

SOUTH STOKE PARISH COUNCIL
Final Accounts

Financial Year Ending 31st March 2013

Receipt and Payment Analysis
as at :-

31/03/2013

SOUTH STOKE PARISH COUNCIL

	Note	Budget 2012/13	Actual to date	Variation from budget
RECEIPTS				
Parks & Open Spaces	9	0	4195	4195
General Administration	8	0	100	100
B&NES Agency Services (Roadsweeping)	6	4025	4107	82
B&NES Agency Services (Footpath Clearing)		409	409	0
B&NES Agency Services (Churchyard)	4	900	900	0
Agency Services Sub Total		5334	5416	82
Allotment Rents	1	80	85	5
Precept		4790	4790	0
Bank Interest		100	165	65
Other Income		0	0	0
VAT Refund	5	410	414	4
TOTAL RECEIPTS		10714	15165	4451
PAYMENTS (Ex VAT)				
Parks & Open spaces	2			
Village Green upkeep		250	141	-109
Millennium Viewpoint & Wood		100	100	0
Wansdyke Information Boards/Daffodils	9	0	4172	4172
Sub-total		350	4413	4063
General Administration				
Postage, stationery, printing etc.		200	56	-144
Insurance		300	265	-35
Parish Hall Hire		160	250	90
Clerk Remuneration	7	3050	3104	54
Audit Fee		150	162	12
Society of Local Council Clerks		80	83	3
ALCA	3	0	0	0
NALC		20	16	-4
Data Protection Act		35	35	0
Publications and books		50	0	-50
Training etc.	8	90	310	220
Sub-total		4135	4281	146
Agency Services				
Roadsweeping wages	6	3280	3419	139
Roadsweeping other costs		100	5	-95
Footpath clearance		400	368	-32
Churchyard Upkeep	4	900	993	93
Sub-total		4680	4785	105
Allotments				
Allotments rent		35	45	10
Allotments maintenance		100	37	-63
Sub-total		135	82	-53
Public lighting				
Electricity		300	262	-38
Routine Maintenance		300	254	-46
Sub-total		600	516	-84
S137 Payments				
Avon Wildlife Trust		50	48	-2
Bath Preservation Trust		20	15	-5
CPRE		32	29	-3
Sub-total		102	92	-10
Other Non-recurring Items				
Grant to Parish Hall	10	500	683	183
Website Design and Installation	11	150	460	310
Other Expenditure		50	50	0
TOTAL PAYMENTS		700	1193	493
		10702	15362	4660
Excess of Income over Expenditure		12	197	209
Reclaimable VAT			1117	
Total Gross Payments			16479	

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NOTES to Receipt and Payment Analysis

Note 1. Rent due for year 25.03.12 to 24.03.13

Note 2. Payments exclude VAT unless it cannot be re-claimed.

Note 3. No payment made to ALCA this year.

Note 4. Churchyard upkeep is a ring fenced account. Surplus income from previous year and this has been used for extra works at a cost of £273.37, and balance retained for any further additional works.

Note 5. The VAT Refund is for all Invoices dated between 1/4/11 and 31/3/12.

Note 6. Includes payment of £123.48 for additional works to clear the Wansdyke path, £40 for Clearance of South Stoke Lane hedgecuttings, and £41.16 payment from Hinton Charterhouse PC for sweeping B3110 to Clearbrook Farm.

Note 7. Clerk Remuneration includes £66.20 refund of Paye due from HMRC

Note 8. £310 expenditure reflects registration & commencement of Clerks CiLCA qualification. A £100 bursary has been received from NALC.

Note 9. £4172 expenditure is the cost of the Wansdyke Information Boards and the Daffodils on the B3110 footway. This cost was met from the £4195 grant from the Ward Coucillors Initiative Fund.

Note 10. Draws upon unused surplus of £500 in previous year.

Note 11. Draws upon unused surplus of £150 in 2011-12, and £500 from 2010-11.

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SUMMARY OF RECEIPTS AND PAYMENTS

Previous Year 2011/12		Accounting Year 2012/13
£	RECEIPTS	£
4,860.00	Precept	4,790.00
	Agency Services	
4,025.52	Road Sweeping	4,106.68
409.00	Footpath Clearance	409.00
139.96	Bank Interest	165.17
20.00	Allotment Rents (1)	85.00
311.32	Parks and Open Spaces (2a)	4195.28
2.90	Other (Public Lighting Rebate)	0.00
900.00	Churchyard (3)	900.00
0.00	Training Bursary NALC – Clerk’s CiLCA	100.00
10,668.70	Sub Total	14,751.13
453.43	Value Added Tax Refund	414.23
11,122.13	<u>Total Receipts</u>	15,165.36
	PAYMENTS excluding Value Added Tax	
	General Administration	
3,095.61	Clerk’s Salary (gross) (6)	3,103.40
1068.05	Other Costs (4)	1,177.11
	Agency Services	
3,275.07	Road Sweeping	3,424.92
350.00	Footpath Clearance (Footpaths & Village Green)	367.50
698.00	Churchyard (3)	992.31
	Running Costs	
41.67	Allotments	82.33
319.88	Parks and Open Spaces (2b)	4413.34
521.66	Public Lighting	516.22
	Non-Recurring Items	
73.64	Other Miscellaneous Expenses	50.51
0.00	Parish Hall Grants	682.56
0.00	Parish Website – Design & Setup	459.76
92.00	S137 Payments - Subscriptions	92.00
9,535.58	Sub Total	15,361.96
414.23	Value Added Tax on Payments (5)	1116.74
9,949.81	<u>Total Payments</u>	16,478.70

