



Castle Hedingham Parish Council and Burial Board

STATEMENT OF ACCOUNTS

for the year ending
31st March 2018

Bank Reconciliation Income and Expenditure Account Supporting Statement

Subject to External Audit
and Adoption prior to June 2018

Mrs Claire Waters
Parish Clerk & Responsible Financial Officer
castlehedinghamparishclerk@gmail.com

Balance Sheet at 31st March 2018

2016- 2017	CURRENT ASSETS	2017- 2018
£110,768.21	Cashbook balance	£117,379.81
£110,768.21		£117,379.81 £117,379.81
	Reconciliation March 31st 2018	
-£175.82	Unpresented cheques	-£112.50
£120.00	Uncleared deposits	£0.00
-£55.82 £55.82		-£112.50 -£112.50
£110,712.39		£117,267.31
	BANK BALANCES	
£34,351.40	Unity Trust Current Account	£15,410.78
£25,227.57	Unity Trust Deposit Account	£25,255.64
£31,081.89	Cambridge & Counties 95 day Deposit	£56,585.93
£20,107.35	Nationwide Treasurers Trust	£20,127.46
£110,768.21		£117,379.81 £117,379.81

The above statements represent fairly the financial position of the authority at the 31st March 2018 and reflect its income and expenditure during the year.

Signed:
Chairman

Signed:
Responsible Financial Officer

Date:

Date:

Income and Expenditure Account for Year Ending 31st March 2018

2016/17

2017/18

INCOME

£23,211.00 Precept	£24,523.00
£4,188.00 Localism Fund	£2,792.00
£5,140.00 Burial Board	£5,920.00
£596.46 Interest	£552.22
£5,345.97 Grass Cutting & Street Cleaning Grants	£5,448.74
£0.00 Donations	£0.00
£150.00 Other Grants (Bench/Defibrillators/Village Maintenance)	£12,893.20
£9.89 EDF Wayleave – Nunnery Street Lights	£9.91
£485.00 Chairman's Expense Account - Parish Meal	£200.00
£2,883.96 Miscellaneous	£594.00
£7,415.17 VAT Recovered	£0.00
£49,425.45	£52,933.07

TOTAL INCOME

EXPENDITURE

Administration:

£1,616.89 Administration & Training (including printing etc.)	£2,586.82
£475.00 Audit Fees	£375.00
£10,777.71 Clerk Salary, Tax & NI	£11,092.00
£140.00 Payroll Fee	£232.00
£1,534.81 Insurance	£1,599.84
£401.00 Hire of room, Leases	£376.00
£120.00 Printing, Distribution, Advertising Costs	£120.00
£579.89 Other Fees/Annual Subscriptions	£1,104.54
£15,645.30	£17,486.20

Village Maintenance:

£13,416.40 Village Maintenance/Grass Cutting/Cemetery	£11,595.27
£1,918.36 Public Toilet Maintenance	£2,610.00
£93.84 Public Toilet Supplies/Repairs	£72.16
£2,487.18 Infrastructure Repairs	£1,163.12
£945.25 Rates and Rent/Other Charges	£83.88
£18,861.03	£15,524.43

£830.06 Street Lighting/Electricity/Water	£853.63
£776.63 Chairman's Expense Account	£432.65
£173.50 Grants made under Section 137	£2,058.27
£0.00 Defibrillators, Memorial Bench (Grant funded)	£6,696.50
£2,702.11 VAT on expenditure	£3,401.47
£4,482.30	£13,442.52
£38,988.63	£46,453.15

TOTAL EXPENDITURE

Balance of income over expenditure	£6,479.92
Less: Local Services Fund Grant	£5,162.00
	£1,317.92

Supporting Statements - 31st March 2018

1. Assets

At 31st March 2018 the following Assets were held:

Village Greens	£5.00
Cemetery	£5,920.00
Village Sign & 3 Village Noticeboards	£4,220.23
3 Items of Play Equipment and surfaces	£15,916.59
Village Maintenance equipment	£4,000.00
4 Street Lights	£5,943.88
15 Items of Bingham Pottery	£3,183.32
TOTAL	£39,189.02

The Village Greens value remains at this nominal amount.

