

HARTFIELD PARISH COUNCIL

FINANCIAL STATEMENTS

Year Ended 31st March 2011

HARTFIED PARISH COUNCIL

Accounts for Year End 31 March 2011

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Hartfield Parish Council


Cash Book Summary to date

Receipts

	<u>Payments</u>	<u>Receipts</u>
Precept		66,585.00
Town Croft and Parish Assets Rentals		4,751.42
Rights of Way		15.00
Interest		1,681.23
Hartfield Pavilion Fund		8,607.82
Donations		5,008.05
Awards and grants		60.00
Insurance		0.00
Parish Plan		
VAT rebate		17,582.27

Payments

Administrative Expenses

Staff costs		15,992.71
Office/Printing/Stationery/Publicity		2,239.53
Professional fees/Allowances		5,112.14
Miscellaneous		1,827.90

Town Croft and Parish Assets

Maintenance		14,692.46
Pavilion		17,772.61
Coalyard interest		16,233.23
Coalyard expenses		48,697.41
Parish Plan		0.00

Grants

PCC		900.00
Other		2,334.50
Halls		500.00

Coalyard repayments		14,166.68
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VAT on payments		13,148.75
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	153,617.92	
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Cancelled cheques	Airs	478	15.5
	Hever Landscapes	501	170
	Post Office	860	273.68
	SLCC	855	147
	Post Office	850	211.08
	Adjustment		2.18
Bank Balance 1 April 2010			411789.81

Bank & cash balance 31.03.11		363,282.12	
		516,900.04	516,900.04

HARTFIELD PARISH COUNCIL
Income & Expenditure Account
For the Year to 31 March 2011

<i>Year to 31/03/2010</i>	<i>Year to 31/03/2011</i>	<i>Adjustments (Manual)</i>
INCOME		
65,280.00	Precept	66,585.00
22.84	Interest on Investments	1,681.23
3,220.76	Pavilion / Town Croft Rental Income	4,751.42
1,484.75	Donations/Awards/Grants	5,068.05
68.00	Parish Map/Visitors Map sales	15.00
0.00	Grants	
342,897.81	Coalyard	0.00
2,589.57	Insurance claims	0.00
2,279.85	Pavilion Project	8,607.82
500.00	Other Income - Parish Plan	0.00
53,183.41	VAT Recovered	17,582.27
471,526.99	TOTAL INCOME	104,290.79
		-2.18
EXPENDITURE		
	General Admin	
12,577.74	Staff Costs	15,992.71
2,370.26	Office/Printing/Stationery/Publicity Advertising & Publicity inc. Election	2,239.53
4,026.41	Professional fees/Allowances	5,112.14
958.25	Miscellaneous	1,827.90
10,974.37	Town Croft & Parish Assests	14,692.46
4,073.24	Pavilion S.139	17,772.61
16,863.64	Coalyard Interest	16,233.23
18,366.00	Coalyard expenses	48,697.41
168.15	Parish Plan	0.00
600.00	PCCs	900.00
2,442.70	Other grants	2,334.50
750.00	Halls S. 133	500.00
14,166.68	Coal Yard Repayment	14,166.68
4,619.10	VAT Expenditure	13,148.75
92,956.54	TOTAL EXPENDITURE	153,617.92
		-817.26
	TOTAL ADJUSTED EXPENDITURE	152,800.66
	TOTAL ADJUSTED INCOME	104,288.61

HARTFIELD PARISH COUNCIL
EARMARKED RESERVES
2010-2011

Project	Earmarked Reserve at 1 Apr 10	Transfer to Reserves	Transfer from Reserves	Earmarked Reserve at 31 Mar 11	Date Approved	Notes
	£	£	£	£		
Memorial Arch Maintenance Fund	1,062.00			1,062.00		
Election	3,500.00	250.00		3,750.00	Nov '07	Expenditure on 2007 election. Transfer £1500 back into reserves agreed Nov 2007. Transfer 1000 back into reserves Feb 2009 and Feb 2010
Street Lights	1,500.00			1,500.00	Nov '07	Grant from WDC for maintenance Nov 2007
Hoticultural society contribution to Croft facilities over three years 2008 - 2010	250.00		250.00	0.00	April '08	Agreed by full Council at February 2008 meeting. £250 per year commencing April 2008
Councillor allowances	1,820.00	70.00		1,890.00	Feb-09	Transfer to ER agreed Feb 2009. Index linked £65 in 2010
Fingerpost maintenance	380.00	100.00		480.00		Agreed Feb '09
<u>Projects</u>						
Pavilion Professional Fees	1,960.00			1,960.00		
Pavilion Refurbishment	9,139.34		9,139.34	0.00	Jan '08	Agreed as 139 account in January 2008
Coalyard VAT refund		33,696.50		33,696.50		
TOTAL	19,611.34			44,338.50		

