

EAST PECKHAM PARISH COUNCIL

Receipts and Payments Summary Account for the financial year ended 31 March 2014

Previous Year		Current Year
2012/2013		2013/2014
£		£
108,940	Balance brought forward	140,098
153,336	Total Receipts	173,531
0	Plus out of date cheques (returned to account)	0
122,178	Less total payments	118,173
140,098	Balance carried forward	195,456
Represented by		
879	Current account balance	2,460
128,955	Reserve account balance	179,694
14,588	Capital Reserve account balance	14,596
<u>4,324</u>	Less transactions not yet processed	<u>1,294</u>
<u>140,098</u>		<u>195,456</u>

END OF YEAR BANK RECONCILIATION AS AT 31 MARCH 2014

Credit bought forward from 2012/13	£140,098.24
+ Receipts for 2013/2014	£173,530.88
TOTAL CREDIT	£313,629.12

Less Total Expenditure	£118,172.91
BALANCE	£195,456.21

FINANCED BY

Current account	£2,460.00	
Reserve account	£179,694.25	
Capital account	£14,595.51	
BANK BALANCE		£196,749.76

Difference	£1,293.55
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Represented by

Unpresented cheques

3992	£111.55
4005	£282.00
4013	£900.00

Receipts Account for the financial year ended 31 March 2014

2012/2013		2013/2014
£		£
108,940	Balance brought forward	140,098
20,237	Jubilee Hall, Sports Hall & Playing Field Income	27,886
622	Allotment Rents	575
100,877	Precept	107,440
12,338	Refunds	9,532
	2012/2013 Adjustment £2	
	VAT £9,530	
50	Centenary Book Sales	0
72	Bank Interest	98
15,316	Grants Received	28,000
	TMBC S136 Churchyard maintenance £3,408	
	TMBC S136 Halls & Open Spaces £4,990	
	TMBC S136 Street Lighting £1,146	
	TMBC Festive Lighting £560	
	Heritage Lottery Fund £6,000	
	KCC Environment Enhancement £3,574	
	TMBC Council Tax Support Grant £8,322	
1,279	Insurance receipts	0
1,106	Twinning Receipts	0
510	Jubilee Event	0
138	Applause Rural Touring Theatre event	0
779	Donation (Village Youth Project)	0
12	Wayleave	0
<u>153,336</u>		<u>173,531</u>
<u>262,276</u>		<u>313,629</u>

Payments Account for the financial year ended 31 March 2014

2012/2013		2013/2014
£		£
18,388	Staff costs	17,924
13,276	Administration	9,790
4,390	Churchyard/village maintenance	6,900
8,245	Street Lighting	7,868
15,079	Building Maintenance /Play Equipment	9,867
28,511	Jubilee Hall, Sports Hall & Playing Fields	33,720
5,400	NDR	3,973
4,604	S137	1,494
	Summer Playscheme £847	
	Litter Clearing £269	
	Donations £378	
175	Grants	5,275
	Crime Prevention Panel £75	
	WW1 Commemorative Grant	
	– Russett Players £200	
	Churchyard – lime trees £5,000	
6,160	Village Projects	2,827
	Village Signs £1,700	
	Finger Post Signs £1,127	
148	Allotments	995
1,653	Festive Lighting	1,717
2,872	CCTV	2,028
9,248	VAT on payments	7,935
5,860	PWLB Loan repayments	5,860
848	Bus Shelters	0
321	Applause Rural Touring Theatre Event	0
122,178	TOTAL	118,173
140,098	Balances Carried forward	195,456
<u>262,276</u>		<u>313,629</u>

JUBILEE HALL & PLAYING FIELDS
Statement for the financial year ended 31 March 2014

