

**HORSMONDEN PARISH COUNCIL
ACCOUNTS FOR THE YEAR ENDING 31st MARCH 2018**

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Produced By: Lucy Noakes
Clerk to Horsmonden Parish Council

Apr-18

Presented To: Horsmonden Parish Council
th May 2018

BALANCE SHEET AS AT 31st March 2018

NOTES

		2017/2018		2016/2017		
		Income	Expenditure	Income	Expenditure	
Current Assets	Stocks/Shares	£ -		£ -		
	Payments in Advance	£ -		£ -		
	Temporary Lending	£ -		£ -		
	Cash at Coop Bank	£ 84,460.83		£ 60,165.07		
	Cash at HSBC	£ 291.01		£ -		
	Interest to be applied					
	Cash in Hand (Petty Cash)					
	Sub-Total	£ 84,751.84		£ 60,165.07		
Current Liabilities	Uncleared Cheques	£ -	£ 12,854.42		£ 3,591.43	See Note 1
	Uncleared Income	£ -		£ -		
	Temporary Borrowing		£ -		£ -	
	Cash Overdrawn		£ -			
Current Net Assets		£ 71,897.42		£ 56,573.64		
Plus Long term investment with HSBC		£ 70,000.00		£ 70,000.00		
Total investments and assets		£ 141,897.42		£ 126,573.64		
Represented By:	Balance at 31/03/18			Balance c/f to 01/04/18		
				Accrued	New Balance	
General Reserves	Street Lighting improvement:	£ 3,869.46	See Note 2	£ 200.00	£ 4,069.46	
	Village Green /Fromandez D	£ 5,895.32	See Note 3	£ 2,146.19	£ 8,041.51	
	Village Hall	£ 13,902.85	See Note 4	£ 4,842.95	£ 18,745.80	
	Village Hall painting	£ 1,000.00	See Note 5	£ 200.00	£ 1,200.00	
	Play Area reserve	£ 12,408.81	See Note 6	£ 4,600.58	£ 17,009.39	
	Institute/clock tower mainten:	£ 9,925.00	See Note 7	£ 3,145.45	£ 13,070.45	
	Legal expenses	£ 6,673.00	See Note 8	£ 1,624.00	£ 8,297.00	£ -
	Village Green Furniture	£ 969.45	See Note 9	£ -	£ 969.45	
	Village Green Trees (pollardi	£ -	See Note 10	£ -	£ -	
	New Christmas lights	£ 2,643.04	See Note 11	£ -	£ 2,643.04	
	Office/Computer Equip.Costs	£ -	See Note 12	£ -	£ -	
	War memorial	£ 620.00	See Note 13	£ -	£ 620.00	
	Clerks sickness allowance	£ 2,500.00	See Note 14	£ -	£ 2,500.00	
	Clerk Bonus objectives	£ 400.00	See Note 15	£ -	£ 400.00	
	Village Vision	£ 5,586.00	See Note 16	£ 1,934.54	£ 7,520.54	
	Sub-total:	£ 66,392.93		£ 18,693.71	£ 85,086.64	
	General Reserves	£ 55,348.91	+	£ 588.52	£ 55,937.43	+
	Reserves Balance	£ 121,741.84				
	Other income	£ 15,557.09	+		£ 15,557.09	+
	Donation Expenditure	£ 6,376.86	-		£ 6,376.86	-
Total Reserves	End of Year Balance	£ 130,922.07		Balance:	£ 65,117.66	General Reserves
Precept	Precept Balance	£19,282.23	+			
Sub-Total		£ 150,204.30			£ 150,204.30	
	VAT Paid to be re-claimed	£ 8,306.88	-		£ 8,306.88	
Long term investment bond with HSBC		£ 70,000.00			£ 70,000.00	
Total Balance to c/f		£ 71,897.42		£ 71,897.42		To audit Box 7
	Petty Cash	£ -		£ -		
Total Cash Assets		£ 71,897.42		£ 71,897.42		To Audit Box 8

The above statement represents fairly the financial position of Horsmonden Parish Council as at 31st March 2018 and reflects its income and expenditure during this year

Approved by Horsmonden Parish Council

Chairman:

Responsible Financial Officer

Lucy Noakes

At a meeting held on:

