

EAST PECKHAM PARISH COUNCIL

Receipts and Payments Summary Account for the financial year ended 31 March 2013

| Previous Year | | Current Year |
|-----------------------|--|-----------------------|
| 2011/2012 | | 2012/2013 |
| £ | | £ |
| 112,077 | Balance brought forward | 108,940 |
| 195,673 | Total Receipts | 153,336 |
| 530 | Plus out of date cheques (returned to account) | 0 |
| 199,340 | Less total payments | 122,178 |
| 108,940 | Balance carried forward | 140,098 |
| Represented by | | |
| 640 | Current account balance | 879 |
| 95,060 | Reserve account balance | 128,955 |
| 14,581 | Capital Reserve account balance | 14,588 |
| <u>1,341</u> | Less transactions not yet processed | <u>4,324</u> |
| <u>108,940</u> | | <u>140,098</u> |

END OF YEAR BANK RECONCILIATION AS AT 31 MARCH 2013

| | |
|------------------------------------|--------------------|
| Credit bought forward from 2011/12 | £108,940 |
| + Receipts for 2012/2013 | £153,336.58 |
| TOTAL CREDIT | £262,276.58 |

| | |
|------------------------|--------------------|
| Less Total Expenditure | £122,178.34 |
| BALANCE | £140,098.24 |

FINANCED BY

| | | |
|---------------------|-------------|--------------------|
| Current account | £879.00 | |
| Reserve account | £128,954.76 | |
| Capital account | £14,588.15 | |
| BANK BALANCE | | £144,421.91 |

| | |
|-------------------|------------------|
| Difference | £4,323.67 |
|-------------------|------------------|

Represented by

Unpresented cheques

| | |
|------|----------|
| 3749 | £300.00 |
| 3759 | £1988.40 |
| 3762 | £200.00 |
| 3768 | £164.23 |
| 3769 | £694.07 |
| 3770 | £900.00 |
| 3773 | £53.98 |
| 3774 | £22.99 |

Receipts Account for the financial year ended 31 March 2013

| 2011/2012 | | 2012/2013 |
|-----------------------|--|-----------------------|
| £ | | £ |
| 112,077 | Balance brought forward | 108,940 |
| 18,369 | Jubilee Hall, Sports Hall & Playing Field Income | 20,237 |
| 660 | Allotment Rents | 622 |
| 129,525 | Precept | 100,877 |
| 24,378 | Refunds | 12,338 |
| | NNDR | £3,054 |
| | Land Registry Fee | £40 |
| | 2011/2012 Adjustment | -£28 |
| | VAT | £9,272 |
| 530 | Out of date cheques returned to a/c | 0 |
| 20 | Centenary Book Sales | 50 |
| 58 | Bank Interest | 72 |
| 11 | Wayleave receipts | |
| 20,910 | Grants Received | 15,316 |
| | TMBC S136 Churchyard maintenance | £3,869 |
| | TMBC S136 Halls & Open Spaces | £5,585 |
| | TMBC S136 Street Lighting | £1,302 |
| | TMBC Festive Lighting | £560 |
| | TMBC CEF Grant | £4,000 |
| 100 | Xmas Lighting (other) donations | 0 |
| 0 | Insurance receipts | 1,279 |
| 1,490 | Twinning Receipts | 1,106 |
| 0 | Jubilee Event | 510 |
| 152 | Applause Rural Touring Theatre event | 138 |
| | Donation (Village Youth Project) | 779 |
| 0 | Wayleave | 12 |
| <u>196,203</u> | | <u>153,336</u> |
| <u>308,280</u> | | <u>262,276</u> |

Payments Account for the financial year ended 31 March 2013

| 2011/2012 | | 2012/2013 |
|---------------------------|--|---------------------------|
| £ | | £ |
| 17,412 | Staff costs | 18,388 |
| 12,984 | Administration | 13,276 |
| 5,555 | Churchyard/village maintenance | 4,390 |
| 7,063 | Street Lighting | 8,245 |
| 66,443 | Building Maintenance | 7,361 |
| 29,428 | Jubilee Hall, Sports Hall & Playing Fields | 28,511 |
| | Play equipment | 7,718 |
| 4,813 | NNDR | 5,400 |
| 4,571 | S137 | 1,604 |
| | Summer Playscheme £826 | |
| | Litter Clearing £448 | |
| | Donations £330 | |
| 630 | Grants | 175 |
| | Crime Prevention Panel £75 | |
| | Friends of EP School £100 | |
| | 2012/13 Village Projects | 6,160 |
| | Twinning £1,706 | |
| | Jubilee Events £2,754 | |
| | Village Signs £1,700 | |
| 189 | Allotments | 148 |
| 1,655 | Festive Lighting | 1,653 |
| 505 | CCTV | 2,872 |
| 22,898 | VAT on payments | 9,248 |
| 5,860 | PWLB Loan repayments | 5,860 |
| 17,837 | Grants to village halls/open spaces | 0 |
| 1,279 | Bus Shelters | 848 |
| 216 | Applause Rural Touring Theatre Event | 321 |
| 199,340 | TOTAL | 122,178 |
| 108,940 | Balances Carried forward | 140,098 |
| <u>226.953</u> | | <u>262,276</u> |

