



FOUR MARKS PARISH COUNCIL

**ACCOUNTS FOR YEAR ENDED
31ST MARCH 2020**

**Sarah Goudie
Responsible Financial Officer**



FOUR MARKS PARISH COUNCIL
ANNUAL RETURN
YEAR ENDED 31ST MARCH 2020

	Year ended 31 March 2019 £	Year ended 31 March 2020 £
1. Balances brought forward	162,359	185,032
2. Annual precept	109,000	113,200
3. Total other receipts	41,950	62,129
4. Staff costs	37,285	33,815
5. Loan	0	0
6. Total other payments	90,992	117,588
7. Balances carried forward	185,032	208,959
8. Total cash & investments	185,032	208,959
9. Total fixed assets	651,483	661,779
10. Total Borrowings	0	0



FOUR MARKS PARISH COUNCIL

ANNUAL RETURN - YEAR ENDED 31ST MARCH 2020

SUMMARY RECEIPTS AND PAYMENTS

**Last Year Ended
31st March 2019**

**Current Year Ended
31st March 2020**

Receipts and Payments Summary

162,358.94	Opening Balance	185,032.24
<u>150,950.00</u>	Add Total Receipts	<u>175,328.77</u>
313,308.94		360,361.01
<u>128,276.70</u>	Less Total Payments	<u>151,402.20</u>
<u>185,032.24</u>	Closing Balance	<u>208,958.81</u>

These cumulative funds are represented by:

0.00	TSB Bank Plc - old account	0.00
850.06	TSB Deposit A/C	0.00
78,390.94	CCLA Deposit Fund	136,308.92
37,977.33	Benians Trust Fund - NS&I	38,281.15
<u>67,813.91</u>	Unity Trust Bank	<u>34,368.74</u>
<u>185,032.24</u>		<u>208,958.81</u>

Reserve Balances are represented by:

22,673.30	Current Year Fund	23,926.57
76,367.77	General Reserves	62,159.20
37,977.33	EMR - Benians Trust Fund	38,281.15
2,014.70	EMR - Kingswood Copse	2,014.70
5,215.10	EMR - Badger Close	4,575.10
846.83	EMR - Bus Shelter	846.83
1,000.00	EMR - Barry Seward Memorial Fu	1,000.00
190.00	EMR - Defibrillator Fund	190.00
2,783.15	EMR - Allotments	2,751.80
3,571.63	EMR - Tennis Courts	4,571.63
17,380.00	EMR - Community Building Fund	42,380.00
3,500.00	EMR - Election Provision	3,380.40
9,561.79	EMR - FM Youth Club Fund	9,561.79
1,950.64	EMR - Festival Committee	3,319.64
0.00	EMR - Playground Maintenance	10,000.00
<u>185,032.24</u>		<u>208,958.81</u>



FOUR MARKS PARISH COUNCIL
ANNUAL RETURN - YEAR ENDED 31ST MARCH 2020

BANK – CASH & INVESTMENT RECONCILIATION

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2020 Unity Trust Bank	36,237.00
2	30/09/2019 TSB Deposit Account	0.00
3	31/03/2020 CCLA Deposit Fund	136,308.92
4	31/03/2020 Benians Trust National Savings	38,281.15
5	03/12/2018 TSB Current Account	0.00
		210,827.07
<u>Unpresented Payments</u>		
1	18/03/2020 Cheque no. 300031	1,350.00
1	18/03/2020 Cheque no. 300032	509.82
1	31/03/2020 Direct Debit	8.44
		<u>1,868.26</u>
		<u>208,958.81</u>
<u>All Cash & Bank Accounts</u>		
1	Unity Trust Bank	34,368.74
2	TSB Deposit A/C – now closed	0.00
3	CCLA Deposit Fund	136,308.92
4	Benians Trust Fund - NS&I	38,281.15
5	TSB Bank Plc - old account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<u>208,958.81</u>



FOUR MARKS PARISH COUNCIL

ANNUAL RETURN - YEAR ENDED 31ST MARCH 2020

VARIANCES

Section 2	Year ended 31 st March 2019 £	Year ended 31 st March 2020 £	Variance £	Variance %	Explanation of variance
Box 2 Annual Precept	109,000	113,200	4,200	3.85%	See page 6
Box 3 Total other receipts	41,950	62,129	20,179	48%	See page 6
Box 4 Staff costs	37,285	33,815	-3,470	-9%	See page 7
Box 5 Loan interest/capital repayments	0	0	0	0	See page 10
Box 6 Total other payments	90,992	117,588	26,596	29%	See page 7-8
Box 9 Fixed and Long term assets	651,483	661,779	10,296	1.6%	See page 12
Box 10 Borrowings	0		0	0	See page 10
Explanation for high reserves	N/A				



