

HOVETON PARISH COUNCIL

Summary of Accounts 1st April 2015 to 31st March 2016

	Opening Balance 1 st April 2015		<u>£50,987.06</u>
2014/2015	<u>Income 01/04/2015 to 31/03/2016</u>		
£39,428.00	Precept	£40,216.00	
£4,743.00	Council Tax Support Grant	£4,032.00	
£5,586.66	VAT Reclaimed	£1,325.22	
£7,850.00	Granary Staithe Grants/Appeal	£0.00	
£30.00	Other Grants	£730.00	
£85.55	Interest	£85.87	
£182.40	Miscellaneous Income	£1,886.43	
£57,905.61	Total Income	£48,275.52	
	<u>Total Funds Carried Forward</u>		<u>£99,262.58</u>
	<u>Expenditure 01/04/2015 to 31/03/2016</u>		
£6,982.26	Clerk's Wages	£3,119.30	
£320.16	Clerk's Mileage/Expenses	£398.17	
£2,311.00	Litter Picker Wages	£3,296.50	
£182.55	Postages/Telephone/Stationery	£346.80	
£1,691.07	Insurance	£1,727.34	
£525.78	Fees and Charges	£501.00	
£188.00	Premises Hire	£237.00	
£459.95	Subscriptions	£472.63	
£355.00	Councillors/Clerk Training	£30.00	
£8.99	Office Equipment	£9.91	
£0.00	Election Costs	£63.86	
£36.48	Website	£90.59	

£8,808.54	Granary Staithe Loan Repayments	£8,808.54
£26,561.85	Granary Staithe Capital Expenditure	£4,437.85
£200.00	Events	£29.75
£28.72	Tax and NIC	£1,671.72
£2,168.00	Maintenance of Playing Field	£1,084.00
£1,550.00	Grants	£350.00
£51.68	Ad Hoc Maintenance	£0.00
£368.15	Energy Charges	£454.11
£0.00	Village Seats	£1,731.13
£2,506.49	Dog Waste/Litter Removal	£3,641.80
£2,040.00	Landscaping	£2,040.00
£1,579.23	Riverside Park Maintenance	£1,825.87
£0.00	Special Projects	£9,750.00
£350.00	Granary Staithe Maintenance	£457.76
£6,843.57	VAT Paid on Goods/Services	£2,711.33
£66,117.47	Total Expenditure	£49,286.96
£50,987.06	<u>Balance Carried Forward to 2016/2017</u>	<u>£49,975.62</u>

RFO: 

Date: 6/6/16

Chair: 

Date: 6/6/16

Hoveton Parish Council (2015/2016)

Financial Year Ending 31 March 2016

Balances as at 31 March 2016

A/c No. 40489794	Barclays Business Current Account	£27,291.86	
A/c No. 10340456	Barclays Business Saver Account No1	£22,683.76	
	Petty Cash (A)	£0.00	
	Add		
	Uncleared deposits	£0.00	
	Less		
	Unpresented cheques	£0.00	
	Creditors (A)	£0.00	<u>£49,975.62</u>

Transactions FY 2015/2016

Income	Opening balance Bank a/c No 1 @ 01 04 2015	£28,389.17	
	Opening balance Savings a/c No 1 @ 01 04 2015	£22,597.89	
	Opening balance Petty Cash (A)	£0.00	
		£0.00	<u>£50,987.06</u>
	Precept (A)	£40,216.00	
	VAT Refunds (A)	£1,325.22	
	Grants (A)	£4,762.00	
	Other Income (A)	£1,886.43	
	Granary Staithe	£0.00	
	Bank Interest	£0.00	
	Interest Savings a/c (A)	£85.87	<u>£48,275.52</u>
Expenditure	Outgoings Including Petty Cash (Inclusive of VAT) (A)	£49,286.96	
	Creditors (A)	£0.00	<u>£49,286.96</u>

Closing Balance at 31 March 2016


£49,975.62

RFO



Date 6/6/16

Chairman



Date 6/6/16

HOVETON PARISH COUNCIL SAVINGS ACCOUNT 2015/2016

Account Balance

£22,683.76

Column Balances

£22,597.89

£85.87

£0.00

Date	Item	Deposits	Interest	Withdrawals
01/04/2015	Balance brought forward	£22,597.89		
31/12/2015	Interest earned gross (for the period 31 Dec 2014 to 30 Dec 2015)		£85.87	

Hoveton Parish Council Petty Cash Book

Date	INCOME		EXPENDITURE	
	Description	Petty Cash	Description	Petty Cash
01-Apr-15	Opening balance	0.00		