JUBILEE HALL, SPORTS HALL & PLAYING FIELDS
Statement for the financial year ended 31 March 2013

| | £ |
|---------------------------------|---------|
| Parish Council Grant | 12,500 |
| Plus Building Maintenance Grant | 12,750 |
| Plus NNDR Budget | 5,000 |
| Plus Income | 20,237 |
| Plus NNDR Refund | 3,054 |
| | |
| Less expenditure | 41,272 |
| Running costs | £28,511 |
| Building maintenance | £7,361 |
| NNDR | £5,400 |

Earmarked Balance Carried forward **12,269**

EAST PECKHAM PARISH COUNCIL

NOTES TO SUPPORT THE ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2013

These notes are an integral part of the Parish Councils accounts for the financial year ended 31 March 2013. The accounts have been prepared in accordance with the Audit Commission Act 1998 and the Accounts & Audit Regulations 2003 (SI 2003/533) as amended by the Accounts & Audit (Amendment) (England) Regulations 2006 (SI 2006/564) and subsequent amendments to the regulatory requirements including the Accounts & Audit Regulations 2011. East Peckham Parish Council is required by law:

- To prepare accounting statements for the year ended 31 March 2013 in the form required by proper practices (the Annual Return)
- To approve the Annual Return including the accounting statements before 30 June 2013, and
- To publish or display the audited return by 30 September 2013.

As income and expenditure totals are less than £200,000, the accounts have been prepared on a Receipts & Payments basis. The progressive picture since the introduction of 'The Lighter Touch Audit Regime' in 2003 has been to encourage Parish Councils to move towards a Receipts & Payments method of accounting. The Kent Association of Local Councils and the Parish Councils Internal Auditor, RBS Auditing Solutions have confirmed that the Parish Councils use of the Receipts & Payments method of accounting is acceptable.

ASSETS

1. **Acquisition:** During the year 2012/2013 the following assets were acquired:

| | |
|--------------------------------|--------|
| - Street Snooker Final Payment | £7,120 |
| - Office Equipment | |
| o Laptop | £834 |
| o Printer | £200 |

2. **Disposal:** During the year 2012/2013 no assets were disposed of.

• 3. **Asset holdings as at 31 March 2013**

| | |
|-----------------------------|-----------------|
| ❖ Office contents | £14,884 |
| ❖ Outside Equipment | £36,906 |
| ❖ Street Furniture | £22,131 |
| ❖ Gates & Fences | £16,498 |
| ❖ Playground Equipment | £186,979 |
| ❖ Sports Equipment | £1,103 |
| ❖ Play Surfaces | £2,200 |
| ❖ East Peckham Jubilee Hall | £689,860 |
| TOTAL | £280,701 |

The assets listed above are valued and insured on a replacement basis. In addition to this the Parish Council owns the following assets which have no commercial value

| | |
|--|---------------------|
| ❖ 15.73 acres of community land (Playing Fields) | No commercial value |
| ❖ Small area of amenity land at The Pound | No commercial value |

During 2012/2013, were registered with Land Registry as one of the Queen Elizabeth 11 Jubilee Fields. The playing fields therefore have added protection from future possible development.

INSURANCE: The Parish Councils Fidelity Guarantee Insurance is in line with the level recommended by Audit.

TENANCIES: The Parish Council as tenant rents the allotment site on land adjacent to the playing fields for an annual rent of £30.

LEASES: There are no leases where the Parish Council is landlord.

CREDITORS

1. **Creditors as at 31 March 2012:** The following payments totaling £2,289 made during 2012/2013 relate to 2011/2012

| Amount | Expenditure Description | Creditor |
|--------|-----------------------------------|------------------------------|
| £70 | Civic Function 25.03.12 | East Peckham Butcher & Store |
| £26 | Civic Function 25.03.12 | Brookside Garden Centre |
| £35 | Resignation Gift | Brookside Garden Centre |
| £282 | Streetlight Maintenance | PSR Lighting & Signs |
| £1,649 | Salary deductions & employers NI | |
| | Contributions 01.01.12 – 31.03.12 | Inland Revenue |
| £180 | Office Equipment | Hills Office Services |
| £10 | Civic Event 25.03.12 | East Peckham Village Hall |
| £37 | KCC | Stationery |

