



FOUR MARKS PARISH COUNCIL

**ACCOUNTS FOR YEAR ENDED
31ST MARCH 2018**

**Sarah Goudie
Responsible Financial Officer**

FOUR MARKS PARISH COUNCIL

ANNUAL RETURN

YEAR ENDED 31ST MARCH 2018

	2017 £	2018 £
1. Balances brought forward	137,211	129,193
2. Annual precept	83,775	103,775
3. Total other receipts	93,231	194,489
4. Staff costs	27,096	34,239
5. Loan	0	0
6. Total other payments	157,928	230,860
7. Balances carried forward	129,193	162,359
8. Total cash & investments	129,193	162,359
9. Total fixed assets	607,318	607,318

FOUR MARKS PARISH COUNCIL

ANNUAL RETURN YEAR ENDED 31ST MARCH 2018

SUMMARY RECEIPTS AND PAYMENTS

Last Year Ended
31st March 2017

Current Year Ended
31st March 2018

	<u>Receipts and Payments Summary</u>	
137,210.71	Opening Balance	129,192.95
177,006.47	Add Total Receipts (as previous page)	298,264.29
314,217.18		427,457.24
<u>185,024.23</u>	Less Total Payments (as previous page)	<u>265,098.30</u>
<u>129,192.95</u>	Closing Balance	<u>162,358.94</u>
	These cumulative funds are represented by:	
32,480.28	Current Bank A/c	45,848.84
59,185.61	Deposit A/C	78,806.20
0.00	Benian Trust Fund - TSB	0.00
<u>37,527.06</u>	Benian Trust Fund - National S	<u>37,703.90</u>
<u>129,192.95</u>		<u>162,358.94</u>
	Reserve Balances are represented by:	
-8,017.76	Current Year Fund	33,165.99
63,232.80	General Reserves	59,946.37
38,565.25	Benian Trust Fund	37,703.90
7,934.70	Kingswood Copse	394.70
8,085.10	Badger Close	6,925.10
1,550.00	Bus Shelter	1,128.08
1,000.00	Barry Seward Memorial Fund	1,000.00
190.00	Defibrillator Fund	190.00
2,965.86	Allotments	2,410.03
7,187.00	Tennis Courts	2,571.63
5,000.00	Community Building Fund	5,000.00
1,500.00	Election Provision	1,500.00
<u>0.00</u>	FM Youth Club Fund	<u>9,561.79</u>
<u>129,192.95</u>		<u>162,358.94</u>

FOUR MARKS PARISH COUNCIL
ANNUAL RETURN
YEAR ENDED 31ST MARCH 2018
BANK – CASH & INVESTMENT RECONCILIATION

<u>Bank Statement Balances</u>		£	£
1	31/03/2018	TSB Current Account	53,248.44
2	28/02/2018	TSB Deposit Account	78,806.20
3	28/12/2016	Benian's Trust TSB Account	0.00
4	31/01/2018	Benian Trust National Savings	37,703.90
			<u>169,758.54</u>
<u>Unpresented Payments</u>			
1	20/03/2018	2221	192.00
1	26/03/2018	2222	2,328.00
1	26/03/2018	2223	244.62
1	26/03/2018	2224	384.00
1	26/03/2018	2225	1,662.30
1	28/03/2018	2227	658.10
1	28/03/2018	2228	82.56
1	28/03/2018	SO	1,459.06
1	31/03/2018	SO	388.96
			<u>7,399.60</u>
			<u>162,358.94</u>
<u>All Cash & Bank Accounts</u>			
		Benian Trust Fund - National S	37,703.90
		Benian Trust Fund – TSB - CLOSED	0.00
		Current Bank A/c	45,848.84
		Deposit A/C	78,806.20
		Other Cash & Bank Balances	0.00
		Total Cash & Bank Balances	<u>162,358.94</u>

