

**Croxley Green Parish Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2018**

**Croxley Green Parish Council**

**Table of Contents**

**31 March 2018**

	<b>Page</b>
<b>Table of Contents.....</b>	<b>2</b>
<b>Council Information.....</b>	<b>3</b>
<b>Statement of Accounting Policies.....</b>	<b>4</b>
<b>Income and Expenditure Account.....</b>	<b>6</b>
<b>Balance Sheet.....</b>	<b>7</b>
<b>Notes to the Accounts.....</b>	<b>8</b>
1 Interest and Investment Income.....	8
2 Agency Work.....	8
3 S.137 Expenditure.....	8
4 Publicity.....	8
5 Tenancies.....	8
6 Pensions.....	9
7 Fixed Assets.....	9
8 Fixed Assets - Additions and Disposals.....	10
9 Debtors.....	10
10 Creditors and Accrued Expenses.....	10
11 Hire Purchase and Lease Obligations.....	10
12 Earmarked Reserves.....	11
13 Capital Commitments.....	11
14 Contingent Liabilities.....	11

**Croxley Green Parish Council**

**Council Information**

**31 March 2018**

**( Information current at 26th April 2018 )**

**Chairman**

Cllr M. Saxon

**Councillors**

Cllr J. Hollands (Vice Chairman)

Cllr D. Bains

Cllr K. Baldwin

Cllr E. Benner

Cllr N. Cole

Cllr T. Collingwood

Cllr D. Edmunds

Cllr A. Gallagher

Cllr A. Hobbs

Cllr Ms J. Kaur

Cllr C. Mitchell

Cllr D. Montague

Cllr R. Ridley

Cllr C. Vassiliou

Cllr D. Wallington

**Clerk to the Council**

Mr D. Allison

**Auditors**

PKF Littlejohn

SBA Team

1 Westferry Circus

Canary Wharf

London

E14 4HD

**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 2018**

**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 2018**

**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 2018**

	Notes	2018 £	2017 £
<b>INCOME</b>			
Precept on Principal Authority		286,944	284,021
Council Tax Support Grant		-	4,277
Capital Receipts		4,804	4,104
Interest and Investment Income	1	246	14
Environment and Amenities		1,500	-
Establishment/General Administration		20	-
Miscellaneous		2,050	4,175
Grants and Donations		-	1,000
Chairmans Charity		1,618	1,707
		297,182	299,298
<b>EXPENDITURE</b>			
Establishment/General Administration		97,436	93,753
S137 Expenditure	3	1,400	2,663
Capital Expenditure	8	31,910	4,274
Operational Expenditure:			
Groundwork		61,558	58,522
Police Community Support Officers		28,500	28,500
Environment and Amenities		26,787	38,042
Community Centres		9,699	8,988
Civic & Democratic		7,889	8,999
Community Bus		6,760	6,370
Chairmans Charity		-	1,584
		271,939	251,695
<b>General Fund</b>			
Balance at 01 April 2017		155,520	127,425
Add: Total Income		297,182	299,298
		452,702	426,723
Deduct: Total Expenditure		271,939	251,695
		180,763	175,028
Transfer (to) Earmarked Reserves	12	(22,614)	(19,508)
General Reserve Balance at 31 March 2018		158,149	155,520

*The notes on pages 8 to 11 form part of these unaudited statements.*

**Croxley Green Parish Council**

**Balance Sheet**

**31 March 2018**

	Notes	2018 £	2018 £	2017 £
<b>Current Assets</b>				
Debtors and prepayments	9	6,406		6,709
Cash at bank and in hand		<u>389,993</u>		<u>401,191</u>
		396,399		407,900
<b>Current Liabilities</b>				
Creditors and income in advance	10	<u>(17,997)</u>		<u>(54,740)</u>
<b>Net Current Assets</b>			<u>378,402</u>	<u>353,160</u>
<b>Total Assets Less Current Liabilities</b>			<u>378,402</u>	<u>353,160</u>
<b>Total Assets Less Liabilities</b>			<u><u>378,402</u></u>	<u><u>353,160</u></u>
<b>Capital and Reserves</b>				
Earmarked Reserves	12		220,254	197,640
General Reserve			<u>158,148</u>	<u>155,520</u>
			<u><u>378,402</u></u>	<u><u>353,160</u></u>

Signed: .....

Cllr M. Saxon  
Chairman

.....  
Mr D. Allison

Responsible Financial Officer

Date: .....

26/4/18.

.....  
26/4/18.

*The notes on pages 8 to 11 form part of these unaudited statements.*

## Croxley Green Parish Council

### Notes to the Accounts

**31 March 2018**

#### **1 Interest and Investment Income**

	2018	2017
	£	£
Interest Income - General Funds	246	14
	<u>246</u>	<u>14</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 £7.57 (year ended 31 March 2017 - £7.42) 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.

