

HOVETON PARISH COUNCIL

Summary of Accounts 1st April 2016 to 31st March 2017

Opening Balance 1st April 2016 £49,975.62

2015/2016	<u>Income 01/04/2016 to 31/03/2017</u>	
£40,216.00	Precept	£42,300.00
£4,032.00	Council Tax Support Grant	£3,508.00
£1,325.22	VAT Reclaimed	£3,230.26
£0.00	Granary Staithe Grants/Appeal	£0.00
£730.00	Other Grants	£0.00
£85.87	Interest	£83.25
£1,886.43	Miscellaneous Income	£30.00
£48,275.52	Total Income	£49,151.51

Total Funds Carried Forward £99,127.13

	<u>Expenditure 01/04/2016 to 31/03/2017</u>	
£3,119.30	Clerk's Wages	£11,942.12
£398.17	Clerk's Mileage/Expenses	£1,209.24
£3,296.50	Litter Picker Wages	£3,373.50
£346.80	Postages/Telephone/Stationery	£262.96
£1,727.34	Insurance	£955.99
£501.00	Fees and Charges	£1,697.80
£237.00	Premises Hire	£192.50
£472.63	Subscriptions	£485.95
£30.00	Councillors/Clerk Training	£99.00
£9.91	Office Equipment	£73.60
£63.86	Election Costs	£0.00
£90.59	Website	£36.48

£8,808.54	Granary Staithe Loan Repayments	£8,808.54
£4,437.85	Granary Staithe Capital Expenditure	£0.00
£29.75	Events	£0.00
£1,671.72	Tax and NIC	£1,382.62
£1,084.00	Maintenance of Playing Field	£1,105.00
£350.00	Grants	£2,450.00
£0.00	Ad Hoc Maintenance	£0.00
£454.11	Energy Charges	£537.90
£1,731.13	Village Seats	£284.50
£3,641.80	Dog Waste/Litter Removal	£2,422.70
£2,040.00	Landscaping	£0.00
£1,825.87	Riverside Park Maintenance	£2,236.00
£9,750.00	Special Projects	£1,210.11
£457.76	Granary Staithe Maintenance	£1,336.19
£2,711.33	VAT Paid on Goods/Services	£1,258.64
£49,286.96	Total Expenditure	£43,361.34
£49,975.62	<u>Balance Carried Forward to 2017/2018</u>	<u>£55,765.79</u>

RFO: 

Date: 5/6/17

Chair: 

Date: 5/6/17

Hoveton Parish Council (2016/2017)

Financial Year Ending 31st March 2017

Balances as at 31st March 2017

A/c No. 40489794	Barclays Business Current Account	£33,060.97
A/c No. 10340456	Barclays Business Saver Account No1	£22,767.01
	Petty Cash (A)	£0.00
	Add	
	Uncleared deposits	£0.00
	Less	
	Unpresented cheques	£62.19
	Creditors (A)	£0.00
		<u>£55,765.79</u>

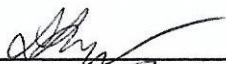
Transactions FY 2016/2017

Income	Opening balance Bank a/c No 1 @ 01 04 2016	£27,291.86
	Opening balance Savings a/c No 1 @ 01 04 2016	£22,683.76
	Opening balance Petty Cash (A)	£0.00
		<u>£49,975.62</u>
	Precept (A)	£42,300.00
	VAT Refunds (A)	£3,230.26
	Grants (A)	£3,508.00
	Other Income (A)	£30.00
	Granary Staithe	£0.00
	Bank Interest	£0.00
	Interest Savings a/c (A)	£83.25
		<u>£49,151.51</u>
Expenditure	Outgoings Including Petty Cash (Inclusive of VAT) (A)	£43,361.34
	Creditors (A)	£0.00
		<u>£43,361.34</u>

Closing Balance at 31 March 2017


£55,765.79

RFO



Date 5/6/17

Chairman



Date 5/6/17

HOVETON PARISH COUNCIL SAVINGS ACCOUNT 2016/2017

Account Balance

£22,767.01

Column Balances

£22,683.76

£83.25

£0.00

Date	Item	Deposits	Interest	Withdrawals
01/04/2016	Balance brought forward	£22,683.76		
30/12/2016	Interest earned gross (for the period 31 Dec 2015 to 29 Dec 2016)		£83.25	