	£
Carried forward from 2012/2013 towards future building maintenance	16,932
Parish Council Grant	13,500
Plus Building Maintenance Grant	13,000
Plus NNDR Budget	5,000
Plus 2013/2014 Receipts	27,886
Hall Hire £26,867	
Vending receipts £1,019	
TOTAL	76,318
Less expenditure	47,560
Play Equipment £1,126	
Building Maintenance £9,078	
Drainage Rates £1	
Gas £2,097	
Electric £1,941	
Admin £428	
Refund (Key deposit) £10	
Insurance £2,265	
Water Rates £1,008	
Jubilee Hall supplies £947	
Playing Field & tree maintenance £5,440	
Defibrillator Cabinet £850	
Vending Machines £1,673	
Keys £86	
Janitorial Contracts £8,609	
Clerks Salary £8,028	
NNDR £3,973	
Earmarked Balance Carried forward to 2014/2015	<u>28,758</u>

NOTES TO SUPPORT THE ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014

These notes are an integral part of the Parish Councils accounts for the financial year ended 31 March 2014. 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 2014 in the form required by proper practices (the Annual Return)
- Approve the Annual Return including the accounting statements before 30 June 2014, and
- Publish or display the audited return by 30 September 2014.

In accordance with approved Standing Orders, as receipts and payments totals were 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. KALC and the Parish Councils Independent Internal Auditor, RBS Auditing Solutions have both confirmed that the use of the Receipts & Payments method of accounting is acceptable.

ASSETS

1. **Acquisition:** During the year no assets were acquired

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

3. Asset holdings as at 31 March 2014	Insurance Schedule	Annual Return
❖ Office contents	£15,330	
❖ Outside Equipment	£38,014	
❖ Street Furniture	£26,335	
❖ Gates & Fences	£16,993	
❖ Playground Equipment	£207,008	
❖ Sports Equipment	£1,136	
❖ Play Surfaces	£2,266	
❖ East Peckham Jubilee Hall	£710,556	
❖ 15,73 acres of community land (Playing Fields)	No commercial value	
❖ Small area of amenity land at The Pound	No commercial value	
TOTAL	£1,017,638	£889,270

Notes:

- 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.
- Due to the change in Annual Return reporting arrangements in 2010, the value of assets to be reported in the 2013-14 Annual return has been based on the 2011-12 Return value uplifted by the cost of new assets, none were acquired during 2013/2014 however a new laptop and printer were acquired during 2012-13 at the cost of £773 giving a total reported value of £889,270.
- During 2012/2013, the Playing Fields 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.

LEASES:

- There are no leases where the Parish Council is landlord.
- The Council leases the vending machines located in the corridor at the Jubilee Hall and in the Meeting Room.

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

CREDITORS

1. **Creditors as at 31 March 2013:** The following payments totaling £2,198 (including VAT where appropriate) made during 2013/2014 related to 2012/2013

Amount	Creditor	Expenditure Description
£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

2. **Creditors as at 31 March 2014:** The following payments totaling £5,191 (including VAT where appropriate) will be made during 2014/2015 relate to 2013/2014

Amount	Creditor	Expenditure Description
£144.00	KALC	Training course
£150.00	Hospice in the Weald	Donation approved by the PC during March 2014
£100.00	PWCAC	Donation approved by the PC during March 2014
£600.00	Total Building Care	Building and grounds maintenance
£161.99	KCC	Outdoor equipment
£1,440.74	EDF	Streetlight energy
£874.40	TMBC	2013/2014 Annual Report
£336.00	Kent Grassland Services	Playing Field Maintenance
£53.23	Mr G Haycock	Members Expenses – Civic Service 11.03.14
£239.90	KCC	Streetlight Repairs
£282.00	PSR Lighting	Streetlight maintenance
£808.63	British Gas	Jubilee Hall energy

3. **Allotment Prepayment:** The allotment year runs from Michelmas 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 2013/2014 was £575. The prepayment is therefore for 185 days and equates to £291.44

DEBTORS: At 31 March 2014, the following debts (less than 3 months old) totaling £4,376 were outstanding.

