

KERSEY PARISH COUNCIL RECEIPTS AND PAYMENTS END OF YEAR ACCOUNT

| 31-Mar-17 | | 31-Mar-18 |
|-------------------|--------------------------------|---------------------------|
| £ 6,786.00 | Precept | £ 7,340.00 |
| £ 773.00 | KCPC | £ 1,031.00 |
| £ 415.40 | Footpath | £ 435.40 |
| £ 2.84 | Millennium Book Fund | £ 2.85 |
| £ 6.26 | Bank Interest | £ 11.70 |
| £ 43.08 | Council Tax Support Grant | £ - |
| £ 344.33 | Transparency Fund Grant | £ 311.04 |
| £ 1,137.00 | Other income | £ 550.00 Donations |
| £ 240.70 | VAT Repayment | £ 608.62 |
| £ 9,748.61 | TOTAL RECEIPTS | £10,290.61 |
| | | |
| £ 652.86 | Administration | £ 684.22 |
| £ 4,105.20 | Staff costs | £ 4,298.79 |
| £ 182.28 | Training and external meetings | £ 38.00 |
| £ 192.90 | Street Lighting | £ 204.45 |
| £ 2,798.81 | KCPC | £ 595.33 |
| £ 34.92 | Footpath | £ 734.00 |
| £ - | Millennium Book Fund | £ - |
| £ - | Footpath Map Printing | £ - |
| £ 1,859.50 | Section 137 | £ - Defibrillator project |
| £ 524.15 | Insurance | £ 373.76 |
| £ 75.00 | Glebe Hedgecut | £ 70.00 |
| £ 84.00 | RoSPA Inspection | £ 84.00 |
| £ 400.00 | St Mary's Church | £ 400.00 |
| £ - | Defibrillator Annual support | £ 126.00 |
| £ 41.29 | Dog bin emptying charge | £ 41.29 |
| £ - | Fixed Asset repairs | £ - |
| £ - | Parish Council Election costs | £ - |
| £ 611.77 | VAT on Payments | £ 288.25 |
| £11,562.68 | TOTAL PAYMENTS | £ 7,938.09 |

RECEIPTS & PAYMENT SUMMARY

| | | |
|-------------------|-------------------------|-------------------|
| £ 18,668.55 | Balance as at 1st April | £ 16,854.48 |
| £ 9,748.61 | Total Receipts | £ 10,290.61 |
| £ 11,562.68 | Less Payments | £ 7,938.09 |
| £16,854.48 | | £19,207.00 |

CUMULATIVE FUNDS IN THE BANK AT 31 MARCH

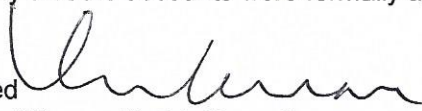
| | | |
|-------------------|-------------------------------|-------------------|
| £ 13,482.29 | Barclays Business Premium a/c | £ 16,042.61 |
| £ 527.44 | Barclays Current a/c | £ 316.79 |
| £ 2,844.75 | Ipswich Building Society a/c | £ 2,847.60 |
| £16,854.48 | | £19,207.00 |
| £ - | Less Unpresented Cheque | £ - |
| £16,854.48 | Balance c/f | £19,207.00 |

The Accounts represent fairly the financial position of Kersey Parish Council as at 31 March 2018 and reflect its receipts and payments during the year.

Signed 
Responsible Finance Officer

Date 30 April 2018

I certify that the accounts were formally approved at the Council Meeting on 14 May 2018

Signed 
Chair of Kersey Parish Council

Date 14-5-18

**KERSEY PARISH COUNCIL
YEAR END ACCOUNTS
1 April 2017 - 31 March 2018**

**Kersey Parish Council Consolidated Accounts
Year End Bank Reconciliation as at 31 March 2018**

Funds at the Bank

Barclays

| | |
|--------------------------|------------|
| Business Premium Account | £16,042.61 |
| Current Account | £316.79 |
| | £16,359.40 |

Ipswich Building Society

| | |
|------------------------------|-------------------|
| Millennium Book Fund Account | £2,847.60 |
| | £19,207.00 |