FOUR MARKS PARISH COUNCIL

ANNUAL RETURN - YEAR ENDED 31ST MARCH 2020

BREAKDOWN OF RECEIPTS

	Year ended 31 st March 2019 £	Year ended 31 st March 2020 £
Receipts detail		
Cemetery Fees (1)	4,330	5,400
Donations (2)	1,878	0
Grants (3)	0	4,882
Developers Contributions (4)	6,720	30,427
Sports Pavilion Income	4,000	4,000
Sports Pitches/ground hire	2,425	2,209
Allotment income (EMR)	2,347	2,476
Wayleave	72	72
Reimbursements (5)	629	395
Entry Fees – Events (6)	906	1,334
Precept	109,000	113,200
Bank interest/dividend (7)	708	1,223
Asset disposal (8)	1,000	0
Festival Committee (EMR) (9)	1,951	1,369
VAT reclaimed (10)	14,985	8,341
Rounding	(1)	1
Total Receipts	150,950	175,329

+/- 15% Explanation of variances

Notes:	
1.	Increase in burials
2.	No donations received
3.	New nominal code for grants to separate from S106 developers' contributions
4.	New nominal code for S106 developers' contributions to separate away from grants
5.	Reimbursement for printing of flyers for consultation
6.	Increase in entries for 10k event
7.	Transfer of funds to higher yield account has resulted in higher dividend payments
8.	No asset disposal in this financial year
9.	Grants received for new projects
10.	VAT, recovered quarterly, as per expenditure



FOUR MARKS PARISH COUNCIL

ANNUAL RETURN - YEAR ENDED 31ST MARCH 2020

BREAKDOWN OF EXPENDITURE

	Year ended 31 st March 2019 £	Year ended 31 st March 2020 £
Payments detail		
STAFF COSTS (Box 4)	37,285	33,815
OTHER PAYMENTS (Box 6)		
Mileage & Travel	701	802
Chairman's allowance (1)	63	26
Bank charges (2)	52	190
Administration – general (3)	1,788	3,113
Village Hall Hire	377	332
Subscriptions	1,257	1,233
Audit charges	1,090	1,005
Training & Publications (4)	460	1,133
Insurance	2,190	2,204
Election costs (5)	0	120
Legal & Professional fees (6)	3,474	350
Event expenses (7)	1,134	746
Utilities	8,264	8,427
Office Rent (8)	2,667	0
General – labour, servicing & materials (9)	6,208	5,194
Open Spaces – labour, servicing & materials (10)	35,852	43,670
Allotments expenses (EMR)	2,034	2,233
Developer contributions expenditure (11)	6,026	25,427
Community Building Fund (EMR) (12)	1,169	0
Grants & Donations S.137 (13)	2,100	0
Grants & Donations – other (14)	2,000	2,867
Neighbourhood plan (15)	172	567
Capital expenditure (16)	235	1,750
VAT on payments (17)	11,681	16,198
Rounding	(2)	0
Total payments	128,277	151,402



FOUR MARKS PARISH COUNCIL

ANNUAL RETURN - YEAR ENDED 31ST MARCH 2020

BREAKDOWN OF EXPENDITURE (Continued)

+/- 15% Explanation of variances

Notes:	
1.	No events or community award this year
2.	Current account provider was changed mid-way during previous year, the new account incurs bank charges, increase due to the figure being a full year of charges
3.	Increase in costs due to new website design and implementation
4.	Increase due to additional training for new Councillors and clerk's residential conference
5.	Although there was no requirement for a Parish Council election, the Council are still charged a portion of local election costs, 2019 being a parish and district council election year
6.	Less legal advice and fees required
7.	Less infrastructure and equipment required
8.	Office move into Parish Council owned property negating rental costs
9.	Fewer ad hoc repairs and general maintenance required
10.	Increase in expenditure due to essential maintenance at the Cemetery, installation of access bollards, tree removal (due to Ash die back) and replacement planting at the Recreation Ground, and hire of Christmas lighting scheme at Oak Green,
11.	Two new projects; desilting of Swelling Hill Pond, and replacement safety surfacing at the play park
12.	No costs incurred in this financial year
13.	The Parish Council now fulfils the criteria and has adopted the General Power of Competence (15 th May 2019) so the use of LGA 1972 Section 137 is no longer required to allow expenditure for certain purposes not otherwise authorised, for example, grants to local charities
14.	Fewer donations requested in this financial year
15.	In addition to the annual insurance cost, the increase in expenditure is due to the printing of flyers for a local consultation on behalf of the Neighbourhood Plan steering group, which was reimbursed.
16.	Increase is due to the purchase of a second hand roller for the cricket square
17.	VAT is based on invoicing



FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS

YEAR ENDED 31ST MARCH 2020

1. EARMARKED RESERVES: 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. Funds are held in Earmarked Reserves.

- **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 earmarked reserves. This year saw a transfer back into the fund from General Reserves.

Balance B/F	£ 2,014.70
General maintenance	£ <u> 0</u>
Balance C/F	<u>£ 2,014.70</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 earmarked reserves.

Balance B/F	£ 5,215.10
General maintenance	£ <u> 640.00</u>
Balance C/F	<u>£ 4,575.10</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	£ 2,783.15
Receipts	£ 2,475.75
Expenditure payments	£(2,507.10)
Balance C/F	<u>£ 2,751.80</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. The funds are held in the earmarked reserves.

Balance B/F	£ 846.83
Maintenance	£ <u> 0</u>
Balance C/F	<u>£ 846.83</u>



FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS (Continued) YEAR ENDED 31ST MARCH 2020

- **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. The tennis club pay an annual rental of £1,000 which is held in the earmarked reserve and used for maintenance.

Balance B/F	£ <u>3,571.63</u>
Receipts	£ 1,000.00
Balance C/F	£ <u>4,571.63</u>

2. EARMARKED RESERVES: OTHER

- **BENIANS 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 or a trust and therefore the funds are deemed to be 'ring fenced money' and therefore an Earmarked Reserve held by the Parish Council according to the 2008 audit.

Total held as at 31st March 2020 is **£38,281.15**. The funds are now held in one account, the. A separate balance sheet is included in this report. (Appendix 2)

- **BARRY SEWARD MEMORIAL FUND**

The amount of £1,000 was left in trust to provide a circular bench around a designated tree at the Recreation Ground when the tree is mature.

- **DEFIBRILLATOR FUND**

An amount of £190 was left in trust for maintenance to the village's defibrillators, being the balance left over after the purchase.

- **COMMUNITY BUILDING FUND**

A reserve fund is being accumulated and ring fenced for the provision of a new community facility. The amount of £25,000 was transferred into the account from General Reserves at the beginning of this financial year. The total funds currently held for this project are £42,380. As the project progresses a detailed report will be provided at the end of each financial year until completion.



FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS (Continued) YEAR ENDED 31ST MARCH 2020

- **ELECTION PROVISION**

The amount of £3,500 is ring fenced in event of having to hold a local Election. Local elections were held in this financial year, although there was no local parish council election a small proportion was requested by the District Council towards election costs, so the earmarked reserve has now been reduced by £119.60, to £3,380.40
 - **FOUR MARKS YOUTH CLUB FUND**

The amount of £9561.79 was transferred into the Parish Council's earmarked reserves, in the previous financial year to be ring fenced for the future provision of a youth club or facility. Any expenditure must be approved by the former Youth Club committee members.
 - **FESTIVAL COMMITTEE FUND**

The amount of £1950.64 was transferred into the Parish Council's earmarked reserves, in this financial year, to be ring fenced for specifically identified village projects. Any expenditure must be approved by the former members of the Festival Committee. The Festival Committee were awarded £1,369.00 in District Councillor grants towards two ongoing projects, village gateway signs and information board at Swelling Hill Pond, the fund has now increased to £3,319.64.
 - **PLAYGROUND MAINTENANCE FUND**

The amount of £10,000 was transferred from General Reserves as some items of playground equipment are now approaching 10 years old, it was agreed last year to set up a fund to be ear marked specifically for repairing and replacing the equipment, as and when necessary.
3. **LEASES:**
The Parish 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.
4. **LOAN INTEREST/CAPITAL REPAYMENTS/BORROWINGS:**
The Parish Council currently has no loans, capital repayments or borrowings.
5. **DEBTORS:**
VAT is now reclaimed quarterly, hence there is only the final quarter VAT reimbursement outstanding of £9,948.73.
6. **AGENCY WORK/CONTINGENT LIABILITES:**
No agency work was carried out in the financial year. The Parish Council currently hold no contingent liabilities.



FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS (Continued) YEAR ENDED 31ST MARCH 2020

7. SECTION 137 PAYMENTS:

The Parish Council, following the local elections in May, qualify for the General Power of Competence, which was adopted at the Annual Meeting of the Full Council on 15th May 2019, Minute 19.74. Therefore, there is no longer a requirement to list payments made under the LGA 1972 Section 137 allowance for expenditure for purposes not otherwise authorised.

8. DEVELOPER CONTRIBUTION EXPENDITURE

Project	Receipts	Payments
Swelling Hill Pond: Desilting Project and associated maintenance	£25,000	£20,000
Recreation Ground: Children's play area replacement safety surfacing	£ 5,427	£ 5,427

This year the Parish Council carried out two projects using S106 developers' contributions, the first was the desilting of the pond. This project has been pending for a few years, but finally this year, using funds held in the Environmental Improvements S106 Developers contributions, the work was started in November, and completed as far as possible in December. The second phase, the shoring up of the pond banks, could not be completed before the financial year end *due to the government restrictions on the Coronavirus COVID 19 pandemic*. Once the restrictions are lifted it is hoped that this work will continue. The second project was to replace and improve the safety surfacing in the children's play area. A third project, to provide a new half pipe piece of equipment in the Skate Park, was completed in March, but not invoiced until after the year end, so a full report will be given in next year's accounts.

9. GRANTS RECEIVED AND GRANTS AWARDED

Grants Received in 2019/2020

District Councillor	£ 500.00	Tommy Silhouettes (1)
District Councillor	£ 999.00	Replacement seats
District Councillor	£1,856.52	Oak Green Notice Board (2)
County Councillor	£ 236.76	Replacement Flag
District Councillor	£ 600.00	VE Day memorabilia
District Councillor	£ 690.00	Artwork for Pond Information sign
	<u>£4,882.28</u>	

1. From previous financial year

2. From previous financial year jointly awarded with Medstead Parish Council



FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS (Continued) YEAR ENDED 31ST MARCH 2020

Grants Awarded in 2019/2020

Village Hall Committee	£2,000
Citizens Advice	£ 500
Homestart Hampshire	£ 250
CPRE Hampshire	£ 100
Royal British Legion	£ 17
	<u>£2,867</u>

10. RESERVE BALANCES IN SUMMARY:

Of the total funds held of **£208,958.81**;

- **£38,281.15** is held in the Benians Trust
- **£84,591.89** is held in earmarked reserves, or 'ring fenced' reserves
- **£62,159.20** is currently held in General Reserves
- **£23,926.57** balance of year end net receipts over payments

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Sarah Goudie, Responsible Financial Officer

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Date signed

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Cllr Janet Foster (Chairman)

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Minute Reference



FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS

YEAR ENDED 31ST MARCH 2020

APPENDIX 1

FOUR MARKS FIXED ASSETS

Description	Value at 31 March 2019	Value at 31 March 2020
Benians Pavilion	£419,768.00	419,768.00
Office and General Contents (including IT equipment)	£2,389.29	£2,940.97
Recreation Ground ⁽¹⁾	£127,635.14	£189,657.44
Gates, fences, notice boards, new benches and bins ⁽²⁾	£65,066.01	£11,470.86
Oak Green	£9,475.05	£10,792.35
Bus shelters	£22,147.32	£22,147.32
Speed Limit Repeater Signs	£1.00	£1.00
Defibrillators	£5,000.00	£5,000.00
War Memorial	£1.00	£1.00
	£651,482.81	£661,778.94

+/- 15% Explanation of variances:

1. Recreation Ground figure now includes all fencing, bins and notice boards in that location
2. The Recreation Ground element now removed



FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS

YEAR ENDED 31ST MARCH 2020

APPENDIX 2

BERNARD BENIANS TRUST ACCOUNT

Balance brought forward from 31ST MARCH 2019

National Savings	<u>£37,977.33</u>
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Income – Interest

National Savings	£ 303.82	
		£ 303.82

Expenditure

No expenditure

Balance carried forward:	<u>£38,281.15</u>
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