



# **FOUR MARKS PARISH COUNCIL**

**ACCOUNTS FOR YEAR ENDED  
31<sup>ST</sup> MARCH 2019**

**Sarah Goudie  
Responsible Financial Officer**

# FOUR MARKS PARISH COUNCIL

## ANNUAL RETURN

YEAR ENDED 31<sup>ST</sup> MARCH 2019

|                             | <b>Year ended<br/>31 March<br/>2018<br/>£</b> | <b>Year ended<br/>31 March<br/>2019<br/>£</b> |
|-----------------------------|---|---|
| 1. Balances brought forward | 129,193                                       | 162,359                                       |
| 2. Annual precept           | 103,775                                       | 109,000                                       |
| 3. Total other receipts     | 194,489                                       | 41,950  |
| 4. Staff costs              | 34,239  | 37,285  |
| 5. Loan                     | 0   | 0   |
| 6. Total other payments     | 230,860                                       | 90,992  |
| 7. Balances carried forward | 162,359                                       | 185,032                                       |
| 8. Total cash & investments | 162,359                                       | 185,032                                       |
| 9. Total fixed assets       | 607,318                                       | 651,483                                       |
| 10. Total Borrowings        | 0   | 0   |

# FOUR MARKS PARISH COUNCIL

## ANNUAL RETURN YEAR ENDED 31<sup>ST</sup> MARCH 2019

### SUMMARY RECEIPTS AND PAYMENTS

**Last Year Ended  
31st March 2018**

**Current Year Ended  
31st March 2019**

#### Receipts and Payments Summary

|                          |                               |                          |
|--------------------------|-------------------------------|--------------------------|
| <b>129,192.95</b>        | <b>Opening Balance</b>        | <b>162,358.94</b>        |
| <u>298,264.29</u>        | Add Total Receipts(As Above)  | <u>150,950.00</u>        |
| 427,457.24               |                               | 313,308.94               |
| <u>265,098.30</u>        | Less Total Payments(As Above) | <u>128,276.70</u>        |
| <b><u>162,358.94</u></b> | <b>Closing Balance</b>        | <b><u>185,032.24</u></b> |

#### These cumulative funds are represented by:

|                          |                            |                          |
|--------------------------|----------------------------|--------------------------|
| 45,848.84                | TSB Bank Plc - old account | 0.00                     |
| 78,806.20                | TSB Deposit A/C            | 850.06                   |
| 0.00                     | CCLA Deposit Fund          | 78,390.94                |
| 37,703.90                | Benians Trust Fund - NS&I  | 37,977.33                |
| <u>0.00</u>              | Unity Trust Bank           | <u>67,813.91</u>         |
| <b><u>162,358.94</u></b> |                            | <b><u>185,032.24</u></b> |

#### Reserve Balances are represented by:

|                          |                                  |                          |
|--------------------------|----------------------------------|--------------------------|
| 33,165.99                | Current Year Fund                | 22,673.30                |
| 50,107.72                | General Reserves                 | 76,367.77                |
| 37,703.90                | EMR - Benians Trust Fund         | 37,977.33                |
| 394.70                   | EMR - Kingswood Copse            | 2,014.70                 |
| 6,925.10                 | EMR - Badger Close               | 5,215.10                 |
| 1,128.08                 | EMR - Bus Shelter                | 846.83                   |
| 1,000.00                 | EMR - Barry Seward Memorial Fund | 1,000.00                 |
| 190.00                   | EMR - Defibrillator Fund         | 190.00                   |
| 2,410.03                 | EMR - Allotments                 | 2,783.15                 |
| 2,571.63                 | EMR - Tennis Courts              | 3,571.63                 |
| 13,700.00                | EMR - Community Building Fund    | 17,380.00                |
| 3,500.00                 | EMR - Election Provision         | 3,500.00                 |
| 9,561.79                 | EMR - FM Youth Club Fund         | 9,561.79                 |
| <u>0.00</u>              | EMR - Festival Committee         | <u>1,950.64</u>          |
| <b><u>162,358.94</u></b> |                                  | <b><u>185,032.24</u></b> |

