

# KINGSTON PARISH COUNCIL

Chairman: Councillor Mrs R Jeffery

## EXTRAORDINARY MEETING 18 APRIL 2011

### Report No 1

#### ITEM 5: FINANCIAL STATEMENT & END OF YEAR ACCOUNTS FOR 2010/11

(Report by the Clerk)

#### Recommendation:

That the Council **RESOLVES** to note this Financial Statement and unaudited draft accounts, to approve for payment the invoices and expenses listed in Appendix A to this report and to approve for payment the additional hours worked by the Clerk during March and April 2011.

#### Background

1. **Receipts, payments and balances.** I can confirm that the bank balances reported at Appendix A provide an accurate and complete picture of the Council's finances as at 31 March 2011, and that the balances reconcile completely with bank statements, invoices and the record of cheques issued.

2. Since the Council meeting on 14 March 2011 payments have been made to Southern Alarm Systems Ltd for the regular fire-prevention and safety checks at the Community Pavilion, to Kingston Parish Hall for the hire of the Parish Hall for the Annual Parish meeting held on 21 March 2011 and to Lewes District Council for the series of monthly independent inspections of the children's play area conducted during 2010/11; the first was managed under the delegated authority of the Clerk for maintenance of the Community Pavilion and the latter two with the agreement of the Chairman and Vice-Chairman recognizing that both payments were for services provided in accordance with earlier council resolutions.

3. **Clerk's Additional Hours.** The Council is invited to approve payment at the agreed standard hourly rate of the additional 46 hours accumulated by the Clerk during March and to approve the payment of up to a maximum additional 30 hours for the month of April 2011 subject to the Chairman and Vice-Chairman approving the end-of-month return of actual hours worked. These two months of the year present a very heavy workload for a clerk at the best of times, especially with the work associated in preparing accounts for public audit. In this particular instance the Clerk has the additional responsibilities for the maintenance of the community pavilion involving finalising accounts for the BLF, contracts and remedial works, the additional work associated with the proposed children's play area and hedging projects and work associated with the local elections in May. A detailed account of the additional hours has been provided to the Chairman and Vice-Chairman and is available for Councillors to see.

4. **PWLB Loan Accounts.** On 31 March 2011 the Council paid the half-yearly repayment and interest charge to the PWLB of £6,329.66. For future re-payments of the PWLB Traffic Calming account the sum of £13,000 (being the balance of funds in the PWLB Traffic Calming account) is held in the Business Reserve Account. This is in accordance with the Council's resolution (Minute 421(c)) to accept the advice of the PWLB and set to one side the balance of funds for use until exhausted to meet the half-yearly interest payments on the loan for the traffic calming project.

4. **FY2010/11 – End-year report.** The statement of account presented at Appendix B identifies a net revenue spend of £36,706.37 to 31 March 2011 against an approved net annual budget of £36,656; an overspend of £50.37. For illustrative purposes this includes payments (net) amounting to £385.88 that have been made but not brought to account before 31 March 2011. Receipts from the Precept for 2010/11 amounted to £27,500. In addition, there were miscellaneous receipts amounting

to £341.45 and receipts from the Kingston Tennis Club of £1,360 of which £850 represented the Club's annual contribution to the Accumulated Fund No 3 (Tennis Courts).

5. **The Pavilion.** The current statement of account in respect of capital expenditures on the Pavilion project is at Appendix C to this report. It reflects accurately all payments brought to account, payments awaiting approval, the receipt of the final grant payment by the Big Lottery Fund and the outstanding value of works, including the 2.5% retention as identified in the interim certificate issued by Mackellar Schwerdt Architects on 1 September 2010. It includes the sum of £2,000 per annum representing the amount of staff effort (an average of 15 hours per month) devoted by the Clerk to overseeing the Pavilion programme. The sum of £20,000 ('Other Expenditure') has been set aside for contingencies and a surplus identified of £22,198.23 against the Pavilion account. In cash terms, the 'surplus' of £42,198.23 is held in Account No 4 (Pavilion). Cash balances for each of the Council's sub-accounts will need to be revised to reflect the correct attribution of the Clerk's salary costs and the re-attribution of costs incurred as part of the Pavilion programme and paid for from the Revenue Account. These revised cash balances will be presented to the Council at its next scheduled meeting in May 2011.

