

# CRINGLEFORD PARISH COUNCIL

## Income & Expenditure Account For the Year Ended 31st March 2013

Year Ended 31st March 2012		Year Ended 31st March 2013
	<b>INCOME</b>	
108,017.00	*Precept	114,465.00
	General Administration	
2,648.40	Miscellaneous/Grants/Loan	602,799.26
110.00	Jubilee Donations	NIL
3,324.96	Neighbourhood Development Plan	10,808.19
3,358.49	*Agency Services reimbursed	3,519.70
-	*Loan/Capital Receipts (Section 106)	14,613.71
2,355.40	*Interest on Investments	2,715.14
	Pavilion	
10,939.00	Hirings	13,801.60
	Recreation Ground	
2,568.83	Cricket	2,247.55
4,390.00	Football	3,536.32
2,000.00	Tennis	2,000.00
NIL	*Sale of Assets	NIL
0.00	VAT	0.00
<b><u>139,712.08</u></b>	<b>*TOTAL INCOME</b>	<b><u>770,506.47</u></b>

Year Ended  
31st March 2012

Year Ended  
31st March 2013

**EXPENDITURE**

	*General Administration	
30,781.77	Clerk's Salary	35,833.00
1,944.84	Clerical Assistant's Salary	1,953.12
20,511.21	Groundsperson's Wages	20,639.57
9,521.24	P/T Groundsperson's Wages	6,130.42
8,333.87	Insurance	8,455.31
675.00	Audit Fee	775.00
6,433.05	Petty Cash/Stationery	12,702.26
3,712.27	Play-Area	549.60
979.44	Contributions/Subscriptions	1,024.05
NIL	Member's Allowances	NIL
NIL	Bank Charges	NIL
NIL	*Agency Services	NIL
NIL	*Section 137 Payments	NIL
NIL	*Capital Schemes –	
200.00	Asset Purchase	5,970.00
	Pavilion	
1,450.46	Maintenance	536.11
1,585.77	Heat & Light	2,287.66
469.68	Water Rates	516.45
1,327.86	Cleaning & Materials	1,265.21
	Recreation Ground	
4,118.13	Equipment/Repairs	5,949.54
1,471.51	Fuel	1,406.38
1,008.27	Cricket	1,008.93
3,035.14	Football	3,095.68
513.62	Tennis	506.39
	Street Lighting	
3,496.56	Energy & Maintenance	3,233.63
8,770.67	Repairs & Replacements	4,991.09
NIL	*Provision for Doubtful Debts	NIL
1,935.42	Loan Repayment	2,026.46
958.10	*Interest on Long Term Debts	867.06
NIL	Community Centre	2,476.70
NIL	Loan Repayment	13,358.47
NIL	Committee Expenses	NIL
NIL	*VAT Adjustment	NIL
<b><u>113,233.89</u></b>	<b>*TOTAL EXPENDITURE</b>	<b><u>137,558.09</u></b>
	<b>General Fund</b>	
187,907.74	Balance at 1st April 2012	184,292.93
<u>139,712.08</u>	<b>Add</b> Total Income	<u>770,506.47</u>
327,619.82		954,799.40
<u>113,233.89</u>	<b>Deduct</b> Total Expenditure	<u>137,558.09</u>
214,385.93		817,241.31
NIL	Transfers from Reserves	15,835.17
<u>30,093.00</u>	Transfers to Reserves	<u>38,000.00</u>
<u>184,292.93</u>	Balance at 31st March 2013	<u>795,076.48</u>

**CRINGLEFORD PARISH COUNCIL**  
**Balance Sheet as at 31st March 2013**

Year Ended 31st March 2012		Year Ended 31st March 2013
	<b>LONG TERM ASSETS</b>	
NIL	Investments	NIL
<u>NIL</u>	Long Term Debts	<u>NIL</u>
NIL		NIL
	<b>CURRENT ASSETS</b>	
NIL	Stocks and Stores	NIL
NIL	Work in Progress	NIL
2095.62	Debtors	3897.05
NIL	Payments in Advance	NIL
1,466.96	VAT Recoverable	1,311.58
NIL	Temporary Lendings	NIL
<u>235,199.46</u>	Cash in Hand	<u>864,723.35</u>
238,762.04	<b>TOTAL ASSETS</b>	<u>869,931.98</u>
	<b>CURRENT LIABILITIES</b>	
2,776.11	Creditors	997.67
NIL	Temporary Loans	NIL
NIL	Cash Overdrawn	NIL
		<u>997.67</u>
<u>235,985.93</u>	<b>TOTAL ASSETS LESS</b>	<u>868,934.98</u>
	<b>CURRENT LIABILITIES</b>	
<u>NIL</u>	LONG TERM(PWLB)	<u>NIL</u>
<u>235,985.93</u>	<b>NET ASSETS</b>	<u>868,934.98</u>
	Represented by:-	
39,982.09	GENERAL FUND	152,833.51
NIL	PROVISIONS	NIL
19,147.29	Long Term Loan (PWLB)	512,262.36
	RESERVES:	
125,163.55	Section 106 Reserve	129,980.61
<u>51,693.00</u>	Asset Replacement Reserve	<u>73,857.83</u>
<u>235,985.93</u>		<u>868,934.31</u>

The above statement represents fairly the financial position of the authority as at 31 March 2013 and reflects its income and expenditure during the year.

Signed

Chairman

Responsible Financial Officer

Date

Date

AUDIT OPINION

**CRINGLEFORD PARISH COUNCIL  
ACCOUNTS  
For the Year Ended 31st March 2013**

**Bank Reconciliation**

Balance at Bank as at 31st March 2013:

Barclays Bank PLC	23,864.27
Barclays Bond 63 Closed 6 July 2012	-
Barclays Active Saver 1	2,788.62
Barclays Active Saver 2 (PWL B)	101,567.82
Cozens-Hardy Client Account (Escrow Money)	499,188.00
Deposit Account - National Savings	<u>239,831.31</u>
	867,240.02

Less: Un-presented cheques

	cheque number:	
G. Mole	100623	27.98
Norwich City Council	100627	<u>2,548.69</u>
		<u>2,576.67</u>

Add: Petty Cash	<u>60.00</u>
<b>Net Balances as at 31 March 2013</b>	<b><u>864,723.35</u></b>

**The net balances reconcile to the Cash Book for the year, as follows:**

**CASH BOOK**

Balance at Bank and In Hand at 31st March 2012:	235,199.46
Add:	
Income per Cashbook	776,030.78
Less:	
Expenditure per Cashbook	<u>(146,506.89)</u>
<b>Closing balance per cash book as at 31 March 13</b>	<b><u>864,723.35</u></b>

Prepared by: Clerk and RFO

Date:

# CRINGLEFORD PARISH COUNCIL ACCOUNTS

## Workings for Balance Sheet

<b>1.</b>	<b>Debtors</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	
	South Norfolk Council	2,382.05	424.78	2,806.83	
	McGuire Programme	60.00			
	Oak AFC	94.00			
	Slimming World	560.00			
	Friday Folk Dancers	120.00			
	Doghouse FC	174.00			
	L. Walker	60.00			
	D. Cook	40.00			
	Cringleford Bridge Club	120.00			
	Kiddycook	30.00			
	D. Green	40.00			
	1 <sup>st</sup> Class Learning	40.00			
	M. Widdrington	80.00			
	Sure Start	30.00			
	Cringleford Evening WI	20.00			
	Cringleford Veterans FC	47.00			
	HM Customs & Excise	<u>1,311.58</u>			
		<b>5,208.63</b>	<b>424.78</b>	<b>5,633.41</b>	
<b>2.</b>	<b>Payments In Advance</b>	<b>NIL</b>			
<b>3.</b>	<b>Creditors</b>	<b>Cheque</b>			
	South Norfolk Council	100639	136.50	27.30	163.80
	Ben Burgess	100630	116.67	23.33	140.00
	Ian Smith	100633	109.33	21.87	131.20
	Jewsons Ltd	100629	5.95	1.19	7.14
	Southern Electric	DD	<u>629.22</u>	<u>31.46</u>	<u>660.68</u>
			<b>997.67</b>	<b>105.15</b>	<b>1,102.82</b>
<b>4.</b>	<b>Receipts in Advance</b>	<b>NIL</b>			

**CRINGLEFORD PARISH COUNCIL  
ACCOUNTS  
For the Year Ended 31st March 2013  
Supporting Statement**

**Assets (Included below)**

a)	Movements in the Year	
	During the year the following assets were purchased:	<b>Cost</b>
	Roller	5,970.00
b)	The following assets were disposed of:	<b>Receipt</b>
		NIL
c)	At 31st March 2013 the following assets were held:	<b>Value</b>
	COMMUNITY ASSETS	
	Village Green	1.00
	Playing Field	1.00
	Land at Armitage Close	1.00
	Land at Dragonfly Lane	1.00
	Land at Lobelia Lane	1.00
	Land at Oriole Drive	1.00
	Land at Harts Lane	1.00
	1. Tennis Courts	53,773.00
	2. Pavilion Building	329,080.00
	3. Nissen Hut & Shed Buildings	35,438.00
	OTHER FIXED ASSETS	
	4. Equipment: Recreation Ground	4,615.00
	5. Pavilion Contents	7,682.00
	6. Nissen Hut & Shed Contents	27,643.00
	7. Children's Play Area – Oakfields Rd	58,627.00
	8. Cricket	3,468.00
	9. Tennis	20,241.00
	10. Office	3,795.00
	11. Misc. Items around village	12,030.00
	12. Tractors (3)	27,500.00
	13. Street Lights (130)	128,161.00
	14. Outdoor Gym	19,096.00
	15. Children's Play-Area Equipment – Dragonfly Lane	<u>40,458.00</u>
		<u>771,614.00</u>

The basis of valuation of these assets is replacement value, with the exception of Community Land, which is valued at £7.00.

**Borrowings**

At the close of business on 31st March 2013 the following loans to the Council were outstanding (Pavilion loan 14 January 2005 - Original Loan Period 15 years) (New Community Centre loan of £500,000 4 August 2012 - Original Loan Period 30 years):

Lender	Loan period remaining	Amount
Public Works Loan Board	7 years	£17,120.83
Public Works Loan Board	29.5 years	£495,141.53

**CRINGLEFORD PARISH COUNCIL**  
**Accounts**  
**For the Year Ended 31st March 2013**  
**Supporting Statement**

**Leases**

At 31 March 2013 the following Leases were in operation:

<b>Lessor</b>	<b>Purpose</b>	<b>Annual Rent Payable</b>	<b>Year of Expiry</b>
There were no leases in operation.		NIL	

**Debts Outstanding**

At 31st March 2013 debts of £3897.05 plus VAT £1311.58 were outstanding and due to the Council. The ages of the debts were:

	<b>NO.</b>	<b>Value</b>
Less than 3 months old	16	£3897.05

**Tenancies**

During the year the following tenancies were held:

**Council as Landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing/Non Repairing</b>
1. 38th Norwich/1st Cringleford Scouts (30 year Lease to 01.01.2032)	Land for Scout Hut	£1.00	Repairing
2. Cringleford Tennis Club (25 years Lease to 19.06.2033)	Land for 6 Tennis Courts	£1.00	Repairing Plus Annual Maintenance Fee
3. Mrs Fairless-Price (Lifetime Lease)	Access to Recreation Ground	£0.10	Repairing

The leases are paid annually.

**Council as Tenant - None**

NIL

**Section 137 Payments**

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £6.80 per head of electorate (2145) for the benefit of people in the area on activities and projects not specifically authorised by other powers.

The limit for this Council in the year ended 31st March 2013 was £14,586.00 and the payments made were:

<b>Payee</b>	<b>Nature of Payment</b>	<b>£</b>
NIL		

**CRINGLEFORD PARISH COUNCIL**  
**Accounts**  
**For the Year Ended 31st March 2013**  
**Supporting Statement**

**Agency Work**

During the year the Council undertook the following agency work on behalf of other authorities:

<b>Commissioning Authority</b>	<b>Nature of Works</b>	<b>Amount</b>
Norfolk County Council	Grasscutting	3,519.70

**Advertising and Publicity**

The following costs were incurred during the year: NIL

**Contingent Liabilities**

There are no Contingent Liabilities. NIL

**Pensions**

For the year ended 31st March 2013 the Council's contributions equal 19% of the employee's superannuable pay. These contributions will increase in 2013/2014 to 19.5% as notified by Norfolk County Council Pension Fund, so as to provide adequately for known liabilities.

Approved by R.S. Bowie Hymans Robertson & Co. (Actuaries to the Pension Fund)

**Capital Reserve**

	<b>Community Centre Fund</b>	<b>Asset Replacement Reserve Fund</b>
Balance B/F from 2011/12	£44,093.00	£7,600
Added to 2012/13	£36,000.00	£2,000
Transfer from 2012/13	£15,835.17	-
Balance C/F to 2013/14	£64,257.83	£9,600

**Trust Funds**

The Council does not administer any trust funds. NIL

Signed

Signed

Chairman

Responsible Financial Officer

Date

Date



**CRINGLEFORD PARISH COUNCIL  
COMPARISON OF ESTIMATES WITH ACTUAL  
RECEIPTS AND PAYMENTS**

	Actual 20011/12	Budget 2012/13	Actual 2012/13	Explanation for Differences
<b>RECEIPTS</b>				
*Precept	108,017.00	114,465	114,465.00	
General Administration				
Miscellaneous	2,603.80	NIL	602,953.86	Donation/PWLB Loan
NDP Grant	NIL	NIL	9,038.34	NDP SNDC Grant
*Agency Services reimbursed	3,358.49	3,450	3,519.70	
*Loan/Capital Receipts	NIL	NIL	NIL	
Section 106 Payments	NIL	NIL	14,613.71	S106
Transfer from Earmarked Funds		7,025		Used S106
Interest on Investments	2,355.40	1,500	2,715.14	Interest on Bond
Pavilion				
Hirings	10,597.00	9,955	13,200.10	New Hirers
Recreation Ground				
Cricket	2,568.83	2,500	2,247.55	
Football	4,037.00	4,135	3,837.32	Lost 1 team
Tennis	2,000.00	2,000	2,000.00	
*Sale of Assets	NIL	NIL	NIL	
*VAT Refunds	6,915.75	NIL	7,116.63	
*VAT on Income	167.28	NIL	323.43	
<b>*TOTAL RECEIPT</b>	<b><u>145,333.31</u></b>	<b><u>145,030</u></b>	<b><u>776,030.78</u></b>	

Surplus Income Over Budget	631,000.78
Less Expenditure Over Budget	<u>-1,476.89</u>
Surplus	<u>629,523.89</u>

# CRINGLEFORD PARISH COUNCIL

## COMPARISON OF ESTIMATES WITH ACTUAL RECEIPTS AND PAYMENTS

	Actual 2011/12	Budget 2012/13	Actual 2012/13	Explanation For Differences
<b>PAYMENTS</b>				
*General Administration				
Clerk's Salary	30,781.77	27,494	35,833.00	NDP
Clerical Assistant Sal	1,944.84	1,953	1,953.12	
Groundsperson's Wages	20,511.21	20,949	20,639.57	
P/T Groundsperson's Wages	9,521.24	9,475	6,130.42	Redundancy
Insurance	8,333.87	9,166	8,455.31	Decreased fee
Audit Fee	675.00	1,075	775.00	Lower Bracket
Petty Cash & Stationery	6,545.19	3,631	12,450.48	NDP Costs
Children's Play Area	3,712.28	2,000	549.60	Less repairs
Subscriptions	979.44	980	1,024.05	
Member's Allowances	NIL	NIL	NIL	
Contingency Fund	NIL	1,000	NIL	
*Agency Services	NIL	NIL	NIL	
*Section 137 Payments	NIL	NIL	NIL	
*Capital Schemes				
Community Centre	NIL	36,000	15,835.17	Only 1 payment
Equipment Repairs	200.00	2,000	5,970.00	Roller
Pavilion				
Maintenance	1,450.46	1,000	536.11	No repairs
Heat & Light	1,698.35	2,600	2,272.02	
Water Rates	469.68	520	516.45	
Cleaning & Materials	1,444.86	1,700	1,265.21	Reduced costs
Recreation Ground				
Equipment/Repairs	4,475.08	4,195	7,064.65	3 Repairs
Fuel	1,471.51	1,695	1,406.38	
Cricket	1,002.02	1,000	1,008.93	
Football	3,035.14	3,000	3,095.68	
Tennis	507.37	600	506.39	
Street Lighting				
Energy & Maintenance	3,467.96	3,104	3,527.39	
Repairs & Replacements	8,626.83	7,000	5,242.11	Less repairs
*Provision for Doubtful Debts	NIL	NIL	NIL	
Loan Repayment	1,935.42	1,990	2,026.46	
*Interest Long Term Debts	958.10	903	867.06	
Committee Expenses	NIL	NIL	NIL	
*VAT on payments	<u>6,423.92</u>	<u>NIL</u>	<u>7,556.33</u>	
<b>*TOTAL PAYMENTS</b>	<b><u>120,171.54</u></b>	<b><u>145,030</u></b>	<b><u>146,506.89</u></b>	
<b>Balance in Reserves</b>	<b>210,037.69</b>		<b>235,199.46</b>	
<b>Plus Surplus/Deficit</b>	<b>25,161.77</b>		<b>629,523.89</b>	
<b><u>YEAR END BALANCE</u></b>	<b><u>235,199.46</u></b>		<b><u>864,723.35</u></b>	