

HOOK PARISH COUNCIL

Financial Statements
for the year ended
31st March 2013

HOOK PARISH COUNCIL

Explanatory Foreword to the unaudited financial statements for the year ended 31st March 2013

The Council's financial statements have been prepared in compliance with 'proper accounting practices' required by the Accounts and Audit Regulations for local councils. Whereas local councils were formerly obliged to prepare financial statements which were a receipts and payments summary, they are now prepared on the accruals basis and include a balance sheet and supporting notes. The Council falls within the Audit Commission's limited assurance audit regime and so the external audit opinion will be provided on the Annual Return, which includes a summary of the Income and Expenditure Account and particulars of bank balances, long-term assets and liabilities. The audit opinion will be provided and advertised in due course.

The financial statements comprise the following:-

- X Income and Expenditure Account - recording financial transactions during the year for both revenue and capital schemes.
- X Balance Sheet - summarising the Council's financial position at the year end.
- X Notes to the Accounts - providing explanatory detail and more information on the financial statements and operational assets such as community facilities.

HOOK PARISH COUNCIL

Income & Expenditure Account for the year ended 31st March 2013

	<u>2013</u>	<u>2012</u>
	<u>£</u>	<u>£</u>
<u>Income</u>		
Precept	312,000	312,000
Grant from Hart DC re cemetery loan interest	-	281
Cemetery and other fees and charges	6,727	3,217
Bank interest	17,946	9,870
Other income	784	-
	337,457	325,368
<u>Expenditure</u>		
General administration		
Staff costs and expenses	54,584	50,961
Insurance	1,503	1,507
Office rent and hire of halls	7,723	7,671
General professional fees including audit	4,073	3,453
Office and secretarial expenses	6,649	5,501
Election costs	5,747	5,009
Community facilities		
Cemetery, excluding loan charges	2,791	3,896
Parks and open spaces	51,164	54,203
Street lighting and CCTV	7,264	7,820
Christmas lighting	5,325	6,124
Litter and graffiti clearance, cleansing	22,074	23,769
Elizabeth Hall professional fees	3,256	6,742
Hook Community Centre redevelopment		
Professional fees	2 72,111	20,800
Contractor's charges	2 -	-
Interest and principal repayments on loan for purchase of cemetery (repaid by March 2012)	-	6,017
Community support		
Grants and similar payments	2 10,742	11,169
Hook Village Halls Community Association	1,800	5,000
Support for Base Youth Club	15,097	13,596
Capital expenditure	7[a] 9,365	7,097
	281,268	240,335
<u>Net income for the year</u>	56,189	85,033
Transfers to reserves	8 -72,000	-131,800
Amount taken from General Fund balance	-15,811	-46,767
General Fund balance brought forward	91,921	138,688
<u>General Fund balance carried forward</u>	76,110	91,921

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Balance Sheet as at 31st March 2013

	<u>Note</u>	<u>2013</u> £	<u>2012</u> £
<u>Current assets</u>			
Sundry debtors and accrued income		14,819	4,357
VAT recoverable		10,257	7,414
Bank balances		<u>833,267</u>	<u>786,448</u>
		858,343	798,219
<u>Current liabilities</u>			
Creditors	5	<u>19,903</u>	<u>15,968</u>
<u>Net assets</u>		<u>838,440</u>	<u>782,251</u>
Represented by:-			
Earmarked reserves	8	762,330	690,330
General fund	8	<u>76,110</u>	<u>91,921</u>
		<u>838,440</u>	<u>782,251</u>

These financial statements present fairly the financial position of the Council as at 31st March 2013 and reflect its Income and Expenditure for the year then ended.

Approved at a meeting of the Parish Council held on 5 June 2013

Mrs D A Atkins
Responsible Financial Officer

Mr I Chalmers
Council Chairman

HOOK PARISH COUNCIL

Notes to the financial statements for the year ended 31st March 2013

1. Accounting policies

These financial statements have been prepared following the guidance issued by CIPFA to enable local councils to meet the requirements of the Accounts and Audit Regulations. The following are the principal accounting policies which have been applied consistently to items which are material in relation to these statements.

[a] Basis of preparation

These statements are prepared on an accruals basis and therefore include income receivable and accounts payable at the year end.

