

BROUGHTON GIFFORD PARISH COUNCIL

**STATEMENT OF
ACCOUNTS
&
FINANCIAL
REPORT**



31ST MARCH 2017

BROUGHTON GIFFORD PARISH COUNCIL

End of Year Accounts 31st March 2017

Contents

Balance sheet & bank reconciliation	1
Itemised receipts and payments	2
Reserves	3
Receipts and payments – monthly analysis	4- 10
Supporting Statement	11-14

APPENDIX

Fixed Assets Register

**BROUGHTON GIFFORD PARISH COUNCIL
 Receipts and Payments Summary for the
 Year Ended 31st March 2017**

Previous Year ended 31st March 2016		Year just Ended 31st March 2017
£26,709.33	Balance brought forward 1st April 2017	64,744.55
<u>71,329.72</u>	Add: Total Receipts	<u>20,071.07</u>
98,039.05		84,815.62
33,294.50	Less: Total Payments	-21,490.63
<hr/>		<hr/>
64,744.55	Balance carried forward 31st March 2017	£ 63,324.99

These Cumulative Funds
are represented by:-

944.30	Treasurers A/C (Current) No:1758885 at Lloyds TSB	£ 1,351.99
<u>63,800.25</u>	Instant Access A/C(Deposit No: 3408288	£ 61,973.00
64,744.55		£ 63,324.99
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Signed:
 Chairman Responsible Financial Officer

Date:

STATEMENT (OF ACCOUNTS 31ST MARCH 2017

B/F 1ST April 2016

22,337.27 B/F Instant Access Deposit	63,800.25	
3892.06 Treasurer's Account -Current	<u>944.30</u>	
26,229.33 B/F Total Balances	64,744.55	8,744.55
		56,000.00 64,744.55

2015/16 INCOME 2016/17

56,000.00 Roundponds Solar Farm		
9406.08 Precept & Top-up grant	9406.08	
1,358.00 Cemetery Precept	1358.00	
450 Grants/donations -Snowplough& railings Pressey family - Hawthorn tree	3550.00 47.00	
436.67 Youth Club - ring fenced funds		
938 Defibrillator fund-raising & grant		
163.89 Stone Barn reimbursement	435.27	
604.06 SSE Wayleaves	1384.06	
2,090.00 Cemetery burials, plots etc	850.00	
190.58 HM Treasury stock/bank compensation		
26.31 Bank Interest	32.47	
146.13 VAT RECOVERY 2015/16	<u>3008.19</u>	
15809.72 TOTAL INCOME 2016/17	<u>20071.07</u>	<u>20,071.07</u>
98,039.05 TOTAL INCOME & BALANCES		84,815.62

2015/16 EXPENDITURE 2016/17

229.00 Village Hall Bookings	271.00	
443.9 Webhost,hosting,domain name	95.00	
280.00 Internal & External Audit	450.00	
Plane Tree fell & new planting	1103.40	
Common Football pitch cutting	200.00	
2204.25 Cemetery maintenance	1968	
6030 Cemetery levelling & consecration	744.30	
Stone barn - legal and valuation fees	380.00	
277.85 Stone Barn water & electric	153.62	
6051.5 War Memorial renovation & service	453.00	
655 War mem. Grant payback/Church railings	715.00	
481.63 Parish signs,enhancement,repairs	710.65	
Emergency Plan-snow plough &bins,shovels	3146.51	
992.95 Grants and subscriptions	632.94	
873.16 Insurance	902.00	
<i>Former Clerk,salary, expenses, NI & tax</i>	0	
Clerk & staffing costs	7431.58	
381.82 Admin, stationery,mileage & stamps	621.59	
1800 SW Ambulance Defibrillator		
15 Bank Safe Custody Fees	15.00	
3008.19 VAT (recoverable)	<u>1497.04</u>	
33,294.50 TOTAL EXPENDITURE 2016/17	21490.63	-21490.63

