

BENENDEN PARISH COUNCIL

Receipts and Payments Summary Account for the financial year ended 31 March 2013

2011/12		2012/13
£		£
15,016	Balance brought forward	18,256
35,100	Total Receipts	34,826
31,860	Less total payments	29,537
18,256	Balance carried forward	23,545
Represented by		
19,786	Current account balance	24,767
500	Community Direct Plus	500
<u>2,030</u>	Less transactions not yet processed	<u>1,722</u>
<u>18,256</u>		<u>23,545</u>

END OF YEAR BANK RECONCILIATION AS AT 31 MARCH 2013

Credit bought forward from 2011/12	£18,256
+Receipts for 2012/13	£34,826
TOTAL CREDIT	£53,082
Less Total Expenditure	£29,536
BALANCE	£23,546
FINANCED BY	
Current account	£24,767
Community Direct Plus	£500
BANK BALANCE	£25,267
Difference	£1,722

Represented by

Unpresented cheques totalling £1,721.56

721	£42.48
731	£36.00
732	£637.08
733	£11.00
734	£245.00
735	£750.00

Receipts Account for the financial year ended 31 March 2013

2011/2012		2012/2013
£		£
15,016	Balance brought forward	18,256
23,000	Precept	23,000
19	Bank Interest	21
1,200	Harmsworth Trust	1,200
403	Gybbon & Ginder Charity	403
4,638	VAT Refund	5,488
0	Jubilee Event	2,664
200	Marquee Donations	430
0	TWBC Festive Lighting Grant	170
600	TWBC Public Toilet Grant	1,200
0	TWBC Jubilee Beacon Grant	250
40	Other Donations	0
5,000	KCC Grant SSCG	0
<u>35,100</u>		<u>34,826</u>
<u>50,116</u>		<u>53,082</u>

Payments Account for the financial year ended 31 March 2013

2011/2012		2012/2013
£		£
672	Village Green	361
376	War Memorial/Bus Shelter	396
3,538	Public Toilets	3,566
588	Maintenance	97
1,000	Contribution towards BVH car park repairs	0
2,617	Administration & Training	3,191
2,737	S137 Donations	2,639
403	Arnold Cole Trust	403
10,219	Clerks Salary	10,555
682	VAT	998
4,030	VAT transferred to HMT	4,807
5,000	Transfers to HMT	0
0	Christmas Lights	85
0	J Jubilee	2,438
<u>31,861</u>		<u>29,536</u>
18,256		23,545
<u>50,116</u>		<u>53,082</u>

BENENDEN PARISH COUNCIL

NOTES TO SUPPORT THE ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2013

These notes are an integral part of the Parish Councils accounts for the financial year ended 31 March 2013. The accounts have been prepared in accordance with the Audit Commission Act 1998 and the Accounts & Audit Regulations 2003 (SI 2003/533) as amended by the Accounts & Audit (Amendment) (England) Regulations 2006 (SI 2006/564) and subsequent amendments to the regulatory requirements including the Accounts & Audit Regulations 2011. Benenden Parish Council is required by law:

- To prepare accounting statements for the year ended 31 March 2013 in the form required by proper practices (the Annual Return)
- To approve the Annual Return including the accounting statements before 30 June 2013, and
- To publish or display the audited return by 30 September 2013.

As income and expenditure totals are less than £200,000, the accounts have been prepared on a Receipts & Payments basis. The progressive picture since the introduction of 'The Lighter Touch Audit Regime' in 2003 has been to encourage Parish Councils to move towards a Receipts & Payments method of accounting. The Kent Association of Local Councils and the Parish Councils Internal Auditor, RBS Auditing Solutions have confirmed that the Parish Councils use of the Receipts & Payments method of accounting is acceptable.

ASSETS

1. **Acquisition:** During the year 2012/2013 no new assets were acquired.

2. **Disposal:** During the year 2012/2013 no assets were disposed of.

3. Asset holdings as at 31 March 2013

- ❖ Bus Shelter
- ❖ War Memorial
- ❖ Victorian Wells
- ❖ Red Phone Boxes
- ❖ Public Toilets
- ❖ Village Green (No commercial value)

The assets are valued and insured on a replacement basis.

TENANCIES: The Parish Council as tenant rents the Community Office for an annual fee of £500 [Does it? Where is this paid from/to?]

LEASES: There are no leases where the Parish Council is landlord.

CREDITORS: At 31 March 2013, the following creditors were outstanding:

Benenden Memorial Hall	Hall Hire	£9.00
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DEBTORS: At 31 March 2013, the following debts were outstanding totalling £1,100. The age of the debt is less than three months: Recoverable VAT in respect of the period 01 April 2012 to 31 March 2013

VAT STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

VAT on payments made during the year 2012/2013	£1,100
Less VAT refunds received in respect of 2012/2013	£0

Balance**£1,100**

SECTION 137 PAYMENTS: The Parish Council is enabled by Section 137 of the Local Government Act 1972 to spend up to £6.15 per elector for the benefit of people within Benenden on activities or projects not specifically authorized by other powers. The following payments totaling £1,957 were made during the year 2012/2013:

Help for Heroes	£200
Kent Air Ambulance	£210
Kent Association of the Blind	£75
Hospice in the Weald	£260
National Children's Home	£360
CAB	£360
Benenden PCC	£75
Angley School Farm	£190
Samaritans	£210
Royal British Legion	£17

INSURANCE: The level of the Parish Councils Fidelity Guarantee Insurance is in line with the level recommended by District Audit. The insurance was reviewed during March 2013.

COUNCILLORS ALLOWANCES: There has been no expenditure on Councillors Allowances.

UNPRESENTED CHEQUES: At 31 March 2013 there were unpresented cheques totaling £1,722, these were in respect of the following:

721	£42.48	731	£36.00	732	£637.08	733	£11.00	734	£245.00	735	£750.00
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CLERKS GRATUITY: The Clerks contract of employment specifies that he/she can receive a gratuity provided he/she is employed for at least five years. At 31 March 2013, this fund balance was nil as the Clerk had only been in post for 5 months.

CASH HOLDINGS: At 31 March 2012 the cash holdings held by the Parish Council were £20,286. The total of the Parish Councils cash holdings at 31 March 2013 amounted to £25,267. Taking into account the earmarked reserves the net cash holdings are £22,267. This surplus is in respect of budgetary underspends in respect of VAT on payments, public toilets, contingency and administration.

EARMARKED RESERVES: Public Toilets £3,000

PRECEPT

In January 2013, the Parish Council agreed a precept of £28,725 for the financial year 01 April 2013 to 31 March 2014; this was an increase of £5,725 or 25% over the precept for the financial year 01 April 2012 to 31 March 2013 which was £23,000. This increase is in respect of the following items

Village Projects	£5,000
Parish Council Website	£750

The Parish Council has also been affected by the Governments Welfare reforms now that Council Tax Benefit has been localised. The tax base has therefore declined and when divided by the precept this has increased the full Council Tax Charge. The surplus in the general fund transferred to reserves at 31 March 2013 was £5,290.