

HOVETON PARISH COUNCIL
Summary of Accounts 1st April 2018 to 31st March 2019

	Opening Balance 1 st April 2018		<u>£46,462.26</u>
2017/2018	<u>Income 01/04/2018 to 31/03/2019</u>		
£44,415.00	Precept	£47,095.00	
£3,122.00	Council Tax Support Grant	£2,903.00	
£2,441.53	Delegated Service Payments	£3,216.17	
£2,468.37	VAT Reclaimed	£2,533.45	
£0.00	Other Grants	£0.00	
£43.49	Interest	£45.87	
£975.00	Miscellaneous Income	£74.26	
£53,465.39	Total Income	£55,867.75	
	<u>Total Funds Carried Forward</u>		<u>£102,330.01</u>
	<u>Expenditure 01/04/2018 to 31/03/2019</u>		
£12,153.35	Clerk's Salary	£16,981.91	
£4,243.85	Norfolk Pension Fund (LGPS)	£5,918.25	
£0.00	Clerk's Mileage/Expenses	£0.00	
£307.79	Postage/Telephone/Stationery, etc	£363.75	
£3,907.30	Litter Picker's Salary	£4,084.80	
£2,265.86	Tax and NIC	£4,506.14	
£977.82	Insurance	£1,066.93	
£1,355.00	Audit/Legal Fees/Fees and Charges	£510.00	
£535.20	Subscriptions	£622.45	
£165.00	Premises Hire	£124.25	
£0.00	Chairman's Expenses	£0.00	
£180.00	Councillor/Clerk Training	£109.50	

£1,018.46	Office Equipment	£69.98	
£0.00	Work Clothing/Safety Equipment	£53.96	
£0.00	Election Costs	£0.00	
£0.00	Events	£0.00	
£109.86	Website	£105.89	
£8,808.54	Granary Staithe Loan Repayments	£8,808.54	
£475.00	Granary Staithe Capital Expenditure	£0.00	
£769.46	Granary Staithe Maintenance	£1,111.86	
£1,346.93	Street Lights (including Energy Charges)	£897.00	
£0.00	Village Seats	£0.00	
£2,529.40	Litter Bins/Dog Waste Bins	£2,636.10	
£2,100.00	Landscaping	£2,170.00	
£2,897.00	Riverside and Pocket Parks	£739.00	
£2,441.53	Delegated Services (Urban Grass Cutting)	£3,216.17	
£3,340.00	Special Projects	£977.10	
£5,000.00	Hoveton Village Hall (Grant)	£6,000.00	
£1,127.00	Village Playing Field (Grass Cutting)	£1,183.00	
£1,360.00	Grants and Donations	£1,500.00	
£3,354.57	VAT Paid on Goods/Services	£2,266.77	
£62,768.92	Total Expenditure	£66,023.35	
£46,462.26	<u>Balance Carried Forward to 2019/2020</u>		<u>£36,306.66</u>

RFO: 

Date: 3rd June 2019

Chair: 

Date: 3/6/2019

Hoveton Parish Council (2018/2019)

Financial Year Ending 31st March 2019

Balances as at 31st March 2019

A/c No. 40489794	Barclays Business Current Account	£13,450.29	
A/c No. 10340456	Barclays Business Saver Account No 1	£22,856.37	
	Petty Cash (A)	£0.00	
	Add		
	Uncleared deposits	£0.00	
	Less		
	Unpresented cheques	£0.00	
	Creditors (A)	£0.00	<u>£36,306.66</u>

Transactions FY 2018/2019

Income	Opening Balance Current Account No 1 @ 01 04 2018	£23,696.22	
	Opening Balance Savings Account No 1 @ 01 04 2018	£22,810.50	
	Opening Balance Petty Cash (A)	£0.00	<u>£46,506.72</u>
	Precept (A)	£47,095.00	
	Grants (A)	£2,903.00	
	Delegated Service Payments (A)	£3,216.17	
	VAT Refunds (A)	£2,533.45	
	Other Income (A)	£74.26	
	Interest Current Account	£0.00	
	Interest Savings Account (A)	£45.87	<u>£55,867.75</u>
Expenditure	2018/2019 Outgoings Including Petty Cash (Inclusive of VAT) (A)	£66,023.35	
	Unpresented Cheques @ 01 04 2018 (Cleared on 27 04 2018)	£44.46	
	Creditors (A)	£0.00	<u>£66,067.81</u>

