

HOVETON PARISH COUNCIL
Summary of Accounts 1st April 2019 to 31st March 2020

	Opening Balance 1 st April 2019		<u>£36,306.66</u>
2018/2019	<u>Income 01/04/2019 to 31/03/2020</u>		
£47,095.00	Precept	£51,570.00	
£2,903.00	Council Tax Support Grant	£2,642.00	
£3,216.17	Delegated Service Payments	£3,334.52	
£2,533.45	VAT Reclaimed	£2,812.79	
£0.00	Other Grants	£138.05	
£45.87	Interest	£45.71	
£74.26	Miscellaneous Income	£600.00	
£55,867.75	Total Income	£61,143.07	
	<u>Total Funds Carried Forward</u>		<u>£97,449.73</u>
	<u>Expenditure 01/04/2019 to 31/03/2020</u>		
£16,981.91	Clerk's Salary	£18,018.54	
£5,918.25	Norfolk Pension Fund (LGPS)	£5,826.43	
£0.00	Clerk's Mileage/Expenses	£0.00	
£363.75	Postage/Telephone/Stationery, etc	£399.03	
£4,084.80	Litter Picker's Salary	£4,196.70	
£4,506.14	Tax and NIC	£4,354.99	
£1,066.93	Insurance	£948.74	
£510.00	Audit/Legal Fees/Fees and Charges	£1,045.00	
£622.45	Subscriptions	£643.22	
£124.25	Premises Hire	£211.26	
£0.00	Chairman's Expenses	£25.00	
£109.50	Councillor/Clerk Training	£244.50	

£69.98	Office Equipment	£51.50
£53.96	Work Clothing/Safety Equipment	£0.00
£0.00	Election Costs	£326.49
£0.00	Events	£69.49
£105.89	Website	£78.86
£8,808.54	Granary Staithe Loan Repayments	£8,808.54
£0.00	Granary Staithe Capital Expenditure	£0.00
£1,111.86	Granary Staithe Maintenance	£221.92
£897.00	Street Lights (including Energy Charges)	£1,760.78
£0.00	Street Furniture	£1,943.54
£2,636.10	Litter Bins/Dog Waste Bins	£3,382.68
£2,170.00	Landscaping/Flower Beds	£3,619.98
£739.00	Riverside and Pocket Parks	£1,780.33
£3,216.17	Delegated Services (Urban Grass Cutting)	£3,334.52
£977.10	Special Projects	£0.00
£6,000.00	Hoveton Village Hall (Grant)	£5,000.00
£1,183.00	Village Playing Field (Grass Cutting)	£1,242.00
£1,500.00	Grants and Donations	£900.00
£2,266.77	VAT Paid on Goods/Services	£3,020.08
£66,023.35	Total Expenditure	£71,454.12
£36,306.66	<u>Balance Carried Forward to 2020/2021</u>	<u>£25,995.61</u>

RFO: 

Date: 6th July 2020

Chair: 

Date: 7th July 2020

Hoveton Parish Council (2019/2020)


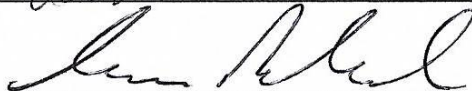
Financial Year Ending 31st March 2020

Balances as at 31st March 2020

A/c No. 40489794	Barclays Business Current Account	£8,447.72	
A/c No. 10340456	Barclays Business Saver Account No 1	£17,902.08	
	Petty Cash (A)	£0.00	
	Add		
	Uncleared deposits	£0.00	
	Less		
	Unpresented cheques	£354.19	
	Creditors (A)	£0.00	<u>£25,995.61</u>

Transactions FY 2019/2020

Income	Opening Balance Current Account No 1 @ 01 04 2019	£13,450.29	
	Opening Balance Savings Account No 1 @ 01 04 2019	£22,856.37	
	Opening Balance Petty Cash (A)	£0.00	<u>£36,306.66</u>
	Precept (A)	£51,570.00	
	Grants (A)	£2,780.05	
	Delegated Service Payments (A)	£3,334.52	
	VAT Refunds (A)	£2,812.79	
	Other Income (A)	£600.00	
	Interest Current Account	£0.00	
	Interest Savings Account (A)	£45.71	<u>£61,143.07</u>
Expenditure	2019/2020 Outgoings Including Petty Cash (Inclusive of VAT) (A)	£71,454.12	
	Creditors (A)	£0.00	<u>£71,454.12</u>
Closing Balance at 31st March 2020			<u>£25,995.61</u>

