

DRAFT

12-May-15

Statement of Accounts 2014/15

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HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

12-May-15

**Statement of Accounts 2014/15
Income and Expenditure Account
for the year ended 31 March 2015**

	2014/15	2013/14	
Income	£	£	
Precept	171,360	168,000	
Parking Disc	1,553	1,617	
Investment	688	2,001	
Miscellaneous	341	110	
Property	8,754	9,703	
MSDC Tax Grant	0	9,705	
War Graves Commission	105	105	
Community Affairs:			
Artwork Project	0	0	
Services:			
Allotment rentals	2,014	1,899	
Cemetery/Burial ground fees	9,194	5,084	
s106 Play Equipment	0	981	
Dog Bags	962	856	
Planning:			
High Street Improvements (s106)	0	0	
Capex:			
Seat Income	500		
TOTAL income	195,471	200,061	
Expenditure			
General administration	99,136	101,674	Note 1
Committee costs:			
Services	44,960	80,489	
Community Affairs (inc s137 payments)	15,871	18,120	Note 8
Planning & Environment	-2,164	29,159	
Village Centre - interest cost	0	34,262	Note 3
Capex	26,259	0	
TOTAL Expenditure	184,063	263,705	
Surplus/Deficit for the Year	11,408	-68,234	
Balance brought forward	113,989	177,634	
Balance carried forward	125,397	113,989	

HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

12-May-15

Statement of Accounts 2014/15

Balance Sheet as at 31 March 2015

		2015 £	2014 £
Long term assets			
Investments		0	0
Current Assets			
Debtors (net of provision for doubtful debts)	Note 4	6,334	7,365
Cash in hand	Note 5	149,594	161,691
TOTAL Assets		155,928	169,056
Current Liabilities			
Creditors		30,530	55,067
Accruals		0	0
NET ASSETS		125,397	113,989
Represented by:			
Fund balance		£ 79,219	79,394
Reserves			
Capital reserve			
Earmarked reserves	Note 7	46,178	34,595
		125,397	113,989

The above statement represents fairly the financial position of the authority as at 31 March 2015 and reflects its income and expenditure during the year.

Approved by Council:2015

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Chairman

.....
Responsible Financial Officer

HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

12-May-15

Note 1: Expenditure: General administration

Note 2: Leases

At 31 March 2015 the following leases were in operation:

Lessee	Purpose	Annual rent	Year of expiry
Hurstpierpoint Tennis Club	tennis court and clubhouse	1,500	2019
Hurstpierpoint Bowls Club	bowls green and pavilion	1000	2033
St Georges Millenium Garden Trust	public garden	peppercorn (6,500 paid for 60 year lease)	2060
West Sussex County Council	Families and childrens centre	2,400	6-monthly licence
Lessor	Purpose	Annual rent	Year of expiry
West Sussex County Council	Families and childrens centre (WSCC) (formally the Parish Office)	nil	2039
West Sussex County Council	public garden	(20,000 paid for 60 year lease) peppercorn	2999
West Sussex County Council	cemetery	(6,500 paid for 999 year lease) peppercorn	2998
West Sussex County Council	Village Centre (as custodian trustee)	(7,000 paid for 999 year lease) peppercorn	2054

Note 3: Borrowings

At 31 March 2014 a loan from the Public Works Loan Board had been cleared.
The loan was repayable over a period of 10 years commencing April 2004.

Note 4: Debtors:

At 31 March 2015 debts of £ 1,213 were outstanding and due to the Council.

VAT at 31 March 2015

	£	5,121
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Note 5: Cash in hand:

Current account (Cooperative Bank - Community Directplus account)	£	47,294
Imprest account (Cooperative Bank - Community Directplus account)	£	-
Investment Account - Nationwide	£	51,140
CCLA investment account	£	40,170
Petty cash	£	200
National Savings Bank	£	10,790
Less: Unpresented payments		
TOTAL	£	149,594

Note 6: Receipts in advance

Income in respect of Election expenses is precepted for and received each year, although the cost of elections only occurs every fourth year. The year to 31 March 2015 was not an election year.

In previous years, following the advice of our auditors, the income has been treated as a receipt in advance, for three years and not recognised in the Income and Expenditure Account until an election year.

HURSTPIERPOINT & SAYERS COMMON

PARISH COUNCIL

12-May-15

Note 7: Earmarked Reserves:

Balance at 31 March 2015

<u>Item</u>	<u>2015</u>	<u>2014</u>
Gratuity Fund	10,790	10,541
Village seats legacy	0	0
Community Affairs	4,268	4,268
Community Bus	7,500	7,500
St Lawrence 700th anniversary	0	0
Maintenance van	2,250	2,250
High Street Improvements Scheme (s106)	21,370	10,036
Per Balance Sheet	£ 46,178	£34,595

The earmarked reserves represent the amount of money available within the Council's fund balance, which have been designated for specific purposes.

