

**SOUTH STOKE PARISH COUNCIL**  
**Final Accounts**  
**Financial Year Ending 31<sup>st</sup> March 2014**

**SOUTH STOKE PARISH COUNCIL**

**Receipt and Payment Analysis as at :-**

**31/03/2014**

	Note	Budget 2013/14	Actual to date	Variation from budget
<b>RECEIPTS</b>				
Parks & Open Spaces		0	0	0
General Administration		0	0	0
B&NES Agency Services (Roadsweeping)	3	4230	4298	68
B&NES Agency Services (Footpath Clearing)		409	417	8
B&NES Agency Services (Churchyard)	2	900	918	18
<b>Agency Services Sub Total</b>		<b>5539</b>	<b>5634</b>	<b>94.56</b>
Allotment Rents		160	280	120
Precept		4680	4680	0
Local Council Tax Support Grant		180	180	0
Bank Interest		100	140	40
Other Income		0	0	0
VAT Refund		1020	1117	97
<b>TOTAL RECEIPTS</b>		<b>11679</b>	<b>12030</b>	<b>351.08</b>
<b>PAYMENTS (Ex VAT)</b>				
<b>Parks &amp; Open spaces</b>	1			
Village Green upkeep		250	312	62
Millennium Viewpoint & Wood		100	0	-100
<b>Sub-total</b>		<b>350</b>	<b>312</b>	<b>-38</b>
<b>General Administration</b>				
Postage, stationery, printing etc.	6	200	390	190
Insurance		300	265	-35
Parish Hall Hire		250	280	30
Clerk Remuneration		3000	3437	437
Audit Fee		180	100	-80
Society of Local Council Clerks		90	86	-4
ALCA		70	144	74
NALC		20	16	-4
Data Protection Act		35	35	0
Publications and books		50	63	13
Training etc.		150	0	-150
<b>Sub-total</b>		<b>4345</b>	<b>4815</b>	<b>470</b>
<b>Agency Services</b>				
Roadsweeping wages	3	3485	3437	-48
Roadsweeping other costs		100	0	-100
Footpath clearance		400	368	-33
Churchyard Upkeep	2	900	719	-181
<b>Sub-total</b>		<b>4885</b>	<b>4524</b>	<b>-361</b>
<b>Allotments</b>				
Allotments rent		45	45	0
Allotments maintenance		100	0	-100
<b>Sub-total</b>		<b>145</b>	<b>45</b>	<b>-100</b>
<b>Public lighting</b>				
Electricity		300	259	-41
Routine Maintenance		300	254	-46
<b>Sub-total</b>		<b>600</b>	<b>513</b>	<b>-87</b>
<b>S137 Payments</b>				
Avon Wildlife Trust		50	48	-2
Bath Preservation Trust		20	15	-5
CPRE		35	29	-6
<b>Sub-total</b>		<b>105</b>	<b>92</b>	<b>-13</b>
<b>Other Non-recurring Items</b>				
Grant to Parish Hall	5	500	709	209
Website Design and Installation		100	0	-100
Professional & Legal Advice	7	0	2430	2430
Other Expenditure		50	71	21
<b>TOTAL PAYMENTS</b>		<b>11080</b>	<b>13512</b>	<b>2432</b>
<b>Excess of Income over Expenditure</b>	4	<b>599</b>	<b>-1482</b>	<b>2081</b>
<b>Reclaimable VAT</b>			1069	
<b>Total Gross Payments</b>			14581	

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**Notes to Receipts and Payments**

**Note 1.** Payments exclude VAT unless it cannot be re-claimed.

**Note 2.** Churchyard upkeep is a ring-fenced account. The remaining surplus from previous years of £111 is retained solely for that purpose.

**Note 3.** Includes Road sweeping costs of £165 for Hinton Charterhouse PC in Midford & £40 for South Stoke Lane Hedge-cutting clearance

**Note 4.** There is a large VAT Refund due this year as a result of the Wansdyke Information Boards. The consequent surplus Income is therefore justified as it is a restoration of cash at the Bank.