64744.55 **TOTAL BALANCE TO C/F 1ST APRIL 2017** **63324.99**

**BROUGHTON GIFFORD PARISH COUNCIL
STATEMENT (OF ACCOUNTS 31ST MARCH 2017**

RESERVES

RESERVES AS AT 1ST APRIL 2016

Roundponds Solar Farm Fund	56,000.00
Elections	2,100.00
SF Funds - The Common	3786.00
Stone Barn - sports	636.00
Youth Work	437.00
Contingency	<u>841.25</u>

TOTAL RESERVES **63,800.25**

PLUS RECEIPTS 2016/17 3092.47

TOTAL RESERVES & RECEIPTS 66,892.72 66,892.72

LESS TRANSFERS TO GENERAL ACCOUNT

Snow Plough Grant	<u>3060</u>
Other	<u>1859.72</u>
	4919.72 <u>-4919.72</u>

RESERVES AS AT 1ST APRIL 2017 **61,973.00**

Parish Plan Capital Projects:Play Area,Stone Barn Renovation	56,000.00
Elections	1500.00
Single Farm Payment Fund - The Common	2000.00
Defibrillator Fund	400.00
Stone Barn - sports	636.00
Youth Work	437.00
Contingency Fund	1,000.00

TOTAL RESERVES 1ST APRIL 2017 **61,973.00**

B BROUGHTON GIFFORD PARISH COUNCIL													
ACCOUNTS FOR YEAR ENDING 31ST MARCH 2017													
DATE	ITEM	CHQ NO	CEMETERY	ADMIN	STONE BRN	WAR MEMOR.	ENHANCE	GRANT/SI	SALARY	NI/TAX	EXPENSE	VAT	TOTAL
Apr-17													
6.04.16	D & S Chandler - Cemetery Maintenance	S/0	240.00										240.00
13.04.16	Woodley Decorators - WM railings	00060			413.00								413.00
13.04.16	Broxap - 2 x 400 ltr sand bins	604					311.00					62.20	373.20
13.04.16	FR Brown - football field 4 cuts	605					200.00						200.00
13.04.16	SLCC - Clerk Annual Subscription	606						118.00					118.00
13.04.16	Avery Tronix - Postal rate chart	607		9.50								1.90	11.40
13.04.16	Mary Jarvis - April salary, expenses	608		24.40							2.70	2.00	551.10
May-16													
6.05.16	D & S Chandler - Cemetery Maintenance	S/0	240.00										240.00
11.05.16	Aon Ltd- Annual Council Insurance	609		902.00									902.00
11.05.16	Bati Broadbent-Cmtery Consecrate	610	324.30									64.86	389.16
11.05.16	BG Village Hall - Room hire '15/16	611		271.00									271.00
11.05.16	WALC Annual Subscription	612						262.94					315.53
11.05.16	SSE Stone Bn - Electric 28Jan-29 Apr	613			24.76								26.02
11.05.16	Tony Cooper-Mainten.Materials	614					275.51						329.81
11.05.16	Mary Jarvis May salary & expenses	615		20.03							1.80		543.63
Jun-16													
06.06.16	D & S Chandler - Cemetery Maintenance	S/0	240.00										240.00
8.06.16	Wessex water-St.Bn 13/11-17/5/16	616			39.15								39.15
08.06.16	Mary Jarvis Jun Salary, allow & expts.	617		3.96							2.70	0.79	716.89
08.06.16	HMRC - employer/ee NI & ee tax	618								85.42			85.42
08.06.16	Chippendale&Co-Internal Audit	619		150.00									150.00
Jly-16													
13.07.16	D & S Chandler - Cemetery Mainte	S/0	240.00										240.00
13.07.16	Acer Tree Surgeon-Fell London Plane	620				840.00							1008.00
13.07.16	PC Websites-Hosting &£5 pm(12 mths)	621		60.00									60.00
	Total payments C/F		1284.30	1440.9	63.91	413.00	1626.51	380.94		0	85.42	7.20	407.90
													7463.31

