

Wivelsfield Parish Council

Financial Statements

for the Year Ended

31 March 2019

W. C. Dawson
10/6/19

Wivelsfield Parish Council

Income & Expenditure Account for the Year Ended 31st March 2019

Year Ended 31 March 2018		Year Ended 31 March 2019
	Income	
58,000.00	Precept	76,365.00
17.02	Interest	50.44
1.40	Other Income	9.05
9,942.00	Grants	21.00
54,928.12	CIL Receipts	190,242.49
<u>122,888.54</u>		<u>266,687.98</u>
	Overheads	
26,836.45	Salaries	31,170.26
221.92	Travel and Subsistence	54.52
4,517.43	Office Expenses	2,741.14
30.00	Chairman's Fund	160.00
1,055.78	Insurance	1,175.91
8,441.60	Street Lighting	6,732.64
2,709.94	Litter Services	2,860.42
5,326.48	Repairs and Maintenance	8,165.66
395.50	Room Hire	351.50
44.40	Entertainment, Events & Refreshments	59.25
840.00	Training & Conferences	500.00
1,258.78	Professional Fees	1,996.50
1,003.47	Subscriptions	1,005.73
1,250.74	Section 137	895.77
6,550.00	Grants Paid	6,950.00
18,274.68	Assets	1,254.40
	CIL Projects	5,536.00
<u>78,757.17</u>		<u>71,609.70</u>
44,131.37	Excess of Income over Expenditure	195,078.28
	General Reserve	
<u>37,688.21</u>	Brought Forward	<u>38,334.45</u>
44,131.37	Transferred In	195,078.28
- 43,485.13	Transferred Out	- 192,706.49
<u>38,334.45</u>	Carried Forward	<u>40,706.24</u>

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Notes to the Income & Expenditure Account for the Year Ended 31 March 2019

Other Income	Other income was significantly higher in 2018/19 than the preceding year, owing to large Community Infrastructure Levy (CIL) receipts of £190,242 from various developments within the Parish.
Travel & Subsistence	Travel and subsistence costs fell considerably owing to fewer courses being attended by Councillors and the Clerk.
Salaries	Staff costs increased following advice from the Sussex Association of Local Councils which recommended a greater differentiation between the salaries of the Clerk and Assistant Clerk and resulted in an uplift in the Clerk's salary and associated costs.
Office Expenses	Much of the apparent reduction in office expenses is due to the fact that during the 2017/18 financial year, BT were overcharging the Council for its phone and broadband services. Phone and broadband costs during 2017/18 were therefore unusually high (£1202), whereas, once persuaded of their error during 2018/19, BT put a credit on the account which subsequent bills have been offset against, meaning a temporary halt in outlay during 2018/19 on the Council's part and phone and broadband charges of only £114. 2017/18 also saw £350 spent on setting up the new Office 365 system and a number of small, one-off purchases/costs, which were not repeated in 2018/19.
Chairman's Fund	Expenditure from the Chairman's fund in 2017/18 only comprised one item: a gesture of thanks to a Councillor upon his resignation. By contrast, the figure of £160 in 2018/19 included several such gestures for departing Councillors and the Assistant Clerk.
Street Lighting	Street lighting charges were lower during 2018/19 as the 2017/18 figures included a one-off upgrade to lights in the conservation area at a cost of just under £2800, alongside a replacement lantern and bracket on another column costing £870. By contrast, street lighting repair costs for 2018/19 were only £1977 for a replacement column in Green Park Corner. The routine maintenance and energy costs remained virtually unchanged year on year.
Litter Services	The costs of litter services were broadly similar year on year, with a slight variation caused by the differing costs of a new dog bin installed in 2017/18 (at £345) and a dual purpose bin accrued for 2018/19 (at a cost of £456).
Repairs & Maintenance	Expenditure on repairs and maintenance during this financial year was significantly higher (up £2839) compared with 2017/18. This was because, whilst more repairs took place during the last financial year, these were of comparatively low values, whereas in 2018/19, in addition to a couple of minor items, there was one large bill for tree works on trees at the recreation ground totalling £4450.
Training & Conferences	Expenditure was reduced this year owing to fewer courses and conferences being attended by the councillors and Clerk.
Professional Fees	The professional fees heading routinely includes expenditure on internal and external audit, payroll services and regular play area inspections, the costs for which remain relatively constant. This year's figure was however inflated by the additional costs of lodging a planning application for improvements to the Village Hall, engaging a Data Protection Officer and recruiting a locum clerk during March 2019 on a self-employed basis, whilst the Clerk was on sick leave.
Section 137	S137 expenditure in 2018/19 was lower than the preceding year as it didn't include the previous one-off cost of having the defibrillators installed. Otherwise however it included very similar things to the year before, including a grant for the Sussex Air Ambulance, costs associated with the service of Remembrance at the war memorial and for a twinning visit by visitors from Sourcieux-les-Mines.
Grants Paid	The increase of £400 in spending on grants this year is a result of more grants having been paid overall, offset by no longer having a Parish Council funded Youth Group to support.
Assets	The assets sum for 2017/18 was high as it included the purchase of an outdoor gym, the new village sign and a bench for the village green. By contrast this year's asset figure was for the purchase of new desktop and laptop computers for the
CIL Projects	This is a new cost code heading introduced this year, to reflect the fact that, increasingly, with the arrival of significant Community Infrastructure Levy (CIL) receipts, there will be CIL funded projects going forwards. It will be beneficial for people to be able to see at a glance how CIL spending corresponds with CIL receipts and money in the CIL earmarked reserve.