£15	Allotment rent	
£1,765	Recoverable VAT in respect of the period 01 January 2014 – 31 March 2014.	
£2,596	Jubilee Hall income due as at 31 March 2014 (Users are invoiced monthly in arrears)	
	Hadlow & East Peckham Children's Centre	£100.00
	Trainers Badminton Club	£40.00
	Ms N Sands - Zumba	£40.00
	Apples Bowls Club	£40.00
	Ikkle Pikkles Toddler Group	£62.50
	Mr. B Godwin – French Lessons	£40.00
	Weald of Kent Gym Club	£1,740.00
	Mrs. S Joyce - Fit 4 U	£50.00
	Mrs. D Stephenson – Shape up Fitness Class	£125.00
	Mrs. J Macdonald - Mini Music Makers	£115.00
	Paddock Wood Badminton Club	£100.00
	Mrs F Crouch – Pilates	£10.00
	Mrs A Packer – Party Booking	£28.50
	East Peckham Juniors	£25.00
	Just 4 Keepers	£40.00
	Auckland Council Libraries, New Zealand	£20.00

VAT STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

VAT on payments made during the year 2013/2014	£7,935
Less VAT refunds received in respect of 2013/2014	£6,170
Balance	£1,765*

*Claim submitted April 2014

SECTION 137: The Department for Communities and Local Government confirmed on 28 February 2013 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 2013/2014 is £6.98 per elector. This is the amount that results from increasing the amount for 2012-2013 (£6.80) by the percentage increase in the Retail Prices Index between September 2011 and September 2012 (of 2.6%), in accordance with Schedule 12B to the 1972 Act and means that the Parish Council is enabled by Section 137 of the Local Government Act 1972 to spend up to £6.98 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 2014 was £18,524 based on a registered electorate of 2,654 electors at December 2012. The following payments were made during the year 2013/2014:

Summer Playscheme	£847
Litter Clearing	£269
Donations	£378

GRANTS AND DONATIONS: The following grants and donations were made during the financial year 2013/2014:

East Peckham Twinning Association	£150
East Peckham Primary School (Twining Event)	£75
Royal British Legion	£130
East Peckham Primary School (Planting Project)	£24
East Peckham Scout Group (Scout HQ building maintenance)	£275
Russett Players (WW1 Commemorative Play)	£750
Village Poppy Planting Project	£250
Hospice in the Weald	£150
PWCAC	£100
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 2013/2014.

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 2013 amounted to £247, during 2013/2014 there were nil payments and receipts and therefore the fund balance at 31 March 2014 remained at £247.

UNPRESENTED CHEQUES: At 31 March 2014 the following cheques totaling £1,294 were unrepresented:

3992	£111.55	4005	£282.00	4013	£900.00
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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 gratuity which will be paid to the clerk on leaving the employment of the Parish Council. The maximum amount of 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 2014, this fund balance was £12,506 and was based on 14 years and 8 months service.

CASH HOLDINGS: At 31 March 2013 the cash holdings held by the Parish Council were £140,098. The total of the Parish Councils cash holdings at 31 March 2014 amounted to £195,456.

EARMARKED RESERVES: At 31 March 2014 there were earmarked reserves totaling £78,337 in respect of the following items:

£2,131	Action with Communities in Rural Kent – Parish Plan Grant	
£362	Allotments	
	Reserves from Previous Years	£89
	2014 Allotment prepayment	£291
£247	Bridge over the Stream	
£13,900	Renovation of Village War Memorial Fund	
	Reserves from Previous Financial Years	£8,600
	Heritage Lottery Fund Grant	£5,000
	2013/2014 unspent War Memorial Maintenance Grant	£300
£800	WW1 Commemorations	
	2013/2014 Balance of grant to Russett Players	£550
	2013/2014 Poppy Planting Grant	£250
£5,191	Miscellaneous payments which relate to 2013/2014 which will be paid during 2014/2015	
£500	Village Sign Repairs	
£12,506	Clerks accumulated gratuity	
	Reserves from previous financial years	£11,224
	2013/2014 Contribution	£1,282
£29,758	Jubilee Hall and Playing Fields Repair and Renewals Fund	
	2011/2012 Earmarked provision	£4,663
	2012/2013 Earmarked provision	£12,269
	2014/2015 Earmarked provision	£11,826
	2014/2015 Village Project Grant towards Kitchen Equipment	£1,000
£540	Jubilee Hall Key Deposits	
£6,531	Village Enhancements	
	Balance of 2014/2015 budgetary provisions	£2,722
	Balance of 2014/2015 Chairman's Allowance	£235
	KCC grant	£3,574
£1,003	Village Youth Project	
	Donation from former East Peckham Youth Club	£719
	Proceeds from EP 2012 Jubilee Event	£284
£2,250	Provision towards purchase of allotment land	
£275	2013/2014 grant to East Peckham Scout Group (Scout HQ building maintenance)	
£250	2013/2014 Chairman's allowance earmarked towards refreshments for 2014 APM	
£400	Community Emergency Planning (PC approved March 2014)	
£100	2013/2014 budgetary provision for Dog Bags	
£1,593	2013/2014 Christmas lighting	

MOVEMENTS IN RESERVES FOR THE FINANCIAL YEAR 2013/2014

ITEM	OPENING BALANCE	TRANSFER TO RESERVE (+)	TRANSFER FROM RESERVE (-)	CLOSING BALANCE
General Fund	93,705	23,414	0	117,119
Parish Plan Grant	2,131	0	0	2,131
Allotment prepayment	316	291	245	362
Bridge over the Stream Proceeds	247	0	0	247
War Memorial Renovations	8,600	5,300	0	13,900
WW1 2014 Commemorations	0	800	0	800
Expenditure relating to prior F/Y's	2,198	5,191	2,198	5,191
Village Sign Repairs	500	0	0	500
Clerks Gratuity	11,224	1,282	0	12,506
Jubilee Hall Fund surplus	16,932	12,826	0	29,758
Jubilee Hall Key Deposits	550	0	10	540
Balance of 12/13 TMBC Twinning Grant	67	0	67	0
Village enhancements	375	6,531	375	6,531
Village youth project	1,003	0	0	1,003
Future purchase of allotment land	2,250	0	0	2,250
2013/2014 EP Scout Group Grant	0	275	0	275
2013/2014 Ch's Allce for APM	0	250	0	250
2013/2014 CEP	0	400	0	400
2013/2014 Provision for Dog Bags	0	100	0	100
2013/2014 Christmas Lighting	0	1,593	0	1,593
TOTALS	140,098	58,253	(2,895)	195,456

NET RESERVES: At 31 March 2013 the cash holdings held by the Parish Council were £140,098. The total of the Parish Councils cash holdings at 31 March 2014 amounted to £195,456. Taking into account the earmarked reserves of £78,337, the net reserves at 31 March 2014 were £117,119.

GENERAL FUND SURPLUS: The surplus in the general fund transferred to reserves at 31 March 2014 was £55,358 i.e. the difference between the balance carried forward from 2012/2013 which was £140,098 and the balance carried forward from 2013/2014 which was £195,456 and largely as a result of the following:

2013/2014 Contribution towards reserves	£11,990
2013/2014 Earmarked Reserves	£31,944
2013/2014 Contingency fund underspend	£4,060
2013/2014 S137 underspend	£1,506
2013/2014 NNDR underspend	£1,777
2013/2014 Training underspend	£1,193

PRECEPT: In January 2014, the Parish Council agreed a precept of £109,110 for the financial year 01 April 2014 to 31 March 2015; this was an increase of £1,670 or 1.55% over the precept for the financial year 01 April 2013 to 31 March 2014 which was £107,440. 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 2013/2014 was 1,241.22, whereas the tax base for 2014/2015 is 1,233.90. Even if the Parish Council had not increased the precept for 2014/2015 the Council Tax bills would have shown a percentage increase for East Peckham simply because of the way in which the tax base has been calculated.