BROUGHTON GIFFORD PARISH COUNCIL													
ACCOUNTS FOR YEAR ENDING 31ST MARCH 2017													
CURRENT ACCOUNT - MONTHLY PAYMENTS													
DATE	ITEM	CHQ NO	CEMETERY	ADMIN	STONE BRN	WAR MEMOR.	ENHANCE	GRANT/SU	SALARY	NI/TAX	EXPENSES	VAT	TOTAL
	Total payments B/F		2004.30	1676.89	88.12	453.00	4483.54	632.94		171.04	38.70	1014.56	14591.17
Nov-16													
6.11.16	D & S Chandler-Cemetery Maint.	S/0	240.00										240.00
7.11.16	Commercial Property FC Ltd-payroll	S/0									7.50		7.50
16.11.16	Mary Jarvis Nov salary & expenses	639		62.68							1.80	12.54	598.82
21.11.16	Ironart ltd- Safety railings deposit	640.00				300.00						60.00	360.00
Dec-16													
7.12.16	Commercial Property FC Ltd-payroll	S/0									7.50		7.50
7.12.16	Grant Thornton -External Audit	641		300.00								60.00	360.00
7.12.16	Wansbor. Solicitors-Lease cessation	642			280.00							52.00	332.00
7.12.16	Mary Jarvis Dec salary,allow,expenses	643		4.00							2.70	0.80	716.94
7.12.16.	HMRC	644								85.62			85.62
7.12.16	Ironart ltd- Safety railings balance	645				415.00						83.00	498.00
Jan-17													
7.01.17	Commercial Property FC Ltd-payroll	S/0									7.50		7.50
11.01.17	Wessex water-Stone Bn 18/5-17/11/16	646			38.73								38.73
11.01.17	SSE Electric Stone Bn 27.7.-2/11/16	647			26.77							1.33	28.10
11.01.17	Broxap -Gn Grit bin,Newleaze Pk	648				178.00						35.60	213.60
11.01.17	Tony Cooper-Maint.Materials	649				65.11						13.02	78.13
11.01.17	Mary Jarvis Jan salary & expenses	650				27.51					2.70	5.49	557.50
20.01.17	Printerland - colour & b/w toners	651		226.00								45.20	271.20
Feb-17													
7.02.17	Commercial Property FC Ltd-payroll	S/0									7.50		7.50
10.02.17	Lloyds Bank-Safe Custody Fees	S/0		7.50									7.50
08.02.17	Kingstons Est.Agents- Land valuation	652			100.00							20.00	120.00
08.02.17	Main St Signs-New sign,Willow Cres.	653				143.00						28.60	171.60
08.02.17	Mary Jarvis Feb salary & expenses	654		2.00							2.70	0.40	526.90
	Total Payments C/F		2244.30	2279.07	533.62	453.00	5612.16	632.94	0	256.66	78.60	1432.54	19825.81

BROUGHTON GIFFORD PARISH COUNCIL											
ACCOUNTS FOR YEAR ENDING 31ST MARCH 2017											
CURRENT ACCOUNT - Monthly Receipts											
DATE	ITEM	RPT NO	PRECEPT	MEMORIALS	BURIALS	WAY LEAVES	STONE BARN	BANK & ST	OTHER	VAT	TOTAL
<i>Balance to C/F 1st April 2016</i>											
Apr-16											944.30
07.04.16	Cricknet Club-water&electric 2015/16	500064					277.85				277.85
08.04.16	SSE -wayleave payments 2016/17	500065				421.86					421.86
25.04.16	Wiltshire Council Annual Precept		9406.08								9,406.08
<i>May-16</i>											
10.05.16	Cemetery Precept		1358.00								1,358.00
12.05.16.	Cicely Hooper- Memorial	500066		95.00							95.00
19.05.16	Betty Hurn - Memorial	500067		95.00							95.00
20.05.16	VAT Refund 2015/16-HMRC Barclays	BAC								3008.19	3008.19
<i>Jun-16</i>											
9.06.16	Berry Hurn - Casket	500068			225.00						225.00
<i>Jul-16</i>											
05.07.16	Will Bundy - DJ Bewley	BAC			170.00						170.00
<i>Aug-16 NO RECEIPTS</i>											
<i>Sep-16</i>											
29.09.16	James Long Headstone Will Bundy	500069		95.00							95.00
<i>Oct-16</i>											
14.10.16	SSE wayleave - Chq No:339903	500070				176.20					176.20
<i>Nov 16 - NO RECEIPTS</i>											
<i>Dec-16</i>											
08.12.16	SSE wayleave -Broadband box	500071				780.00					780.00
01.12.16	Melksham Area Board Grant	BAC						390.00			390.00
05.12.16	TRANSFER FROM DEPOSIT ACCT				3060						3060.00
23.12.16	St Marys Church- Railings donation	500072						100.00			100.00
<i>Receipts - totals to C/F</i>											
			10764.08	285.00	395.00	1378.06	277.85	3060	490.00	3008.19	19658.18