**FOUR MARKS PARISH COUNCIL**  
**ANNUAL RETURN**  
**YEAR ENDED 31<sup>ST</sup> MARCH 2019**  
**BANK – CASH & INVESTMENT RECONCILIATION**

|                                       | <u>Account Description</u>                | <u>Balance</u>           |
|---------------------------------------|---|--------------------------|
| <u>Bank Statement Balances</u>        |   |                          |
| 1                                     | 03/12/2018 TSB Current Account            | 0.00                     |
| 2                                     | 31/03/2019 TSB Deposit Account            | 850.06                   |
| 3                                     | 31/03/2019 CCLA Deposit Fund              | 78,390.94                |
| 4                                     | 31/01/2019 Benians Trust National Savings | 37,977.33                |
| 5                                     | 31/03/2019 Unity Trust Bank               | 65,671.41                |
|                                       |   | <b>182,889.74</b>        |
| <u>Unpresented Payments</u>           |   |                          |
| 5                                     | 20/03/2019 300015                         | 171.88                   |
| 5                                     | 20/03/2019 300016                         | 216.00                   |
|                                       |   | <b><u>387.88</u></b>     |
|                                       |   | <b>182,501.86</b>        |
| <u>Receipts not on Bank Statement</u> |   |                          |
| 5                                     | 29/03/2019 000008                         | 2,530.38                 |
|                                       |   | <b><u>2,530.38</u></b>   |
| <b>Closing Balance</b>                |   |                          |
|                                       |   | <b>185,032.24</b>        |
| <u>All Cash &amp; Bank Accounts</u>   |   |                          |
| 1                                     | TSB Bank Plc - old account                | 0.00                     |
| 2                                     | TSB Deposit A/C                           | 850.06                   |
| 3                                     | CCLA Deposit Fund                         | 78,390.94                |
| 4                                     | Benians Trust Fund - NS&I                 | 37,977.33                |
| 5                                     | Unity Trust Bank                          | 67,813.91                |
|                                       | Other Cash & Bank Balances                | 0.00                     |
|                                       | <b>Total Cash &amp; Bank Balances</b>     | <b><u>185,032.24</u></b> |

## FOUR MARKS PARISH COUNCIL

### ANNUAL RETURN YEAR ENDED 31<sup>ST</sup> MARCH 2019 VARIANCES

| Section 2  | Year ended<br>31 <sup>st</sup> March<br>2018<br>£ | Year ended<br>31 <sup>st</sup> March<br>2019<br>£ | Variance<br>£ | Variance<br>% | Explanation of<br>variance |
|--|---|---|---------------|---------------|----------------------------|
| <b>Box 2</b><br>Annual Precept                         | 103,775   | 109,000   | 5,225         | 5%            | See page 6                 |
| <b>Box 3</b><br>Total other<br>receipts                | 194,489   | 41,950  | 152,539       | -78.4%        | See page 6                 |
| <b>Box 4</b><br>Staff costs                            | 32,239  | 37,285  | 3,046         | 8.9%          | See page 7                 |
| <b>Box 5</b><br>Loan<br>interest/capital<br>repayments | 0   | 0   | 0             | 0             | See page 10                |
| <b>Box 6</b><br>Total other<br>payments                | 230,860   | 90,992  | -139,868      | 60.6%         | See page 7-8               |
| <b>Box 9</b><br>Fixed and Long<br>term assets          | 607,318   | 651,483   | 43,483        | 7.2%          | See page 12                |
| <b>Box 10</b><br>Borrowings                            | 0   | 0   | 0             | 0             | See page 10                |
| Explanation for<br>high reserves                       | N/A   |   |               |               |                            |

# FOUR MARKS PARISH COUNCIL

## BREAKDOWN OF RECEIPTS

YEAR ENDED 31<sup>ST</sup> MARCH 2019

|                                       | Year ended 31 <sup>st</sup> March 2018<br>£ | Year ended 31 <sup>st</sup> March 2019<br>£ |
|---------------------------------------|---|---|
| <b>Receipts detail</b>                |   |   |
| Burial Ground (1)                     | 3,465                                       | 4,330                                       |
| Donations (2)                         | 4,000                                       | 1,878                                       |
| Grants & Developers contributions (3) | 99,104                                      | 6,720                                       |
| Sports Pavilion Income                | 4,120                                       | 4,000                                       |
| Sports Pitches/ground hire (4)        | 1,275                                       | 2,425                                       |
| Allotment income (EMR)                | 2,488                                       | 2,347                                       |
| Wayleave                              | 72  | 72  |
| Reimbursements (5)                    | 8   | 629   |
| Tennis Courts (6)                     | 16,700                                      | 0   |
| Entry Fees – Events (7)               | 1,517                                       | 906   |
| Precept                               | 103,775                                     | 109,000                                     |
| Council Tax Support Grant (8)         | 1,225                                       | 0   |
| Bank interest/dividend (9)            | 236   | 708   |
| FM Youth Club Fund (EMR) (10)         | 9,562                                       | 0   |
| Asset disposal (11)                   | 0   | 1,000                                       |
| Festival Committee (EMR) (12)         |   | 1,951                                       |
| VAT on Receipts (13)                  | 50,718                                      | 14,985                                      |
| <b>Total Receipts</b>                 | <b>298,264</b>                              | <b>150,950</b>                              |

