



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 | TOTAL INCOME |
| | £52,933.07 |

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 | TOTAL EXPENDITURE |
| | £46,453.15 |

| | |
|------------------------------------|------------------|
| 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 | |
| | | £117,379.81 |

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 |
|-------|-------|

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 | £117,267.31 |

Difference £0.00

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 G |
| Donations |
| Other Grants (Bench/Defibrillators, |
| EDF Wayleave – Nunnery Street L |
| Chairman’s Expense Account - Pa |
| Miscellaneous |
| VAT Recovered |
| TOTAL INCO |

EXPENDITURE

Administration:

| |
|---------------------------------------|
| Administration & Training (includin |
| 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 (Gr |
| VAT on expenditure |

TOTAL EXPENDI

Balance of income over
Less: Local Services F

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 | |
| irants | £5,448.74 | |
| | £0.00 | 13697.11 |
| /Village Ma | £12,893.20 | 14229.22 |
| .ights | £9.91 | |
| irish Meal | £200.00 | |
| | £594.00 | |
| | £0.00 | |
| VE | £52,912.96 | |

| | | |
|--------------|------------|----------|
| g printing e | £2,586.82 | |
| | £375.00 | |
| | £11,092.00 | |
| | £232.00 | |
| | £1,599.84 | |
| | £376.00 | |
| Costs | £120.00 | |
| | £1,104.54 | |
| | £17,486.20 | 17918.85 |

| | | |
|-------------|-------------------|----------|
| y/Cemetery | £11,595.27 | 14205.27 |
| | £2,610.00 | |
| | £72.16 | 2172.79 |
| | £1,163.12 | |
| | £83.88 | |
| | £15,524.43 | |
| | £853.63 | |
| | £432.65 | |
| | £2,058.27 | |
| ant funded) | £6,696.50 | |
| | £3,401.47 | |
| | £13,442.52 | |
| TURE | £46,453.15 | |

| | |
|-------------|--------------------|
| expenditure | -£46,453.15 |
| und Grant | £5,162.00 |
| | -£51,615.15 |