

Cranleigh Parish Council

Statements of Accounts

For the year ended 31 March 2013

Cranleigh Parish Council

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31 March 2013

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Cranleigh Parish Council

Council Information

31 March 2013

(Information current at 16th May 2013)

Chairman

Cllr B. A. Ellis

Councillors

Cllr B. Arendell
Cllr J. Bainbridge
Cllr B. H. Cheesman
Cllr R. Cole
Cllr P. Ellis
Cllr M. Forszowski
Cllr D. Gill
Cllr K. Reed
Cllr R. Reed
Cllr J. Somerville
Cllr R. Wilson

Clerk to the Council

Mrs Pauline Whitehead BA (Hons) FILCM

Auditors

BDO Stoy Hayward LLP
Chartered Accountants and Registered Auditors
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

Cranleigh Parish Council
Statement of Accounting Policies
31 March 2013

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.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

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

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.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

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.

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 10.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 11.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those 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 was due at 31st March 2013 and any change in contribution rates as a result of that valuation will take effect from 1st April 2014.

Cranleigh Parish Council
Income and Expenditure Account
31 March 2013

	Notes	2013 £	2012 £
INCOME			
Precept on District Council		255,004	246,331
Compensatory Grant from Borough Council		33,933	38,560
Capital Grants and Donations		44,328	-
Interest and Investment Income	1	1,409	3,200
Leisure and Recreation		16,391	21,371
Allotments		2,578	2,682
Cemetery		15,910	15,249
Youth Activities		10,359	-
Cranleigh Village Hall		30,508	28,248
Establishment/General Administration		3,283	298
Proceeds From Disposal Of Fixed Assets		6,500	-
		420,203	355,939
EXPENDITURE			
Establishment/General Administration		118,365	111,625
Election Expenses		-	5,035
Capital Expenditure	7	42,955	11,960
Operational Expenditure:			
Leisure and Recreation		142,918	118,827
Allotments		285	5,121
Cemetery		34,318	33,574
Youth Activities		21,104	-
Cranleigh Village Hall		26,512	35,426
General Grants (non S137)		1,592	2,044
Community Service		10,820	-
		398,869	323,612
General Fund			
Balance at 01 April 2012		67,499	50,822
Add: Total Income		420,203	355,939
		487,702	406,761
Deduct: Total Expenditure		398,869	323,612
		88,833	83,149
Transfer (to) Earmarked Reserves	11	(67,443)	(15,650)
General Reserve Balance at 31 March 2013		21,390	67,499

The notes on pages 7 to 10 form part of these accounts.


Cranleigh Parish Council

Balance Sheet

31 March 2013

	Notes	2013 £	2013 £	2012 £
Current Assets				
Debtors and prepayments	8	18,204		8,415
Cash at bank and in hand		211,628		171,536
		<u>229,832</u>		<u>179,951</u>
Current Liabilities				
Creditors and income in advance	9	(43,900)		(15,353)
Total Assets Less Current Liabilities			185,932	164,598
Total Assets Less Liabilities			<u>185,932</u>	<u>164,598</u>
Capital and Reserves				
Earmarked Reserves	11		164,542	97,099
General Reserve			21,390	67,499
			<u>185,932</u>	<u>164,598</u>

Signed:


Cllr B. A. Ellis
Chairman


.....

Mrs Pauline Whitehead BA (Hons) FILCM
Responsible Financial Officer

Date:

20.6.13

20.6.13

The notes on pages 7 to 10 form part of these accounts.

Cranleigh Parish Council

Notes to the Accounts

31 March 2013

1 Interest and Investment Income

	2013	2012
	£	£
Interest Income - General Funds	1,409	3,200
	<u>1,409</u>	<u>3,200</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
Trustees of Band Room	Land in Village Way	1 peppercorn	N/A
Cranleigh & District Guides	Land in Village Way	1 peppercorn	N/A
Cranleigh Scouts	Land in Village Way	1 peppercorn	N/A

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:

	2013	2012
	£	£
Recruitment Advertising	-	195
Publicity	197	300
Newsletter	609	660
	<u>806</u>	<u>1,155</u>

5 Pensions

For the year of account the council's contributions equal 19.20% of employees' pensionable pay, plus a lump sum of £3,674.