Hartfield Parish Council

Bank Reconciliation at 31.3.11

Balance per Bank Statement

Alliance & Leicester Current Account

26,781.27

Alliance and Leicester / Santander Savings Accounts

336,754.16

363,535.43

Less outstanding uncashed cheques

Cheque No.

Air Ambulance

914

100

Inland Revenue

1021

59.35

BT

1052

93.96

Balance of Accounts

253.31

363,282.12

Prepared by Emma Fulham, Clerk/RFO Hartfield Parish Council

Date: May 2nd 2011

HARTFIELD PARISH COUNCIL
Accounts for the Year Ended 31st March 2011

Supporting Statement 1

Contingent Liabilities

1. On 15th March 2006 the Parish Council entered into a loan agreement with the Public Works Loan Board. The purpose of the loan was to purchase the Old Coalyard for £350,000 and pay the related VAT (£61,250) and Stamp Duty (£12,337.50)
The Loan is in the sum of £425,000 for a period of 30 years. Interest is fixed for the life of the loan at 4.45%.
The capital and interest is paid half yearly commencing 30 May 2006.

Pensions

There are no provisions for pensions.

The above statement represents fairly the financial position of the authority as at 31 March 2011 and reflects its income and expenditure during the year. Approved by the Council on 4th June 2011

Signed
Chairman **Parish Councillor**

Date

HARTFIELD PARISH COUNCIL

Accounts for the Year to 31 March 2011

Supporting Statement 2

Leases

At 31 March 2011 there were none.

Debts Outstanding

At 31 March 2011 there were no debts outstanding other than those disclosed in the accounts.

Tenancies

At 31 March 2011 there were none.

Section 137 Payments

S.137 of the Local Government Act 1972 allows Parish Councils to spend an amount per elector for the benefit of the people of the parish on activities or projects not specifically authorised by other powers.

S.137 was amended by the Local Government & Housing Act 1989 to ensure that the benefit obtained under this power must be in proportion to the expenditure incurred.

For the year ending 31st March 2011, there were 1796 electors in Hartfield and the limit for S.137 expenditure was £11045 (at £6.15 per head). The payments made were:

Hartfield PCC	Grant	300.00
Hammerwood & Holtye PCC	Grant	300.00
Colemans Hatch PCC	Grant	300.00
Hartfield Singers	Grant	100.00
Hartfield Village Hall	Grant	500.00
Colemans Hatch Bowling Club	Grant	250.00
Hartfield Brownies	Grant	250.00
Hartfield Guides	Grant	305.00
Colemans Hatch WI	Grant	200.00
Open Spaces	Grant	50.00
CAMRA	Grant	150.00
Samaritans	Grant	75.00
South East in Bloom	Grant	300.00
Community Transport	Grant	212.50
Wealden CAB	Grant	300.00
British Legion Wreath	Donation	50.00
Playschool	Donation	32.00
Total		3,674.50

Agency Work

There was no agency work undertaken

HARTFIELD PARISH COUNCIL

Accounts for the Year to 31 March 2011

Supporting Statement

Assets

- a) As at 31 March 2011 the following assets were held

COMMUNITY ASSETS	Date <u>Purchased</u>	Value for <u>Insurance Purposes</u>
Town Croft		1.00
Memorial Gardens		1.00
Sports Pavilion on Town Croft		132,424.00
Allotments		1.00
Youth Hut on Town Croft		39,412.00
Bus Shelters		16,586.00
Village Pump		5,705.00
Seats		5,225.78
Playground Equipment		20,047.00
War Memorials (Hartfield + Holtye)		16,585.00
War Memorial Plant Trough		663.00
Memorial Arch		2,627.00
Flagpole + Flags		729.00
Village Sign		994.00
Wall around tree at Church Street		1,990.00
Noticeboards		1,990.00
Goods Shed	31-Mar-06	180,556.00
Croft Barn	31-Mar-07	42,129.00
Handrails	26-Oct-06	2,865.00
Speed Indication Device		3,683.00
OTHER FIXED ASSETS		
Office Contents		2,679.00
Various contents Pavilion		1,030.00
		<hr/> <hr/> <u>477,922.78</u>

The basis of valuation of these assets is replacement value, with the exception of Community land which is valued at £1.00.