2. **Creditors as at 31 March 2013:** The following payments totaling £2,198 will be made during 2013/2014 and relate to 2012/2013

| | | |
|--------|-------------------------|---------------------------|
| £295 | The Holt Partnership | Website updates |
| £170 | Kent Grassland Services | Playing Field Maintenance |
| £1,440 | EDF Energy | Streetlight energy |
| £282 | PSR Lighting | Streetlight maintenance |
| £11 | TMBC | Newsletters |

3. **Allotment Prepayment:** The allotment year runs from Michaelmas i.e. 29 September to 28 September therefore an apportionment needs to be made. The total income received by way of allotment rents during the financial year 2012/2013 was £622. The prepayment is therefore for 185 days and equates to £316.

DEBTORS: At 31 March 2013, the following debts were outstanding totaling £4,267. The age of the debts is less than three months:

| | | |
|--------|---|-----------|
| £15 | Allotment rent | |
| £1,946 | Recoverable VAT in respect of the period 01 January 2013 – 31 March 2013. | |
| £2,306 | Sports Hall income in respect of March 2013. Users are invoiced monthly in arrears. Details as follows: | |
| | Hadlow & East Peckham Children's Centre | £170.00 |
| | Trainers Badminton Club | £17.00 |
| | Miss N Hill – Zumba | £25.50 |
| | Apples Bowls Club | £68.00 |
| | Ikkle Pikkles Toddler Group | £45.99 |
| | Mr. B Godwin – French Lessons | £100.00 |
| | Weald of Kent Gym Club | £1,539.00 |

| | |
|--|---------|
| Mr. D Courtney-Jones - Tai Chi | £34.00 |
| Mrs. S Joyce - Fit 4 U | £34.00 |
| Mrs. D Stephenson – Shape up Fitness Class | £85.00 |
| Mrs. J Macdonald - Mini Music Makers | £120.00 |
| Paddock Wood Badminton Club | £68.00 |

VAT STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

| | |
|---|----------------|
| VAT on payments made during the year 2012/2013 | £9,195 |
| Plus 2011/12 adjustment | £40 |
| Less VAT refunds received in respect of 2011/12 | £5,876 |
| Balance | £3,359 |
| Less Payment Received 03.04.13 | £1,426 |
| Balance | £1,933* |

*Claim submitted April 2013

SECTION 137: The Department for Communities and Local Government has confirmed that the appropriate sum for the purposes of section 137(4) (a) of the Local Government Act 1972 (“the 1972 Act”) for parish and town councils in England for 2012/ 2013 is £6.80 per elector. This is the amount that results from increasing the amount for 2011/ 2012 (£6.40) by the percentage increase in the Retail Prices Index between September 2010 and September 2011 in accordance with Schedule 12B to the 1972 Act. The Parish Council is enabled by Section 137 of the Local Government Act 1972 to spend up to £6.80 per elector for the benefit of people within East Peckham on activities or projects not specifically authorized by other powers. The limit of spending under Section 137 of the Local Government Act 1972 in the year ended 31 March 2013 was £17,925 based on a registered electorate of 2,636 electors at December 2011. The following payments were made during the year 2012/2013:

| | |
|-------------------|------|
| Summer Playscheme | £826 |
| Litter Clearing | £448 |
| Donations | £330 |

2012 JUBILEE EVENT: The East Peckham village event to commemorate the Diamond Jubilee of Queen Elizabeth 11 was held during June. The financial statement is as follows:

| | |
|--|-------------|
| TMBC Grant Received | £1,500 |
| Plus income (proceeds from raffle and inflatables) | £510 |
| Less Expenditure | £1,726 |
| Credit Balance | £284 |

TWINNING: The Parish Council is mindful of the fact that the twinning between East Peckham and Chereng should be totally self-funded by grants and by those taking part. A statement of finances for the year 2012/13 is as follows.

| | | |
|------------------------|--------|------------|
| Expenditure | £1,706 | |
| Plus admin newsletters | £18 | £1,724 |
| Financed by | | |
| Balance of Grant | £685 | |
| Twinning Receipts | £1,106 | £1,791 |
| Credit Balance | | £67 |

DONATIONS: The following donations totaling £505 were made during the financial year 2012/2013:

| | |
|------------------|-----|
| Try Angle Awards | £50 |
|------------------|-----|

| | |
|--|------|
| Friends of East Peckham Primary School | £200 |
| Kent Tree Warden Scheme | £25 |
| Kent Pond Warden Scheme | £25 |
| Royal British Legion | £130 |
| T & M Crime Prevention Panel | £75 |

COUNCILLORS ALLOWANCES: There has been no expenditure on Councillors Allowances. Members decide each January whether to claim allowances and as a collective body have decided not to. Research has been carried out which indicates that member's collective decision not to claim Parish Basic Allowances represented a cost saving to the Parish Council of at least £6,500 for 2012/2013. Members do however claim travel expenses when attending relevant training courses and when representing the Parish Council outside the village, these expenses for the financial year 2012/2013 amounted to £199.