**P H Tipple**  
**Clerk to the Council**

**APPENDIX A**

**FINANCIAL STATEMENT FOR PERIOD 8 MARCH TO 31 MARCH 2011**

**1. Receipts for period 8 March to 31 March 2011**

Date	Ref No	Payee	Amount
			<b>(Sub-total) £0.00</b>

**2. Payments made during the period 8 March to 31 March 2011**

Date	Cheque No	Payee	Amount
15.03	101025	Kent & Sussex Security Ltd	£114.00
15.03	101026	Mr. Lionel Ward	£420.00
15.03	101027	Mr. Gavin Wraith	£50.00
15.03	101028	HMR&C	£388.39
15.03	101029	Mrs. C Swan	£52.40
15.03	101030	Trevor May Contractors Ltd	£1092.00
15.03	101031	Cllr Jackie Rowland	£94.96
15.03	101032	Cllr Rosemarie Jeffery	£31.69
15.03	101033	Mr. Paul Tipple	£36.00
15.03	101034	Mr. Paul Tipple	£447.20
29.03	101035	Lewes District Council (Monthly Play Area Inspections)	£90.01
29.03	101039	Southern Alarm Systems Ltd (Fire Prevention)	£261.07
29.03	101040	Mrs. D Harris (Temporary Booking Clerk)	£10.00
29.03	101041	Kingston Parish Hall (Hire for Annual Parish Meeting)	£24.80
			<b>(Sub-total) £3,112.52</b>

(NB. Cheque nos: 101036-101038 allocated but not yet used). Cheque nos: 101028 and 101040 with combined gross value of £398.39 not yet presented for payment). Cheque nos: 101035 & 101039-101041 were presented for payment post-31 March 2011.

**Direct Debit Payments:**

14.03	British Telecom (Broadband)	£ 101.82
28.03	British Gas (Electricity)	£ 54.36
31.03	Public Works Loan Board	£6,329.66
		<b>(Sub-total) £6,485.84</b>

**3. Bank Balances (as of 31 March 2011)**

**Revenue:**

Community Account:	Balance as of 7 March 2011	£10,255.48
	Balance as of 31 March 2011	£ 1,431.39

**Business Reserve**

Account:	Balance as of 07 March 2011	£25,325.01
	Balance as of 31 March 2011	£25,325.01

**Accumulated Funds:**

Account No 2	(Accumulated for Play Area and Pavilion)	£16,446.20
Account No 3	(Tennis Courts)	£10,707.86
Account No 4	(Pavilion)	£74,682.85
Account No 6	(Staff Gratuity) (including interest)	£ 93.53
		<b>£128,686.84</b>

**4. Payments to be approved**

(a) The following requires approval for payment:

HMR&C	ERNIC & PAYE	£ 134.57
Action in Rural Sussex	Village Hall Publications	£ 28.00
Mr. Paul Tipple	(i) Additional Hours for March (46)	£ 514.28
	(ii) Additional Hours for April (max 30)	£ 335.40

(b) The following out-of-pocket expenses claims require approval for payment:

Mr. Paul Tipple	Expenses for March 2011	£ 169.58
Cllr. Mrs. R Jeffery	Expenses for March/April 2011	£ 85.29
		<b>Sub-total £ 1,267.12</b>

