

Croxley Green Parish Council

Statements of Accounts

For the year ended 31 March 2017

Croxley Green Parish Council

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31 March 2017

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Croxley Green Parish Council

Council Information

31 March 2017

(Information current at 27th April 2017)

Chairman

Cllr C. Mitchell

Councillors

Cllr J. Hollands (Vice Chairman)

Cllr D. Bains
Cllr K. Baldwin
Cllr N. Cole
Cllr D. Edmunds
Cllr A. Gallagher
Cllr A. Hobbs
Cllr Ms J Kaur
Cllr Mrs Linhart
Cllr D. Montague
Cllr R. Ridley
Cllr M. Saxon
Cllr C. Vassiliou
Cllr D. Wallington
Cllr D. Wynne-Jones

Clerk to the Council/Responsible Finance Officer

Mr D. Allison

Auditors

BDO Stoy Hayward LLP
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

Internal Auditors

Auditing Solutions Limited
Clackerbrook Farm
46 The Common
Bromham
Chippenham
Wiltshire
SN15 2JJ

Croxley Green Parish Council
Statement of Accounting Policies
31 March 2017

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts at historical cost
previous years are at then current insurance values (previously required)

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

Leases

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 11

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 12

Croxley Green Parish Council
Statement of Accounting Policies
31 March 2017

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

Croxley Green Parish Council
Income and Expenditure Account
31 March 2017

| | Notes | 2017 £ | 2016 £ |
|--|-------|-----------|-----------|
| INCOME | | | |
| Precept on Principal Authority | | 284,021 | 273,174 |
| Council Tax Support Grant | | 4,277 | 8,428 |
| Capital Receipts | | 4,104 | - |
| Interest and Investment Income | 1 | 14 | 9 |
| Miscellaneous | | 4,175 | 1,965 |
| Advertising and Other Income | | - | 152 |
| Grants and Donations | | 1,000 | - |
| Chairmans Charity | | 1,707 | 3,682 |
| | | 299,298 | 287,410 |
| EXPENDITURE | | | |
| Establishment/General Administration | | 93,753 | 102,616 |
| Election Expenses | | - | (5,810) |
| S137 Expenditure | 3 | 2,663 | 807 |
| Capital Expenditure | 8 | 4,274 | - |
| Operational Expenditure: | | | |
| Groundwork | | 58,522 | 53,695 |
| Police Community Support Officers | | 28,500 | 28,500 |
| Environment and Amenities | | 38,042 | 37,785 |
| Community Centres | | 8,988 | 8,425 |
| Civic & Democratic | | 8,999 | 8,036 |
| Community Bus | | 6,370 | 6,760 |
| Chairmans Charity | | 1,584 | 3,297 |
| | | 251,695 | 244,111 |
| General Fund | | | |
| Balance at 01 April 2016 | | 127,425 | 113,825 |
| Add: Total Income | | 299,298 | 287,410 |
| | | 426,723 | 401,235 |
| Deduct: Total Expenditure | | 251,695 | 244,111 |
| | | 175,028 | 157,124 |
| Transfer (to) Earmarked Reserves | 12 | (19,508) | (29,699) |
| General Reserve Balance at 31 March 2017 | | 155,520 | 127,425 |

The notes on pages 8 to 11 form part of these accounts.

Croxley Green Parish Council

Balance Sheet

31 March 2017

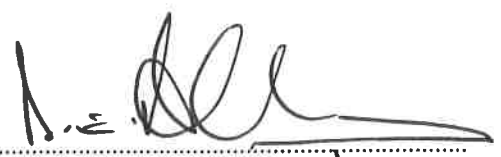
| | Notes | 2017 £ | 2017 £ | 2016 £ |
|--|-------|-----------------|----------------|----------------|
| Current Assets | | | | |
| Debtors and prepayments | 9 | 6,709 | | 5,879 |
| Cash at bank and in hand | | 401,191 | | 305,979 |
| | | <u>407,900</u> | | <u>311,858</u> |
| Current Liabilities | | | | |
| Creditors and income in advance | 10 | <u>(54,740)</u> | | <u>(6,301)</u> |
| Net Current Assets | | | 353,160 | 305,557 |
| Total Assets Less Current Liabilities | | | 353,160 | 305,557 |
| Total Assets Less Liabilities | | | <u>353,160</u> | <u>305,557</u> |
| Capital and Reserves | | | | |
| Earmarked Reserves | 12 | | 197,640 | 178,132 |
| General Reserve | | | 155,520 | 127,425 |
| | | | <u>353,160</u> | <u>305,557</u> |

