

HEADLEY PARISH COUNCIL

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2021**

Headley Parish Council

Notes to the financial statements for the year ended 31 March 2021

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 2021 comprised recoverable VAT of £1,015.

3. Capital Receipts and Expenditure

	<u>2021</u> <u>£</u>	<u>2020</u> <u>£</u>
Capital receipts	0	0
	0	0
Capital Expenditure:		
Photocopier	2,750	
Laptop	447	
Christmas Lights	1,215	
Village Green Barrier	1,395	
Bowling Green Fencing	1,260	
Signs	292	
Perspex Screen	118	
Capital Expenditure 2020		12,034
	7,477	12,034

4. Grants and Community Support

Headley Parochial Church Council	1,750	1,500
Headley Down Playing Field Committee	410	410
East Hants Citizens Advice Bureau	3,000	3,000
Phoenix Theatre	500	500
Victim Support	150	0
Home Start	500	500
Challengers	1,000	800
Headley Twinning Association	1,000	1,500
Headley Down Nature Reserve	440	450
Mill Chase Academy	100	75
	8,850	8,735

Headley Parish Council

Notes to the financial statements for the year ended 31 March 2021 (continued)

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
5. Publicity Expenses		
Staff and other advertising	330	0
Newsletter	0	0
Headley Report	0	0
	<u>330</u>	<u>0</u>

6. Pensions

Two members of staff participated in the Hampshire County Council superannuation scheme during the year. Employer contributions in the year were £6,957 (2019-20 - £8,328).

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 including Bowling Green, Tennis Courts, Cricket Wicket/Outfield
The Pound
Headley Village Green
Standford Green
Standford Land
Arford Common
Liphook Road Allotments
Saunders Green
Headley Hill Woods

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	562	562
Office equipment	20,251	20,251
Street furniture (seats, notice boards, shelters), Christmas lights	83,009	83,009
Sport and Play equipment	91,522	91,522
Fencing	19,886	19,886
	<u>1,143,231</u>	<u>215,231</u>

8. Creditors

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Allotments Charity funds in Council bank account (see Note 10)	8,757	6,888
Creditors and accruals	1,162	4,610
	<u>9,919</u>	<u>11,498</u>

Headley Parish Council

Notes to the financial statements for the year ended 31 March 2021 (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 £5,861 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 2020 was £3,937, and the income for the year to that date was £113.43.

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 2021 were £1,995 (2020: £1,848), and the expenditure was £726 (2020: £2,789). 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 2021 was £0 (2020: £330). The Charity has no funds as expenditure by the Council has historically exceeded income.

11. Earmarked Reserves

	<u>March 2020</u>	<u>Added (net)</u>	<u>March 2021</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Maintenance, renewal, and purchase funds	111,980	32,484	144,464

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 2020/2021

Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Income Summary	
127,000	Precept	130,000
933	Bank Interest	246
127,933	Sub Total	130,246
	Operating Income	
15,429	Income Council	7,479
6,841	Income OS & S	10,441
150,203	Total Income	148,166
	Running Costs	
20,120	Administration	23,743
10,668	Parish Office	10,113
51,753	Staffing Costs	50,785
1,737	Earmarked Funds Council	2,544
50,388	Expenditure OS & S	31,924
4,976	Earmarked Funds OS & S	1,440
139,642	Total Expenditure	120,549
	General Fund Analysis	
52,251	Opening Balance	59,158
150,203	Plus : Income for Year	148,166
202,454		207,324
139,642	Less : Expenditure for Year	120,549
62,812		86,776
3,654	Transfers TO / FROM Reserves	32,484
59,158	Closing Balance	54,292

31st March 2020

31st March 2021

Current Assets

998	VAT Control A/c	1,015
4,359	Current Bank & Reserve A/c	6,135
75,657	Direct Reserve	99,702
101,620	CCLA Deposit	101,822

182,635

208,675

182,635 Total Assets**208,675****Current Liabilities**

3,875	Creditors	137
6,888	Allotments Charity Fund	8,757
735	Accruals	1,025

11,498

9,919

171,138 Total Assets Less Current Liabilities**198,756****Represented By**

59,158	General Reserves	54,292
111,980	Earmarked Reserves	0
0	Election Fund	5,000
0	Christmas Tree Lights	1,132
0	Land Purchase	30,000
0	Devolution of Services	2,000
0	CIL Payments	6,370
0	Additional Staff	1,240
0	Nodwood S106	2,289
0	Pension Deficit	2,000
0	Professional/Legal Fees	1,650
0	Scout's Grant	750
0	Deposits Held	40
0	Tennis Court Repairs/Renewals	26,690
0	Arford Common	2,060
0	Pavilion Maintenance	15,978
0	War Memorial	700
0	Field 6 Refurbishment	25,000
0	Mill Lane Playground Refurbish	8,000
0	EHDC Heatherland Pitches	1,705
0	Sports Pitches	5,000
0	Headley Hill Woods	4,360

05/05/2021

Headley Parish Council 2020/2021

11:10

Balance Sheet as at 31st March 2020

31st March 2020

31st March 2021

0 Parish Maintenance	2,000
0 Community Planting Scheme	500

171,138

198,756

The above statement represents fairly the financial position of the authority as at 31st March 2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____