Note 8: Section 137 Payments

<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
Royal British Legion	Donation, wreath	18
Remembrance Day band donation	Donation	
TOTAL		18

Note 9: Agency work

The Highways Agency work on behalf of West Sussex County Council for roadside maintenance activities and a concurrent arrangement with Burgess Hill Town Council, ceased on 31 March 2012 and was not renewed.

Note 10: Advertising and publicity

The following costs for advertising and publicity were incurred during the year:

Recruitment advertising	0
Newsletter, Village Voice	3,553
TOTAL	3,553

Note 11: Contingent liabilities

No contingent liabilities have been identified.

Note 12: Pensions:

The following costs for pensions were incurred during the year: 2,846

Note 13: VAT

VAT has been netted off VAT recoverable. The amount outstanding at the year end is shown debtors.

Approved by Council

Date:

.....
Chairman

.....
Responsible Financial Officer

**HURSTPIERPOINT & SAYERS COMMON
PARISH COUNCIL**

12-May-15

Expenditure against Budget 2014/2015

Item	Budget 2014/15	Actual 2014/15	Budget 2015/16
Employment costs:			
Salaries	63,615	65,102	69,853
National Insurance	2,700	3,382	3,600
Salary adjustment	0	0	0
Expenses	600	797	600
Staff training	500	115	250
Courses	400	0	300
Pension fund	7,000	2,846	12,092
Payroll charge	350	432	350
TOTAL	75,165	72,674	87,045
Administration costs:			
Councillors expenses and training	5600	5,669	5,600
Office charge	5200	3,046	5,200
Post, stationery and telecoms	2200	2,563	2,200
IT and computer	1400	1,734	800
Room hire	750	1,133	750
Subscriptions	1950	2,396	2,200
Insurance	6300	4,710	4,800
Audit	1800	2,200	1,800
Equipment	600	0	600
Contingencies	500	0	500
General Expenses	1250	856	1,250
election expenses (see note 6)	0	0	2,800
Parking discs cost	1400	880	1,400
Maintenance van running	2270	1,276	1,250
Maintenance van purchase	0	0	0
Maintenance equipment purchase	0	0	600
Sayers Common Hall PWLB loan repay	0	0	7,000
TOTAL	31,220	26,463	38,750
Employment and Administration costs TOTAL	106,385	99,136	125,795
Committee operations:			
	Budget 2014/15	Actual 2014/15	Budget 2015/16
SERVICES			
Cemetery grounds	4,500	5,056	4,600
Cemetery repairs	300	266	300
Cemetery elect	75	-283	75
Cemetery water	50	38	50
Cemetery rates	300	0	300
Cemetery misc	300	37	300
Grounds + Village garden maint	6,150	8,419	6,300
Recs repairs + maintenance	2,950	2,320	3,250
Dog bags + bins	5,800	3,258	5,800
New Parkland maintenance	0	0	6,000
Holy Trinity Churchyard	0	0	500
Allotments gen	300	731	
Allotments rep	200	6	
Allotments uts and rates	500	269	
Toilets	8,110	9,629	8,330
Lighting energy	5,200	5,106	5,400
Lighting maint	7,500	9,015	7,700
Footpath maint +Highway	300	0	450
Shelters rep	500	93	500
Trees	1,350	0	1,200
Tree planting	1,000	1,000	0
Seats	0	0	0
Services expenditure	45,385	44,960	51,055

Newsletter	2,400	3,553	2,400
Website	400	0	0
grants	3,750	6,367	6,500
Hurst Community Charity grant	0	0	4,800
Local community groups	3,000	0	3,000
s137	750	118	750
Tourism + attract	3,400	5,833	5,600
Allotments gen	0	0	700
Allotments rep	0	0	200
Allotments uts and rates	0	0	500
Community Affairs expenditure	13,700	15,871	24,450
Planning and Environment			
Neighbourhood Plan	2,500	-4,982	0
Planning Advice	10,000	2,818	3,000
Planning & Environment expenditure:	12,500	-2,164	3,000
TOTAL REVENUE EXPENDITURE	177,970	157,803	204,300
One-off* and capital items			
Noticeboards	2,400	1,725	0
Seats replace	1,800	2,338	1,400
Village Garden upgrade	5,000	0	5,000
Lighting replace	12,000	9,991	12,000
High Street traffic improvement scheme	153,800	12,205	0
Boules pitch	9,000	0	0
South Avenue Playground extension	20,000	0	120,000
Hurst Meadows Parkland	0	0	50,000
Traffic feasibility studies	0	0	14,000
Pitt Road upgrade	0	0	5,000
Sayers Common Village Hall grant	0	0	35,000
Website upgrade	0	0	2,000
TOTAL One-off* and capital items expenditure:	204,000	26,259	244,400
TOTAL EXPENDITURE	381,970	184,063	448,700
Income			
Precept	171,360	171,360	179,000
Services, Community Affairs	12,465	12,170	7,420
MSDC Council Tax rebate grant	0	0	0
Investment, property	9,845	11,441	19,255
s106 funds	110,800	500	0
s106 funds South Ave playground	0	0	120,000
Hurst Meadows Parkland	0	0	219,600
Traffic feasibility studies	0	0	14,000
PWLB loan	0	0	35,000
TOTAL INCOME	304,470	195,471	594,275
SURPLUS/ (DEFICIT) (reduction in reserves)	-77,500	11,408	145,575

HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

Supporting notes for the 2014/2015 Statement of Accounts

(These notes provide supplementary information about the financial affairs of the Council at the end of the 2014/2015 financial year.)