HOVETON PARISH COUNCIL – FINANCIAL STATEMENT FOR THE 12 MONTHS APRIL 1st 2015 TO MARCH 31st 2016

<u>Estimated</u> <u>2015/2016</u>	<u>Spent</u> <u>2015/2016</u>	<u>Available</u>	
			<u>Administration Expenses</u>
7465.00	3119.30	4345.70	Clerks Salary
400.00	398.17	1.83	Clerks mileage and other office expenses
2983.00	3296.50	-313.50	Litter Picking
300.00	346.80	-46.80	Postage/Telephone/Stationery/Photocopier/Misc.Items
1850.00	1727.34	122.66	Insurance
467	501.00	-34.00	Audit/Legal Fees/Bank Charges
210	237.00	-27.00	Hire of Jubilee Room & HVH for meetings
483	472.63	10.37	NCAPTC/NRLC/NPFA/NRCC/CPRE/SLCC
0	0.00	0.00	Chairmans Expenses
200	30.00	170.00	Councillors/Clerk Training
0	9.91	-9.91	Office Equipment
1900	63.86	1836.14	Election Costs
40	90.59	-50.59	Website
8809	8808.54	0.46	Granary Staithe (loan repayments)
0	4437.85	-4437.85	Granary Staithe Capital
0	29.75	-29.75	Events
0	1671.72	-1671.72	Tax and NIC
<u>25107.00</u>	<u>25240.96</u>	<u>-133.96</u>	<u>Sub-Total</u>
			<u>Grants</u>
1084.00	1084.00	0.00	Village playing field grass cutting LG (MP) s19
350.00	0.00	350.00	Hoveton St.John P.C.C. Churchyard LGA 1972 s137
350.00	0.00	350.00	Hoveton St.Peter P.C.C. Churchyard LGA 1972 s137
500.00	0.00	500.00	Citizens Advice North Walsham Donation LGA 1972 s137
65.00	0.00	65.00	British Legion Wreath Donation LGA 1972 s137
200.00	200.00	0.00	Hang Loose (Hoveton Youth Club)
0.00	150.00	-150.00	Ad Hoc Grants
<u>2549.00</u>	<u>1434.00</u>	<u>1115.00</u>	<u>Sub-Total</u>

			<u>Maintenance</u>
386.00	454.11	-68.11	E-on - Energy Add.Allowance (extra lamps)
1000.00	1731.13	-731.13	Village Seats. Clearing u/growth & staining
2125.00	3641.80	-1516.80	Emptying of Litter/Dog Bins (NNDC)
2100.00	2040.00	60.00	NNDC Landscaping
1637.00	1825.87	-188.87	Riverside Park
0.00	9750.00	-9750.00	Special Projects
1000.00	457.76	542.24	Granary Staithe Maintenance (excl Capital Works)
350.00	0.00	350.00	Traffic Count
<u>8598.00</u>	<u>19900.67</u>	<u>-11302.67</u>	<u>Sub-Total</u>
 <u>36254.00</u>	 <u>46575.63</u>	 <u>-10321.63</u>	 <u>Grand Total</u>

HOVETON PARISH COUNCIL - VARIATIONS OF EXPENDITURE OVER BUDGET 2015/2016

<u>Expenditure Item</u>	<u>Budget</u>	<u>Spend</u>	<u>Difference</u>	<u>%age Overspend</u>	<u>Reason for overspend</u>
<u>Administration Expenses</u>					
Clerk's Salary (NIC costs - Nil)	7465.00	3119.30	4345.70	None	
Clerk's mileage and other office expenses	400.00	398.17	1.83	None	
Litter Picking	2983.00	3296.50	-313.50	10.51%	Additional hours for litter picker during summer/autumn months.
Postage/Telephone/Stationery/Photocopier/Misc.Items	300.00	346.80	-46.80	15.60%	
Insurance	1850.00	1727.34	122.66	None	
Audit/Legal Fees/Bank Charges	467.00	501.00	-34.00	7.28%	
Hire of Jubilee Room & HVH for meetings	210.00	237.00	-27.00	12.86%	
NCAPTC/NRLC/NPFA/NRCC/CPRE/SLCC	483.00	472.63	10.37	None	
Chairman's Expenses	0.00	0.00	0.00	No budget	
Councillor/Clerk Training	200.00	30.00	170.00	None	
Office Equipment	0.00	9.91	-9.91	No budget	
Election Costs	1900.00	63.86	1836.14	None	
Website	40.00	90.59	-50.59	126.48%	
Granary Staithe (loan repayments)	8809.00	8808.54	0.46	None	
Granary Staithe Capital Expenditure	0.00	4437.85	-4437.85	No budget	Mostly due to cost of GS tarmac walkway (other expenses included signs, padlocks and chain benches, advert for GS deeds, legal fees)
Events	0.00	29.75	-29.75	No budget	
Tax and NIC	0.00	1671.72	-1671.72	No budget	Income Tax/NIC related to Clerk's wages (including tax refund to Clerk).
<u>Grants</u>					
Village playing field grass cutting LG (MP) s19	1084.00	1084.00	0.00	0.00%	
Hoveton St.John P.C.C. Churchyard LGA 1972 s137	350.00	0.00	350.00	None	
Hoveton St.Peter P.C.C. Churchyard LGA 1972 s137	350.00	0.00	350.00	None	
Citizens Advice North Walsham Donation LGA 1972 s137	500.00	0.00	500.00	None	
British Legion Wreath Donation LGA 1972 s137	65.00	0.00	65.00	None	
Hang Loose (Hoveton Youth Club)	200.00	200.00	0.00	0.00%	
Ad Hoc Grants	0.00	150.00	-150.00	No budget	Donation to Bure Valley Conservation Group for Hoveton Bridle Path work.
<u>Maintenance</u>					
E-on - Energy Add.Allowance (extra lamps)	386.00	454.11	-68.11	17.65%	
Village Seats. Clearing u/growth & staining	1000.00	1731.13	-731.13	73.11%	Includes the cost of the purchase of new park bench (plus bench maintenance). Includes the cost of the purchase of several new litter bins.
Emptying of Litter/Dog Bins (NNDC)	2125.00	3641.80	-1516.80	71.38%	
NNDC Landscaping	2100.00	2040.00	60.00	None	
Riverside Park - Donated and anticipated expenditure	1637.00	1825.87	-188.87	11.54%	Additional horticultural work required, plus hire of skip for park clearance.
Special Projects	0.00	9750.00	-9750.00	No budget	HPC's contribution towards the cost of the Tunstead Road trod.
Granary Staithe Maintenance (excl Capital Works)	1000.00	457.76	542.24	None	
Traffic Count	350.00	0.00	350.00	None	
	36254.00	46575.63	-10321.63		