- b) Parish Maps

There is a stock of 1782 Parish Maps, some of which will sell for £5.00 each and some will sell for £4.00 each, depending on the outlet. The cost has been written off.

Borrowings

On 15th March 2006 the Parish Council entered into a loan agreement with the Public Works Loan Board. The purpose of the loan was to purchase the Old Coalyard for £350,000 and pay the related VAT (£61,250) and Stamp Duty (£12,337.50)

The Loan is in the sum of £425,000 for a period of 30 years. Interest is fixed for the life of the loan at 4.45%.

The capital and interest is paid half yearly commencing 30 May 2006.

		£		
		10/11 BUDGET		
INCOME				
Precept		66,585.00		
Town Croft and Parish Assets Rentals		2,500.00		
Rights of Way		75.00		
Transfer from earmarked reserves		250.00		
Interest		25.00		
Hartfield Pavilion Fund				
Transfer from earmarked reserves				
Transfer from General Fund				
Insurance				
Total planned income		69,435.00		
Total income to date				
EXPENDITURE				
<u>Town Croft & Parish Assets</u>				
Maintenance	Town Croft	5,393.00	(6,168.33)	(775.33)
	Pavilion/Youth hut	2,358.00	876.93 (4,819.16)	(1,584.23)
	Playground	400.00	(330.50)	69.50
	Memorial Garden	805.00	(452.00)	353.00
	Reactive Repairs & Maintenance	1,000.00	(1,030.76)	(30.76)
	Planned maintenance	1,312.00	(768.88)	543.12
	Plants & Decorations	100.00	(93.13)	6.87
	Telephone boxes	120.00	0.00	120.00
Projects	Pavilion	0.00		
	Forward planning	0.00	2,170.00 0.00	2,170.00
	Coalyard (Interest)	16,390.00	(16,233.23)	156.77
	Coalyard capital repayment	14,166.00	(14,166.68)	(0.68)
	Coalyard expenditure			
<u>Rights of Way/Environment</u>	Coach Hire	0.00		
<u>Transport / Highways</u>	Street Lights	695.00	(1,029.70)	(334.70)
<u>Grants</u>	PCCs	900.00	(900.00)	0.00
	Halls	500.00	(500.00)	0.00
	Other Grants & Donations	2,680.00	(2,334.50)	345.50
<u>Administration Expenses</u>	Salary & PAYE	15,785.00	(14,567.86)	1,217.14
	Telephone/Fax/Email	867.00	(850.02)	16.98
	Petty Cash / Mileage	150.00	(574.83)	(424.83)
	Office expenditure	1,000.00	(1,182.33)	(182.33)
	Insurance	2,211.00	(2,339.90)	(128.90)
	Newsletter	1,196.00	(812.45)	383.55
	Audit & Accountancy	800.00	(1,674.80)	(874.80)
	Courses & Subscriptions	1,696.00	(997.03)	698.97
	Committee room/Hall hire	1,066.00	(1,077.50)	(11.50)
	Councillors' allowances	70.00	0.00	70.00
	Entertainment	150.00	(100.41)	49.59
	Advertising/Publicity/Election	1,000.00	(750.40)	249.60
	Web-site	291.00	(244.75)	46.25
	Legal	0.00	0.00	0.00
	Total planned expenditure	73,101.00		
<u>Projects</u>	Parish Plan			
TOTAL CURRENT BALANCES				2,148.78
TOTAL EXPENDITURE TO DATE			(73,999.15)	
Surplus/(deficit) of Income over Expenditure	(73,999.15)			
Transfer from general reserves	2,333.00			
Surplus/(deficit) of available funds over expenditure	(71,666.15)			