PROCEEDS FROM THE PUBLICATION 'BRIDGE OVER THE STREAM' BY MARGARET LAWRENCE: The author of 'Bridge over the Stream' written in 1994 to celebrate the centenary of East Peckham Parish Council wants all proceeds from the sale of the book to go to East Peckham Primary School for the benefit of children at the school.. The fund balance at 31 March 2012 amounted to £197. Receipts during 2012/13 amounted to £50. There has been no expenditure and therefore the fund balance at 31 March 2013 was £247.

UNPRESENTED CHEQUES: At 31 March 2013 there were unpresented cheques totaling £4,324, these were in respect of the following:

| | | | | | | | |
|------|---------|------|-----------|------|---------|------|---------|
| 3749 | £300.00 | 3759 | £1,988.40 | 3762 | £200.00 | 3768 | £164.23 |
| 3769 | £694.07 | 3770 | £900.00 | 3773 | £53.98 | 3774 | £22.99 |

CLERKS GRATUITY: The Clerks contract of employment specifies that she can receive a gratuity. Provision has been made within the councils earmarked reserves for a retirement gratuity which may be paid to the clerk on retirement provided she has been employed for at least five years. The maximum amount of retirement gratuity is either 3/80 of the clerk's annual remuneration for each year of service or the prescribed maximum which is the same as for the death in service gratuity. At 31 March 2013, this fund balance was £11,224 and was based on 13 years and 8 months service.

CASH HOLDINGS: At 31 March 2012 the cash holdings held by the Parish Council were £110,281. The total of the Parish Councils cash holdings at 31 March 2013 amounted to £140,098.

EARMARKED RESERVES: At 31 March 2013 there were earmarked reserves totaling £46,393 in respect of the following items:

| | | | |
|---------|--|---------------------|---------|
| £2,131 | Action with Communities in Rural Kent – Parish Plan Grant | | |
| £316 | Allotment prepayment | | |
| £247 | Bridge over the Stream | | |
| £8,600 | Renovation of Village War Memorial Fund | | |
| £2,198 | Miscellaneous payments which relate to 2012/2013 which will be paid during 2013/2014 | | |
| £500 | Village Sign Repairs | | |
| £16,932 | Jubilee Hall Repair Fund | | |
| | 2011/2012 | Earmarked provision | £4,663 |
| | 2012/2013 | Earmarked provision | £12,269 |

| | |
|---------|---|
| £11,224 | Clerks accumulated gratuity |
| £550 | Jubilee Hall Key Deposits |
| £67 | Balance of 2011/2012 TMBC Twinning Grant |
| £375 | Balance of 2012/13 Chairman's Allowance to be earmarked towards village renovation project |
| £719 | Donation from former East Peckham Youth Club; to be used on youth project in East Peckham |
| £284 | Proceeds from East Peckham 2012 Jubilee Event; to be used towards youth project in East Peckham |
| £2,250 | Provision towards purchase of allotment land |

Taking into account the earmarked reserves of £46,393, the net reserves at 31 March 2013 were £93,705.

In January 2013, the Parish Council agreed a precept of £107,440 for the financial year 01 April 2013 to 31 March 2014; this was an increase of £6,563 or 6.5% over the precept for the financial year 01 April 2012 to 31 March 2013 which was £100,877. The Parish Council has been affected by the Governments Welfare reforms now that Council Tax Benefit has been localised. The tax base has therefore declined and when divided by the precept this has increased the full Council Tax Charge. The tax base for 2012/2013 was 1,341.35, whereas the tax base for 2013/2014 is 1,241.22. Even if the Parish Council had not increased the precept for 2013/2014 the Council Tax bills for 2013/2014 would have shown a percentage increase for East Peckham simply because of the way in which the tax base has been calculated for 2013/2014.

The surplus in the general fund transferred to reserves at 31 March 2013 was £31,158 i.e. the difference between the balance carried forward from 2011/2012 £108,940 and the balance carried forward from 2012/2012 £140,098 was largely as a result of the following:

| | |
|--|---------|
| Churchyards | £1,725 |
| NNDR | £2,654 |
| Jubilee Hall Maintenance | £5,835 |
| Admin | £2,573 |
| S137 | £1,196 |
| Contingency fund | £4,579 |
| Allotments (proposed purchase of land) | £2,250 |
| Christmas lighting | £1,408 |
| Donation from former East Peckham Youth Club | £719 |
| Contribution towards reserves | £10,000 |