8th May 2018

HORSMONDEN PARISH COUNCIL

Balance Sheet Notes

- 1 Cheques issued in respect of the period before year end remained uncleared at reconciliation.
- 2 Accrual for the next phase of upgrades/ additional lights
- 3 Accrual towards future maintenance of the Village Green /Fromandez Dr
- 4 Improvements & maintenance of the Village Hall .
- 5 Specific accrual for painting the outside of the hall
- 6 Accrual for maintenance and eventual replacement of play area
- 7 Improvements & Maintenance of the Institute Building
- 8 Accrual for legal expenses
- 9 Accrual for upkeep of posts around Village Green , Fromandez Drive and War memorial
- 10 Accrual for pollarding every 4 years- next due 2022
- 11 Accrual for additional or replacement Christmas lighting.
- 12 Accrual towards new computer and office equipment.
- 13 Accrual for cleaning and repair of war memorial
- 14 Accrual to build a sum to pay a locum if needed during clerk sickness
- 15 Remainder Clerks bonus set aside at December 2015 finance meeting - Play area lease review & completion of Institute Lease
- 16 Accrual for projects coming from Village Vision - traffic solutions project, entertainment, youth projects

APPENDIX 1

**HORSMONDEN PARISH COUNCIL
ACCOUNT SUMMARY - YEAR ENDING 31st MARCH 2018**

The following summarises the accounts for the year ending 31st March 2018.
Full accounts can be viewed by arrangement with the Clerk.

Opening Balance:	£ 126,573.64	(Including Reserves)
Summary Expenditure:	£ 155,628.31	(including investment of £70,000)
Summary Income (including Precept*):	£ 100,952.09	
Closing Balance to c/f:	£ 71,897.42	

Expenditure from Reserves

Expenditure from specific Reserves	£ 1,793.40	
General Reserves Expense	£ 73,038.40	(£70,000 investment)
	£ 74,831.80	

Expenditure from Precept

Parish Administration	£24,438.09
Grounds Maintenance	£6,956.29
Asset Management	£8,342.69
Street Lighting	£3,055.10
Subscriptions/Donations/Youth Provision	£4,098.10
Miscellaneous incl. Village Vision projects	£19,222.50
	£66,112.77

Expenditure from Donations

Donations/refunds	£ 1,051.86
Grants	£ 5,325.00
	£ 6,376.86
	£ 8,306.88

VAT Expended to be re-claimed:

£ 155,628.31

Total Expenditure:

Reserves at Year End:

Street Lighting improvements /electrical testing	£ 4,069.46
Village Green/Fromandez Drive Maintenance	£ 8,041.51
Village Hall maintenance	£ 18,745.80
Village Hall painting	£ 1,200.00
Play Area reserve	£ 17,009.39
Institute/clock tower maintenance	£ 13,070.45
Legal Expenses	£ 8,297.00
Village Green Furniture	£ 969.45
New Christmas Lights	£ 2,643.04
War memorial	£ 620.00
Clerks sickness allowance	£ 2,500.00
Clerk Bonus Objectives	£ 400.00
Village Vision	£ 7,520.54
General Reserves incl. accrual from 16/17 Precept:	£ 65,117.66
Vat paid in 17/18 to be re-claimed 18/19	-£ 8,306.88

TOTAL RESERVES TO C/F:

£ 141,897.42

Long term investment with HSBC

-£ 70,000.00

BANK RECONCILIATION - HORSMONDEN PARISH COUNCIL

As at 31st March 2018

END OF FINANCIAL YEAR - 31/03/2018

CURRENT ACCOUNT

Actual Balance at Bank (Manual Entry)

£84,460.83

Unpresented cheques / Uncleared credits	Credit	Debit
402017		£ 411.84
402018		£ 22.72
402019		£ 254.00
402020		£ 228.00
402021		£ 232.49
401025		£ 103.85
402029		£ 510.00
402030		£ 456.00
402031		£ 672.00
402032		£ 8,237.12
402033		£ 1,586.40
402034		£ 90.00
402035		£ 50.00

Unpresented Balance: £ - £ 12,854.42

Reconciliation = Balance at bank including Unpresented **Current** £ 71,606.41

DEPOSIT ACCOUNT

Actual Balance at Bank (Manual Entry)