RFO		Date	<u>6th July 2020</u>
Chairman		Date	<u>7th July 2020</u>

HOVETON PARISH COUNCIL - FINANCIAL STATEMENT FOR THE 12 MONTHS 1st APRIL 2019 TO 31st MARCH 2020

<u>Estimated</u> <u>2019/2020</u>	<u>Spent</u> <u>2019/2020</u>	<u>Available</u>	
			<u>Administration Expenses</u>
15,220.00	18,018.54	-2,798.54	Clerk's Salary
5,162.00	5,826.43	-664.43	LGPS (Employer and Employee Contributions)
0.00	0.00	0.00	Clerk's Mileage and Other Expenses
350.00	399.03	-49.03	Postage/Telephone/Stationery, etc
4,095.00	4,196.70	-101.70	Litter Picker's Salary
3,142.00	4,354.99	-1,212.99	Tax and NIC (Employer and Employee Contributions)
1,200.00	948.74	251.26	Insurance
1,525.00	1,045.00	480.00	Audit/Legal Fees/Fees and Charges
675.00	643.22	31.78	Subscriptions (NALC, SLCC, CAN, etc)
220.00	211.26	8.74	Hire of Premises (Jubilee Room/HVH)
100.00	25.00	75.00	Chairman's Expenses
430.00	244.50	185.50	Councillor/Clerk Training
100.00	51.50	48.50	Office Equipment
100.00	0.00	100.00	Work Clothing/Safety Equipment
1,500.00	326.49	1,173.51	Election Costs
140.00	69.49	70.51	Events
58.88	78.86	-19.98	Website
8,808.54	8,808.54	0.00	Granary Staithe (Loan Repayments)
<u>42,826.42</u>	<u>45,248.29</u>	<u>-2,421.87</u>	<u>Sub-Total</u>
			<u>Maintenance and Infrastructure</u>
0.00	0.00	0.00	Granary Staithe Capital Expenditure
450.00	221.92	228.08	Granary Staithe Maintenance (excluding Capital Works)
1,500.00	1,760.78	-260.78	Street Lights (including Energy Charges)
1,000.00	1,943.54	-943.54	Street Furniture (Benches, Signage, Bus Shelters, etc)
2,800.00	3,382.68	-582.68	Litter Bins/Dog Waste Bins
4,500.00	3,619.98	880.02	Landscaping/Flower Beds
2,000.00	1,780.33	219.67	Riverside and Pocket Parks
3,216.17	3,334.52	-118.35	Delegated Services (Urban Grass Cutting)
1,000.00	0.00	1,000.00	Special Projects
<u>16,466.17</u>	<u>16,043.75</u>	<u>422.42</u>	<u>Sub-Total</u>

5,000.00	5,000.00	0.00	<u>Grants and Donations</u>
1,242.00	1,242.00	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
60.00	0.00	60.00	Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137
700.00	200.00	500.00	British Legion Wreath Donation LGA 1972 s137
			Miscellaneous Grants and Donations LGA 1972 s137
<u>7,702.00</u>	<u>7,142.00</u>	<u>560.00</u>	<u>Sub-Total</u>
<u>66,994.59</u>	<u>68,434.04</u>	<u>-1,439.45</u>	<u>Grand Total</u>

