

NOTES TO SUPPORT THE ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2018

These notes are an integral part of EPPC's accounts for the financial year ended 31 March 2017. They 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 regulatory requirements including the Accounts & Audit Regulations 2011. EPPC is required by law to:

- Prepare accounting statements for the year ended 31 March 2018 in the form required by proper practices (the Annual Return)
- Approve the Annual Return including the accounting statements before 30 June 2018, and
- Publish or display the audited return by 30 September 2018.

As receipts and payments were below £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 the move towards a Receipts & Payments method of accounting. KALC and EPPC's Independent Internal Auditor have confirmed that the acceptability of this accounting method.

2017/2018 ASSET REPORT

Acquisitions The following new asset acquisitions were made during the year ended 31 March 2017.

Outdoor Trim Trail	£7,500
Allotment Shed	£2,000
Office desktop printer, scanner and photocopier	£250

Disposals During the year no assets were disposed of.

Asset holdings as at 31 March 2017	Insurance Schedule	Annual Return
❖ East Peckham Jubilee Hall	£784,134.55	
❖ Allotment Shed	£2,040.00	
Total Buildings Sum Insured	£786,174.35	
❖ Office contents	£3,965.92	
❖ General contents including stock	£12,951.93	
❖ Outside Equipment	£43,991.49	
❖ Street Furniture	£160,511.14	
❖ Gates & Fences	£18,752.69	
❖ Playground Equipment	£235,943.84	
❖ Sports Equipment	£1,253.17	
❖ Other Surfaces	£2,500.36	
Total Risk Sum Insured	£479,870.53	
Combined total sum insured	£1,266,044.88	
❖ 15.73 acres of community land (Playing Fields)	No commercial value	
❖ Small area of amenity land at The Pound	No commercial value	
TOTAL	£1,266,044.88	£913,364

Notes:

- *The assets listed above are valued and insured on a replacement basis.*
- *Due to the change in Annual Return reporting arrangements, the value of assets to be reported in the 2017/2018 Annual return is based on the 2016/2017 Return value uplifted by the cost of new assets. This gives an asset value of £1,266,044.88 for insurance purposes and an asset value of £905,614 for the Annual Return.*
- *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.

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 2017:** The following payments totaling £5,398.81 (including VAT where appropriate) were made during 2017/2018 but related to 2016/2017

£165.11	Flagmakers	2 x flags
£100.92	Kent County Council	Stationery
£699.53	PSR Lighting & Signs	Footway Lighting Maintenance
£22.88	Mr. M Barton	Refund of 50/50 Fundraising Auction Proceeds
£3,070.80	Total Building Care	Jubilee Hall, Playing Fields & Car Park maintenance
£612.00	Kent Grassland Services	Playing Field Maintenance March 2017
£630.57	British Gas	Jubilee Hall energy
£72.00	KALC	Conference Fee
£25.00	Ms. J Raggett	Jubilee Hall Refund of Deposit

Creditors as at 31 March 2018: The following payments totaling £316.05 (including VAT where appropriate) will be made during 2018/2019 but relate to 2017/2018

£282.00	PSR Lighting & Signs	Footway Lighting Maintenance
£34.05	Mr. J Page	Members Expenses

- 2 **Allotment Prepayment:** The allotment year runs from Michémas 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 2017/2018 was £678.35. The prepayment is therefore for 185 days and equates to £343.82.

DEBTORS

At 31 March 2018, the following debts (less than 3 months old) totaling £265.00 were outstanding.

£265.00	Jubilee Hall income due as at 31 March 2017 (Users are invoiced monthly in arrears)	
	Bravaura Gym Academy	£65.00
	Mrs. R Du Toit – Mini Music Makers	£57.00
	Kent Fit 4 U	£143.00

VAT STATEMENT FOR THE YEAR ENDED 31 MARCH 2017

VAT on payments made during the year 2016/2017	£13,159.36
Less VAT on receipts	£26.09
Total Recoverable VAT for 2016/2017	£13,133.27
Less refunds received during the year which relate to 2016/2017	£11,805.71
Balance	£1,327.56