£ 291.01

Unpresented cheques / Uncleared credits	Credit	Debit
		£ -

Unpresented balance: £ -

Reconciliation = Balance at bank including Unpresented **Deposit** £ 291.01

TOTAL BANK including unpresented: £ 71,897.42

Actual Balance in Petty Cash (Manual Entry) £ -

£ -

To audit Box 8 £ 71,897.42

FINANCIAL YEAR 2017-18				
ACTUAL_BUDGET AS AT 31.03.17	Income	Allocated Payment	Budget Balance	Notes
Horsham Parish Council year ending 31.3.2018				
Allocated Reserves				
Street Lighting improvements /electrical testing	£ 4,751.28	£ 881.82	£ 3,869.46	Accrual to upgrade programme
Village Green/Fromandez Dr Maintenance	£ 5,973.32	£ 78.00	£ 5,895.32	
Village Hall maintenance/improvements	£ 13,902.85	-	£ 13,902.85	Capital expenditure
Village Hall painting	£ 1,000.00	-	£ 1,000.00	
Play Area reserve	£ 12,408.81	-	£ 12,408.81	Capital expenditure
Institute/clock tower maintenance	£ 9,925.00	-	£ 9,925.00	Capital expenditure/maintenance
Legal Expenses	£ 6,673.00	-	£ 6,673.00	
Village Green Furniture	£ 1,086.00	£ 116.55	£ 969.45	
Village Green Trees (pollarding/maintenance)	£ 60.00	£ 60.00	-	£510 from general reserves - nov.17
New Christmas Lights	£ 2,656.85	£ 13.81	£ 2,643.04	
Office/Computer Equip Costs	£ 317.22	£ 317.22	-	
War memorial	£ 620.00	-	£ 620.00	
Clerks sickness allowance	£ 2,500.00	-	£ 2,500.00	Remainder to come from general reserves in the worse case event.
Clerk bonus objectives	£ 600.00	£ 200.00	£ 400.00	
Village Vision	£ 5,712.00	£ 126.00	£ 5,586.00	
General Reserves incl. accrual from 16/17 Precept:	£ 63,322.61	£ 3,038.40	£ 60,284.21	
Vat paid in 16/17 to be re-claimed 17/18	£ 4,935.30	-	£ 4,935.30	
Sub-Total General Reserves:	£ 58,387.31	£ 3,038.40	£ 55,348.91	
Total Reserves:	£ 126,573.64	£ 4,831.80	£ 121,741.84	Reconciled with Opening Balance
Other Income (From Cash Receipts)				
Village Hall - Contents Insurance/lease payment/refunds	£ 79.15		£ 79.15	
VAT Refund	£ 4,775.28		£ 4,775.28	
TWBC Grants	£ -		£ -	
KCC Grants	£ 2,000.00		£ 2,000.00	
KCC - Fromandez Dr Contribution	£ -		£ -	
NH planning grants	£ 6,390.00	£ 5,325.00	£ 1,065.00	
Insurance Claims/Refunds	£ -		£ -	
Interest Received this year	£ 288.58		£ 288.58	
Donations for village projects	£ 916.86	£ 879.86	£ 37.00	
General refunds	£ 480.00	£ 172.00	£ 308.00	
Refunds for use of VG box	£ 27.22		£ 27.22	
Village Vision	£ -		£ -	
Public Toilet scheme	£ 600.00		£ 600.00	
Sub-Total Other Income:	£ 15,557.09	£ 6,376.86	£ 9,180.23	
	£ 142,130.73	£ 11,208.66	£ 130,922.07	£ - Check Point= sum column f to this point
VAT Debtors	£ 0.00	£ 8,306.88	£ 8,306.88	
PRECEPT - YEAR END 2016/2017				
Parish Administration	£ 14,100.00	£ 14,212.22	£ 112.22	BUT monthly payment is £ 1184.00 because of NALC pay settleme
Clerks Remuneration	£ 400.00	£ 923.45	£ 523.45	
Overtime budget	£ 850.00	£ 993.94	£ 143.94	
Employer NI Contributions	£ 150.00	£ 94.87	£ 55.13	1% first year
Pension Contributions	£ 900.00	£ 900.00	£ -	
Parish Office Rent	£ 500.00	£ 495.98	£ 4.02	
Stationery/postage	£ 600.00	£ 767.29	£ 167.29	
Telephone/broadband	£ 2,500.00	£ 2,305.43	£ 194.57	
Insurance				