Closing Balance at 31st March 2019

£36,306.66


RFO



Date

3rd June 2019

Chairman



Date

3/6/2019

HOVETON PARISH COUNCIL - FINANCIAL STATEMENT FOR THE 12 MONTHS 1st APRIL 2018 TO 31st MARCH 2019

<u>Estimated</u> <u>2018/2019</u>	<u>Spent</u> <u>2018/2019</u>	<u>Available</u>	
			<u>Administration Expenses</u>
13,516.68	16,981.91	-3,465.23	Clerk's Salary
4,812.28	5,918.25	-1,105.97	LGPS (Employer and Employee Contributions)
0.00	0.00	0.00	Clerk's Mileage and Other Expenses
300.00	363.75	-63.75	Postage/Telephone/Stationery, etc
4,154.60	4,084.80	69.80	Litter Picker's Salary
3,026.32	4,506.14	-1,479.82	Tax and NIC (Employer and Employee Contributions)
977.82	1,066.93	-89.11	Insurance
1,450.00	510.00	940.00	Audit/Legal Fees/Fees and Charges
549.88	622.45	-72.57	Subscriptions (NALC, SLCC, CAN, etc)
200.00	124.25	75.75	Hire of Premises (Jubilee Room/HVH)
0.00	0.00	0.00	Chairman's Expenses
300.00	109.50	190.50	Councillor/Clerk Training
70.00	69.98	0.02	Office Equipment
25.00	53.96	-28.96	Work Clothing/Safety Equipment
0.00	0.00	0.00	Election Costs
121.00	0.00	121.00	Events
53.97	105.89	-51.92	Website
8,808.54	8,808.54	0.00	Granary Staithe (Loan Repayments)
<u>38,366.09</u>	<u>43,326.35</u>	<u>-4,960.26</u>	<u>Sub-Total</u>
			<u>Maintenance and Infrastructure</u>
0.00	0.00	0.00	Granary Staithe Capital Expenditure
1,000.00	1,111.86	-111.86	Granary Staithe Maintenance (excluding Capital Works)
1,000.00	897.00	103.00	Street Lights (including Energy Charges)
500.00	0.00	500.00	Village Seats
2,529.40	2,636.10	-106.70	Litter Bins/Dog Waste Bins
2,100.00	2,170.00	-70.00	NNDC Landscaping
1,800.00	739.00	1,061.00	Riverside and Pocket Parks
3,246.85	3,216.17	30.68	Delegated Services (Urban Grass Cutting)
625.00	977.10	-352.10	Special Projects
<u>12,801.25</u>	<u>11,747.23</u>	<u>1,054.02</u>	<u>Sub-Total</u>

6,000.00	6,000.00	0.00	<u>Grants and Donations</u>
1,183.00	1,183.00	0.00	Hoveton Village Hall LG(MP)A 1976 s19
350.00	350.00	0.00	Village Playing Field Grass Cutting LG(MP)A 1976 s19
350.00	350.00	0.00	Hoveton St. John P.C.C. Churchyard LGA 1972 s137
200.00	200.00	0.00	Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137
60.00	0.00	60.00	Norfolk Citizens Advice Donation LGA 1972 s137
600.00	600.00	0.00	British Legion Wreath Donation LGA 1972 s137
			Miscellaneous Grants and Donations LGA 1972 s137
<u>8,743.00</u>	<u>8,683.00</u>	<u>60.00</u>	<u>Sub-Total</u>
<u>59,910.34</u>	<u>63,756.58</u>	<u>-3,846.24</u>	<u>Grand Total</u>