[b] Fixed assets and funding

Assets such as Council buildings that are held for long-term use are not included in the balance sheet but are disclosed in the supporting notes. These are valued in accordance with CIPFA guidance as follows:

x Land, operational properties are stated at estimated current values following a revaluation. Other assets are stated at depreciated current values based on current prices for similar equipment. In accordance with CIPFA guidance, capital funding is not included on the balance sheet.

x Community assets to be held in perpetuity are valued at £1.

[c] Value Added Tax (VAT)

Income and expenditure is stated exclusive of VAT.

2. Community support

The Council is entitled under Section 137 of the Local Government Act 1972 (as amended) to spend up to £6.80 per head of the electorate in any on projects not specifically authorised by other powers. The total amount available for this purpose in 2012/13 was £38,949, and £240 was spent by way of grants to local voluntary organisations under these powers.

The Council met the development and construction cost of the new Elizabeth Hall. The property is on land owned freehold by the Elizabeth Hall Charity and is leased to the Council at a peppercorn rental. It is then subleased by the Council to the Hook Village Halls Charitable Association (HVHCA) for a term approaching 50 years, also at a peppercorn rental.

The Council is also planning to fund the cost of refurbishing the Hook Community Centre, which is also operated by the HVHCA, currently on informal tenancy arrangements. The Council has incurred professional fees of £72,111 and provided revenue support of £1,800 during the year.

3. Advertising & publicity

The Council incurred expenditure amounting to £1,423 on advertising and publicity (2011/12: £1,300) during the year. This was for printing and distribution of the annual report.

4. Pensions

The Council does not contribute to pension schemes for any of its staff.

5. Creditors

	<u>2013</u>	<u>2012</u>
	<u>£</u>	<u>£</u>
Revenue expenditure, sundry creditors	19,903	15,968

6. Contingent liabilities

There were no contingent liabilities as at 31st March 2013 (March 2012: none)

7. Fixed assets

[a] Capital expenditure

During the year the Council incurred expenditure on the following capital projects:-

- Office equipment replacement	<u>£</u> 2,090
- Public seating, benches, notice boards	<u>7,275</u>
	<u>9,365</u>

[b] Capital receipts

The Council did not receive any contributions towards capital expenditure in the year.

c] <u>Fixed assets owned by the Council</u>	
Hook Village Community Hall (leased to the Community Association, no rent charged)	1,885,000
Elizabeth Hall (see Note 2, being a community asset)	1
Other operational buildings	11,000
Parks and open spaces (all £1 nominal):-	8
- Hartletts Park	
- Wellworth Park	
- King George V playing fields	
- Cemetery	
- John Morgan Close	
- Varndell Road	
- Holt Park & Bassets Mead	
- Bell Meadow Estate	
Street furniture and facilities:	
- CCTV cameras, Hartletts Park	55,000
- Two bus shelters, public seats, notice boards	19,410
- 50 street light standards	50,000
- Play equipment, tennis court, seats & benches	414,000
- Holt Park sculpture	18,000
Office equipment	<u>10,900</u>
	<u>2,463,319</u>

King George V playing fields is a registered charity (No. 1085457). The land was gifted to Hook Parish Council in 1936, and the Council is corporate trustee. The site is an area of open recreation land which is fully maintained by Hook Parish Council. It is available to local people free of charge for recreation. The charity has no income and no expenditure as declared in the Charity Commission Annual Return, which was updated online in 2012.

8. Reserves and balances

	<u>Total</u>	<u>General</u>	<u>Earmarked</u>
	<u>£</u>	<u>fund</u>	<u>reserves</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Balances brought forward	782,251	91,921	690,330
Net income from Income & Expenditure Account	56,189	56,189	-
Transfers to (-) or from reserves	-	-72,000	72,000
Balances carried forward	<u>838,440</u>	<u>76,110</u>	<u>762,330</u>

The amount retained in earmarked reserves at 31st March 2013 represents the following:-

	<u>£</u>
Hook Community Centre upgrade	369,126
Developer's payment for maintenance at Holt Park, received 2007/08	340,757
Planning action reserve	5,000
Delayed projects	17,000
Replacement of play equipment, Wellworth Park	30,447
	<u>762,330</u>