

Cranleigh Parish Council

Financial Statements

For the year ended 31 March 2009

Cranleigh Parish Council

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31 March 2009

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Cranleigh Parish Council

Council Information

31 March 2009

(Information current at 18th June 2009)

Chairman

Cllr B. A. Ellis

Councillors

Cllr B. Arendell

Cllr C. Baily

Cllr J. P. Bainbridge

Cllr B. H. Cheesman

Cllr Mrs J. E. Dodd

Cllr Mrs P. Ellis

Cllr Mrs M. Foryszewski

Cllr D. R. Gallacher

Cllr Mrs R. Hurtley

Cllr K. Reed

Clerk to the Council

Mrs Pauline Whitehead, MILCM

Auditors

BDO Stoy Hayward LLP

Chartered Accountants and Registered Auditors

Arcadia House

Maritime Walk

Ocean Village

Southampton

SO14 3TL

Cranleigh Parish Council
Income and Expenditure Account
31 March 2009

	Notes	2009 £	2008 £
INCOME			
Precept on District Council		210,228	203,263
Compensatory Grant from Borough Council		46,875	44,813
Capital Grants rec'd not deferred		47,025	-
Interest and Investment Income	1	6,298	9,421
Leisure and Recreation		16,363	16,867
Allotments		1,812	1,651
Cemetery		15,181	15,201
Cranleigh Village Hall		20,337	19,579
Establishment/General Administration		675	1,402
		364,794	312,197
EXPENDITURE			
Establishment/General Administration		114,438	116,937
Election Expenses		-	6,054
S137 Expenditure	5	300	200
Capital Expenditure	8	66,494	11,714
Operational Expenditure:			
Leisure and Recreation		97,797	91,784
Allotments		464	1,009
Cemetery		35,066	33,112
Cranleigh Village Hall		51,267	59,352
General Grants (non S137)		700	3,649
Cranleigh Health Check		-	7,500
		366,526	331,311
General Fund			
Balance at 01 April 2008		30,385	58,518
Add: Total Income		364,794	312,197
		395,179	370,715
Deduct: Total Expenditure		366,526	331,311
		28,653	39,404
Transfer (to) Earmarked Reserves	13	(10,328)	(9,019)
General Reserve Balance at 31 March 2009		18,325	30,385

The notes on pages 7 to 11 form part of these statements.

Cranleigh Parish Council

Balance Sheet

31 March 2009

	Notes	2009 £	2009 £	2008 £
Current Assets				
Debtors	9	19,927		13,883
Cash at bank and in hand		<u>121,787</u>		<u>131,929</u>
		141,714		145,812
Current Liabilities				
Creditors and accrued expenses	11	<u>(6,733)</u>		<u>(9,099)</u>
Net Current Assets			134,981	136,713
Total Assets Less Current Liabilities			134,981	136,713
			<u>134,981</u>	<u>136,713</u>
Capital and Reserves				
Earmarked Reserves	13		116,656	106,328
General Reserve			<u>18,325</u>	<u>30,385</u>
			<u>134,981</u>	<u>136,713</u>

The Financial Statements represent fairly the financial position of the Council as at 31 March 2009, and reflects its Income and Expenditure for the year.

Signed:
Cllr B. A. Ellis
Chairman

.....
Mrs Pauline Whitehead, MILCM
Responsible Financial Officer

Date:
.....

The notes on pages 7 to 11 form part of these statements.

Cranleigh Parish Council
Statement of Accounting Policies
31 March 2009

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

As a consequence the latest accounting policies, as set out in the Guide and so far as they apply to this council, have been adopted for the council's statements of account.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in the notes to the accounts at current insurance values as approximating to the lower of net current replacement cost and net realisable value

infrastructure assets are included at historical cost, net of depreciation

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the guide. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

VAT

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council has no long term borrowing. Consequently, there were no external loan repayments made in the year.

Leases

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 12

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 13

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged to the council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2010 and any change in contribution rates as a result of that valuation will take effect from 1st April 2011.

Cranleigh Parish Council

Notes to the Accounts

31 March 2009

1 Interest and Investment Income

	2009	2008
	£	£
Interest Income - General Funds	6,298	9,421
	<u>6,298</u>	<u>9,421</u>

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a.	Repairing /
		£	Non-Repairing
Various Holders	Allotments	£1,812	N/A
Trustees of Youth Band	Band Room	£1	Land Only
Scout Association	Scout Hut	£1	Land Only
Guide Association	Guide Hut	£1	Land Only
CAB (WBC)	CAB Offices	£1	Land Only
Trustees of Youth Centre	Youth Centre	£1	Land Only

Council as tenant

Landlord	Property	Rent p.a.	Repairing /
		£	Non-Repairing
None			

4 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2009	2008
	£	£
Publicity	-	96
Newsletter	630	300
Publicity - Village Hall	167	165
Publicity - Cemetery	-	77
	<u>797</u>	<u>638</u>

Cranleigh Parish Council

Notes to the Accounts

31 March 2009

5 S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £5.86 (year ended 31 March 2008 - £5.64) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	2009	2008
	£	£
The total amount of available for this purpose was	<u>52,418</u>	<u>49,688</u>
Expenditure was incurred for the following purposes:		
Royal British Legion	200	200
Cranleigh School - Christmas Hampers	<u>100</u>	<u>-</u>
	<u>300</u>	<u>200</u>

It should be noted that grants to bodies such as the Citizen's Advice Bureau are made under other specific legal powers and so are not included in the above figures.