**APPENDIX B**

**FY2010-11 End-of-year Outturn of Expenditure**

	<b>2010/2011</b>	<b>2010/11</b>	<b>2010/11</b>	<b>2010/11</b>
<b>Budget Item</b>	<b>Approved Budget (ex VAT)</b>	<b>Net Outturn of Expenditure (ex VAT)</b>	<b>Gross Outturn of Expenditure (cash)</b>	<b>Variation against budget (ex VAT)</b>
<b>Clerk's Salary</b>	7687	7264.51	7264.51	-422.49
<b>HMRC NI Payments</b>	385	651.06	651.06	+266.06
<b>Office equipment, stationery, etc</b>	500	375.07	443.60	-124.93
<b>Publications</b>	150	10.00	10.00	-140
<b>Postage</b>	120	39.56	39.56	-80.44
<b>Travelling</b>	360	539.64	539.64	+179.64
<b>Communications (Tel, b'band)</b>	230	4.15	4.15	-225.85
<b>Meeting expenses</b>	300	122.40	122.40	-177.60
<b>Other (recruit, storage, comp deprec)</b>	500	248.96	248.96	-251.04
<b>Chairman's allowance</b>	250	250.00	250.00	0
<b>Clerk's retirement - gratuity/LGPS</b>	1348	2833.46	2833.46	+1485.46
<b>Audit fees (Internal &amp; external)</b>	715	2285.00	2650.88	1570.00
<b>Insurance</b>	2200	2065.89	2065.89	-134.11
<b>Loan interest (PWL B x 2)</b>	11,898	12659.32	12659.32	+761.32
<b>Set aside to tennis court fund</b>	850	0	0	0
<b>Clerk's Office Allowance</b>	440	154.10	154.10	-285.90
<b>Website</b>	1400	435.00	452.50	-965.00

<b>Publicity</b>	750	280.00	280.00	-470.00
<b>Subscriptions</b>	459	350.99	357.16	-108.01
<b>Training</b>	1200	80.00	80.00	-1120.00
<b>Donations</b>	150	70.00	70.00	-80.00
<b>Election</b>	100	0.00	0.00	-100.00
<b>Grass cutting</b>	2100	2339.25	2814.26	+239.25
<b>Dog Waste Collection</b>	438	222.30	261.21	-215.70
<b>Play Area Inspections</b>	126	215.00	228.41	+89.00
<b>Tree works</b>	1600	652.88	743.01	-947.12
<b>Other works (Play Area)</b>	400	135.00	158.63	-265.00
<b>Pavilion Running Costs</b>	0	2422.83	2624.66	+2422.83
<b>TOTAL</b>	<b>36,656</b>	<b>36,706.37</b>	<b>38,007.37</b>	<b>+50.37</b>

## APPENDIX C

### THE PAVILION – STATEMENT OF ACCOUNT

(Figures are exclusive of VAT)

	Income £		Expenditure <sup>1</sup> £		
	Actual	Total	Actual	Estimated	Total
<b>Pavilion</b>					
BLF	325,000	325,000			
Viridor	39,000	39,000	3,979.00		3,979.00
PWLB loan	100,000	100,000	50.00		50.00
Mackellar Schwerdt			21,891.00	135.00	22,026.00
Farnrise Construction			332,000.64	27,733.36 <sup>2</sup>	359,734.00
LDC inspection fee			1,622.00		1,622.00
Publicity			883.04		883.04
Furniture (incl white goods)			10,393.63		10,393.63
Solicitors fee			2,539.00		2,539.00
VAT advice (BDO, Beavers, Mulberry & Co)			1165.00		1165.00
IT Equipments			6,583.77		6,583.77
Staff time and expenses			10,370.20	2,000.00	12,370.20
Other Expenditure			456.13	20,000.00 <sup>3</sup>	20,456.13
<b>TOTALS</b>	464,000	464,000	391,993.41	49,868.36	441,801.77
<b>NET BALANCE</b>					22,198.23 <sup>4</sup>

<sup>1</sup> The actual attribution of expenditures between 'actual' and 'estimated' is subject to constant review.

<sup>2</sup> This sum is ring-fenced for payments that will be due to Farnrise Construction Ltd on receipt of instructions from the Project Manager.

<sup>3</sup> This sum is ring-fenced and comprises entirely of PWLB monies loaned for the Community Pavilion. They can only be used for the stated purposes for which they were lent and, subject to final outturn of expenditures on the Community Pavilion project, Council will need to consider offering them to the PWLB to help reduce annual interest/loan repayment charges.

<sup>4</sup> This sum is ring-fenced and comprises entirely of PWLB monies loaned for the Community Pavilion. They can only be used for the stated purposes for which they were lent and, subject to final outturn of expenditures on the Community Pavilion project, Council will need to consider offering them to the PWLB to help reduce annual interest/loan repayment charges.