Assets

At 31 March 2015 the following assets were held:

		Value £	Basis of valuation
Community Assets - land			
Recreation Ground	South Avenue	2,550	cost
Recreation Ground	Reeds Lane	1	nominal
Village Garden	High Street	4,250	cost
Cemetery & Chapel-land	South Avenue	800	cost
Memorial Garden	High Street	1	nominal
Land N Old Tel Exchg	Cuckfield Rd	1	nominal
New Cemetery	St. Georges Lane	7,000	cost
Millennium Garden	St Georges Lane	6,500	cost
Parish Council office	Trinity Road	20,000	cost
Footpath	Btw Chstnt Gr/Cckf Rd	1	nominal
Old Churchyard	HolyTrinity Church	100	cost
Pit Road	Pit Rd	1	nominal
South Lane	South Lane	1	nominal
Allotments	Albourne Road	220	cost
		41,426	
Community Assets - buildings			
Toilets, Pitt Road	Pitt Road, Hurstpierpoint	66,667	insured
Toilets, Trinity Road	Trinity Road, Hurstpierpoint	66,667	insured
Hall (Chantry Stables)	High Street	137,452	insured
Chapel	South Avenue	1,177	cost
		271,963	
Community Assets - street items			
Bus shelters	High Street (South)		insured
Bus Shelters	High Street (north)		insured
Bus Shelters	Wickham Hill		insured
Bus Shelters	Willow Way		insured
Bus shelters	Sayers Common		insured
		22,298	
Village Signs	High Street		insured
Village Signs	Sayers Common		insured
		1,342	
Lighting Columns	(various)	130	nominal
Dog Bins	Various (see note 2)	147	insured
Dog Bin+ stand	Pitt Lane	112	insured
Dog bin	Blackthorns	106	insured
Dog bin	F/path nr Kemps	106	insured
1 litter bin	S.Ave Playground	30	insured
2 litter bins	Trinity Rd (sch+cpk)	61	insured
5 litter b (wall mounted)	various	156	insured
4 litter b (post mounted)	various	125	insured
Seat	SA Cemetery		
Seat	Trinity Rd/Br Twins		
Seat	Berrylands Stores SC		
Seat	SA Childrens Plgnd		
Seat	SA Rec nr Tennis		
Seat	Health Ctre		
		1,929	insured
Dovecote	removed to store	0	

Notice Boards	St Georges Lane	1,425 cost
Notice Boards	Village Green	1,415 cost
Notice Boards	Sayers Common	1,240 cost
Notice Boards	wall o/s PC office	1,174 insured
Gates & fences	various	3,822 insured
flagstaff	village green	1,140 insured
St Lawrence Sculpture	Village Green	6,500 cost
Seat	Brown Twins Road	950 cost
Seat	St Lawrence Sch/Trinity Road	950 cost
Seat	Orchard Way	950 cost
Seat	S Ave Rec	950 cost
		47,058

Furniture & Fittings

First Aid Equipment	Office	insured
4 Desks, 5 Chairs	Office	insured
6 Filing cabinets	Office	insured
Safe	Office	insured
Bookcase	Office	insured
Table	Office	insured
Telephones	Office	insured
		7,725
Brother 515 fax	Office	30 cost
Hoover	Office	insured
Old Computer Equip	Office	insured
Computer Equipment	Office	1,452 insured
Gazebo	Cem Store	25 cost
Photocopier (leased)	Office	4,210 insured
Projector + Screen	Office	420 cost
2 x computers (Inspiron 3000)	Office	1,650 cost
1 x computer (Inspiron 3000)	Office	358 cost
		15,870

Recreation Ground Equipment

Play Equipment	South Avenue	49,478 insured
Play Equipment	Reeds Lane	8,919 insured
Play equipment	Reeds Lane, Rec, south	17,278 cost
		75,675

Equipment - general

3 oak noticeboards	Vill Ctre	2,100 cost
Signs	Vill Ctre	808 cost
Mowers & Cem Equip	South Avenue	3,078 insured
Parish Map	Library, Trinity Rd	5,150 insured
Badge of Office	Chairman of Council	324 insured
Trailer	Cemetery	875 cost
Projector (Samsung SP-L200v)	Office	420 cost
Van - Vauxhall Combo reg: VU 57 NGO		6,000 cost
		18,755

TOTAL	£470,747
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