

HAPTON PARISH COUNCIL  
ACCOUNTS AS AT 31ST MARCH 2015



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The above statement represents fairly the financial position of the authority as at 31/03/2015 and reflects its income and expenditure during the year.

Approved by the Council on Date

Signed

Steve Watson- Clerk

Signed

Timothy Birbeck - Chairman

## My Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	34,515.04	
Cash in Hand		
Maintenance Grant	3,426.00	
Electricity North West	24.26	
Clerks Salary		1,959.54
Postages		
Stationery		111.53
Room Hire		
Rent Income	1,070.00	
Maintenance		
Event Income	75.00	
Sponsorship	715.00	
Summer Event		
Bonfire Event		800.00
Christmas Event		20.00
Insurance		238.50
Audit Fees		300.00
Subscriptions		21.98
Recreation Ground		2,310.00
Play Area Refurb	10,943.33	36,275.13
Allotment Bonds	200.00	200.00
Wall Art		4,000.00
Remembrance Day		18.00
VAT		503.40
	<b>16,453.59</b>	<b>46,758.08</b>
<b>Closing Balances:</b>		
Balances in Bank Account		4,210.55
Cash in Hand		
<b>TOTAL</b>	<b>50,968.63</b>	<b>50,968.63</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2015

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

## My Council

## ANNUAL RETURN - Section 1 : Statement of Accounts

## Accounts for Year from 01/04/2014 to 31/03/2015

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

\* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 10% from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

Box No.	Description	Year ending	
		31/03/2014 £	31/03/2015 £
1	Balances Brought Forward	6,778	34,515
2	Annual precept	0	0
3	totl other receipts	33,108	16,453
4	Staff Costs	1,788	1,959
5	Loan interest/capital repayments	0	0
6	Total other payments	3,583	44,798
7	Balances carried forward	34,515	4,210
8	Total Cash and Short Term Investments	34,515	4,210
9	Total Fixed Assets and Long Term Investments	0	0
10	Total Borrowings	0	0

## My Council

### Summary of Receipts and Payments

#### All Cost Centres and Codes

#### Cost Centre Administration

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
3	Clerks Salary				2,143.00	1,959.54	183		183
4	Postages								
5	Stationery				100.00	111.53	-12		-12
6	Room Hire								
<b>SUB TOTAL</b>					<b>2,243.00</b>	<b>2,071.07</b>	<b>172</b>		<b>172</b>

#### Cost Centre Allotments

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
7	Rent Income	1,420.00	1,070.00	-350					-350
8	Maintenance				500.00		500		500
20	Allotment Bonds		200.00	200		200.00	-200		
<b>SUB TOTAL</b>		<b>1,420.00</b>	<b>1,270.00</b>	<b>-150</b>	<b>500.00</b>	<b>200.00</b>	<b>300</b>		<b>150</b>

#### Cost Centre Income

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
1	Maintenance Grant	3,426.00	3,426.00						
2	Electricity North West	21.00	24.26	3					3
<b>SUB TOTAL</b>		<b>3,447.00</b>	<b>3,450.26</b>	<b>3</b>					<b>3</b>

#### Cost Centre Professional Fees

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
14	Insurance				250.00	238.50	12		12
15	Audit Fees				450.00	300.00	150		150
16	Subscriptions				400.00	21.98	378		378
<b>SUB TOTAL</b>					<b>1,100.00</b>	<b>560.48</b>	<b>540</b>		<b>540</b>

#### Cost Centre Projects & Events

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Var	Estimated	Actual	Var	+/-	under/over spend
9	Event Income	200.00	75.00	-125					-125
10	Sponsorship	600.00	715.00	115					115
11	Summer Event				600.00		600		600
12	Bonfire Event				600.00	800.00	-200		-200
13	Christmas Event				600.00	20.00	580		580
18	Recreation Ground					2,310.00	-2,310		-2,310
19	Play Area Refurb		10,943.33	10,943		36,275.13	-36,275		-25,332
21	Wall Art					4,000.00	-4,000		-4,000
22	Remembrance Day					18.00	-18		-18
<b>SUB TOTAL</b>		<b>800.00</b>	<b>11,733.33</b>	<b>10,933</b>	<b>1,800.00</b>	<b>43,423.13</b>	<b>-41,623</b>		<b>-30,690</b>

<b>NET TOTAL</b>	<b>5,667.00</b>	<b>16,453.59</b>	<b>10,787</b>	<b>5,643.00</b>	<b>46,254.68</b>	<b>-40,612</b>		<b>-29,825</b>
<b>V.A.T.</b>		<b>0.00</b>			<b>503.40</b>			
<b>GROSS TOTAL</b>		<b>16,453.59</b>			<b>46,758.08</b>			