Signed:



Cllr C. Mitchell
Chairman

.....



Mr D. Allison
Responsible Financial Officer

Date:

27/4/17

27/4/17

The notes on pages 8 to 11 form part of these accounts.

Croxley Green Parish Council

Notes to the Accounts

31 March 2017

1 Interest and Investment Income

| | 2017 £ | 2016 £ |
|---------------------------------|-----------|-----------|
| Interest Income - General Funds | 14 | 9 |
| | <u>14</u> | <u>9</u> |

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enabled the council to spend up to the product of £7.42 (year ended 31 March 2016 - £7.36) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

| | 2017 £ | 2016 £ |
|--|---------------|---------------|
| The total amount of available for this purpose was | <u>76,352</u> | <u>76,205</u> |
| Expenditure was incurred for the following purposes: | | |
| Grants - Permitted & Section 137 | <u>2,663</u> | <u>807</u> |
| | <u>2,663</u> | <u>807</u> |

4 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

| | 2017 £ | 2016 £ |
|-------------------------|--------------|--------------|
| Recruitment Advertising | 1,938 | 1,259 |
| Parish Pump Newsletter | <u>1,620</u> | <u>318</u> |
| | <u>3,558</u> | <u>1,577</u> |

5 Tenancies

During the year the following tenancies were held:

Council as landlord

| Tenant | Property | Rent p.a. £ | Repairing / Non-Repairing |
|--------|----------|----------------|------------------------------|
| NONE | | | |

Council as tenant

| Landlord | Property | Rent p.a. £ | Repairing / Non-Repairing |
|----------|-----------------|----------------|------------------------------|
| TRDC | Council Offices | 100 | Repairing |

Croxley Green Parish Council

Notes to the Accounts

31 March 2017

6 Pensions

For the year of account the council's contributions equal 24.80% of employees' pensionable pay. These contributions will decrease to 23.80%.

7 Fixed Assets

| | 2017 £ Value | 2016 £ Value |
|---|--------------------|--------------------|
| At 31 March the following assets were held: | | |
| <u>Freehold Land and Buildings</u> | | |
| Main Office | 48,539 | 48,539 |
| Depot | 68,675 | 68,675 |
| | <u>117,214</u> | <u>117,214</u> |
| <u>Vehicles and Equipment</u> | | |
| Office Furniture | 8,783 | 8,783 |
| Office Equipment | 12,592 | 12,567 |
| Vehicles | 74,041 | 74,041 |
| Tools & Equipment | 22,273 | 22,273 |
| Defibrillators (3) | 3,585 | - |
| | <u>121,274</u> | <u>117,664</u> |
| <u>Infrastructure Assets</u> | | |
| Bus Shelters | 7,144 | 7,144 |
| Benches and Picnic Tables | 5,231 | 5,231 |
| Dog Litter and Salt Bins | 8,055 | 8,055 |
| Signs and Noticeboards | 4,415 | 4,415 |
| Flagpole | 1,046 | 1,046 |
| Gates and Fences | 3,492 | 3,492 |
| Flower Troughs and Planters | 1,320 | 1,320 |
| Play area | 15,000 | 15,000 |
| | <u>45,703</u> | <u>45,703</u> |
| <u>Community Assets</u> | | |
| | - | - |
| | <u>284,191</u> | <u>280,581</u> |

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

Croxley Green Parish Council

Notes to the Accounts

31 March 2017

8 Fixed Assets - Additions and Disposals

| | 2017 | 2016 |
|--|--------------|-------------|
| | £ | £ |
| | Cost | Cost |
| During the year the following assets were purchased: | | |
| Operational Land and Buildings | - | - |
| Vehicles and Equipment | 4,210 | - |
| Infrastructure Assets | - | - |
| Community Assets | - | - |
| Other Assets | - | - |
| | <u>4,210</u> | <u>-</u> |

No assets were disposed of during the year.

