Domain | 17.00 |
| | <hr/> 119.14 |

| | |
|---------------------------------------|-------|
| Advertising Debtors Morgan Associates | 60.00 |
|---------------------------------------|-------|

| | |
|---------------|-------|
| Other Debtors | 36.61 |
|---------------|-------|

VAT

| | |
|-------------------------------|------------|
| Brought Forward 2017-2018 | 1,115.85 |
| Output Tax owing 2017 - 2018 | 15,766.21 |
| Input Tax due 2017-18 | -1253.69 |
| Net payment from HMRC 2017-18 | -15,136.14 |

| | |
|------------------------------|--------------------|
| VAT due from HMRC 31/03/2018 | <hr/> 492.23 <hr/> |
|------------------------------|--------------------|

| | |
|---|---------------------------|
| <u>Total Debtor at 31/3/2018</u> | <hr/> 707.98 <hr/> |
|---|---------------------------|

Summary of Fixed Assets/Leases as at 31 3 2018

| Reference | Description | Identification | Date Acquired | Value £ | Custodian | Basis of Current Value |
|-----------|--|-------------------------|-----------------------|------------|-----------|------------------------|
| LM/01 | Land - Recreation Ground | Title Number ON21538 | + | 14,500 | Clerk | Historic Cost |
| LM/02 | Lawnmower | Reg No Q679JJO | Sunday, June 1, 2003 | | Clerk | Sold |
| LM/03 | Playground Equipment | | 1998 | | Clerk | Historic Cost |
| | Swings | | 1112 | | | 1111.923 |
| | Cradle swings | | 1114 | | | 1113.79 |
| | Multi Activity Area | | 6678 | | | 6678.073 |
| | Activity Unit | | 1908 | | | 1908.288 |
| | Springers | | 795 | | | 795.4311 |
| | Wooden See-Saw | | 555 | | | |
| | | | 12163 | | | 555.4947 |
| | Scapping of playground | | 0 | | | |
| | Installation of new playground | | 0 | | | |
| | | | 12163 | 12,163 | | |
| LM/04 | Multi Use Games Area | | Tuesday, June 1, 2004 | 68,265 | Clerk | Historic Cost |
| | Excavation & preparation and foundation base | | 23,486 | | | |
| | Tenniturf synthetic grass surface | | 7,387 | | | |
| | Perimeter & divide fencing with timber rebound boarding | | 21,212 | | | |
| | Floodlighting | | 15,500 | | | |
| | Sports equipment | | 680 | | | |
| | | | 68,265 | | | |
| LM/05 | Three Defibrillators (3) | | Sept/Dec. 2016 | | | Historic Cost |
| | Three Defibrillators | 2016-17 | 4595 | | | |
| | Fitting 3rd Defibrillaror | 2017-18 | 225 | 4,820 | | |
| | | | | 99,748 | | |

DEFIBRILLATORS CORRECTION £4595.25 2016-17

CHECK ASSET ADDITIONS 2017-18

Summary of Leases

| | Date of Lease | Term | |
|----------------------------|----------------------------|----------|------------------|
| Village Hall | Monday, June 10, 2002 | 99 years | Morgan Cole |
| Little Milton Village Shop | Thursday, March 19, 2009 | 99 Years | Morgan Cole |
| The Orchard Pre-School | Friday, September 11, 2015 | 15 Years | Lightfoots Thame |