Hoveton Parish Council Petty Cash Book

Date	INCOME		EXPENDITURE	
	Description	Petty Cash	Description	Petty Cash
01-Apr-16	Opening Balance	0.00		

HOVETON PARISH COUNCIL - FINANCIAL STATEMENT FOR THE 12 MONTHS 1st APRIL 2016 TO 31st MARCH 2017

<u>Estimated</u> <u>2016/2017</u>	<u>Spent</u> <u>2016/2017</u>	<u>Available</u>	
			<u>Administration Expenses</u>
8000.00	11942.12	-3942.12	Clerk's Salary
519.58	1209.24	-689.66	Clerk's Mileage and Other Expenses
3453.50	3373.50	80.00	Litter Picking
300.00	262.96	37.04	Postage/Telephone/Stationery/Photocopying/Misc Items
1887.00	955.99	931.01	Insurance
500.00	1697.80	-1197.80	Audit/Legal Fees/Bank Charges
280.50	192.50	88.00	Hire of Jubilee Room/HVH for meetings
492.66	485.95	6.71	NALC/CPRE/SLCC, etc
0.00	0.00	0.00	Chairman's Expenses
200.00	99.00	101.00	Councillor/Clerk Training
250.00	73.60	176.40	Office Equipment
0.00	0.00	0.00	Election Costs
105.29	36.48	68.81	Website
8809.00	8808.54	0.46	Granary Staithe (Loan Repayments)
0.00	0.00	0.00	Granary Staithe Capital Expenditure
0.00	0.00	0.00	Events
1705.15	1382.62	322.53	Tax and NIC
<u>26502.68</u>	<u>30520.30</u>	<u>-4017.62</u>	<u>Sub-Total</u>
			<u>Grants</u>
1105.68	1105.00	0.68	Village playing field grass cutting LG(MP)A s19
700.00	700.00	0.00	Hoveton St. John P.C.C. Churchyard LGA 1972 s137
700.00	700.00	0.00	Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137
1000.00	1000.00	0.00	Citizens Advice North Walsham Donation LGA 1972 s137
65.00	50.00	15.00	British Legion Wreath Donation LGA 1972 s137
200.00	0.00	200.00	Hang Loose (Hoveton Youth Club)
0.00	0.00	0.00	Ad Hoc Grants
<u>3770.68</u>	<u>3555.00</u>	<u>215.68</u>	<u>Sub-Total</u>

			<u>Maintenance</u>
393.72	537.90	-144.18	E.on - Energy Add Allowance (extra lamps)
1500.00	284.50	1215.50	Village Seats
2306.22	2422.70	-116.48	Dog and Litter Bins
4000.00	0.00	4000.00	NNDC Landscaping
1800.00	2236.00	-436.00	Riverside and Pocket Park
13000.00	1210.11	11789.89	Special Projects
1200.00	1336.19	-136.19	Granary Staithe Maintenance (excl Capital Works)
0.00	0.00	0.00	Traffic Count
<u>24199.94</u>	<u>8027.40</u>	<u>16172.54</u>	<u>Sub-Total</u>
<u>54473.30</u>	<u>42102.70</u>	<u>12370.60</u>	<u>Grand Total</u>