Note: Claim submitted during April 2017

VAT STATEMENT FOR THE YEAR ENDED 31 MARCH 2018

VAT on payments made during the year 2017/2018	£12,642.99
Total Recoverable VAT for 2017/2018	£12,642.99
Less refunds received during the year which relate to 2017/2018	£9,829.58
Balance	£2,813.41

Note: Claim submitted during April 2018

JUBILEE HALL & PLAYING FIELDS
Statement for the financial year ended 31 March 2018

		£
Carried forward from 2016/2017 – Earmarked Reserves		£35,522
Plus 2017/2018 budgetary provisions		£30,350
Playing Field and outside equipment	£12,500	
Building Maintenance	£13,650	
NDR Budget	£4,200	
Plus 2017/2018 Receipts		£11,286
TOTAL		£77,158
Less expenditure		£44,657
Building and equipment Maintenance	£9,393	
Jubilee Hall General Running Costs	£11,413	
Jubilee Hall Clerks Salary	£7,619	
NDR	£4,458	
Playing Field maintenance	£11,774	
Balance		£32,501
Plus		
Balance of 2017/2018 Provision towards outdoor equipment	£23.51	
Balance of 2017/2018 Provision towards JH upgrade	£455.00	
Total Earmarked Balance Carried forward to 2018/2019		£32,980

SECTION 137 / GPC

Whilst EPPC is qualified and has approved GPC, no expenditure has as yet been authorised using GPC principals. S137 of the LGA 1972 allowed EPPC to spend up to £7.57 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 S137 of the LGA 1972 in the year ended 31 March 2018 was £19,576.02 based on a registered electorate of 2,586 electors at March 2017. The following payments were made during 2017/2018:

Grants/Donations

East Peckham Table Tennis for Fun Club	£500.00
East Peckham United Football Club	£500.00
East Peckham Village Hall	£500.00
Royal British Legion	£150.00
Paddock Wood Community Advice Centre	£50.00
Retention of East Peckham Surgery	£1,200

Litter Clearing

Mr M Hayes	£1,890.52
Mr C Jewhurst (Temporary Cover)	£598.20
TOTAL	£5,388.72

SURGERY RESERVES (S137/GPC)

Towards the end of 2015, EPPC learned that the branch surgery faced closure owing to the fact that the premises did not meet NHS Regulatory Standards. EPPC then embarked on a campaign to resist the closure and is working with both the CCG and Woodlands Health Centre with the long term aim of doing all it could to retain this essential front line service for the village. Unfortunately despite our best efforts which involved thoroughly exploring many options, it was no sustainable to retain the surgery and the decision was made by the CCG and the Health Centre that the surgery would close at the end of March 2018. For the financial years 2015/2016, 2016, 2017 and 2017/2018 EPPC had been setting aside funds towards keeping the surgery in East Peckham. EPPC has been in discussions with KALC who advised that EPPC could use S137 / GPC provisions for this purpose and that at each year end they could be earmarked within EPPC's reserves. £43,154 has accumulated (2015/2016 £15,764, 2016/2017 £13,590 and 2017/2018 £13,800). During 2017/2018 EPPC will be deciding how to spend this money, one of our aims is to acquire the land in the village centre from KCC, if successful it is likely that this money will be spend on improving the village centre. Alternatively it will be used to offset the precept over the next five years.

GENERAL POWER OF COMPETENCE

In December 2016, having become eligible to use the General Power of Competence (GPC), EPPC adopted GPC, however no payments have yet been made using those powers.

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. This collective decision not to claim Parish Basic Allowances represented a cost saving to EPPC of at least £7,500 for 2017/2018.

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 2017 amounted to £247.00, during 2017/2018 there were no financial transactions and therefore following a review of earmarked reserves the sum of £247.00 was paid direct to the Primary School with the condition that it be spent on IT equipment. At 31 March 2018 the fund balance was £0.

CLERKS GRATUITY

The Clerks contract of employment specifies that in lieu of a pension she can receive a gratuity and appropriate provisions have been made within EPPC's earmarked reserves for that gratuity which will be paid either on leaving the employment of EPPC or subject to an agreement between the Clerk and EPPC, paid at any time during her employment. 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.

