



FOUR MARKS PARISH COUNCIL

**ACCOUNTS FOR YEAR ENDED
31ST MARCH 2017**

**Sarah Goudie
Responsible Financial Officer**

FOUR MARKS PARISH COUNCIL

ANNUAL RETURN

YEAR ENDED 31ST MARCH 2017

	2016 £	2017 £
1. Balances brought forward	118,930	137,211
2. Annual precept	80,775	83,775
3. Total other receipts	46,485	93,231
4. Staff costs	22,124	27,096
5. Loan	0	0
6. Total other payments	86,855	157,928
7. Balances carried forward	137,211	129,193
8. Total cash & investments	137,211	129,193
9. Total fixed assets	534,009	605,583

FOUR MARKS PARISH COUNCIL

ANNUAL RETURN YEAR ENDED 31ST MARCH 2017

SUPPORTING RESERVES RECONCILIATION

	2016 £	2017 £
Total Reserves	137,210.71	129,192.95
Current Bank A/c	40,814.63	32,480.28
Deposit A/c	59,092.84	59,185.61
Benians Trust – TSB	.30	0
Benians Trust – National Savings	37,302.94	37,527.06
Total Cash and Bank Accounts	137,210.71	129,192.95

FOUR MARKS PARISH COUNCIL
ANNUAL RETURN
YEAR ENDED 31ST MARCH 2017
BANK – CASH & INVESTMENT RECONCILIATION

<u>Bank Statement Balances</u>		£	
31/03/2017	TSB Current Account	34,174.49	
28/02/2017	TSB Deposit Account	59,185.61	
28/12/2016	Benian's Trust TSB Account	0.00	
31/01/2017	Benian Trust National Savings	37,527.06	
			130,887.16
<u>Unpresented Payments</u>			
			0.00
13/03/2017	1987	36.00	
14/03/2017	1990	72.00	
28/03/2017	1991	130.00	
28/03/2017	1993	792.36	
28/03/2017	1994	193.02	
29/03/2017	1995	41.17	
29/03/2017	1996	60.30	
29/03/2017	1996	24.00	
29/03/2017	1996	131.75	
29/03/2017	1996	10.40	
29/03/2017	1996	14.28	
29/03/2017	1997	188.93	
			1,694.21
			129,192.95
<u>All Cash & Bank Accounts</u>			
	Current Bank A/c		32,480.28
	Deposit A/C		59,185.61
	Benian Trust Fund - TSB		0.00
	Benian Trust Fund - National S		37,527.06
	Other Cash & Bank Balances		0.00
	Total Cash & Bank Balances		129,192.95

FOUR MARKS PARISH COUNCIL

BREAKDOWN OF RECEIPTS

YEAR ENDED 31ST MARCH 2017

DETAIL	2015/2016 £	2016/2017 £
Burial Ground (1)	3,560.00	5,010.00
Lettings and affiliation fees for sports pavilion (2)	2,103.00	4,892.50
Funds received by Allotments Committee	2,419.20	2,692.50
Electricity Wayleave	72.00	72.32
VAT Recovered (3)	8,184.00	10,054.82
Donations (4)	1,250.00	1,075.00
Grants/Developers Contributions (5)	13,199.00	66,632.55
Reimbursements (6)	0	39.70
Event Entry fees (7)	0	192.00
Council Tax Support Grant	1,225.31	1,225.00
Tennis Courts Fund (8)	7,712.00	0
Village Hall Trust for Fencing emergency repairs(8)	600.00	0
TSB Bank compensation payment for delays (8)	232.00	0
Insurance refund due to removal of skate park (8)	39.95	0
Angling Club, reimbursement of material costs (8)	235.90	0
Neighbourhood Plan Grants received (9)	5,290.00	1,027.89
Sub-Total	46,122.36	
Interest Received	363.00	317.19
Sub-Total **	46,485.63	93,231.47
PRECEPT ***	80,775.00	83,775.00
TOTAL INCOME	127,259.96	177,006.47

Notes:

15% Variation:

1. Increase in burials than in the last financial year
2. Increase in fees as the pavilion committee paid an additional one off fee to cover utility costs
3. VAT relates to turnover and is as per VAT Return
4. Donations slightly less, due to less amounts
5. Developers Contributions; purchase of replacement skate park and other recreational activity equipment
6. Returned cheque and interest transfer
7. Introduction of new event, fees taken.
8. No receipts in this financial year
9. Neighbourhood Plan now 'made', balance returned from Steering Group

(**) Equals receipts on Return Line 3

(***) Precept payment less £1225.31 Council Tax Support Grant

Above breakdown does not include transfers between accounts.