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NOTES

1. £20 Rent due for year 25.03.11 to 24.03.12, balance appears in previous year. All rent due for year 25.03.12 to 24.03.13 appears here.
2. (a).2011-12 Donation by resident to cover replacement of tree on village green £143.82, and re-imbursement of Advertising Consent Application Fee by B&NES Council £167.50.
2012-13 Ward Councillor Initiative (WCI) Grant for Wansdyke Information Boards and Midford Daffodils £4195.28
(b). 2011-12 Includes payment for replacement of tree on village green £143.82, and payment of Advertising Consent Application fee of £167.50.
2012-13 Wansdyke Information Boards £4058.66, Midford Daffodils £113.85, Seat for Millenium Wood £99.87, Village Green Improvements £140.96
3. Churchyard upkeep is a ring fenced account. Surplus income from previous year and this has been used for extra works at a cost of £273.37, and balance retained for any further additional works.
4. 2011/12 - This includes postage, printing and stationery (£36.55), Insurance (£265.00), Audit (£135.00), Subscriptions (£97.50), Training (£120.00), Data Protection (£35.00), Fire Proof Filing Cabinet (379.00)
2012/13 - This includes postage, printing and stationery (£56.61), Insurance (£265.00), Audit (£162.00), Subscriptions (£98.50), Training (£310.00), Data Protection (£35.00), Hire of Hall & Facilities (250.00)
5. The Council is not required to pay VAT. The tax is reclaimed in the following financial year.
6. The 2102/13 Salary includes an overpayment of £66.20 of PAYE. A payment of £200.26 in respect of work obtaining consents for the Wansdyke Information Boards has been posted under Parks and Open Spaces as it was met from the WCI Grant.

Chairman

Clerk

Dated

SOUTH STOKE PARISH COUNCIL
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Financial Year Ending 31st March 2013
BANK RECONCILIATION

Prepared by **Mr. Geoffrey Davis** Clerk and Responsible Financial Officer
on **17th April 2013**

Balance per Bank Statements as at 31/03/2013

Current Account HSBC	2,273.31	
Deposit Account Bath Building Society	9,525.16	
		<u>11,798.47</u>

Un-presented cheques: (inc. VAT)

248 – Mr. G. Davis Expenses – Refreshments, Paper	(17.45)	
249 – South Stoke 2000 – Data Projector Hire	(10.00)	
250 – Martin Bambury Parish Sweeper 25/2 -30/3/13	(164.80)	
251 – David Brown Parish Sweeper 25/2 -30/3/13	(116.62)	
252 – Mr. G. Davis Parish Clerk 25/2 -30/3/13	(292.04)	
253 – SSE Contracting Lighting Maint Jan Mar 2013	(76.10)	
256 – The Landscape Group – Additional Wks Churchyard	(328.04)	
257 – B4B Bookkeeping 4 Bath – Website Design & Setup	(469.31)	
Sub Total		(1,474.36)

Un-presented Credit	41.16	
Posting Error 101223	0.04	
Sub Total		41.20

Net Balance as at 31st March 2013 **10,365.31**

The net balance reconciles to the Cash Book (receipts and payments account) for the year, as follows:-

CASH BOOK

Opening Balance on 01/04/2012	11,678.65
Plus Receipts in the year	<u>15,165.36</u>
	26,844.01
Less Payments in the year	<u>16,478.70</u>
Closing Balance per cash book (receipts and payments book) on 31/03/2013	<u>10365.31</u>

Chairman

Clerk

Dated

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SUPPORTING NOTES

Assets: All assets are currently listed in an Asset Register at a nominal value of £1.00
Assets purchased – Wansdyke Information Board £917.00, Wooden Seat for Millennium
Wood £99.87 Assets disposed of – none.

Leases: At year end - none.

Borrowings: At year end - none.

Debts outstanding: Due to the Council at the end of year:
HM Customs and Excise - £1116.74 (reimbursement of VAT paid in 2012/13).
HM Revenue & Customs - £66.20 (Overpayment of Income Tax)

Capital Reserve: The Council has not set up a separate Capital Reserve.

Earmarked Funds: The Council has not earmarked funds for specific purposes.

Tenancies: During the year the following tenancies were held:
Council as Landlord: Tenants: as detailed in the Allotment Register.
Property: Allotment Gardens.
Rent p.a. as detailed in the Allotment Register.
Council as Tenant: Landlord: Hignett Brothers
Property: Allotment Field at Barrow Edge.
Rent p.a.: £45.00

S137 Payments: The spending limit under S137 of the Local Government Act 1972 for the Council in the year of account was £2,312.00. The following payments were made:

Bath Preservation Trust	£15.00
Council for Protection of Rural England	£29.00
Avon Wildlife Trust	<u>£48.00</u>
	<u>£92.00</u>

Agency Work:

- (1) **Nature of work:** Part time parish agency cleaning scheme.
Full reimbursement for the year has been received.
- (2) **Nature of Work:** Clearance of surface vegetation on public footpaths.
Full reimbursement for the year has been received.
- (3) **Nature of Work:** Cutting of grass and maintenance of hedgerow in Churchyard.
Full reimbursement for the year has been received.

Advertising and Publicity: No costs were incurred during the year.

Contingent Liabilities:

- to B&NES Council on termination of agency scheme (2) above: Repayment of credit balance £825.37 (At 31/03/2011 - £783.87).
- to B&NES Council on termination of agency scheme (3) above: Repayment of credit balance £109.00 (At 31/03/2012 - £202.00).

Approved by the Council

Chairman

Clerk

Dated