HOVETON PARISH COUNCIL - VARIATIONS OF EXPENDITURE OVER BUDGET 2016/2017

<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	8000.00	11942.12	-3942.12	49.28%	Increase in Clerk's hours from 30-40 hours per month to 60-80 hours per month.
Clerk's Mileage and Other Expenses	519.58	1209.24	-689.66	132.73%	Inclusion of Clerk's LGPS pension payments (beginning in November 2016).
Litter Picking	3453.50	3373.50	80.00	None	
Postage/Telephone/Stationery/Photocopying, etc	300.00	262.96	37.04	None	
Insurance	1887.00	955.99	931.01	None	
Audit/Legal Fees/Bank Charges	500.00	1697.80	-1197.80	239.56%	£1,307.80 spent on obtaining legal advice and reports (re: Hoveton Village Hall).
Hire of Jubilee Room/HVH for meetings	280.50	192.50	88.00	None	
NALC/CPRE/SLCC, etc	492.66	485.95	6.71	None	
Chairman's Expenses	0.00	0.00	0.00	No budget	
Councillor/Clerk Training	200.00	99.00	101.00	None	
Office Equipment	250.00	73.60	176.40	None	
Election Costs	0.00	0.00	0.00	No budget	
Website	105.29	36.48	68.81	None	
Granary Staithe (loan repayments)	8809.00	8808.54	0.46	None	
Granary Staithe Capital Expenditure	0.00	0.00	0.00	No budget	
Events	0.00	0.00	0.00	No budget	
Tax and NIC	1705.15	1382.62	322.53	None	
<u>Grants</u>					
Village playing field grass cutting LG(MP)A s19	1105.68	1105.00	0.68	None	
Hoveton St. John P.C.C. Churchyard LGA 1972 s137	700.00	700.00	0.00	0.00%	
Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137	700.00	700.00	0.00	0.00%	
Citizens Advice North Walsham Donation LGA 1972 s137	1000.00	1000.00	0.00	0.00%	
British Legion Wreath Donation LGA 1972 s137	65.00	50.00	15.00	None	
Hang Loose (Hoveton Youth Club)	200.00	0.00	200.00	None	
Ad Hoc Grants	0.00	0.00	0.00	No budget	
<u>Maintenance</u>					
E.on - Energy Add Allowance (extra lamps)	393.72	537.90	-144.18	36.62%	Increase in cost of electricity supply.
Village Seats	1500.00	284.50	1215.50	None	
Dog and Litter Bins	2306.22	2422.70	-116.48	5.05%	Cost increase for NNDC's litter bin/dog waste bin emptying service.
NNDC Landscaping	4000.00	0.00	4000.00	None	
Riverside and Pocket Park	1800.00	2236.00	-436.00	24.22%	Horticultural works (HPC paid for 2015-2016 and 2016-2017 work this year).
Special Projects	13000.00	1210.11	11789.89	None	
Granary Staithe Maintenance (excl Capital Works)	1200.00	1336.19	-136.19	11.35%	Maintenance of picnic tables/benches, and new sign design.
Traffic Count	0.00	0.00	0.00	No budget	
	54473.30	42102.70	12370.60		

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
4	Year Ended 2016/2017	£8,808.54	£49,774.52

Hoveton Parish Council - Asset Register 2016-17

Item	Number of Items	Location	Date Acquired	Purchase Price £	Insurance Value £	Depreciation	Yearly Sum to Depreciate
Street Lights LED	30	Throughout Hoveton (see list)	01/02/2011	25,230	N/A	30 years	841
Street Lights LED	35	Throughout Hoveton (see list)	01/05/2013	26,360	N/A	30 years	878
Seats and Benches	33	Throughout Hoveton (see list)	Not Known/Various	Not Known/Various	14,008	10 years	1,400
Bus Shelter	1	Stalham Road	Not Known	Not Known	6,556	30 years	218
Glass Fronted Notice Boards	2	1 Village Hall, 1 Precinct	Not Known	Not Known	1,711	5 years	342
Village Sign	1	Junction Stalham Road and Horning Road	Not Known	Not Known	3,824	10 years	382
Litter Bins	12	Throughout Hoveton (see list)	Not Known/Various	Not Known/Various	2,735	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	01/08/2011	300	N/A	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	100,000	N/A	N/A	N/A
Mobile Cleaning and Service Trolley	1	Litterpicker's Residence	01/05/2013	136.75	N/A	5 years	27
Picnic Tables	3	Granary Staithe	01/06/2014	1,540	N/A	10 years	154
Fence (Granary Staithe)	1	Granary Staithe	Not Known	Not Known	2,563	10 years	256
Life Belt and Holder	1	Granary Staithe	Not Known	Not Known	200	10 years	20
Pedestal Unit Sign (History of Granary Staithe)	1	Granary Staithe	09/01/2017	460	N/A	5 years	92
Embroidered Map	1	Village Hall	01/06/2005	Not Known	220	10 years	20
Hoveton Village Hall & Recreation Ground (Charity Property)	1	30 Stalham Road, Hoveton, NR12 8DU	14/11/2016	0	0	N/A	N/A
Totals				154,026.75	32,492		5069
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 are not insured.							
NOTE 2							
Those items owned by HPC with a value of less than £100 are listed below and are 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					
NOTE 3							
Hoveton Village Hall & Recreation Ground is charity property (registered charity number 303987) and as such does not have a valuation. Hoveton Parish Council became sole trustee of this charity on 14/11/2016.							
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							5069
Total Depreciation Allowance up to 2016/2017							<u>15567</u>