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Balance Sheet as at 31st March 2019

Year Ended 31 March 2018		Year Ended 31 March 2019
<u>CURRENT ASSETS</u>		
	Prepayments	0.00
-	Debtors	0.00
114,669.59	Balances at Bank	301,071.82
3,476.24	VAT Reclaimable	2,408.75
15.17	Cash in Hand	5.70
<u>118,161.00</u>		<u>303,486.27</u>
<u>Less:- CURRENT LIABILITIES</u>		
9,393.24	Accruals	1,544.33
10,041.50	Creditors	8,137.40
<u>98,726.26</u>	NET ASSETS	<u>293,804.54</u>
<u>REPRESENTED BY:-</u>		
38,334.45	General Fund	40,706.24
	<u>Earmarked Reserves</u>	
2,331.77	Village Improvement Fund	2,331.77
2,450.61	Consultancy Services	2,450.61
4,000.00	Election Expenses	4,000.00
2,199.65	Office Accommodation	10,199.65
40.00	Grants	40.00
-	Clerk's Pension	0.00
385.35	Neighbourhood Plan	385.35
1,300.00	Unexpected Repairs	1,300.00
47,684.43	CIL	232,390.92
<u>98,726.26</u>		<u>293,804.54</u>
98,726	Figure for Box 7 of the Annual Return	293,805.00

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Notes to the Balance Sheet for the Y/E 31 March 2019

Prepayments	There were no items prepaid in 2018/19 for the 2019/20 financial year.
Balances at Bank	The balances at the bank have been inflated significantly during 2018/19 owing to receipt of Community Infrastructure Levy (CIL) payments, totalling £190,242.
VAT Reclaimable	The VAT reclaimable for the final quarter of the 2017/18 year was higher than for this year as it included the VAT for a large bill for the outdoor gym.
Accruals	The figure for year-end accruals was significantly higher in 2017/18 than for this year, as it included the second invoice for the outdoor gym at £8274 (commissioned in 2017/18), which was not received until April.
Creditors	The creditors figure represents unpaid invoices at the year-end for: street lighting energy and maintenance during 2018/19, the cost of replacing lighting column A in Green Park Corner, hall hire and printing costs for the Annual Parish Meeting, Payroll Services 2018/19, refreshments for a meeting with Highways in March 19 and Office 365 subscriptions for March 19.
General Fund	The content of the General Fund stayed broadly similar this year to last as the big CIL receipts were transferred out to reserves, and £8k was added to the Clerk's Office earmarked reserve.
Earmarked Reserves	The earmarked reserve for CIL increased significantly following large CIL receipts. The Clerk's Office reserve had £8k added to it, in preparation for moving to a purpose built office at the Village Hall. All other reserves remained unchanged from the previous year.