Balances as per Cashbooks

| | | |
|--|-------------------|-------------------|
| Kersey Parish Council balance b/f 1 April 2017 | £14,009.73 | |
| Millennium Book Fund balance b/f 1 April 2017 | £2,844.75 | |
| | £16,854.48 | |
| Plus total Receipts | £10,290.61 | |
| | £27,145.09 | |
| Total payments | £7,938.09 | |
| | £7,938.09 | |
| Total Receipts plus balances at 1 April | | £27,145.09 |
| Less Total Payments | | £7,938.09 |
| | | £19,207.00 |

Allocated reserves held in bank

| | |
|---|-------------------|
| Millennium Book Fund (Ring Fenced) | £2,847.60 |
| KCPC Working Group (Ring Fenced) | £2,889.33 |
| Footpath Working Group | £1,736.75 |
| Defibrillator and Village Emergency Tel | £649.06 |
| Election Provision | £837.50 |
| Church Walk Future Maintenance | £1,560.00 |
| Training reserve | £497.69 |
| Footpath Map printing reserve | £188.50 |
| Fixed Asset reserve | £1,996.05 |
| Council Tax Support Grant | £729.50 |
| Parish Council General Reserves | £5,275.02 |
| | £19,207.00 |

Kersey Parish Council bank reconciliation prepared by
the Clerk and RFO Sarah Partridge on 30 April 2018

KERSEY PARISH COUNCIL SIGNIFICANT VARIANCES FOR YEAR ENDING 31 MARCH 2018

| 31-Mar-17 | | 31-Mar-18 | Variance | % Variance | Reason for variance (Auditor PKF Littlejohn require explanation if over 15% and more than £200) |
|--------------------|--------------------------------|--------------------|-----------------|-------------------|---|
| £ 6,786.00 | Precept | £ 7,340.00 | £ 554.00 | 8.2% | Increased to cover budgeted expenses & new expense of defibrillator and VETS £226 |
| £ 773.00 | KCPC | £ 1,031.00 | £ 258.00 | 33.4% | Quiz night income up due to higher attendance, income up by £228 plus income up £30 from donation for use of quiz questions |
| £ 415.40 | Footpath | £ 435.40 | £ 20.00 | 4.8% | |
| £ 2.84 | Millennium Book Fund | £ 2.85 | £ 0.01 | 0.4% | |
| £ 6.26 | Bank Interest | £ 11.70 | £ 5.44 | 86.9% | |
| £ 43.08 | Council Tax Support Grant | £ - | -£ 43.08 | -100.0% | Discretionary grant from District Council discontinued |
| £ 344.33 | Transparency Fund Grant | £ 311.04 | -£ 33.29 | -9.7% | Grant £311.04 received to help with costs of complying with Transparency Code, spent during the year (YE 2017 more transparency costs so larger grant applied & received) |
| £ 1,137.00 | Other income | £ 550.00 | -£ 587.00 | -51.6% | Donation received for defibrillator £500 and from photo shoot in Kersey £50 (YE 17 donation from County Councillor £1,000 and £137 from parishioners for defibrillator) |
| £ 240.70 | VAT Repayment | £ 608.62 | £ 367.92 | 152.9% | More VAT reclaimed due to more VAT paid in YE 2017. (Unable to reclaim £3.15 as no VAT number/supplier address |
| £ 9,748.61 | TOTAL RECEIPTS | £ 10,290.61 | | | |
| £ 652.86 | Administration | £ 684.22 | £ 31.36 | 4.8% | |
| £ 4,105.20 | Staff costs | £ 4,298.79 | £ 193.59 | 4.7% | |
| £ 182.28 | Training and external meetings | £ 38.00 | -£ 144.28 | -79.2% | Less training attended, travel expenses now inc in staff costs (YE 17 Councillor planning training £70, travel exp £51) |
| £ 192.90 | Street Lighting | £ 204.45 | £ 11.55 | 6.0% | |
| £ 2,798.81 | KCPC | £ 595.33 | -£ 2,203.48 | -78.7% | YE 17 Increased spending due to project to replace bark chips with rubber chips £2301.09. |
| £ 34.92 | Footpath | £ 734.00 | £ 699.08 | 2001.9% | Increased due to purchase of new mower £730 |
| £ - | Millennium Book Fund | £ - | £ - | 0.0% | |
| £ - | Footpath Map Printing | £ - | £ - | 0.0% | |
| £ 1,859.50 | Section 137 | £ - | -£ 1,859.50 | 100.0% | YE 17 defibrillator set up £1,650.00, electrical fitting £83.50, Community Heartbeat Trust annual membership (support package) £126.00 |
| £ 524.15 | Insurance | £ 373.76 | -£ 150.39 | -28.7% | New insurance deal with good cover agreed with Came & Co, premium £153 less. |
| £ 75.00 | Glebe Hedgecut | £ 70.00 | -£ 5.00 | -6.7% | |
| £ 84.00 | RoSPA Inspection | £ 84.00 | £ - | 0.0% | |
| £ 400.00 | St Mary's Church | £ 400.00 | £ - | 0.0% | |
| £ - | Defibrillator Annual support | £ 126.00 | £ 126.00 | 100.0% | Defibrillator annual support package £126 (power identified so not Section 137) |
| £ 41.29 | Dog bin emptying charge | £ 41.29 | £ - | 0.0% | |
| £ - | Fixed Asset repairs | £ - | £ - | 0.0% | No fixed asset repairs |
| £ - | Parish Council Election costs | £ - | £ - | 0.0% | |
| £ 611.77 | VAT on Payments | £ 288.25 | -£ 323.52 | -52.9% | YE 17 Increased due to KCPC project to replace bark chips with rubber chips £447.67 VAT paid on this project |
| £ 11,562.68 | TOTAL PAYMENTS | £ 7,938.09 | | | |
| £ 30,161.00 | Fixed Assets | £ 30,439.00 | £ 278.00 | 0.9% | |