ACTUAL BUDGET AS AT 31.03.17					
	Income	Allocated Payment	Budget Balance	Notes	
External Audit	£ 300.00	£ 400.00	£ -		
Internal Audit	£ 500.00	£ 496.80	£ 3.20		
Travel Expenses	£ 100.00	£ 53.10	£ 46.90		
Training	£ 500.00	£ 582.00	£ -		
Hire of Halls	£ 600.00	£ 722.00	£ 122.00		
Official Hospitality	£ 200.00	£ 115.01	£ 84.99		
Legal Expenses	£ 3,000.00	£ 1,376.00	£ 1,624.00		
Grounds Maintenance					
Landscaping Contract/Maintenance(VG & Fromandez Dr	£ 5,000.00	£ 3,798.81	£ 1,201.19		
VG Treatments	£ 2,000.00	£ 1,055.00	£ 945.00		
Village Green Trees (Pollarding and inspection)	£ 1,100.00	£ 1,610.00	£ 510.00	Accrual for pollarding again in 2021	
Community Gardening scheme	£ 100.00	£ 42.48	£ 57.52		
Cleaning equipment around the green	£ 500.00	£ 450.00	£ 50.00		
Asset Management					
Village Hall Maintenance	£ 5,000.00	£ 157.05	£ 4,842.95		
Village Hall Painting	£ 200.00	£ -	£ 200.00		
Institute/Clock tower Repairs/Maintenance	£ 5,000.00	£ 2,162.55	£ 2,837.45		
Clock Service/repairs	£ 500.00	£ 192.00	£ 308.00		
War memorial	£ 100.00	£ 325.00	£ 225.00		
Winding Clock & Attending Children's Play Area	£ 1,080.00	£ 1,080.04	£ 0.04	20.76923077	
Play area maintenance	£ 800.00	£ 199.42	£ 600.58		
Play area reserve	£ 4,000.00	£ -	£ 4,000.00		
Public conveniences - maintenance	£ 400.00	£ 1,078.27	£ 678.27		
Electricity costs	£ 1,000.00	£ 749.46	£ 250.54		
Water & Sewerage	£ 1,200.00	£ 346.80	£ 853.20		
Public conveniences - Cleaning	£ 2,000.00	£ 2,052.10	£ 52.10		
Public conveniences - rates	£ 1,000.00	£ -	£ 1,000.00		
Street Lighting					
Supply of electricity	£ 1,500.00	£ 1,842.54	£ 342.54		
Maintenance Contract	£ 1,000.00	£ 712.56	£ 287.44		
Repairs	£ 200.00	£ -	£ 200.00		
Improvements/Electrical testing	£ 500.00	£ 500.00	£ -		
Subscriptions/Donations					
K.A.L.C.	£ 650.00	£ 666.10	£ 16.10		
Action with Communities in Rural Kent (KRCC)	£ 35.00	£ 50.00	£ 15.00		
Readycall advertising	£ 50.00	£ 50.00	£ -		
Youth provision/street cruiser bus	£ 3,500.00	£ 3,135.00	£ 365.00	pc advertising via Ready call package	
Membership of SLCC	£ 120.00	£ 197.00	£ 77.00		
Miscellaneous					
Office equipment costs	£ 200.00	£ 306.99	£ 106.99		
Website/domain name hosting	£ 160.00	£ 150.00	£ 10.00		
Electricity supply village green	£ 100.00	£ 300.05	£ 200.05	£ 18,822.50	
Civic Amenities Vehicle	£ 800.00	£ -	£ 800.00		
Village Vision/Village vision initiatives	£ 20,000.00	£ 18,065.46	£ 1,934.54		
Publicity/ Parish News	£ 400.00	£ 400.00	£ -		
	£ 85,395.00	£ 66,112.77	£ 19,282.23		
Precept and other income	£ 227,525.73	£ 85,628.31	£ 141,897.42		