These contributions will remain at 19.20%, plus a lump sum of £3,674, in future years which will provide adequately for known liabilities.

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

Cranleigh Parish Council

Notes to the Accounts

31 March 2013

6 Fixed Assets

	2013	2012
	£	£
	Value	Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
Cranleigh Village Hall	1,269,005	1,269,005
Snoxhall Pavilion & outbuildings	851,681	851,681
Youth Centre	540,080	-
Snoxhall Machine Shed	213,488	213,488
Cemetery Machine Shed	92,312	-
Council Offices	82,897	82,897
CAB Building	253,024	-
Lychgate Roof	5,948	-
Village Way Public Conveniences	84,140	-
The Common Public Conveniences [Leasehold]	1	-
	<hr/> 3,392,576	<hr/> 2,417,071
<u>Vehicles and Equipment</u>		
Village Hall Equipment	56,245	56,245
Grounds Maintenance Equipment	84,466	79,003
Play Equipment	81,893	81,893
Fitness Equipment	6,060	6,060
Office Equipment	18,521	18,269
Snoxhall P F - Floodlights	55,000	55,000
Ford Tractor RX 05 FCF	-	13,738
Snoxhall Pavilion Contents	4,380	4,380
Snoxhall Pavilion CCTV	11,000	11,000
Seat Outside Library	701	-
Tractor - New Holland TC3	27,000	-
Tipper Trailer	1,225	-
	<hr/> 346,491	<hr/> 325,588
<u>Infrastructure Assets</u>		
Snoxhall Fields Tennis Courts	28,000	28,000
Cemetery Fencing	1,000	1,000
Cemetery Roads & Paths	3,553	3,553
Safety Surfacing	4,005	4,005
Waste and Dog Bins	5,155	4,447
B M M F Fencing	6,000	6,000
Fencing	7,606	-
	<hr/> 55,319	<hr/> 47,005

Cranleigh Parish Council

Notes to the Accounts

31 March 2013

6 Fixed Assets [continued]

Community Assets

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>3,819,631</u>	<u>2,814,909</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.

7 Fixed Assets - Additions and Disposals

	2013	2012
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	-	-
Vehicles and Equipment	34,641	5,960
Infrastructure Assets	8,314	6,000
Community Assets	-	-
	<u>42,955</u>	<u>11,960</u>
	Proceeds	Proceeds
During the year the following assets were disposed of:		
Operational Land and Buildings	-	-
Vehicles and Equipment	6,500	-
Infrastructure Assets	-	-
Community Assets	-	-
	<u>6,500</u>	<u>-</u>

8 Debtors

	2013	2012
	£	£
Trade Debtors	5,216	1,349
VAT Recoverable	8,567	1,929
Prepayments	3,076	3,563
Accrued Interest Income	1,345	1,574
	<u>18,204</u>	<u>8,415</u>

Cranleigh Parish Council

Notes to the Accounts

31 March 2013

9 Creditors and Accrued Expenses

	2013	2012
	£	£
Trade Creditors	10,282	6,877
Accruals	15,643	8,052
Income in Advance	17,975	424
	<u>43,900</u>	<u>15,353</u>

10 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
		£	
CIT Vendor Finance	Canon Image Runner photocopier	700	2016
BT	Telephone system	529	2015

11 Earmarked Reserves

	Balance at	Contribution	Contribution	Balance at
	01/04/2012	to reserve	from reserve	31/03/2013
	£	£	£	£
Capital Projects Reserves	-	-	-	-
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	97,099	94,852	(27,409)	164,542
Total Earmarked Reserves	<u>97,099</u>	<u>94,852</u>	<u>(27,409)</u>	<u>164,542</u>

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 2013 are set out in detail at Appendix A.

12 Capital Commitments

The council had no other capital commitments at 31 March 2013 not otherwise provided for in these accounts.

13 Contingent Liabilities

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