FOUR MARKS PARISH COUNCIL

BREAKDOWN OF RECEIPTS YEAR ENDED 31ST MARCH 2018

DETAIL	2016/2017 £	2017/2018 £
Administration:		
Community Plan reimbursement (1)	0	545.29
Reimbursements (1)	39.70	8.00
Council Tax Support Grant	1,225.00	1,225.00
Parish Office	50	50
Letting fees for Sports pavilion (2)	4,892.50	4,120.00
Sports pitches/ground hire (3)	0	1,275.00
Electricity Wayleave	72.32	72.32
Developers Contributions: (4)	66,632.55	
Tennis Court fencing	0	4,065.00
Recreation Ground	0	14,605.00
Open Spaces	0	31,250.50
Oak Green	0	44,735.00
Grants/Donations: (4)	1,025.00	
Lymington Bottom Green	0	2,482.00
Swelling Hill Pond	0	62.50
Lawn Tennis Association, loan via tennis club	0	2,000.00
Speedwatch equipment	0	2,000.00
Festiwell	0	748.00
Donation to new gate	0	360.00
Oak Green, notice board donation	0	200.00
Tennis Courts, tennis club grants for fencing(4)	0	16,700.00
Neighbourhood Plan Grants received (5)	1,027.89	0
Event Entry fees (2017 10k and Festiwell) (6)	192.00	1,516.84
FM Youth Club Fund (7)	0	9,561.79
Funds received by Allotments Committee	2,692.50	2,488.00
Burial Ground fees (8)	5,010.00	3,465.00
VAT Recovered (9)	10,054.82	50,718.41
Sub-Total	92,914.28	194,253.67
Interest Received (including Benians Trust)	317.19	235.84
Sub-Total **	93,231.47	194,489.51
PRECEPT ***	83,775.00	103,775.00
TOTAL INCOME	177,006.47	298,264.51

Notes (above breakdown does not include transfers between EMRs):

15% Variation:

1. One off receipts
2. Pavilion now operated under a licence to occupy, one annual payment now received
3. Due to the separation of the pavilion, ground hire now has a separate heading
4. Monies received for improvement projects, broken down to show project spend
5. Neighbourhood Plan now adopted, no further receipts anticipated.
6. The 10k run was introduced as part of a larger event, Festiwell, will now be an annual event
7. Balance of funds held paid to the Parish Council to ring fence for future youth projects.
8. Burial ground receipts lower than previous year
9. VAT is recovered quarterly and is as per the VAT return

(**) Equals receipts on Return Line 3

(***) Precept payment less £1225 Council Tax Support Grant

FOUR MARKS PARISH COUNCIL

BREAKDOWN OF EXPENDITURE YEAR ENDED 31ST MARCH 2018

DETAIL	2016/2017 £	2017/2018 £
STAFF COSTS: (1)	27,096	34,238.62
OTHER PAYMENTS:		
Administration: (2)		
General	1,552	1,516.87
Mileage & Travel	895	836.79
Chairman's Allowance*	0	47.00
Village Hall Hire*	252	478.00
Subscriptions to membership bodies	1,017	1,126.00
Audit	775	760.00
Training & Publications*	1,558	479.00
Insurance	5,526	5,682.04
Legal & Professional Fees*	1,331	2,375.00
Telephone & Broadband*	0	343.00
Office rent*	0	120.00
Sub total	12,906	13,763.70
Event expenses (3)	186	1,601.27
Utilities	5,066	5,618.33
General: labour, annual servicing & materials (4)	8,529	12,616.91
Open Spaces: labour, annual servicing & materials	35,082	35,878.37
Developer contributions and grant expenditure (5)	69,571	94,660.13
Allotment Fund (6)	1687	3,043.83
Tennis courts (fencing & maintenance) (7)	0	22,700.00
Grants & donations – other (8)	0	3,700.00
Section 137 grants & donations (8)	1,150	2,150.00
Neighbourhood Plan insurance	153	172.37
Capital Expenditure	671	686.99
Reserves (9)	0	457.00
VAT (Recoverable) (10)	22597	33,811.17
SUB TOTAL : OTHER PAYMENTS	157,928	230,86.07
TOTAL PAYMENTS	185,024	265,098.69

Notes (above breakdown does not include transfers between EMR's):

15% variation:

1. Variance due to new employment from July (£5850), deputy clerk costs (£980.40), Clerk salary increase in October, on obtaining CiLCA qualification (£22,812.40) and clerk's pension contributions (£4595.82).
2. Administration variances; **Chairman's allowance** not previously used, **village hall hire** increase due to unavailability of pavilion for committee meetings, reduction in **training** costs, **legal & professional fees**; included land searches, land registry fees, transfer costs and planning application, **telephone and broadband and parish office** costs were incorporated under other headings in the previous year's accounts
3. **Event expenses**, a 10k running event was held in conjunction with a festival event, therefore additional associated costs, including first aid, toilet facilities and medals and trophies, grants were received to offset some of the costs.
4. **General labour**, increase due to remedial drainage works on Uplands Lane, heritage finger posts restoration, and pavilion boiler repairs.
5. **Developers Contributions**: Oak Green £44,617; Recreation Ground; £40,372, Other smaller projects including environmental improvements £9,671
6. **Allotment 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.
7. **Tennis courts**, replacement fencing, funded by grants and LTA loan
8. **Grants & Donations**, new one-off requests, Section 137 payments detailed in the supporting statements
9. Reserves used to cover underpayment for Speedwatch equipment
10. VAT is based on invoicing

FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS YEAR ENDED 31ST MARCH 2018

1. EXPENDITURE ON 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	£ 7,934.70
General maintenance	<u>(7,540.00)</u>
Balance C/F	<u>£ 394.70</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	£ 8,085.10
General maintenance	<u>£(1,160.00)</u>
Balance C/F	<u>£ 6,925.10</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	£ 2,965.86
Receipts from plot-holders	£ 2,488.00
Expenditure payments	<u>£(3,043.83)</u>
Balance C/F	<u>£ 2,410.03</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	£1,550.00
Cleaning	<u>£ (421.92)</u>
Balance C/F	<u>£1,128.08</u>

▪ **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. The tennis club pay an annual rental of £1,000 which is used for maintenance costs and replacement equipment. This year the fencing of all three courts was replaced, the tennis club paying for two thirds of the cost, the Parish Council took over the third court to provide a multi-use games area.

Balance B/F	£ 7,187.00
Receipts	
Tennis club grants received	£16,700.00
Developers Contributions	£ 4,065.00
Annual rental	£ 1,000.00
LTA loan	<u>£ 2,000.00</u>
	£22,750.00
Less Expenditure:	
Court cleaning	£ 500.00
New nets and posts	£ 618.00
Fencing	<u>£26,262.37</u>
	£27,380.37
Balance C/F	<u>£ 2,571.63</u>

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:

This financial year saw the reclamation of VAT quarterly, hence there is only the final quarter VAT reimbursement outstanding of £5,680.43.

5. SECTION 137 PAYMENTS:

Victim Support	£ 100.00
Home Start	£ 200.00
CPRE Grant	£ 100.00
Citizens Advice	£ 500.00
Streetwatch	£ 250.00
Riding for the Disabled	<u>£1000.00</u>
	<u>£2150.00</u>

The sum paid out is well within the sum allowable under LGA 1972, currently £7.57 to be increased to £7.86 per electorate for 2018/2019.

6. AGENCY WORK:

During the year we undertook no agency work.

7. CONTINGENT LIABILITIES:

The amount of **£3,500** is currently held as a contingency in case of having to provide for a local Election.

8. 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 and the funds are deemed to be 'ring fenced money' held by the Parish Council according to the 2008 audit.

FOUR MARKS PARISH COUNCIL

SUPPORTING STATEMENTS
(Continued)
YEAR ENDED 31ST MARCH 2018

Total held as at 31st March 2018 is **£37,703.90**. 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 **£162,358.94**, **£37,703.90** is held in Trust, **£41,381.33** is ring fenced, as detailed earlier, for specific projects, leaving Council funds of **£83,273.71**.

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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 2018**

APPENDIX 1

FOUR MARKS FIXED ASSETS

Description	Value at 31 March 2017	Value at 31 March 2018
Benians Pavilion	£419,768.00	£419,768.00
Office Contents (including desktop, laptop & printer)	£2,893.33	£2,893.33
General Contents (other)	£5,568.00	£5,568.00
Recreation Ground equipment *	£136,713.35	£136,713.35
Gates, fences, notice boards, new benches and bins	£8,427.66	£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
	£1	£1
War Memorial		
	607,317.74	607,317.74

* New playground equipment

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

FOUR MARKS PARISH COUNCIL

**SUPPORTING STATEMENTS
YEAR ENDED 31ST MARCH 2018**

APPENDIX 2

BENIAN'S TRUST ACCOUNT

Balance brought forward from 31ST MARCH 2017

National Savings **£37,527.06**

Income – Interest

National Savings £ 176.84
£ 176.84

Expenditure

No expenditure

Balance carried forward: £37,703.90