**Note 5.** Draws upon surpluses from previous years.

**Note 6.** Includes Purchase of Data Projector (£183).

**Note 7.** Consultancy Fees Paid to EDP for advice on Core Strategy Hearings

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**SUMMARY OF RECEIPTS AND PAYMENTS**

Accounting Year 2012/13		Accounting Year 2013/14
£	<b>RECEIPTS</b>	£
4,790.00	Precept	4,860.00
	Agency Services	
4,106.68	Road Sweeping	4,298.38
409.00	Footpath Clearance	417.18
165.17	Bank Interest	139.78
85.00	Allotment Rents (1)	280.00
4,195.28	Parks and Open Spaces (2)	0.00
0.00	Other (Public Lighting Rebate)	0.00
900.00	Churchyard (3)	918.00
100.00	Training Bursary NALC – Clerk’s CiLCA	0.00
14,751.13	Sub Total	10,913.34
414.23	Value Added Tax Refund (4)	1,116.74
15,165.36	<b><u>Total Receipts</u></b>	12,030.08
	<b>PAYMENTS excluding Value Added Tax</b>	
	General Administration	
3,103.40	Clerk’s Salary (gross) (5)	3,436.52
1,177.11	Other Costs (4)	1,378.96
	Agency Services	
3,424.92	Road Sweeping	3,437.28
367.50	Footpath Clearance (Footpaths & Village Green)	367.50
992.31	Churchyard (3)	718.94
	Running Costs	
82.33	Allotments	45.00
4,413.34	Parks and Open Spaces (2)	312.25
516.22	Public Lighting	512.59
	Non-Recurring Items	
50.51	Other Miscellaneous Expenses	71.43
	Professional & Legal Advice	2,430.34
682.56	Parish Hall Grants	709.00
459.76	Parish Website – Design & Setup	0.00
92.00	S137 Payments - Subscriptions	92.00
15,361.96	Sub Total	13,511.81
1,116.74	Value Added Tax on Payments (4)	1,069.26
16,478.70	<b><u>Total Payments</u></b>	14,581.07

**NOTES**

1. Includes Rent paid for years 25.03.13 to 24.03.14, and 25.03.14 to 24.03.15.
2. 2012-13 figures include Ward Councillor Initiative (WCI) Grant for Wansdyke Information Boards and Midford Daffodils £4195.28.
3. Churchyard upkeep is a ring fenced account and balance is retained for any further additional works.
4. The Council is not required to pay VAT. The tax is reclaimed in the following financial year.
5. The clerks hours were increased to 8 hours per week from 2103/14.

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**BANK RECONCILIATION**

Prepared by **Mr. Geoffrey Davis** Clerk and Responsible Financial Officer  
on **7<sup>th</sup> April 2014**

<b>Balance per Bank Statements as at 31/03/2014</b>	
Current Account HSBC	2,055.34
Deposit Account Bath Building Society	6,664.94
	8,720.28
Un-presented cheques: (inc. VAT)	
335 - Mr. G. Davis Expenses Refreshments PC	-4.25
336 - Martin Bambury Parish Sweeper 23/2 - 29/3/2014	-166.50
337 - David Brown Parish Sweeper 23/2 - 29/3/2014	-103.35
338 - Mr. G. Davis Parish Clerk 23/2 - 29/3/2014	-269.40
339 - HMRC - Qtr 4 PAYE Payment	-286.40
340 - SSE Contracting Ltd - Lighting Maint Jan - Mar 2014	-76.10
Sub Total	-906.00
<b>Net Balance as at 31<sup>st</sup> March 2014</b>	<b>7,814.28</b>
<b>The net balance reconciles to the Cash Book (receipts and payments account) for the year, as follows:-</b>	
<b>CASH BOOK</b>	
Opening Balance on 01/04/2013	10,365.27
Balance corrected by -0.04 to remove posting error 101223	
Plus Receipts in the year	12,030.08
	22,395.35
Less Payments in the year	14,581.07
<b>Closing Balance per cash book (receipts and payments book) on 31/03/2014</b>	<b>7,814.28</b>

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 – None, 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 - £1069.26 (reimbursement of VAT paid in 2013/14).

**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 £2,526.76. 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 £875.05 (At 31/03/2013 - £825.37).
- to B&NES Council on termination of agency scheme (3) above: Repayment of credit balance £308.06 (At 31/03/2013 - £109.00).

**Approved by the Council**