### +/- 15% Explanation of variances

| Notes: |  |
|--------|--|
| 1.     | Increase in out of parish burials  |
| 2.     | Fewer donations received   |
| 3.     | Fewer and lower costs projects   |
| 4.     | Increase in hirers   |
| 5.     | 2018; £8 copying recharge; 2019; £450 bank compensation; £34.00 registry fees; £144.67 rate rebate |
| 6.     | 2018; funds towards refencing of tennis courts   |
| 7.     | Stand alone event in 2019  |
| 8.     | Grant no longer applicable   |
| 9.     | Investment in higher yield account   |
| 10.    | EMR, no additional donations   |
| 11.    | Disposal of small piece of land  |
| 12.    | New EMR - Funds held for village projects  |
| 13.    | VAT, recovered quarterly, as per expenditure   |

# FOUR MARKS PARISH COUNCIL

## BREAKDOWN OF EXPENDITURE

YEAR ENDED 31<sup>ST</sup> MARCH 2019

|  | Year ended 31 <sup>st</sup> March 2018<br>£ | Year ended 31 <sup>st</sup> March 2019<br>£ |
|--|---|---|
| <b>Payments detail</b>                       |   |   |
| <b>STAFF COSTS (Box 4)</b>                   | <b>34,239</b>                               | <b>37,285</b>                               |
| <b>OTHER PAYMENTS (Box 6)</b>                |   |   |
| Mileage & Travel                             | 837   | 701   |
| Chairman's allowance (1)                     | 47  | 63  |
| Bank charges (2)                             | 0   | 52  |
| Administration – general                     | 1,517                                       | 1,788                                       |
| Village Hall Hire (3)                        | 478   | 377   |
| Subscriptions                                | 1,126                                       | 1,257                                       |
| Audit charges (4)                            | 760   | 1,090                                       |
| Training & Publications                      | 479   | 460   |
| Insurance (5)                                | 5,682                                       | 2,190                                       |
| Legal & Professional fees (6)                | 2,375                                       | 3,474                                       |
| Event expenses (7)                           | 1,601                                       | 1,134                                       |
| Utilities (8)                                | 5,962                                       | 8,264                                       |
| Office Rent (9)                              | 120   | 2,667                                       |
| General – labour, servicing & materials (10) | 12,617                                      | 6,208                                       |
| Open Spaces – labour, servicing & materials  | 35,879                                      | 35,852                                      |
| Tennis courts (11)                           | 22,700                                      | 0   |
| Allotments expenses (EMR) (12)               | 3,044                                       | 2,034                                       |
| Developer contribution expenditure (13)      | 94,660                                      | 6,026                                       |
| Community Building Fund (EMR) (14)           | 0   | 1,169                                       |
| Grants & Donations S.137                     | 2,150                                       | 2,100                                       |
| Grants & Donations – other (15)              | 3,700                                       | 2,000                                       |
| Neighbourhood plan                           | 172   | 172   |
| Capital expenditure (16)                     | 687   | 235   |
| Contingency (17)                             | 457   | 0   |
| VAT on payments (18)                         | 33,811                                      | 11,681                                      |
| <b>Rounding</b>                              | <b>(2)</b>                                  | <b>(2)</b>                                  |
| <b>Total payments</b>                        | <b>265,098</b>                              | <b>128,277</b>                              |

## FOUR MARKS PARISH COUNCIL

### BREAKDOWN OF EXPENDITURE (Continued) YEAR ENDED 31<sup>ST</sup> MARCH 2019

**+/- 15% Explanation of variances**

| Notes: |  |
|--------|--|
| 1.     | Slight increase in expenditure due to provision of trophy for community award  |
| 2.     | Change of bank provider, new account incurs bank charges   |
| 3.     | Reduction due to less ad hoc 'hirings'   |
| 4.     | Increase in charges due to change in external auditor and higher charge for +£200,000k turnover  |
| 5.     | Reduction in premium due to change of insurance provider   |
| 6.     | Increase in legal fees due to new Community Buildings project and initial advice sought  |
| 7.     | Stand alone event in 2018, in 2017 the 10k in 2017 was part of a bigger local authority event  |
| 8.     | Increase due to additional refuse collections and higher electricity usage of pavilion and temp. office  |
| 9.     | Increase due to un-expected move to temporary office accommodation   |
| 10.    | 2017-18, one off projects of drainage works, heritage refurbishment and boiler repairs   |
| 11.    | 2017-18, re-fencing  |
| 12.    | Allotment funds are managed by an Allotment Committee, but held as an EMR by the Parish Council, all funding comes from plot holders. Amount of income and expenditure varies on plots rented. |
| 13.    | 2017-2018, high expenditure projects at Oak Green and the Recreation Ground  |
| 14.    | New project and cost centre, consultation expenditure  |
| 15.    | Fewer grants requested in 2018-19  |
| 16.    | Fewer capital expenditure items purchased  |
| 17.    | No contingency expenditure incurred  |
| 18.    | VAT is based on invoicing  |