## My Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Clerks Salary	14/04/2014		Expenses	100211	Clerk Salary	Steve Watson	E	129.87	0.00	129.87
2 Clerks Salary	14/04/2014		Expenses	100212	Clerk Tax	HMRC	E	32.47	0.00	32.47
3 Subscriptions	14/04/2014		Expenses	100213	Subscription	CVS	E	15.00	0.00	15.00
4 Clerks Salary	12/05/2014		Expenses	100214	Clerk Salary	Steve Watson	E	129.87	0.00	129.87
5 Clerks Salary	12/05/2014		Expenses	100215	Clerk Tax	HMRC	E	32.47	0.00	32.47
6 Clerks Salary	09/06/2014		Expenses	100216	Clerk Salary	Steve Watson	E	129.87	0.00	129.87
7 Clerks Salary	09/06/2014		Expenses	100217	Clerk Tax	HMRC	E	32.47	0.00	32.47
8 Audit Fees	09/06/2014		Expenses	100218	Internal Audit	Lianne Abram	E	100.00	0.00	100.00
9 Clerks Salary	14/07/2014		Expenses	100220	Clerk Salary	Steve Watson	E	129.87	0.00	129.87
10 Clerks Salary	14/07/2014		Expenses	100221	Clerk Tax	HMRC	E	32.47	0.00	32.47
11 Play Area Refurb	14/07/2014		Expenses	100222	Play Area Equipment	Burnley Borough Council	Z	36,275.13	0.00	36,275.13
13 Clerks Salary	11/08/2014		Expenses	100223	Clerk Salary	Steve Watson	Z	129.87	0.00	129.87
14 Clerks Salary	11/08/2014		Expenses	100224	Clerk Tax	Steve Watson	Z	32.47	0.00	32.47
15 Stationery	11/08/2014		Expenses	100225	Stationery	Briercliffe Parish Council	Z	111.53	0.00	111.53
17 Subscriptions	11/08/2014		Expenses	100226	Website Hosting	1&1	S	6.98	1.40	8.38
18 Insurance	11/08/2014		Expenses	100227	Insurance	Zurich	Z	238.50	0.00	238.50
19 Wall Art	11/08/2014		Expenses	100228	K rendering	Christian Armstrong	Z	4,000.00	0.00	4,000.00
20 Clerks Salary	08/09/2014		Expenses	100229	Clerk Salary	Steve Watson	Z	129.87	0.00	129.87
21 Clerks Salary	08/09/2014		Expenses	100230	Clerk Tax	HMRC	Z	32.47	0.00	32.47
22 Clerks Salary	13/10/2014		Expenses	100231	Clerk Salary	Steve Watson	Z	129.87	0.00	129.87
23 Clerks Salary	13/10/2014		Expenses	100232	Clerk Tax	HMRC	Z	32.47	0.00	32.47
24 Audit Fees	13/10/2014		Expenses	100233	Audit	BDO	S	200.00	40.00	240.00
25 Clerks Salary	10/11/2014		Expenses	100234	Clerk Salary	Steve Watson	Z	129.87	0.00	129.87
26 Clerks Salary	10/11/2014		Expenses	100235	Clerk Tax	HMRC	Z	32.47	0.00	32.47
27 Remembrance Day	10/11/2014		Expenses	100236	Remembrance Day Wreal	Royal British Legion	Z	18.00	0.00	18.00
28 Clerks Salary	10/11/2014		Expenses	100237	Clerk Salary	Steve Watson	Z	129.87	0.00	129.87
29 Clerks Salary	10/11/2014		Expenses	100238	Clerk Tax	HMRC	Z	32.47	0.00	32.47
30 Bonfire Event	10/11/2014		Expenses	100239	Bonfire Fireworks	Classic Fireworks	Z	800.00	0.00	800.00
31 Clerks Salary	12/01/2015		Expenses	100240	Clerk Salary	Steve Watson	Z	129.87	0.00	129.87
32 Clerks Salary	12/01/2015		Expenses	100240	Clerk Backpay	Steve Watson	Z	9.55	0.00	9.55
33 Clerks Salary	12/01/2015		Expenses	100241	Clerk Tax	Steve Watson	Z	34.38	0.00	34.38
34 Recreation Ground	12/01/2015		Expenses	100242	Rec Drainage	Total Turf Solutions	S	2,310.00	462.00	2,772.00
35 Allotment Bonds	12/01/2015		Expenses	100243	Allotment Bond	M Brynes	Z	200.00	0.00	200.00
36 Clerks Salary	09/02/2015		Expenses	100244	Clerk Salary	Steve Watson	Z	129.87	0.00	129.87
37 Clerks Salary	09/02/2015		Expenses	100245	Clerk Tax	HMRC	Z	32.47	0.00	32.47
39 Christmas Event	09/02/2015		Expenses	100246	Picture Frames	Barry Frames	Z	20.00	0.00	20.00

**My Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
40 Clerks Salary	09/03/2015		Expenses	100247	Clerk Salary	Steve Watson	Z	129.87	0.00	129.87
41 Clerks Salary	09/03/2015		Expenses	100248	Clerk Tax	HMRC	Z	32.47	0.00	32.47
<b>Total</b>								<b>46,254.68</b>	<b>503.40</b>	<b>46,758.08</b>