Explanation of High Reserves. On the Annual Return Accounting Statement box 7 is more than twice box 2 because Kersey Parish Council has agreed to hold allocated reserves as listed on the bank reconciliation
Total reserves £19,207.00. Allocated reserves £13,931.98. Parish Council general unallocated reserves £5,275.02

KERSEY PARISH COUNCIL
Budget to 31 Mar 2018 and Precept for 2018/2019

| VAT not included in budget figures | 2017/18 | 2017/18 | 2018/19 | |
|---|---------------------------------|-------------------------------|---------------------------------|---|
| Parish Council | Budget/ Precept 2017/2018 | Actual to 31 March 2018 | Budget/ Precept 2018/2019 | Notes: Assume 3% increase unless known budget estimate amount |
| Post/Tel/Stationery/copier cartridge | £135.00 | £27.51 | £135.00 | |
| Clerk's working from home exp | £208.00 | £208.00 | £208.00 | £4/week |
| Hall Hire:Parish Council 11 @ £5 | £50.00 | £65.00 | £55.00 | |
| Annual Parish Assembly @ £10 | £10.00 | £10.00 | £10.00 | |
| SALC subscription | £172.98 | £173.71 | £180.00 | |
| External Audit | £100.00 | £100.00 | £100.00 | External audit fees for 17/18 to 21/22 £200 unless exempt |
| Data Protection | £35.00 | £0.00 | £188.00 | ICO reg £35, new GDPR enforced May 2018 DPO Yr 1 £150, Yr 2 £50 |
| Website hosting | £100.00 | £100.00 | £100.00 | Used to be free with SCC, SCC withdrew service, now with Suffolk.cloud |
| Sub total for Admin | £810.98 | £684.22 | £976.00 | |
| Clerk's Salary & Staff Costs | £4,150.00 | £4,298.79 | £4,915.00 | Heading amended Oct 17 to inc staff costs ie mileage, overspend to come from training/external mtgs budget if nec. SCP27 17/18 £12.564/hr. Transparency grant £211.08 for staff costs |
| Training/External Meetings | £250.00 | £38.00 | £250.00 | £212 underspend - added to reserve |
| Street Lighting | £210.00 | £204.45 | £225.00 | |
| Parish Council Insurance | £500.00 | £331.76 | £340.00 | Oct 17 new 3 year Long term agreement with Came & Co |
| Glebe Insurance | £50.00 | £42.00 | £50.00 | |
| Hedge Cut - The Glebe | £83.00 | £70.00 | £80.00 | |
| Playground Safety Inspection | £85.00 | £84.00 | £87.00 | |
| Dog Litter Bin emptying charge | £45.00 | £41.29 | £45.00 | |
| St Mary's Church | £400.00 | £400.00 | £420.00 | 18/19 split £265 Churchyd £110 Nletter £45 Clock (last increased Nov 2017) |
| Defibrillator & Village Emergency Tel | £226.00 | £126.00 | £135.00 | CHT memb'shp inc Defib managed solution £126, VETS £100. £100 underspend - added to reserve as VETS not set up |
| Chairman's Allowance | £0.00 | £0.00 | £0.00 | |
| Election costs | £25.00 | £25.00 | £25.00 | Routine elections every 4 years, next election in May 2019, added to reserve |
| Church Walk future maintenance | £130.00 | £130.00 | £130.00 | Added to reserve |
| Footpath Map printing reserve | £75.00 | £75.00 | £75.00 | Build up reserve for reprint £75/year (approx 1,000 maps/yr) added to reserve |