HOVETON PARISH COUNCIL - VARIATIONS OF EXPENDITURE OVER BUDGET 2018/2019

<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	13,516.68	16,981.91	-3,465.23	25.64%	Extra hours worked by Clerk to meet demands of the job.
LGPS (Employer and Employee Contributions)	4,812.28	5,918.25	-1,105.97	22.98%	Extra hours worked by Clerk to meet demands of the job.
Clerk's Mileage and Other Expenses	0.00	0.00	0.00	No Budget	
Postage/Telephone/Stationery, etc	300.00	363.75	-63.75	21.25%	Purchase of additional stationery essentials (ink cartridges etc).
Litter Picker's Salary	4,154.60	4,084.80	69.80	None	
Tax and NIC (Employer and Employee Contributions)	3,026.32	4,506.14	-1,479.82	48.90%	Extra hours worked by Clerk to meet demands of the job.
Insurance	977.82	1,066.93	-89.11	9.11%	Increase in cost of insurance policy.
Audit/Legal Fees/Fees and Charges	1,450.00	510.00	940.00	None	
Subscriptions (NALC, SLCC, CAN, etc)	549.88	622.45	-72.57	13.20%	Additional subscriptions to The Bridge and The Broads Society.
Hire of Premises (Jubilee Room/HVH)	200.00	124.25	75.75	None	
Chairman's Expenses	0.00	0.00	0.00	No Budget	
Councillor/Clerk Training	300.00	109.50	190.50	None	
Office Equipment	70.00	69.98	0.02	None	
Work Clothing/Safety Equipment	25.00	53.96	-28.96	115.84%	Extra items needed for Litter Picker's work.
Election Costs	0.00	0.00	0.00	No Budget	
Events	121.00	0.00	121.00	None	
Website	53.97	105.89	-51.92	96.20%	Delay in switching to cheaper web hosting service due to time constraints.
Granary Staithe (Loan Repayments)	8,808.54	8,808.54	0.00	0.00%	
<u>Maintenance and Infrastructure</u>					
Granary Staithe Capital Expenditure	0.00	0.00	0.00	No Budget	
Granary Staithe Maintenance (excluding Capital Works)	1,000.00	1,111.86	-111.86	11.19%	Additional maintenance/repair work required.
Street Lights (including Energy Charges)	1,000.00	897.00	103.00	None	
Village Seats	500.00	0.00	500.00	None	
Litter Bins/Dog Waste Bins	2,529.40	2,636.10	-106.70	4.22%	Yearly cost increase for NNDC's litter bin/dog waste bin emptying service.
NNDC Landscaping	2,100.00	2,170.00	-70.00	3.33%	Yearly cost increase for NNDC's landscaping service.
Riverside and Pocket Parks	1,800.00	739.00	1,061.00	None	
Delegated Services (Urban Grass Cutting)	3,246.85	3,216.17	30.68	None	
Special Projects	625.00	977.10	-352.10	56.34%	Purchase of additional grit bin for village (requested by residents).

Grants and Donations

Hoveton Village Hall LG(MP)A 1976 s19	6,000.00	6,000.00	0.00	0.00%
Village Playing Field Grass Cutting LG(MP)A 1976 s19	1,183.00	1,183.00	0.00	0.00%
Hoveton St. John P.C.C. Churchyard LGA 1972 s137	350.00	350.00	0.00	0.00%
Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137	350.00	350.00	0.00	0.00%
Norfolk Citizens Advice Donation LGA 1972 s137	200.00	200.00	0.00	0.00%
British Legion Wreath Donation LGA 1972 s137	60.00	0.00	60.00	None
Miscellaneous Grants and Donations LGA 1972 s137	600.00	600.00	0.00	0.00%

59,910.34	63,756.58	-3,846.24
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HOVETON PARISH COUNCIL – 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
5	Year Ended 2017/2018	£8,808.54	£41,859.93
6	Year Ended 2018/2019	£8,808.54	£33,796.65