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Movements in Reserves for the Year Ended 31 March 2019

	Opening Balance	Surplus/ Deficit	Transferred In/Out	Carried Forward
General Reserve	38,334.45	195,078.28		
Movement of CIL receipt from gen fund to CIL reserve			- 190,242.49	
Use of CIL			5,536.00	
Movement of funds to earmarked res. for office accommodation			- 8,000.00	
	38,334.45	195,078.28	- 192,706.49	40,706.24

Village Improvement Fund	2,331.77			2,331.77
Professional Services	2,450.61			2,450.61
Election Expenses	4,000.00			4,000.00
Office Accommodation	2,199.65		8,000.00	10,199.65
Grants	40.00		-	40.00
Neighbourhood Plan	385.35			385.35
Unexpected Repairs	1,300.00			1,300.00
Outdoor Gym				-
CIL Reserve	47,684.43		190,242.49	
			- 5,536.00	232,390.92
	98,726.26		#####	253,098.30

Capital and Reserves (as agreed to balance sheet)**293,804.54****Additions to Reserves**CIL reserve:

CIL receipt for The Rosery, Wiv Hall & Greenhill Gdn	180,151.24	Apr-18
CIL Receipt for Royal Oak	10,091.25	Oct-18
	190,242.49	

Office Accommodation reserve	8,000.00
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2018/19 Use of ReservesUse of CIL reserve:

Improvements to rec gd entrance from Green Road	1,995.00
Maintenance of Children's playground	1,185.00
Upgrade to drovers' road	2,356.00
	5,536.00

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Explanation of Variances on the 2018/19 Annual Return

Section 1	2017/18	2018/19	Variance (+/-) £	change %	Detailed explanation of variance (with amounts £)
Box 2 Precept	58000	76,365.00	18365	31.7	The precept was increased in 2018/19 to cover increased staff costs and an anticipated increase in other areas of spending such as street lighting, repairs and maintenance and training. The apparent percentage increase in monetary terms was offset to a degree (in terms of the impact on each band D property) by an increase in the tax base for the year.
Box 3 Other Income	64888	190323	125435	193.3	Other income for the Parish Council comprises CIL income, the Precept grant and a small amount of interest. CIL income during 2018/19 was £135,314 higher than during 2017/18 and accounts for increase between the two years. This was offset by not having the one-off grant of £9916 received during the previous year for the installation of an outdoor gym.
Box 4 Staff Costs	26836	31170	4334	16.1	Staff costs were higher during 2018/19 as the Clerk's salary was reviewed and uplifted in Jan 18, to give differentiation between remuneration for the Clerk and Assistant Clerk posts. Whilst this increase (and the corresponding rise in PAYE/pension contributions) only applied to the last three months of 2017/18, it affected the whole of 2018/19. The increase in salary costs owing to this uplift was however offset by the Assistant Clerk leaving in June 2018 and the post not being filled, leading to a lower than anticipated expenditure on staff costs.
Box 5 Loan/ Interest Capital	0	0	0	0.0	
Box 6 Other Payments	51921	40439	-11482	-22.1	Other payments reduced overall this year by comparison with last. This is a combination of increases in some areas of spending, coupled with reductions in others. Last year's figures included the one-off purchase of an outdoor gym at £16,548 which significantly increased spending. This year has seen a few smaller projects including an upgrade to an entrance to the recreation ground, upgrade to a well-used bridleway and maintenance to trees and the children's play area at the recreation ground, but these totalled approximately £10k between them (£6.5k less than the one project in 2017/18). Spending in some areas this year was up, including repairs and maintenance, professional fees and grants, but these were offset by reductions in other areas including office expenses, street lighting and training and conferences.
Box 9 Fixed Assets	151595	152849	1254	0.8	
Box 10 Total Borrowings			0	0.0	

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Bank Reconciliation to 31 March 2019

<u>Balances per bank statements</u>	£	£
Co-op Current Account	120,504.90	
Barclays Current account	58,458.32	
Barclays Tracker account	125,322.38	
Balances at Bank		304,285.60
<u>less unpresented cheques</u>		
	100841	50.00
	100842	75.00
	100865	520.77
	100867	58.01
	100870	10.00
	100871	2500.00
		3,213.78
Balance at bank at 31 March 2019		301,071.82
<u>Plus Cash in Hand</u>		5.70
Total Value of Bank & Cash		<u>301,077.52</u>
Rounded for box 8 of Annual Return		301,078

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Reconciliation between Boxes 7 & 8 of the 2018/19 Annual Return

	£	£	£
Total of Box 7: Balances carried forward (fig agrees to Balance Sheet)			293805
Deduct: <u>Debtors</u>			
VAT reclaimable	2408.75	2408.75	
<u>Total deductions</u>			2409
Add: <u>Creditors</u>			
East Sussex County Council	5413.68		
Wivelsfield Village Hall	58.00		
Jaks Leisure	21.30		
Costain Ltd - ESCC	2372.70		
DPS Partnership Limited	29.75		
Transparity Solutions Ltd	54.48		
S Goacher Payroll Services	187.49	8137.40	
<u>Accruals</u>			
External Audit Fee 2018/19	500.00		
Internal Audit Fee 2018/19	200.00		
Annual Play Area Inspection 2018	52.50		
Locum Clerk Services March 2019	314.46		
E Pascoe Travel Expenses March 2019	21.37		
Dual purpose bin near Dumbrells Cotatages	456.00	1544.33	
<u>Total additions</u>			9682
Total of Box 8: Total cash and investments (fig agrees to Bank Rec)			301078

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Asset Register as at 31 March 2019

Assets are defined as land, buildings, plant and equipment with a value in excess of £1000.