# FOUR MARKS PARISH COUNCIL

## SUPPORTING STATEMENTS

YEAR ENDED 31<sup>ST</sup> MARCH 2019

### 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                      | £ 394.70                 |
| General maintenance              | <u>(380.00)</u>          |
| Transfer of funds to EMR from GR | 2,000.00                 |
| <b>Balance C/F</b>               | <b><u>£ 2,014.70</u></b> |

▪ **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         | £ 6,925.10               |
| General maintenance | <u>£(1,710.00)</u>       |
| <b>Balance C/F</b>  | <b><u>£ 5,215.10</u></b> |

▪ **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          | £ 2,410.03               |
| Receipts             | £ 2,481.75               |
| Expenditure payments | <u>£(2,108.63)</u>       |
| <b>Balance C/F</b>   | <b><u>£ 2,783.15</u></b> |

▪ **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        | £1,128.08              |
| Cleaning           | <u>£ (281.25)</u>      |
| <b>Balance C/F</b> | <b><u>£ 846.83</u></b> |

▪ **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        | £ 2,571.63               |
| Receipts           | £ 1,000.00               |
| <b>Balance C/F</b> | <b><u>£ 3,571.63</u></b> |

# FOUR MARKS PARISH COUNCIL

## SUPPORTING STATEMENTS (Continued) YEAR ENDED 31<sup>ST</sup> MARCH 2019

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

Total held as at 31<sup>st</sup> March 2019 is **£37,977.33**. The funds are now held in one account. 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 now being accumulated for the provision of a new community facility, the amount of £13,700 was transferred into the account from General Reserves at the end of the previous financial year, a summary account will be provided in the next financial year being an ongoing project.

#### ▪ ELECTION PROVISION

The amount of £3,500 is held in event of having to hold a local Election.

#### ▪ 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

### 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 £2,092.07.

### 6. AGENCY WORK/CONTINGENT LIABILITIES:

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 31<sup>ST</sup> MARCH 2019

### 7. SECTION 137 PAYMENTS:

|                      |                         |
|----------------------|-------------------------|
| Home Start           | £ 250.00                |
| CPRE Grant           | £ 100.00                |
| Citizens Advice      | £ 500.00                |
| Streetwatch          | £ 250.00                |
| Royal British Legion | £1,000.00               |
|                      | <b><u>£2,100.00</u></b> |

The sum paid out is well within the sum allowable under LGA 1972, currently £7.86 to be increased to £8.12 per electorate for 2019/2020.

### 8. RESERVE BALANCES IN SUMMARY:

Of the total funds held of **£185,032.24**;

- **£37,977.33** is held in the Benians Trust
- **£48,013.84** is held in earmarked reserves, or 'ring fenced' reserves
- **£99,041.07** is currently held in General Reserves

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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 31<sup>ST</sup> MARCH 2019

### APPENDIX 1

#### FOUR MARKS FIXED ASSETS

| Description  | Value at<br>31 March 2018 | Value at<br>31 March 2019 |
|--|---------------------------|---------------------------|
| Benians Pavilion                                     | £419,768.00               | £419,768.00               |
| Office and General Contents (including IT equipment) | £8,461.33                 | £2,389.29                 |
| Recreation Ground equipment                          | £136,713.35               | £127,635.14               |
| Gates, fences, notice boards, new benches and bins   | £8,427.66                 | £65,066.01                |
| Oak Green  | £11,257.40                | £9,475.05                 |
| Bus shelters   | £16,888.00                | £22,147.32                |
| Speed Limit Repeater Signs                           | £1                        | £1                        |
| Defibrillators                                       | £5,000.00                 | £5,000.00                 |
| War Memorial   | £1                        | £1                        |
|  | <b>£607,317.74</b>        | <b>£651,482.81</b>        |

**FOUR MARKS PARISH COUNCIL**

**SUPPORTING STATEMENTS**

**YEAR ENDED 31<sup>ST</sup> MARCH 2019**

**APPENDIX 2**

**BERNARD BENIANS TRUST ACCOUNT**

**Balance brought forward from 31<sup>ST</sup> MARCH 2018**

|                  |                          |
|------------------|--------------------------|
| National Savings | <b><u>£37,703.90</u></b> |
|------------------|--------------------------|

**Income – Interest**

|                  |          |          |
|------------------|----------|----------|
| National Savings | £ 273.43 | £ 273.43 |
|------------------|----------|----------|

**Expenditure**

No expenditure

|                                 |                          |
|---------------------------------|--------------------------|
| <b>Balance carried forward:</b> | <b><u>£37,977.33</u></b> |
|---------------------------------|--------------------------|