9 Debtors

| | 2017 | 2016 |
|-------------------------|--------------|--------------|
| | £ | £ |
| VAT Recoverable | 6,704 | 5,875 |
| Accrued Interest Income | 5 | 4 |
| | <u>6,709</u> | <u>5,879</u> |

10 Creditors and Accrued Expenses

| | 2017 | 2016 |
|-----------------|---------------|--------------|
| | £ | £ |
| Trade Creditors | 44,897 | - |
| Accruals | 9,843 | 6,301 |
| | <u>54,740</u> | <u>6,301</u> |

11 Hire Purchase and Lease Obligations

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

| Hire/Lessor | Purpose | Annual Lease/Hire Payable £ | Year of Expiry |
|--------------------|-------------------|--|-----------------------|
| Canon UK Ltd | Photocopier Lease | 542 | 2022 |

Croxley Green Parish Council

Notes to the Accounts

31 March 2017

12 Earmarked Reserves

| | Balance at 01/04/2016 | Contribution to reserve | Contribution from reserve | Balance at 31/03/2017 |
|---------------------------------|----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
| | £ | £ | £ | £ |
| Capital Projects Reserves | 60,320 | 4,104 | - | 64,424 |
| Asset Renewal Reserves | 82,628 | 7,000 | - | 89,628 |
| Other Earmarked Reserves | 35,184 | 8,404 | - | 43,588 |
| Total Earmarked Reserves | 178,132 | 19,508 | - | 197,640 |

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2017 are set out in detail at Appendix A.

13 Capital Commitments

The council had no other capital commitments at 31 March 2017 not otherwise provided for in these accounts.

14 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Croxley Green Parish CouncilNotes to the Accounts31st March 2017Schedule of Earmarked Reserves

| | <u>Balance at</u> <u>01/04/2016</u> | <u>Contribution</u> <u>to reserve</u> | <u>Contribution</u> <u>from reserve</u> | <u>Balance at</u> <u>31/03/2017</u> |
|------------------------------------|--|--|--|--|
| | £ | £ | £ | £ |
| <u>Capital Projects Reserves</u> | | | | |
| Capital Fund | 45,320 | | | 45,320 |
| Depot Extension Fund | 3,000 | | | 3,000 |
| Development of Play Areas | 12,000 | | | 12,000 |
| Community Infrastructure Levy Fund | | 4,104 | | 4,104 |
| Total | 60,320 | 4,104 | 0 | 64,424 |
| <u>Asset Replacement Reserves</u> | | | | |
| Vehicle Replacement Fund | 44,248 | 4,000 | | 48,248 |
| Equipment Replacement Fund | 38,380 | 3,000 | | 41,380 |
| | 82,628 | 7,000 | 0 | 89,628 |
| <u>Other Earmarked Reserves</u> | | | | |
| Multi Sports Court | 18,339 | 1,000 | | 19,339 |
| Village Plan Development | 146 | 1,654 | | 1,800 |
| Elections | 10,810 | 5,000 | | 15,810 |
| Stones Orchard Fund | 3,429 | | | 3,429 |
| Local Travel Map | 1,000 | | | 1,000 |
| Commemerative Tree Plaques | 1,460 | | | 1,460 |
| Defibrillator Maintenance | | 250 | | 250 |
| Fly Tipping | | 500 | | 500 |
| | 35,184 | 8,404 | 0 | 43,588 |
| TOTAL EARMARKED RESERVES | 178,132 | 19,508 | 0 | 197,640 |