### My Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1	02/04/2014		Expenses		Maintenance Grant	Burnley Borough Council	E	3,426.00	0.00	3,426.00
2	10/06/2014		Expenses	Direct Credit	Easter Event	Various	E	50.00	0.00	50.00
3	10/06/2014		Expenses		Garages	Various	E	110.00	0.00	110.00
4	10/06/2014		Expenses		Allotment Rents	Various	E	920.00	0.00	920.00
5	27/06/2014		Expenses		External Grant	Veolia	E	10,943.33	0.00	10,943.33
6	06/08/2014		Expenses		Rent	Electricity North West	E	24.26	0.00	24.26
7	12/08/2014		Expenses		Allotment Bond	Allotment Tenant	E	200.00	0.00	200.00
8	12/08/2014		Expenses		Allotment Rents	Allotment Tenant	E	40.00	0.00	40.00
9	22/10/2014		Expenses		Firework sponsorship	Various	E	145.00	0.00	145.00
10	28/10/2014		Expenses	DC	Sponsorship	Marvtech	E	50.00	0.00	50.00
11	12/11/2014		Expenses		Sponsorship	Various	E	270.00	0.00	270.00
12	12/11/2014		Expenses		Donations	Various	E	75.00	0.00	75.00
13	15/01/2015		Expenses		Bonfire Fireworks	Various	E	100.00	0.00	100.00
14	21/01/2015		Expenses		Bonfire Fireworks	Various	E	100.00	0.00	100.00
<b>Total</b>								<b>16,453.59</b>	<b>0.00</b>	<b>16,453.59</b>



## My Council

<b>Bank Reconciliation at 31/03/2015</b>			
	Cash in Hand 01/04/2014		34,515.04
	<b>ADD</b>		
	Receipts 01/04/2014 - 31/03/2015		16,453.59
	<b>SUBTRACT</b>		
	Payments 01/04/2014 - 31/03/2015		46,758.08
<b>A</b>	<b>Cash in Hand 31/03/2015</b> (per Cash Book)		<b>4,210.55</b>
	Cash in hand per Bank Statements		
	Cash 10/08/2014	0.00	
	Environmental 10/08/2014	2,023.55	
	Fundraising 10/08/2014	1,914.65	
	Expenses 10/08/2014	272.35	
			<b>4,210.55</b>
	Less unrepresented cheques As attached		0.00
			4,210.55
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>4,210.55</b>
<b>A = B Checks out OK</b>			

Proposed Budget 2014-  
15

Income

		Expenditure			
Precept	£8,000.00		Professional Fees	Insurance	£ 275.00
Maintenance Grant	£ 3,426.00			Audit	£ 400.00
Allotment rents	£ 1,420.00		Subscriptions	Subscriptions	£ 400.00
Events Income	£ 200.00		Administration	Clerk Salary	£ 1,312.00
Firework Sponsorship	£ 600.00			Stationery	£ 120.00
Electricity NW	£ 24.00				
			Allotment Maintenance	Maintenance	£ 500.00
			Projects	Summer Event	£ 800.00
				Bonfire Event	£ 800.00
				Christmas Event	£ 800.00
				Misc Projects	£ 2,000.00
			Lengthsman Scheme	Labour	£5,300.00
				Materials	£200.00
				Administration	£ 700.00
<b>Total Income</b>	<b>£ 13,670.00</b>		<b>Total Expenditure</b>		<b>£ 13,607.00</b>

Income/Expenditure	£ 63.00
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1. Assumes a 105 increase in costs
2. increased fees due to Play area refurb grant
3. Assumes increase to SCP 24 1st April
4. Increased for inflation



## Hapton Parish Council Meeting

### ANNUAL REPORT NOTES

1. The balance brought forward issue is now resolved.
2. The Council did not precept in 2014
3. Total other receipts have decreased due to:
  - a) A grant from Veolia of £25,331 for playground upgrade was received in 2013.
  - b) A further grant from Veolia of £10,943 was received in 2014.
  - c) A Lottery grant of £1,800 was received in 2013.
  - d) Income from events was down by £475

Totalling an decrease in income of £ 16,663

Difference in income from 2013 to 2014 £16,655

3. Staffing costs increased due to incremental progression of the Clerk
4. Other payments have decreased due to:
  - a) Payment for the Play Area refurbishment of £36,275
  - b) The Wall Mural project incurred expenditure of £4,000
  - c) Event costs/projects increased by £1,000

Totalling an increase in payments of £41,275

Difference in payments from 2013 to 2014 of £41,215

- 5.

LIST OF ASSETS HELD AT 31/03/2015

Community

**Date Purchased Description of Asset**

**Current Value**

Hapton Community Room

£ 1.00

Land inc. play area, rec, allot/garages

£ 1.00

Sub Total

£ 2.00

Equipment

**Date Purchased Description of Asset**

**Current Value**

**Sub Total**

£ -

Total Value of all assets

£ 2.00