Granary Staithe Loan

Payment No.	Payment Date	Payment	Balance
			£80,000.00
1	Year Ended 2013/2014	£8,808.54	£72,653.27
2	Year Ended 2014/2015	£8,808.54	£65,168.52
3	Year Ended 2015/2016	£8,808.54	£57,543.15

Asset Register							
Item	Number of Items	Location	Date Acquired	Purchase Price £	Insurance Value	Depreciation	Yearly sum to depreciate
Street Lights LED	30	Throughout Hoveton see list	Feb-11	25230		30 years	841
Street Lights LED	35	Throughout Hoveton see list	May-13	26360		30 years	878
Seats and Benches	33	Throughout Hoveton see list	Not Known/Various	Not Known/Various	14008	10 years	1400
Bus Shelter	1	Stalham Road	Not Known	Not Known	6556	30 years	218
Glass Fronted Notice Boards	2	1 Village Hall 1 Precinct	Not Known	Not Known	1711	5 years	342
Village Sign	1	Junction Stalham Road and Horning Road	Not Known	Not Known	3824	10 years	382
Litter Bins	12	Throughout Hoveton see list	Not Known/Various	Not Known/Various	2735	10 years	274
Dog Waste Bins	3	Littlewood Lane/Tunstead Road/Stalham Road	Not Known	Not Known	375	5 years	75
Lap Top G550	1	Clerk's Residence	Aug-11	300		5 years	60
Salt and Grit Bins	2	1 Precinct 1 Wroxham Bridge	Not Known	Not Known	300	10 years	30
Granary Staithe	1	Land at Granary Staithe	27/03/2013	100000		N/A	N/A
Mobile Cleaning and Service Trolley	1	Litterpicker's residence	01/05/2013	136.75		5 years	27
Picnic Tables	3	Granary Staithe	01/06/2014	1540		10 years	154
Fence Granary Staithe	1	Granary Staithe			2563	10 years	256
Life Belt and Holder	1	Granary Staithe	Not Known		200	10 years	20
Embroidered Map	1	Village Hall	Jun-05	Not Known	220	10 years	20
Total				153566.75	32492		4977
NOTE 1							
In accordance with the requirement of External Auditors	assets are valued at	purchase cost or if no purchase cost is available at insurance value with no annual uplift	Generally items valued at less than £100 not insured.				
NOTE 2							
Those items owned by HPC with a value of less than £100 are listed below and generally not insured.							
Item	Number of Items	Location					
Filing Cabinets	2	Village Hall					
Shredder	1	Chair's Residence					
Gazebo	1	Chair's Residence					
Gavel	1	Chair's Residence					
Computer Carry Case	1	Clerk's Residence					
160 GB Hard Drive	1	Clerk's Residence				30 5 years	6
Epson BX305WF Printer	1	Chair's Residence				80 5 years	16
Cork Notice Board	1	Doctors Surgery					
Depreciation 2014/2015							4999
Plus 5% per annum to account for inflation							250
Total Depreciation Allowance for 2014/2015							<u>5249</u>
Depreciation 2015/2016							4999
Plus 5% per annum to account for inflation							250
Total Depreciation Allowance for 2015/2016							<u>5249</u>
Depreciation 2016/2017							4977
Total Depreciation Allowance up to 2016/2017							<u>15475</u>