The basis of valuation of the cemetery is on the income from burials for the 2017/2018 financial year

The basis of valuation of the remaining assets is from their insured value on the 2017 schedule.

The Parish Council is responsible for the buildings insurance of the Memorial Hall, Castle Hedingham Club, Public Toilets and War Memorial at a total reinstatement value of £898,396.00

2. Leases

At 31st March 2018 the following leases were in operation:

Lessor	Purpose	Annual Rent (£Expiry Year)
Tom Lindsay	Lease of Village Hall - community use	1 2051
*Tom Lindsay	Recreation Field - playing field	150 1999
*Braintree District Council	Pump House - for storage	30 2006

* Although these leases expired in 1999 and 2006 payments have continued to be made to secure the tenancy.

3. Borrowings

As at the close of business on 31st March 2018 there were no loans to the council outstanding.

4. Debts Outstanding

At 31st March 2018 a VAT refund of £3,821.67 is due to the Council.

5. Earmarked Reserves

Ear marked reserves are held as follows and have been confirmed to the Audit Commission:

£50,000 Playing field renovation/relocation	Resolved May 2017
£20,000 Historic village centre infrastructure fund	
£10,000 Community Projects reserve	Resolved May 2017
£5,000 Public Toilet maintenance	

6. Other Reserves

General reserves held by the Parish Council are intended for unbudgeted or unforeseen emergencies. Since 2016 Parish Council reserves are now covered by the Financial Services Compensation Scheme.

7. S137 Payments

Section 137 of the Local Government Act 1972 enables Parish/Town Councils to spend up to £7.50 this year per head of electorate for the benefit of the people in the area on activities or projects not specifically authorised by other powers. The limit for this Council in the year ended 31st March 2017 was £7,320.00 and payments made were as follows:

Braintree District Neighbourhood Watch	£84.00
Castle Hedingham Village Shop	£60.00
Castle Hedingham Tennis Club	£297.75
Castle Hedingham Bowls Club	£402.04
Castle Hedingham Cricket Club	£599.85
Castle Hedingham Club	£614.63
Total	£2,058.27

8. Agency Work

During the year the Council undertook the following agency work on behalf of other authorities:

Parish Council Costs for Village Maintenance/Grass Cutting	£11,595.27
Braintree District Council Street Partnership Grant	(£5,013.48)
Essex County Council Grass Cutting Grant	(£207.15)
Net cost to Parish Council 2017/18	£6,374.64

9. Trusteeships - Memorial Hall and Castle Hedingham Club

The Parish Council is a trustee of Castle Hedingham Memorial Hall and Castle Hedingham Club; both are run by Management Committees with a representative of the Parish Council on each. The Parish Council monitors their financial status and has responsibilities relating to the upkeep of the building under the terms of the lease. The Castle Hedingham Club and Memorial Hall buildings insurance was funded by the Parish Council during this year.

Signed:

Chairman

Responsible Financial Officer

Date:

CASTLE HEDINGHAM PARISH COUNCIL

9/Apr/18

End of Year Bank Reconciliation, Year ending March 31st 2018

Prepared by Claire Waters, Clerk & Responsible Financial Officer

Balance per Bank Statements as at 31st March 2018

	£	£
Cambridge & Counties 95 day	£56,585.93	
Nationwide Treasurers Trust	£20,127.46	
Unity Trust Deposit Account	£25,255.64	
Deposit Accounts Total	£101,969.03	
Unity Trust Current Account	£15,410.78	
		<u>£117,379.81</u>

Less: any un-presented debits at 31 March 2018

300350 Hedingham Castle	-£37.50	
300351 Hedingham Castle	-£37.50	
300356 Hedingham Castle	-£37.50	
		-£112.50

Add: any unbanked credits at 31 March 2018

£0.00	£0.00
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Net bank balances as at 31 March 2018**£117,267.31****CASH BOOK**

