



Castle Hedingham Parish Council and Burial Board

STATEMENT OF ACCOUNTS

for the year ending

31st March 2016

**Bank Reconciliation
Income and Expenditure Account
Supporting Statement**

Subject to External Audit
and Adoption prior to June 2016

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

End of year Bank Reconciliation

2014-2015		2015 - 2016
	BANK BALANCES	
£4,850.63	Co-op Current Account	-
£19,995.32	Unity Trust Current Account	£23,821.81
£24,974.84	Unity Trust Deposit Account	£25,203.99
£30,050.08	Cambridge & Counties 95 day Deposit	£30,560.93
£20,024.66	Nationwide Treasurers Trust	£20,064.73
£10,856.88	CHPC Magna Carta 2015	£1,576.28
£1,500.00	Pre-paid clerk expenses card	£492.00
£112,252.41		£101,719.74
	Reconciliation March 31st 2016	
£162.50	Unpresented cheques	£530.30
£0.00	Uncleared deposits	£0.00
£162.50		£530.30
£112,089.91	Net Bank Balances as at 31st March 2016	£101,189.44
£92,441.01	Reconciled Balance B/F	£112,089.91
£53,644.90	Total income	£52,615.42
-£33,996.00	Total expenditure	-£63,515.89
£112,089.91		£101,189.44

The above statements represent fairly the financial position of the authority at the 31st March 2016 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 2016

2014/15		2015/16
<u>INCOME</u>		
£22,130.00	Precept	£22,369.00
£5,908.00	Localism Fund	£5,415.60
£3,771.00	Burial Board	£1,220.00
£211.13	Interest	£635.15
£207.40	Agency Services (Public Toilet Caretaker including Memorial Hall Caretakers Salary)	£0.00
£5,220.63	Grass Cutting & Street Cleaning Grants	£5,220.63
£1,000.00	Donation (War Memorial 2015 - 16)	£100.00
£11,925.00	Other Grants (War Memorials Trust 2015 - 16)	£12,855.00
£9.52	EDF Wayleave – Nunnery Street Lights	£9.78
£325.00	Chairman's Expense Account - Parish Meal	£475.00
	Magna Carta Income	£867.04
£0.00	Miscellaneous	£76.50
£2,646.32	VAT Recovered	£3,209.22
£48,089.35	TOTAL INCOME	£52,452.92
<u>EXPENDITURE</u>		
Administration:		
£1,432.06	Administration & Training (including printing etc.)	£1,369.32
£200.00	Audit Fee	£475.00
£6,544.81	Clerk Salary, Tax & NI	£8,139.73
£114.00	Payroll Fee	£126.00
£1,412.37	Insurance	£1,514.20
£333.50	Hire of room, Leases	£373.50
£120.00	Printing, Distribution, Advertising Costs	£120.00
£648.98	Other Fees/Annual Subscriptions	£445.67
£10,805.72		£12,563.42
Village Maintenance:		
£7,505.00	Village Maintenance/Grass Cutting/Cemetery	£9,236.10
£1,993.40	Agency Services (Public Toilet)	£1,776.80
£219.67	Public Toilet Supplies/Repairs	£312.29
£861.95	Infrastructure Repairs (inc. War Memorial 2015 -2016)	£18,228.34
£913.13	Rates and Rent/Other Charges	£930.00
£11,493.15		£30,483.53
£970.60	Street Lighting/Electricity/Water	£3,135.12
£622.05	Chairman's Expense Account	£891.60
£2,072.23	Magna Carta 2015 payments	£10,321.14
£6,060.00	Grants made under Section 137	£440.00
£1,972.25	VAT on expenditure	£5,681.08
£11,697.13		£20,468.94
£33,996.00	TOTAL EXPENDITURE	£63,515.89
	Balance of income over expenditure	-£11,062.97

Supporting Statements - 31st March 2016

1. Assets

At 31st March 2016 the following Assets were held:

Village Greens	£5.00
Cemetery	£1,220.00
Street Furniture (Village Sign, 4 Street Lights, Benches and Noticeboards)	£9,866.15
Mowers and Machinery	£1,030.00
3 Items of Play Equipment and surfaces	£15,450.00
15 Items of Bingham Pottery	£3,090.00
TOTAL	£30,661.15

The Village Greens value remains at this nominal amount

The basis of valuation of the cemetery is on the cemetery income for the 2015/2016 financial year

The basis of valuation of the remaining assets is from their insured value on the 2015/2016 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 £858,797.00

2. Leases

At 31st March 2016 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 2016 there were no loans to the council outstanding.

4. Debts Outstanding

At 31st March 2016 a VAT refund of £4960.36 is due to the Council.

5. Earmarked Reserves

Ear marked reserves are held as follows:

£20,000	Playing field renovation/relocation
£20,000	Historic village centre infrastructure fund
£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 £7.36 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 2016 was £7,117.12 and S137 payments made were as follows:

Heddinghams Parish Magazine	£250.00
Halstead Citizens Advice Bureau	£100.00
Magna Carta 2015 Celebrations	£30.00
British Legion – Wreath	£60.00
Total	£440.00

8. Agency Work

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

Nature of work

Parish Council Costs for Village Maintenance	£9,236.10
Braintree District Council Street Partnership Grant	(£5,013.48)
Essex County Council Grass Cutting Grant	(£207.15)
Net cost to Parish Council 2015/16	£4,015.47

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: