

HEADLEY PARISH COUNCIL

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2019**

Headley Parish Council

Notes to the financial statements for the year ended 31 March 2019

1. Basis of preparation

These financial statements are prepared on the accruals basis and therefore include amounts receivable and payable but not discharged at the year end. As the Council's income and expenditure is less than £6,500,000, the balance sheet does not include fixed assets. All capital receipts and expenditure are included in the income and expenditure account when incurred.

2. Debtors

Debtors as at 31st March 2019 total £3,557, comprising recoverable VAT of £2,664 & general debtors totalling £893.

3. Capital receipts and expenditure

	<u>2019</u> £	<u>2018</u> £
Capital receipts	0	0
	0	0
Capital Expenditure:		
Office chairs	264	0
Laptop, monitor and accessories	800	0
Coffee maker and accessories	63	0
2 x allotment noticeboards	648	0
Playing field barriers	1,960	0
SLR sign	3,150	0
Sports field sign	790	0
PC upgrade, radiator, bins, noticeboards, bollards		4,695
	7,675	4,695

4. Grants and community support

Headley Parochial Church Council for churchyard maintenance	1,500	1,325
Headley Parochial Church clockface repair	500	
Headley Down Playing Field Committee for insurance costs	410	380
East Hants Citizens Advice Bureau	3,000	2,800
Phoenix Theatre, Bordon	500	500
Victim Support	200	200
River Wey Trust	0	150
Home Start	500	400
Challengers	750	500
Headley Twinning Association	2,000	1,000
Headley Down Nature Reserve	420	567
Mill Chase Academy	75	60
	9,855	7,882

Headley Parish Council

Notes to the financial statements for the year ended 31 March 2019 (continued)

	<u>2019</u>	<u>2018</u>
	<u>£</u>	<u>£</u>
5. Publicity expenses		
Staff and other advertising	400	0
Newsletter	0	0
Headley Report	0	0
	400	0

6. Pensions

Two members of staff participated in the Hampshire County Council superannuation scheme during the year. Employer contributions in the year were £7,661 (2017-18 - £7,028).

7. Fixed assets

The Council owns land for the benefit of the community at several locations. The land, which is held for perpetuity and has no resale value, is as follows:

Headley Playing Fields (east of the pavilion) including the bowling green, tennis courts, cricket pitch and outfield.

The Pound

Headley Village Green

Standford Green

Standford Land

Arford Common

Liphook Road allotments

Saunders Green

Other assets have been acquired over a period of years and are stated at estimated replacement values, and with later additions at cost:

	<u>£ Reinstatement</u>	<u>£ Value</u>
Pavilion leased to Headley Sports Association (Professional valuation)	928,000	1.00
Council equipment	510	510
Office equipment	18,236	18,236
Street furniture (seats, notice boards, shelters), Christmas lights	73,124	73,124
Sport and Play equipment	87,511	87,511
Fencing	18,626	18,626
	1,126,007	198,008

8. Creditors

	<u>2019</u>	<u>2018</u>
	<u>£</u>	<u>£</u>
Allotments Charity funds in Council bank account (see Note 10)	7,490	9,070
Creditors and accruals	1,680	0
	9,170	9,070

Headley Parish Council

Notes to the financial statements for the year ended 31 March 2019 (continued)

9. Tenancies

The Council has tenancies from the Village Hall Trustees for the Parish Office, and the Guildford Diocese for the Headley Playing Fields (west of the pavilion), at annual rentals of £5,710 and £720 respectively. The Council is responsible only for internal maintenance at the office. The Council also leases the Sports Pavilion (The Marjorie Wheatley Pavilion) to Headley Sports Association, for a peppercorn rent.

10. Charities administered by the Parish Council

The Council is sole trustee of Headley War Memorial Charity (registered number 201553), which was established to maintain the war memorial. The Charity's funds are invested in COIF Charity funds, and a bank account is maintained for day-to-day requirements. The market value of the Charity's funds at 31 December 2018 was £3,139, and the income for the year to that date was £109.02.

The Council is also sole trustee for the Allotment for the Labouring Poor Charity (253748), which manages allotments within the parish boundaries. Its funds are held within the Council's bank account. The allotment rents for the year to 31 March 2019 were £1,803 (2018: £1,784), and the expenditure was £3,557 (2018: £966). Amounts held on behalf of the Charity are reported in the Council's balance sheet within creditors (see note 8).

The Council is also sole trustee of the Allotment for Recreation Charity (301849), which has responsibility for the Village Green. The cost of maintaining the Green is borne by the Council, and the Charity makes an annual donation equivalent to its income towards the cost of maintenance. The donation in 2019 was £300 (2018: £310). The Charity has no funds as expenditure by the Council has historically exceeded income.

11. Earmarked reserves

	<u>March 2018</u>	<u>Added (net)</u>	<u>March 2019</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Maintenance and renewal funds	90,831	17,495	108,326

The Council has a number of earmarked reserves for long-term maintenance of play areas, leisure and recreation facilities, and open spaces. These funds receive budget allocations from specific amounts precepted, and also reflect the differences between amounts budgeted and actually spent. These earmarked reserves have been recognised in the budget process.

Headley Parish Council 2018/2019

Income and Expenditure Account for Year Ended 31st March 2019

31st March 2018		31st March 2019
	Income Summary	
115,724	Precept	123,000
191	Bank Interest	736
115,915	Sub Total	123,736
	Operating Income	
5,925	Income Council	8,824
12,228	Income A & R	7,171
550	Allotment Deposits	0
134,619	Total Income	139,730
	Running Costs	
19,312	Administration	27,594
11,204	Parish Office	10,608
43,432	Staffing Costs	48,166
0	Earmarked Funds Council	200
31,306	Expenditure A & R	28,003
2,939	Earmarked Funds A & R	6,917
108,193	Total Expenditure	121,488
	General Fund Analysis	
45,710	Opening Balance	51,504
134,619	Plus : Income for Year	139,730
180,329		191,234
108,193	Less : Expenditure for Year	121,488
72,135		69,746
20,631	Transfers TO / FROM Reserves	17,495
51,504	Closing Balance	52,251

31st March 2018

31st March 2019

31st March 2018		31st March 2019	
Current Assets			
190	Debtors	893	
961	VAT Control A/c	2,664	
9,405	Current Bank & Reserve A/c	9,570	
41,371	Direct Reserve	56,470	
100,240	CCLA Deposit	100,875	
<u>152,166</u>		<u>170,472</u>	
152,166	Total Assets	170,472	
Current Liabilities			
0	Creditors	1,680	
9,070	Allotments Charity Fund	7,490	
762	Accruals	725	
<u>9,831</u>		<u>9,895</u>	
142,335	Total Assets Less Current Liabilities	160,577	
Represented By			
51,504	General Reserves	52,251	
90,831	Earmarked Reserves	108,326	
<u>142,335</u>		<u>160,577</u>	

The above statement represents fairly the financial position of the authority as at 31st March 2019 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____