HORSMONDEN PARISH COUNCIL

Expenditure Summary - Year End 31/03/2018

Expenditure from Reserves	£	4,831.80	+		
VAT Expenditure - 17/18	£	8,306.88	+		
Precept Expenditure	£	66,112.77	+		
Expenditure from income	£	6,376.86	+		
Cash Book Expenditure	£	<u>85,628.31</u>	=	<i>Reconciled</i>	£ 85,628.31
Less Staff Costs		£16,468.13	-		To Audit Box 4
Sub-total Expenditure:	£	<u>69,160.18</u>			
Equals Cash Expenditure:	£	69,160.18	=		To Audit Box 6

HORSMONDEN PARISH COUNCIL

Income Summary - Year End 31/03/2018

Interest Received this year	£ 288.58	
Village Hall Insurance contr/Lease payment	£ 79.15	
VAT Refund	£ 4,775.28	
KCC Grant	£ 2,000.00	
Public toilets scheme	£ 600.00	
Refunds for use of Electricity box	£ 27.22	
Donations	£ 916.86	
NH planning grant	£ 6,390.00	
Refunds/reclaims	£ 480.00	
	<u>£ 15,557.09</u> +	To Audit Box 3
Precept	£ 85,395.00 +	To Audit Box 2
Income:	<u>£ 100,952.09</u> =	
Opening Balance at 01/04/2017	£ 126,573.64 +	Audit Box 1
Equals Cash Summary:	£ 227,525.73 =	Reconciled
Income Minus the Precept:-	£ 142,130.73	

Fixed Asset Register - Year Ending 31st March 2018

Item	Asset value	
Village Green	£ 1.00	
Sports Ground	£ 1.00	* gifted to the PC
Land at Fromandez Drive	£ 1.00	* Freehold transferred.
Playground equipment	£ 50,500.00	*Jul 2009
Playground surfacing	*see above	*play eqpt plus surfacing p
<u>Street Furniture.</u>		
Benches on Village green	£ 1,500.00	*estimate, replaced over t
	£ 600.00	2 more purchased 2017
Millenium Plaque and stone boulder	£ 5,000.00	* Oct 2009 & Nov 2011
Village Green shelter	£ 9,598.00	* Oct 2015
140 posts around Village Green	£ 2,500.00	* March 2011
Stone Troughs	£ 900.00	*Nominal value
Noticeboard	£ 1,600.00	*Feb 2009
Electrical power supply box	£ 225.00	*Jul 2008
Christmas lights on Village green	£ 1,900.00	* Jul 2013 -Sept 2015
Litter bins x3	£ 77.00	
45 Street Lights	£ 16,150.00	* upgrade in March2012 &
Speedwatch equipment	£1,900.00	*March 2006
		metal tripod
		battery
		warning sign
		LED signage
<u>Buildings</u>		
Village Hall	£ 1.00	* built on PC land 1912
Office Equipment & contents		
		laptop
	£ 400.00	Apr-14
	£ 46.00	*Feb2014
	£ 55.00	*May2011
	£ 19.99	*Jul2007
	£ 1.00	*donated
	£ 1.00	*Free gift from BT
	£ 1.00	
	£ 50.00	*Apr2014
Fireproof safe	£128.00	*Jul 2010
Laptop for NH Planning	£330	*Dec2013
Ipad air for meetings	£399	*Dec2013
Projector at Village Hall	£ 1,210.00	*Jul 2012
Public conveniences	£ 1.00	* freehold transferred in 2010
The Institute Building	£ 1.00	* gifted to parish in 1891
Clock Tower	£ 38.00	*see website original receipt
Clock in Tower New Mechanism	£ 65.00	*see website original receipt

Horsmonden Parish Council year ending 31.03.2018
Asset Register

War Memorial	£	1.00	
LONG TERM INVESTMENT WITH HSBC (2 YEAR BOND)	£	70,000.00	
Total Fixed Assets:	<u>£</u>	<u>165,200.99</u>	(two benches added £600 - 00

Jan
8.5.18

The above statement represents fairly the financial assets of the Parish Council as at 31st March 2018

Approved by Horsmonden Parish Council

Chairman:



Responsible Financial Officer


Lucy Noakes

At a meeting held on:

8th May 2018