HOVETON PARISH COUNCIL - VARIATIONS OF EXPENDITURE OVER BUDGET 2019/2020

<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	15,220.00	18,018.54	-2,798.54	18.39%	Extra hours worked by Clerk to meet demands of the job.
LGPS (Employer and Employee Contributions)	5,162.00	5,826.43	-664.43	12.87%	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	350.00	399.03	-49.03	14.01%	Purchase of additional stationery essentials (ink cartridges etc).
Litter Picker's Salary	4,095.00	4,196.70	-101.70	2.48%	Employee pay rise from £8.75 an hour to £9.00 an hour.
Tax and NIC (Employer and Employee Contributions)	3,142.00	4,354.99	-1,212.99	38.61%	Extra hours worked by Clerk to meet demands of the job.
Insurance	1,200.00	948.74	251.26	None	
Audit/Legal Fees/Fees and Charges	1,525.00	1,045.00	480.00	None	
Subscriptions (NALC, SLCC, CAN, etc)	675.00	643.22	31.78	None	
Hire of Premises (Jubilee Room/HVH)	220.00	211.26	8.74	None	
Chairman's Expenses	100.00	25.00	75.00	None	
Councillor/Clerk Training	430.00	244.50	185.50	None	
Office Equipment	100.00	51.50	48.50	None	
Work Clothing/Safety Equipment	100.00	0.00	100.00	None	
Election Costs	1,500.00	326.49	1,173.51	None	
Events	140.00	69.49	70.51	None	
Website	58.88	78.86	-19.98	33.93%	Domain renewal costs.
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)	450.00	221.92	228.08	None	
Street Lights (including Energy Charges)	1,500.00	1,760.78	-260.78	17.39%	Additional street light repairs and increased energy charges.
Street Furniture (Benches, Signage, Bus Shelters, etc)	1,000.00	1,943.54	-943.54	94.35%	Purchase and installation of two new park benches (to replace benches scrapped due to poor condition).
Litter Bins/Dog Waste Bins	2,800.00	3,382.68	-582.68	20.81%	Purchase and installation of two new litter bins (to replace dog waste bins scrapped due to poor condition).
Landscaping/Flower Beds	4,500.00	3,619.98	880.02	None	
Riverside and Pocket Parks	2,000.00	1,780.33	219.67	None	
Delegated Services (Urban Grass Cutting)	3,216.17	3,334.52	-118.35	3.68%	Increased delegated service payment received from NCC (unspent funds refunded to NCC).
Special Projects	1,000.00	0.00	1,000.00	None	

Grants and Donations

Hoveton Village Hall LG(MP)A 1976 s19	5,000.00	5,000.00	0.00	0.00%
Village Playing Field Grass Cutting LG(MP)A 1976 s19	1,242.00	1,242.00	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%
British Legion Wreath Donation LGA 1972 s137	60.00	0.00	60.00	None
Miscellaneous Grants and Donations LGA 1972 s137	700.00	200.00	500.00	None
	66,994.59	68,434.04	-1,439.45	

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
7	Year Ended 2019/2020	£ 8,808.54	£ 25,581.88

Hoveton Parish Council - Asset Register 2019/2020

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	35	Throughout Hoveton (see list)	Not Known	14,008	Insurance Value	10 years	1,400	
Phoenix Recycled Material Bench	2	Riverside Park	02/12/2019	875.04	Purchase Cost	10 years	88	
Picnic Tables	3	Granary Staithe	07/07/2014	1,540	Purchase Cost	10 years	154	
Picnic Table	1	Granary Staithe	04/09/2017	450	Purchase Cost	10 years	45	
Litter Bins	12	Throughout Hoveton (see list)	Not Known	2,735	Insurance Value	10 years	274	
Litter Bins (112Ltr Smooth Glass Fibre)	2	Littlewood Lane & Tunstead Road Footpath	04/11/2019	525.98	Purchase Cost	10 years	53	
Dog Waste Bins	1	Riverside Park	Not Known	125	Insurance Value	5 years	25	
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 Stalham Road	02/10/2017	3,150	Purchase Cost	10 years	315	
Additional SAM2 Bracket Sets	3	Tunstead Road or Stalham Road	01/07/2019	150	Purchase Cost	10 years	15	
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	4	Granary Staithe	03/07/2017	140	Purchase Cost	5 years	28	
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	
Finger Post Sign With Five Fingers	1	Central Reservation Near Barclays Bank	03/06/2019	649	Purchase Cost	10 years	65	
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).
				193,255.87			5,841.00	

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	
A3 Dibond Sign Panel (Bird Feeding)	1	Granary Staithe	01/04/2019	19.50	
Mooring Ring	1	Granary Staithe	02/09/2019	7.92	
The Clerks' Manual 2019	1	Clerk's Residence	04/11/2019	47.50	
Christmas Tree Lights & Battery Box	1	Vice-Chair's Residence	13/01/2020	37.00	
Christmas Tree Sponsors Sign	1	Vice-Chair's Residence	13/01/2020	19.50	

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).
Metal Rat Bait Stations	2	03/07/2017 & 29/04/2019	70	Removed by Millennium Pest Control (not used).
Bench (Granary Staithe River Frontage)	1	Not Known & 05/10/2019	Not Known	Scrapped (bench rotten).
Dog Waste Bin (Littlewood Lane)	1	Not Known & 04/11/2019	125	Replaced with litter bin and scrapped (in poor condition).
Dog Waste Bin (Tunstead Road Footpath)	1	Not Known & 04/11/2019	125	Replaced with litter bin and scrapped (in poor condition).
Wooden Benches (Riverside Park)	2	Not Known & 02/12/2019	Not Known	Replaced and scrapped (in poor condition).