Accumulated Funds 1999/2000 – 2016/2017	£15,839
Plus 2017/2018 Fund Contribution	£1,134
TOTAL	£16,973
Less Amount Paid 2014/2015	£7,757
Less Amount Paid 2016/2017	£7,017
Less Amount Paid 2017/2018	£1,916
FUND BALANCE	£283

AUTO ENROLMENT PENSION REQUIREMENTS

In order to fulfill EPPC's Auto Enrolment Pension requirements, EPPC has become a member of the Local Government Pension Scheme (Kent Pension Fund). The Clerk is the only eligible employee to join the Kent Pension Scheme and is likely to opt into the scheme during 2018/2019. In future years pension contributions will be paid by the Clerk and EPPC.

2017/2018 PRECEPT

In January 2017, the precept for 2017/2018 was set at £139,950; this was an increase of £26,999 or 23.9% over the precept for 2016/2017 which was £112,951. The increase was a necessary consequence as a result of losing grants from TMBC totaling almost £18,000 (Council Tax Support Grant £8,669, S136 Concurrent Functions Grant £9,513) and the Parish Council making a provision of £15,000 towards keeping the Surgery.

CASH HOLDINGS AS AT 31.03.17

The total of the Parish Councils cash holdings at 31 March 2017 amounted to £269,664 less transactions in progress the balance at 31 March 2015 was £269,143.

CASH HOLDINGS AS AT 31.03.18

The total of the Parish Councils cash holdings at 31 March 2018 amounted to £297,990.68 less transactions in progress the balance at 31 March 2018 was £286,413.01.

2017/2018 TRANSACTIONS AWAITING PROCESSING

At 31 March 2018 the following transactions totaling £11,577.67 were awaiting processing:

Unpresented cheques	300696	£54.00	300697	£50.00	300698	£90.00	300699	£150.00
	300700	£9,000	300701	£282.00	300702	£201.74	300703	£588.79
	300705	£30.62	300709	£150.00	300710	£19.50	300711	£55.02
	300719	£492.00	300720	£360.00				

RESERVES

At 31 March 2018 the cash holdings held by the Parish Council were £286,413 after taking into account transactions which had not yet been processed. Taking into account the earmarked reserves of £120,533, the net reserves at 31 March 2018 were £165,880.

EARMARKED RESERVES

At 31 March 2018 there were earmarked reserves totaling £120,533 in respect of the following items:

£783	Village Planting	
	Bal of 2015/2016 Fund Provision	£430
	Bal of 2016/2017 Fund Provision	£45
	Bal of 2017/2018 Fund Provision	£308
£14,577	Village Enhancements	
	Reserves from Previous years	£11,564
	Balance of 2017/2018 Fund Provision	£3,013
£5,118	Minor Village Maintenance Fund	
	Reserves from Previous Years	£5,143
	- 2017/2018 Overspend	- £25

£2,686	Allotments	
	Provision from previous years towards land purchase	£2,250
	Reserves from previous years	£96
	2017/2018 Prepayment	£343
	- 2017/2018 overspend	-£3
£5,298	CCTV	
	Reserves from previous years	£3,816
	Balance of 2017/2018 fund Provision	£1,482
£1,654	Christmas Lighting	
	Reserves from Previous Years	£1,647
	Reserves from 2017/2018	£7
£32,980	Jubilee Hall and Playing Fields	
	Reserves from previous financial years	£32,980
£7,391	War Memorial	
	Reserves from previous years	£7,041
	Balance of 2017/2018 Fund Provision	£350
£283	Clerks Gratuity	
	Balance of 2017/2018 Fund Contribution	£283
£316	miscellaneous payments which relate to 2017/2018 which will be paid during 2018/2019	
£760	Grants to Groups and Organizations	
	2016/2017 Grant to East Peckham Salvation Army	£500
	Balance of 2016/2017 Fund Provision	£210
	Balance of 2017/2018 Fund Provision	£50
£65	Gardeners Association Deposit	
£926	Village Youth Projects	
	Reserves from Previous Years	£870
	Skatepark Fundraising	£56
£43,154	EPPC Infrastructure Fund (Formerly Retention of East Peckham Surgery S137 Fund)	
	Balance of 2015/2016 provision (S137)	£15,764
	Balance of 2016/2017 Fund Provision (S137)	£13,590
	Balance of 2017/2018 Fund Provision (S137)	£13,800