Hoveton Parish Council - Asset Register 2018/2019

Item	Quantity	Location	Date Acquired	Value of Asset (£)	Method of Valuation	Useful Life Estimate	Yearly Sum To Depreciate (£)	Comments
Street Lights LED	30	Throughout Hoveton (see list)	12/07/2012	25,230	Purchase Cost	30 years	841	
Street Lights LED	35	Throughout Hoveton (see list)	21/08/2013	26,360	Purchase Cost	30 years	878	
Seats & Benches	38	Throughout Hoveton (see list)	Not Known	14,008	Insurance Value	10 years	1,400	
Picnic Tables	4	Granary Staithe	Various	1,990	Purchase Cost	10 years	199	Acquired 01/06/2014 (x3) and 04/09/2017 (x1).
Litter Bins	12	Throughout Hoveton (see list)	Not Known	2,735	Insurance Value	10 years	274	
Dog Waste Bins	3	Littlewood Lane/Riverside Park/Tunstead Rd	Not Known	375	Insurance Value	5 years	75	
Grit Bin	1	Wroxham Bridge (Wroxham Side)	Not Known	150	Insurance Value	10 years	15	
Grit Bin	1	Grange Close (Grass Area Near Entrance)	04/02/2019	352.10	Purchase Cost	10 years	35	
Bus Shelter	1	Stalham Road	Not Known	6,556	Insurance Value	30 years	218	
Village Sign	1	Junction of Stalham Road/Horning Road	Not Known	3,824	Insurance Value	10 years	382	
Glass-Fronted Noticeboards	2	1 Village Hall, 1 Precinct	Not Known	1,711	Insurance Value	5 years	342	
SAM2 (+ Data Collection Unit/Brackets)	1	Tunstead Road or Horning Road West	02/10/2017	3,150	Purchase Cost	10 years	315	
Granary Staithe (Land)	1	Granary Staithe	27/03/2013	100,000	Purchase Cost	N/A	N/A	
Fence	1	Granary Staithe	Not Known	2,563	Insurance Value	10 years	256	
Pedestal Unit Sign	1	Granary Staithe	09/01/2017	460	Purchase Cost	5 years	92	
Life Belt & Holder	1	Granary Staithe	Not Known	200	Insurance Value	10 years	20	
Metal Rat Bait Stations	6	Granary Staithe	03/07/2017	210	Purchase Cost	5 years	42	
Laptop Computer (HP 250 G5)	1	Clerk's Residence	08/11/2017	500	Purchase Cost	5 years	100	
Microsoft Office 2016 (Digital Key)	1	Clerk's Residence	08/11/2017	240	Purchase Cost	5 years	48	
Mobile Cleaning & Service Trolley	1	Litter Picker's Residence	03/06/2013	136.75	Purchase Cost	5 years	27	
Pocket Park Disabled Access Ramp	1	Between The Old Mill and The Kings Head	02/05/2018	625	Purchase Cost	5 years	125	
Hoveton Village Hall & Recreation Ground	1	30 Stalham Road, Hoveton, NR12 8DU	14/11/2016	0	N/A	N/A	N/A	Charity asset held by HPC as trustee (see Note 2).
				191,375.85			5,684.00	

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. Significant items owned by HPC with a value of less than £100 are listed below for inventory purposes only and are not included as part of the Council's asset register for audit purposes.

Item	Quantity	Location	Acquired	Value (£)	Comments
Filing Cabinets	2	Hoveton Village Hall	Not Known	Not Known	
Gazebo	1	Hoveton Village Hall	Not Known	Not Known	
Cork Noticeboard	1	Hoveton & Wroxham Medical Centre	Not Known	Not Known	
Brown Bin (Garden Waste)	1	Granary Staithe	02/10/2017	0	Not owned by HPC, so no value listed.
Gavel	1	Chair's Residence	Not Known	Not Known	
Laptop Carry Case	1	Clerk's Residence	08/11/2017	15.00	
Wireless Mini Mouse	1	Clerk's Residence	08/11/2017	15.00	
160GB Toshiba Hard Drive	1	Clerk's Residence	Not Known	Not Known	
HPC Mobile Phone (EE)	1	Clerk's Residence	10/02/2016	4.99	
Arnold-Baker Local Council Admin Book	1	Clerk's Residence	01/08/2016	73.60	
Fellowes Cross Cut Shredder	1	Clerk's Residence	11/06/2018	29.99	
HP Deskjet 2632 All-in-One Printer	1	Clerk's Residence	11/06/2018	39.99	
Granary Staithe Gate Sign	1	Granary Staithe Gate	08/10/2018	10.00	

NOTE 2

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.

NOTE 3

A list of 'disposed assets' (items owned by HPC which have been scrapped or replaced and therefore removed from the asset register/inventory) can be found below.

Item	Quantity	Date Acquired / Date Disposed Of	Value (£)	Comments
Computer Carry Case	1	Not Known & 08/11/2017	Not Known	Replaced and scrapped (no longer useable).
Embroidered Map	1	01/06/2005 & 01/03/2018	220	Returned to Hoveton & District WI.
Epson BX305WF Printer	1	Not Known & 11/06/2018	Not Known	Replaced and scrapped (no longer useable).
Shredder	1	Not Known & 11/06/2018	Not Known	Replaced and scrapped (no longer useable).
Laptop Computer (G550)	1	01/08/2011 & 18/03/2019	300	Replaced and scrapped (no longer useable).
Salt/Grit Bin (Precinct)	1	Not Known & 31/03/2019	150	Bin doesn't belong to HPC (precinct owned).