Description	Purchased	31 March 2018 £	Additions/ Deletions in year £	31 March 2019 £	Basis
Buildings					
Village Hall	1981	1.00		1.00	Nominal Cost**
Pavilion and Annex		1.00		1.00	Nominal Cost**
Street Furniture					
Bus Shelter, South Road	2012	8,000.00		8,000.00	Advised Cost^
Bus Shelter, Green Road	2011	6,712.50		6,712.50	Cost
Bus Shelter, Green Road	1977	7,523.33		7,523.33	Insurance value*
Bus Shelter, Ditchling Road	1984	3,762.20		3,762.20	Insurance value*
Bus Shelter, Ditchling Road	1988	3,762.20		3,762.20	Insurance value*
Original Hand-Painted Village Sign					Insurance value*
New wrought iron Village Sign	2018	1,060.00		1,060.00	Cost
Guide Posts	2010	1,545.00		1,545.00	Cost
Street Lights		69.00		69.00	Nominal Cost**
Playground Equipment					
New Equipment Installed April 2013	2013	53,998.60		53,998.60	Cost
Wicksteed Equipment	2007	25,828.39		25,828.39	Cost
Original Play Equipment		9,120.00		9,120.00	Equivalent Cost
Outdoor Gym					
Outdoor Gym & Surfacing	2018	16,548.00		16,548.00	Cost
Gates and Fences					
Gates & fences, Church Lane car park	1993	3,224.28		3,224.28	Insurance value*
Village Gateways (South Road, North Cc	2015	1.00		1.00	Nominal Cost**
War Memorials					
War Memorial, Green Road	1924	4,300.12		4,300.12	Insurance value*
Office Contents					
Desktop PC & Printer	2010	938.37		938.37	Insurance value*
Additional desktop PC & Laptop	2018		1,254.40	1,254.40	Cost
Defibrillators					
Four defibrillators & external cabinets	2017	5,200.00		5,200.00	
Total additions/deletions			-		
Total value of fixed assets		151,594.99	1,254.40	152,849.39	
Total fixed asset sum as per annual return		151,595		152,849	

^ Cost - purchase cost & installation - as advised by the suppliers of the new bus shelter, Littlethorpe of Leicester.

The new South Road bus shelter was purchased and installed by a developer as part of the S106 Agreement for Shepherds Close, with ownership being passed to the Parish Council upon completion.

*Insurance values as per renewal notice dated December 2011, (last insurance value before rule change requiring all assets - as of 2011/12 financial year - to have fixed values during lifetime of the asset, with the only change to values on the asset register being through additions or deletions).

~ Cost of gateways as paid for by ESCC Highways, but transferred to PC ownership during latter part of 2015

2013/14 existing play equipment was transferred to the Parish Council to coincide with purchasing of additional equipment so that the management of the whole lot would be undertaken by the PC.

**Nominal Costs

Village Hall & Pavilion

A nominal value of £1 was added for the Village Hall and pavilion since they are owned by the Council but previously had had no value shown against them on the asset register.

Street Lights

The Clerk had identified in year that the Council's street lights were not shown on the asset register. It is thought that this is because the asset register was originally compiled using the list and values from the insurance schedule. The Council's street lights are not insured, since it has considered the risk associated with this and concluded it would not be cost effective to insure the lights annually, given the lack of incidents associated with them. The Council has 69 lights, all of different types (some affixed to another post, some on purpose built lighting columns, some concrete columns, some more modern metal ones) purchased at different times, and which have therefore been included on the asset register this year at the nominal value of £1 each in order to reflect their existence.

Village Gateways

During 2015/16, ownership of the three sets of village gateways installed by East Sussex County Council as a part of the speed reduction scheme through Wivelsfield Green, was transferred to the Parish Council. As per the Guidance in Local Governance & Accountability, these have been valued at £1 in the accounts.

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