BROUGHTON GIFFORD PARISH COUNCIL												
ACCOUNTS FOR YEAR ENDING 31ST MARCH 2017												
DATE	ITEM	RPT NO	PRECEPT	MEMORIALS	BURIALS	WAY LEAVES	STONE BARN	BANK& ST	OTHER	VAT	TOTAL	PAGE 2
	Receipts - totals to B/F		10764.08	285.00	395.00	1378.06	277.85	3060	490.00	3008.19	19658.18	
Jan-17 NO RECEIPTS												
Feb-17												
01.02.17	Wayleaves - cables opp Bell	500073				6					6.00	
17.02.17	Franklin - reopened grave	500074			170						170.00	
Mar-17												
30.03.17	Cricket Club-water/electric 2016/17	500075					157.42				157.42	
31.03.17	Pressey - reimbursemnt Hawthorn	500076							47.00		47	
06.03.17	TRANSFER FROM DEPOSIT ACCT							1000			1000.00	
23.03.17	TRANSFER FROM DEPOSIT ACCT							859.72			859.72	
	TOTAL RECEIPTS (CURRENT ACCOUNT)		10,764.08	285.00	565.00	1384.06	435.27	4919.72	537.00	3008.19	21898.32	
	Plus balance to C/F 1st Apr 2016										944.30	
	TOTAL RECEIPTS & BALANCES 2016/17		10,764.08	285.00	565.00	1384.06	435.27	4919.72	537.00	3008.19	22842.62	
ACCOUNTS FOR YEAR ENDING 31ST MARCH 2017												
DEPOSIT ACCOUNT - Reserves and Receipts												
			DEFIBRIL.	GRANTS	SOLAR FND ELECTIONS	SF -COMMON	SPORTS CLB	YOUTH	CONTING	TOTAL		
	Balance as at 1st April 2016				56000.00	2100.00	3786.00	636.00	437.00	841.25	63800.25	
20.07.16	SSE SNOW PLOUGH GRANT			3060.00							3060.00	
APR-MAR	BANK INTEREST PAID MONTHLY									32.47	32.47	
05.12.16	TRANSFER TO CURRENT ACCOUNT			-3060.00							-3060.00	
06.03.17	TRANSFER TO CURRENT ACCOUNT					-1000.00					-1000.00	
23.06.17	TRANSFER TO CURRENT ACCOUNT					104.00				-755.72	-859.72	
	TOTAL RECEIPTS LESS TRANSFERS			0		-1104.00				-723.25	-1827.25	
	Plus balance to C/F 1st April 2016				56000.00	2100.00	3786.00	636.00	437.00	841.25	63800.25	
31.03.17	TRANSFER £400 TO SET UP DEFIB RESERVE		400			-600				200		
	RESERVES BALANCES TO C/F 1ST APRIL 2017		400	0	56,000	1500	2,682	636	437	318	61,973.00	

BROUGHTON GIFFORD PARISH COUNCIL
SUPPORTING STATEMENT

For End of Year Accounts 31st March 2017

1. Assets

Assets are defined as all items of land, buildings, vehicles, plant and equipment with a considered value per item more than £50.