	£
Reconciled balance 31 March 2017	£110,712.39
Add: Parish Council Receipts in the year	£52,455.85
Less: Parish Council Payments in the year	-£46,453.15
Add: Interest on Deposit Accounts	£552.22
Less: Bank Transfer from Unity Trust current account	-£25,000.00
Add: Bank Transfer to Cambridge & Counties 95 day	£25,000.00
Closing balance per receipts and payments book as at 31 March 2018	<u>£117,267.31</u>

Difference £0.00

53008.07	£52,933.07
112.5	£52,455.85
53120.57	£477.22

Annual Return

2018	Notes
110712 1 Total Balances /and reserves	Last year
24523 2 Total amount of precept	
28485 3 Total income/receipts in cashbook less precept	Add unpaid cheques b/f
18380 4 Total expenditure/payments in cashbook to employees	Inc.payroll
0 5 Capital and interest on borrowings	
28073 6 Expenditure less Staff costs and interest	
117267 7 Total balances and reserves March 18	
117267 8 Total all current and deposit accounts	
9 Value of property, fixed assets	
10 Outstanding capital on loans	

Precept and Localism Fund	27,315.00
Other Grant Income	5,448.74
Cemetery Income	5,920.00
VAT recovered	0.00
Other Income	14,229.22
Total	52,912.96
Village Maintenance	14,205.27
Village Infrastructure	2,172.79
Clerk, Administration etc	17,486.20
Grants/Donations	2,058.27
VAT	3,401.47
Total	39,324.00
Net Income	13,588.96
	52,912.96

INCOME

Precept
Localism Fund
Burial Board
Interest
Grass Cutting & Street Cleaning Grants
Donations
Other Grants (Bench/Defibrillators/EDF Wayleave – Nunnery Street Li
Chairman's Expense Account - Par
Miscellaneous
VAT Recovered
TOTAL INCOME

EXPENDITURE

Administration:

Administration & Training (including
Audit Fees
Clerk Salary, Tax & NI
Payroll Fee
Insurance
Hire of room, Leases
Printing, Distribution, Advertising C
Other Fees/Annual Subscriptions

Village Maintenance:

Village Maintenance/Grass Cutting
Public Toilet Maintenance
Public Toilet Supplies/Repairs
Infrastructure Repairs
Rates and Rent/Other Charges

Street Lighting/Electricity/Water
Chairman's Expense Account
Grants made under Section 137
Defibrillators, Memorial Bench (Grants)
VAT on expenditure

TOTAL EXPENDITURE

Balance of income over
Less: Local Services Fund

INCOME

Precept and Localism Fund	27,315.00
Agency Grant Income	5,448.74
Cemetery Income	5,920.00
VAT recovered	0.00
Other Income (inc Grants)	14,229.22
Total	52,912.96

EXPENDITURE

Village Maintenance	14,205.27
Village Infrastructure	2,172.79
Clerk, Administration etc	17,918.85
Grant funded expenditure	6,696.50
Grants/Donations	2,058.27
VAT	3,401.47
Total	46,453.15
Local Services Fund 2018	5,162.00
Net Income	1,297.81
	52,912.96

	£24,523.00	27315
	£2,792.00	
	£5,920.00	
	£532.11	
rents	£5,448.74	
	£0.00	13697.11
Village Mai	£12,893.20	14229.22
ights	£9.91	
ish Meal	£200.00	
	£594.00	
	£0.00	
ME	£52,912.96	

g printing etr	£2,586.82	
	£375.00	
	£11,092.00	
	£232.00	
	£1,599.84	
	£376.00	
osts	£120.00	
	£1,104.54	
	<u>£17,486.20</u>	17918.85

/Cemetery	£11,595.27	14205.27
	£2,610.00	
	£72.16	2172.79
	£1,163.12	
	£83.88	
	<u>£15,524.43</u>	

	£853.63	
	£432.65	
	£2,058.27	
ant funded)	£6,696.50	
	£3,401.47	
	<u>£13,442.52</u>	
TURE	£46,453.15	

expenditure	-£46,453.15	
und Grant	£5,162.00	
	<u>-£51,615.15</u>	