| Contingencies | £300.00 | £0.00 | £200.00 | 18/19 Reduced by £100 to cover GDPR additional cost for year 1. |
| Adjustment to round precept | £0.02 | £0.00 | | |
| Precept | £7,340.00 | £6,550.51 | £7,953.00 | Precept for 2018/19 £7953 / Tax base 180.98 = £43.94 for a band D property. Budget approved 22 Jan 18 minute ref 17/18 |
| Transparency Fund Grant | £311.04 | | | £211.08 staff hours, £99.96 website hosting |
| Other PC income | £561.70 | | | £50 Filming donation, £500 Kersey Mill donation (added to Defib & VETS reserve), £11.70 Bank interest |
| PC Income | £8,212.74 | | | |
| Agreed spending from PC reserves: | | £729.17 | £100.00 | Defibrillator costs funded from Defib and VETS reserve FP reserve - new mower |
| | £8,212.74 | £7,279.68 | £8,053.00 | Total Budget |
| KCPC | £967.00 | £595.33 | | KCPC Income 17/18 - Estimated £820.00. Actual £1031.00 |
| Footpath | £282.00 | £4.83 | | Footpath Income 17/18 - Estimated £415.40. Actual £435.40 |
| Millennium Book Fund | £0.00 | £0.00 | | Millennium Book Fund Income 17/18 - Est £2.80. Actual £2.85 |
| Total actual spend | | £7,879.84 | | Spent £729.17 on new mower from FP reserves |
| Reserves (Cash at Bank) | At 1.4.17 | At 31.3.18 | | Minute ref 17/15 and 30/18 agreed to allocate underspends on budgets: Underspend on training allocated to training reserve £212.00. Underspend on defib/VETS allocated to defib/VETS £100 plus £500 donation. Remaining total budget underspend allocated to fixed asset reserve. £8212.74-£6550.51=£1662.23 total surplus less (£212.00+£600.00) = £850.23 to fixed asset reserve. |
| KCPC Working Group (Ring fenced) | £2,453.66 | £2,889.33 | | |
| Footpath Working Group | £2,035.35 | £1,736.75 | | |
| Defib & VETS reserve | 49.06 | £649.06 | | |
| Election costs reserve | £812.50 | £837.50 | | |
| Church Walk Maintenance Reserve | £1,430.00 | £1,560.00 | | Precept for 2017/18 £7340 (approved 16 Jan 17 min ref 15/17) |
| Training reserve | £285.69 | £497.69 | | Tax base 183.47 = £40 for a band D property |
| Footpath Map printing reserve | £113.50 | £188.50 | | Precept for 2016/17 £6,786 plus CTax Support Grant £43.08 |
| Fixed Asset Reserve | £1,145.82 | £1,996.05 | | Tax Base 181.25 = £37.44 for a band D property |
| Council Tax Support grant money | £729.50 | £729.50 | | Budget approved 25 Jan 16 minute ref 18/16 |
| General Parish Council Reserve | £4,954.65 | £5,275.02 | | |
| | £14,009.73 | £16,359.40 | | Precept for 2015/16 £6,700 plus a CTax Support Grant £86.17 |
| Millennium Book Fund Account | £2,844.75 | £2,847.60 | | Tax Base 180.31 = £37.16 for a band D property |
| General PC reserves - advice is to hold between 6-12 months gross expenditure (£5,000 - £10,000) General PC reserves vary from year to year partly due to VAT being paid one year and reclaimed the following year. | | | | |