6 Pensions

For the year of account the council's contributions equal 18.80% of employees' pensionable pay, plus a lump sum of £3,221.

These contributions will remain at 18.80%, plus a lump sum increased to £3,372 in future years so as to provide adequately for known liabilities.

Approved by: Hymans Robertson LLP
(Actuaries to the Pensions Fund)

Cranleigh Parish Council

Notes to the Accounts

31 March 2009

7 Fixed Assets

	2009	2008
	£	£
	Value	Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
Cranleigh Village Hall	1,151,025	1,151,025
Snoxhall Pavilion & Machine Shed	772,500	772,500
Council Offices	193,640	193,640
Cemetery Workshop	75,190	75,190
	<u>2,192,355</u>	<u>2,192,355</u>
<u>Vehicles and Equipment</u>		
Village Hall Equipment	25,667	20,543
Grounds Maintenance Equipment	63,557	58,864
Play Equipment	46,481	20,200
Office Equipment	16,038	6,440
Snoxhall P F - Floodlights	27,119	55,000
Ford Tractor RX 05 FCF	13,738	13,738
Portable Storage Units	2,601	4,611
Snoxhall Kitchen Cooker	1,543	1,528
Rec Intruder Alarm	2,177	2,317
Snoxhall Pavilion CCTV	3,100	-
	<u>202,021</u>	<u>183,241</u>
<u>Infrastructure Assets</u>		
Snoxhall Fields Tennis Courts	16,644	16,644
Cemetery Fencing	1,000	1,000
Cemetery Roads & Paths	3,553	3,553
Safety Surfacing	4,005	4,005
Waste and Dog Bins	4,447	3,593
	<u>29,649</u>	<u>28,795</u>
<u>Community Assets</u>		
Land Adjoining Village Hall	1	1
Snoxhall Fields	1	1
Snoxhall Fields Tennis Courts	1	1
Beryl Harvey Memorial Field	1	1
Land Adjoining Parish Council Offices	1	1
Cemetery	1	1
Millennium Sculpture	15,000	15,000
Village Hall Wallhanging	1,515	1,515
Civic Regalia	724	724
Council Coat of Arms & Scroll	8,000	8,000
	<u>25,245</u>	<u>25,245</u>
	<u>2,449,270</u>	<u>2,429,636</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.
In certain instances current insurance values have been used as approximate current replacement cost.

Cranleigh Parish Council

Notes to the Accounts

31 March 2009

8 Fixed Assets - Additions and Disposals

	2009	2008
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	-	-
Vehicles and Equipment	66,494	11,714
Infrastructure Assets	-	-
Community Assets	-	-
	<u>66,494</u>	<u>11,714</u>

No assets were disposed of during the year.

9 Debtors

	2009	2008
	£	£
Trade Debtors	2,125	2,077
VAT Recoverable	5,506	3,261
Prepayments and Accrued Income	12,296	8,545
	<u>19,927</u>	<u>13,883</u>

10 Debtors Analysis

The age of the Trade Debtors as shown in Note 9 can be summarised as follows:

	2009	2009	2008	2008
	No.	Value	No.	Value
		£		£
Less than 3 months old	12	2,125	12	1,682
Between 3 and 6 months old	-	-	2	395
Between 6 and 12 months old	-	-	-	-
Over 12 months old	-	-	-	-
	<u>12</u>	<u>2,125</u>	<u>14</u>	<u>2,077</u>

11 Creditors and Accrued Expenses

	2009	2008
	£	£
Trade Creditors	4,911	6,140
Other Creditors	-	127
Accruals	1,822	1,698
Income in Advance	-	1,134
	<u>6,733</u>	<u>9,099</u>

Cranleigh Parish Council

Notes to the Accounts

31 March 2009

12 Hire Purchase and Lease Obligations

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

Hire/Lessor	Purpose	Annual Lease/Hire Payable £	Year of Expiry
CF Asset	Photocopier	780	2011
BT Finance	Telephone System	500	2010

13 Earmarked Reserves

	Balance at 01/04/2008 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/03/2009 £
Capital Projects Reserves	-	-	-	-
Special Funds	2,663	124	-	2,787
Other Earmarked Reserves	103,665	25,236	(15,032)	113,869
Total Earmarked Reserves	106,328	25,360	(15,032)	116,656

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2009 are set out in detail at Appendix A.

14 Capital Commitments

The council had no capital commitments at 31 March 2009 not otherwise provided for in these accounts.

15 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.