	2018	2017
	£	£
The total amount of available for this purpose was	<u>77,373</u>	<u>76,352</u>
Expenditure was incurred for the following purposes:		
Grants - Permitted & Section 137	1,400	2,663
	<u>1,400</u>	<u>2,663</u>

It should be noted that grants to bodies such as the Citizens Advice Bureau are made under other specific legal powers and so are not included in the above figures.

#### **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:

	2018	2017
	£	£
Recruitment Advertising	2,499	1,938
Parish Pump Newsletter	2,152	1,620
	<u>4,651</u>	<u>3,558</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 2018**

**6 Pensions**

For the year of account the council's contributions equal 23.80% of employees' pensionable pay. These contributions will remain at 23.80% for the coming year.

**7 Fixed Assets**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31 March the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
Main Office	48,539	48,539
Depot	68,675	68,675
	<u>117,214</u>	<u>117,214</u>
<b><u>Vehicles and Equipment</u></b>		
Office Furniture	8,783	8,783
Office Equipment	13,047	12,592
Vehicles	74,041	74,041
Tools & Equipment	22,506	22,273
Defibrillators	7,411	3,585
	<u>125,788</u>	<u>121,274</u>
<b><u>Infrastructure Assets</u></b>		
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>
<b><u>Community Assets</u></b>		
Weston Wood	27,396	-
	<u>27,396</u>	<u>-</u>
	<u>316,101</u>	<u>284,191</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 2018**

**8 Fixed Assets - Additions and Disposals**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	-	-
Vehicles and Equipment	4,514	4,274
Infrastructure Assets	-	-
Community Assets	27,396	-
Other Assets	-	-
	<u>31,910</u>	<u>4,274</u>

No assets were disposed of during the year.

**9 Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade Debtors	1,723	-
VAT Recoverable	4,658	6,704
Accrued Interest Income	25	5
	<u>6,406</u>	<u>6,709</u>

**10 Creditors and Accrued Expenses**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade Creditors	14,868	44,897
Accruals	3,129	9,843
	<u>17,997</u>	<u>54,740</u>

**11 Hire Purchase and Lease Obligations**

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

<b>Hire/Lessor</b>	<b>Purpose</b>	<b>Annual Lease/Hire Payable £</b>	<b>Year of Expiry</b>
Canon UK Ltd	Photocopier Lease	542	2022

**Croxley Green Parish Council**

**Notes to the Accounts**

**31 March 2018**

**12 Earmarked Reserves**

	<b>Balance at 01/04/2017</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	64,424	4,804	-	69,228
Asset Renewal Reserves	89,628	7,000	-	96,628
Other Earmarked Reserves	43,588	10,810	-	54,398
<b>Total Earmarked Reserves</b>	<b>197,640</b>	<b>22,614</b>	<b>-</b>	<b>220,254</b>

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 2018 are set out in detail at Appendix A.

**13 Capital Commitments**

The council had no other capital commitments at 31 March 2018 not otherwise provided for in these accounts.

**14 Contingent Liabilities**

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

**Croxley Green Parish Council****Notes to the Accounts****31st March 2018****Schedule of Earmarked Reserves**

	<u>Balance at</u> <u>01/04/2017</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2018</u>
	£	£	£	£
<b><u>Capital Projects Reserves</u></b>				
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	4,804		8,908
<b>Total</b>	<b>64,424</b>	<b>4,804</b>	<b>0</b>	<b>69,228</b>
<b><u>Asset Replacement Reserves</u></b>				
Vehicle Replacement Fund	48,248	4,000		52,248
Equipment Replacement Fund	41,380	3,000		44,380
	<b>89,628</b>	<b>7,000</b>	<b>0</b>	<b>96,628</b>
<b><u>Other Earmarked Reserves</u></b>				
Multi Sports Court	19,339	1,000		20,339
Village Plan Development	1,800			1,800
Elections	15,810	5,000		20,810
Stones Orchard Fund	3,429			3,429
Local Travel Map	1,000			1,000
Commemorative Tree Plaques	1,460			1,460
Defibrillator Maintenance	250			250
Fly Tipping	500	130		630
Pond Refurbishment		1,680		1,680
Street Trees		1,500		1,500
Defibrillators		1,500		1,500
	<b>43,588</b>	<b>10,810</b>	<b>0</b>	<b>54,398</b>
<b>TOTAL EARMARKED RESERVES</b>	<b>197,640</b>	<b>22,614</b>	<b>0</b>	<b>220,254</b>