£4,542	Community Emergency Planning	
	Balance of 2016/2017 Fund Provision	£2,075
	Balance of 2017/2018 Fund Provision	£2,467

<u>MOVEMENTS IN RESERVES FOR THE FINANCIAL YEAR 2017/2018</u>				
<u>ITEM</u>	<u>OPENING</u>	<u>TRANSFER TO</u>	<u>TRANSFER FROM</u>	<u>CLOSING</u>
	<u>BALANCE</u>	<u>RESERVE (+)</u>	<u>RESERVE (-)</u>	<u>BALANCE</u>
General Fund	154,693			
2017/18 transfer from general fund			7,543	
Plus Earmarked Reserves				
+/- Transfer to/from Reserves		23,270	(19,626)	
Closing Balance				165,880
Village Planting	475	308	0	783
Village enhancements	12,944	3,013	1,380	14,577
Village Minor Maintenance Fund	5,143	0	25	5,118
Allotments	4,346	343	2,003	2,686
CCTV	3,816	1,482	0	5,298
Christmas Lighting	1,647	7	0	1,654
Jubilee Hall Fund surplus	35,522	0	2,542	32,980
War Memorial	7,041	350	0	7,391
Bridge over the Stream Proceeds	247	0	247	0
Clerks Gratuity	1,065	1,134	1,916	283
Expenditure relating to prior F/Y's	5,399	316	5,399	316
Grants to Groups & Orgs	710	50	0	760
Gardeners Association Deposit	65	0	0	65
Youth Projects	6,676	0	5,750	926
EPPC Infrastructure Improvements				
(Formerly EP Surgery (S137))	29,354	13,800	0	43,154
Community Emergency Planning	2,075	2,467	0	4,542
TOTALS	269,143			286,413

East Peckham Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	269,142.66	
Cash in Hand		
Audit Fees		820.00
Chairmans Allowance		300.00
Members Expenses		53.39
Office (IT, equipment, stationery)		2,062.23
Misc Admin Expenses		1,073.00
Reference Books		71.73
Newsletters & Annual Report		689.03
Subscriptions		1,372.06
Website & App		1,782.00
Training		1,100.00
Insurance		1,850.00
Staff Costs (PC)		23,705.66
NNDR (JH)		4,457.93
Outdoor Equipment Repairs/renewals		2,651.49
Community Emergency Planning		33.32
Village Planting		2,266.95
Garden Competition		75.00
Phase 4 JH Upgrade		2,645.00
Phase 4 Environmental		87.26
Minor Village Maintenance Fund		2,600.00
Outdoor Equipment - New Activity		1,750.00
Churchyard Maintenance (HT & St M)		4,325.00
Village Grasscutting		1,305.00
Garden of Remembrance		500.00
War Memorial (Cleaning)		
Allotments	678.35	337.66
Footway Lighting		7,100.17
CCTV		1,018.00
Christmas Lighting	3,539.23	6,884.86
JH Running Costs (offset by income)	11,285.71	11,412.70
JH Building & Asset Maintenance		9,392.59
PWLB Loan Repayments		2,930.31
Playing Fields & Outdoor Equipment		11,774.21
Litter Clearing		1,890.52
Village Youth Projects		500.00
Community Grants & Donation		1,200.00
EP Surgery Retention in village		1,200.00
Miscellaneous Provision		1,043.72
TMBC CTSG Grant		
TMBC S136 Grant		
Contribution from Reserves		
Precept	139,950.00	
Interest & Misc receipts	142.07	
Expenditure from Earmarked		14,959.82
Refund of VAT	9,829.58	
JH Staff Costs		7,618.55
VAT	1,327.56	12,642.99
	166,752.50	149,482.15
Closing Balances:		
Balances in Bank Account		286,413.01
Cash in Hand		
TOTAL	435,895.16	435,895.16