The Parish Council holds the following assets:

Date of Purchase	Description	Location/Comment	Cost or value
1902	Cemetery	Opposite St Mary's Church	£1
1952	Broughton Common	Gift (Sir Charles Hobhouse)	1
1952	Norrington Common	Gift (Sir Charles Hobhouse)	1
1952	Norrington Green	Gift (Sir Charles Hobhouse)	1
1999	Brook Green	Acquired by prescription	1
1999	War Memorial with land	Acquired by prescription	1
Post 1945	Bronze Plaque	Mounted on War memorial	2,575
1977	Flagpole	Adjacent to War memorial	20
15.2.2000	Stone Barn	Gift from Kenneth Anderson	133,936
1955	Block built Bus Shelter	Opposite The Fox	100
4.08.1992	Polycarbonate modern Bus shelter	Opposite War memorial, Melksham Lane	1,451
Various	Noticeboards(4)	Various locations	443
Various	Bench seats (11)	Various locations	5757
1993-2007	Office equipment – filing cabinet & case	Held at Clerk's home	85
2016	Wrought iron hand safety railings	At steps leading to St Mary's Church & footway	750
Gift 2017	Litter pickers	Stone Barn	200
2016	Snow Plough with hydraulic adjustment	Held at Church Farm, The Street SN12 8PR	3,156
2016	2 grit bins and 1 sand bin	Village hall car park & The Common. Sand bin at Newleaze Park entrance	587
	TOTAL ASSETS HELD		£149,066

During 2016-17 the Parish Council, in partnership with St Marys Church, and with a grant from the Melksham Area Board, purchased and installed hand railings at the steps to the main entrance to St Mary's Church and a high public footway. The hand railings have been insured for £750. McDonalds kindly donated 10 litter pickers which are being insured at a cost of £200. In 2016, the Council was awarded a grant from the SSRN Resilient Communities Fund to purchase a snow plough. Two grit bins and a sand bin were also purchased in 2016-17.

2. Borrowings

At close of business on 31st March 2016 no loans to the Council were outstanding.

3. Leases

The Council no longer has any leases. In 2015/16, there was an outstanding 99-year lease on the Stone Barn to the Sports Club. The Sports Club was wound up in February

2014 and efforts were then made to re-assign this lease to the Broughton Gifford Cricket Club. As the Cricket Club did not wish to take over the lease, the Council agreed at a meeting held on 8th June 2016, to cessate the lease and this has now been formally completed by Wansboroughs Solicitors in Devizes.

4. Tenancies

During 2016-17, the Parish Council has let the Stone Barn to the Cricket Club subject to the Cricket Club paying the running costs (water and electricity).

5. Memorandum of Understanding

On 12th November 2015, the Parish Council signed a Memorandum of Understanding (MOU) with the South-Western Ambulance Service NHS Foundation Trust for a Defibrillator to be sited outside the Fox, in The Street, Broughton Gifford SN12 8PN at a cost of £1,800 + VAT. The MOU runs for four years and the Council has undertaken to ensure that the Defibrillator is highly visible, adequately protected and checked daily by a Community person. The Council Chairman Mark Sullivan has been appointed to check the defibrillator daily.

The SWAS Trust undertakes to provide storage, and replacement disposables, and organises an annual defibrillator awareness course in Broughton Gifford Village Hall. The Trust also offers support on welfare issues. The defibrillator remains the property of SWAS Trust. The last Defibrillator Refresher Training took place on 6th April 2017.

6. Outstanding Debts

At 31st March 2017, the Council had to claim back **£1,497.04** in VAT for the year 2016-17. The Claim has now been made.

Total Debt Outstanding £1,497.04

7. Credits outstanding

At the end of the financial year 2016/17 there are no amounts due from the Council to Creditors.

8. Transparency Code requirement

The Local Audit and Accountability Act 2014 set out a new Audit framework for local public authorities. Smaller authorities (with a turnover not exceeding £25,000) were subject to a new Transparency Code, with effect from 1st April 2015 that this requires publication of additional information, including details of all items of expenditure above £100.

Payments more than £100 made during the year ended 31st March 2017, are detailed below, excluding grant-aid (see paragraph 9 below) Amounts are shown net of VAT, as where this is charged, it is recoverable.