FOUR MARKS PARISH COUNCIL

BREAKDOWN OF EXPENDITURE

YEAR ENDED 31ST MARCH 2017

DETAIL	2015/2016 £	2016/2017 £
STAFF COSTS (1)	22,124.00	27,096
OTHER PAYMENTS:		
Mileage & Travel (2)	638	895
Administration	1663	1552
Village Hall Hire (3)	150	252
Subscriptions to membership bodies	956	1017
Audit	765	775
Training & Publications (4)	415	1558
Insurance	4911	5526
Election costs	120	0
Legal & Professional Fees	3545	1331
Sundry Items (5)	0	186
Utilities	5658	5066
General; labour, servicing & materials	12987	8,529
Open spaces; labour, servicing & materials	34522	35,082
Developer contributions and grant expenditure (5)	0	69,571
Allotment Fund (7)	2841	1687
Benians Trust Grant	834	0
Grants & donations – other	1,600	0
Section 137 grants & donations (8)	400	1,150
Neighbourhood Plan	3177	153
Capital Expenditure	1617	671
VAT (Recoverable) (9)	10055	22597
SUB TOTAL : OTHER PAYMENTS	86,854	157,928
TOTAL PAYMENTS	108,583	185,024

Notes:

15% variation:

1. 20% variance due to employment of deputy clerk in September 2016
2. 33.5% variance due to increased Clerk & Councillor training and associated travel costs
3. 50% variance due to venue change for monthly planning & open space meetings incurring an additional monthly cost.
4. 116% variance due to Clerk's CiLCA qualification and associated training costs, and additional Councillor training (see point 2)
5. Introduction of new parish event, costs incurred.
6. Developer Contribution & Grant expenditure, new nominal account code to show purchases made by grants & developers contributions.
7. Funds are managed by an Allotment Committee but held by the Parish Council, all funding comes from plot holders. Amount varies due to expenditure and receipt of fees and reimbursements.
8. Grants, under Section 137, additional grant given to Citizens Advice
9. VAT is based on invoicing

FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS

YEAR ENDED 31ST MARCH 2017

1. LAND ASSETS:

Assets are defined as land and buildings, vehicles and plant, and equipment with a significant value in relation to the Parish's financial activities. The figures now shown are as per insurance value.

The attached spreadsheet shows the insurance value at the last Return (Appendix 1).

▪ **Open space known as 'Kingswood Rise Coppiced area'.**

This area was acquired in 2002 from developers together with a ring fenced monetary contribution to cover 10 years maintenance, these funds are held in the Deposit Account reserves.

Balance B/F	£ 7,999.45
General maintenance	£(64.75)
Balance C/F	<u>£ 7,934.70</u>

▪ **Open space known as 'The Dell' which includes the dell in Badger Close, the badger sett area and the corridors to and from it.**

This land was acquired in 2005 from developers, together with a ring fenced monetary contribution to cover 10 years maintenance, these funds are held in the Deposit Account reserves.

Balance B/F	£ 9,765.10
General maintenance	£(1,680.00)
Balance C/F	<u>£ 8,085.70</u>

▪ **Allotments**

The Allotment Committee manage their own fund, but the funds are administered by the Parish Council. The land was transferred to the Parish Council by the developer in 2016.

Balance B/F	£ 2,223.16
Receipts from plot-holders	£ 2,692.50
Expenditure payments	£(1,686.82)
Balance C/F	<u>£ 3,228.84</u>

▪ **Bus shelter maintenance fund**

Four bus shelters were replaced using Developers Contributions, Transport allocation. HCC gave the Parish Council a grant of £2,000 to be ring fenced for maintenance.

Balance B/F	£2,000.00
Cleaning	£ (450.00)
Balance C/F	<u>£1,550.00</u>

▪ **Barry Seward Memorial Fund**

A donation was given to the Parish Council of £1,000 to be ring fenced and held for a memorial seat to surround the newly planted red oak tree when fully grown, beside the Allotments.

FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS (Continued) YEAR ENDED 31ST MARCH 2017

- **Open space known as Oak Green Parade, Winchester Rd.**
This area around the shops in Four Marks was obtained from the Duchy of Lancaster in 2008 in order to improve the shopping area and the centre of the village. The area is due to be re-furbished in Spring 2017.
 - **Defibrillator Maintenance Fund**
An amount of **£190**, has been donated and is being held for maintenance and replacement parts.
 - **Tennis Courts.**
The land ownership and management of the Tennis Courts was handed over to the Parish Council in 2016 from the Village Hall Trust together with the funds held of £6,712.11. An additional fund of £1,000 has subsequently been received from the Tennis Club. This money is ring-fenced for tennis court maintenance, and will be used in 2017 towards the re-fencing of all the courts.

Balance B/F	£7,712.11
Court cleaning	<u>£ (525.00)</u>
Balance C/F	<u>£7,187.11</u>
 - **Community Building Fund**
A fund being held and will be added to for the community buildings improvement project, currently stands at £5,000.
- 2. LEASES:**
This Council currently leases and maintains an open area of land of approximately 0.6 acres at Lymington Bottom/Winchester Road from Hampshire County Council on a 99 year lease (free), taken out in June 1993. There are currently negotiations taking place to take ownership of the land, and designation to Village Green status is currently still under consultation.
- 3. LOANS:**
This Council currently has no loans registered.
- 4. DEBTORS:**
HM Revenue and Customs – 2016/2017 VAT refund due of £22,587.65
- 5. SECTION 137 PAYMENTS:**
- | | |
|-----------------|------------------------|
| Victim Support | £ 50.00 |
| CPRE Grant | £ 50.00 |
| Citizens Advice | £1000.00 |
| | <u>£ 400.00</u> |
- The sum paid out is well within the sum allowable under LGA 1972.
- 6. AGENCY WORK:**
During the year we undertook no agency work.

FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS (Continued) YEAR ENDED 31ST MARCH 2017

7. CONTINGENT LIABILITIES:

The amount of £1,500 is currently held as a contingency in case of having to provide for a local Election.

8. BENIAN TRUST FUND:

This Trust was set up in 1984 as a result of a bequest to this Council by Mr Bernard Arthur Benians 'to the Four Marks Parish Council for the benefit of Four Marks Recreation Facilities, the money to be used in the best view possible in the view of the Committee'. It is thus used to provide recreational and leisure facilities in the Parish. It is not registered as a charity and the funds are deemed to be 'ring fenced money' held by the Parish Council according to the 2008 audit.

Total held as at 31st March 2017 is £37,527.06. The funds are now held in one account. A separate balance sheet is included in this report. (Appendix 2)

9. COMMENTS RE FINAL BALANCES HELD:

Of the total funds held of **£129,192.95**, **£37,527.06** is held in Trust, **£35,676.35** is ring fenced, as above, for specific projects, leaving Council funds of **£55,989.54**.

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Sarah Goudie, Responsible Financial Officer

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Cllr Janet Foster (Chairman)

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Date signed

FOUR MARKS PARISH COUNCIL

**SUPPORTING STATEMENTS
YEAR ENDED 31ST MARCH 2017**

APPENDIX 1

FOUR MARKS FIXED ASSETS

Description	Value at 31 March 2016	Value at 31 March 2017
Benians Pavilion	£419,768.00	£419,768.00
Office Contents (including desktop, laptop & printer)	£2,222.33	£2,893.33
General Contents (pavilion and stock)	£4,868.00	£5,568.00
Recreation Ground equipment *	£66,608.80	£136,713.35
Gates, fences, notice boards, new benches and bins	£7,394.50	£8,427.66
Oak Green	£11,257.40	£11,257.40
Bus shelters	£16,888.00	£16,888.00
Speed Limit Repeater Signs	£1	£1
Defibrillators	£5,000.00	£5,000.00
War Memorial	£1	£1
	534,009.03	607,317.74

* New playground equipment and container purchased

Based on insurance value all land is deemed to be worth £1

FOUR MARKS PARISH COUNCIL

**SUPPORTING STATEMENTS
YEAR ENDED 31ST MARCH 2017**

APPENDIX 2

BENIAN'S TRUST ACCOUNT

Balance brought forward from 31ST MARCH 2016

TSB*	£	.30	
National Savings	£	<u>37,302.94</u>	
			<u>£37,303.24</u>

Income – Interest

TSB*	£	0	
National Savings	£	224.12	
			£ 224.12

Expenditure

TSB (Current A/c)	£	.30	£ (.30)
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Balance carried forward: **£37,527.06**

*TSB account now closed