

CRINGLEFORD PARISH COUNCIL

Income & Expenditure Account For the Year Ended 31st March 2014

Year Ended 31st March 2013		Year Ended 31st March 2014
	INCOME	
114,465.00	*Precept	118,433.00
NIL	Grant	3,582.00
	General Administration	
602,799.26	Miscellaneous	21,488.49
10,808.19	Neighbourhood Development Plan	7,348.50
3,519.70	*Agency Services reimbursed	3,628.81
14,613.71	*Loan/Capital Receipts	NIL
2,715.14	*Interest on Investments	2,906.77
	Pavilion	
13,801.60	Hirings	15,456.00
	Recreation Ground	
2,247.55	Cricket	2,270.67
3,536.32	Football	4,633.00
2,000.00	Tennis	2,000.00
	The Willow Centre	
NIL	Regular Hirers	3,502.50
NIL	Casual Hirers	1,783.00
NIL	Bar	NIL
NIL	Cinema	NIL
NIL	*Sale of Assets	NIL
0.00	VAT	7,704.76
<u>770,506.47</u>	*TOTAL INCOME	<u>194,737.50</u>

31st March 2013

31st March 2014

EXPENDITURE

	*General Administration	
35,833.00	Clerk's Salary	42,279.39
1,953.12	Clerical Assistant's Salary	1,601.05
NIL	Administrative Officer's Salary	2,106.23
20,639.57	Grounds Supervisor's Salary	23,624.73
6,130.42	P/T Groundsperson's Salary	5,406.36
NIL	Caretakers Salary	5,350.38
8,455.31	Insurance	6,395.49
775.00	Audit Fee	1,775.00
12,702.26	Petty Cash/Stationery	10,868.37
549.60	Play-Area	401.00
1,024.05	Contributions/Subscriptions	1,124.38
NIL	Member's Allowances	NIL
NIL	*Agency Services	NIL
NIL	*Section 137 Payments	NIL
	*Capital Schemes –	
NIL	Community Centre	557,541.04
5,970.00	Asset Purchases	44,600.29
	Pavilion	
NIL	Rates	1,468.25
536.11	Maintenance	3,384.53
2,287.66	Heat & Light	2,140.59
516.45	Water Rates	620.41
1,265.21	Cleaning & Materials	1,138.69
	Recreation Ground	
5,949.54	Equipment/Repairs	5,860.35
1,406.38	Fuel	1,203.36
1,008.93	Cricket	1,068.15
3,095.68	Football	4,176.23
506.39	Tennis	622.44
	The Willow Centre	
NIL	Rates	4,977.11
NIL	Heat & Light	1,531.67
NIL	Water	NIL
NIL	Maintenance	1,415.33
NIL	Bar Stock	NIL
NIL	Grounds Maintenance	NIL
	Street Lighting	
3,233.63	Energy & Maintenance	3,538.74
4,991.09	Repairs & Replacements	13,576.11
NIL	*Provision for Doubtful Debts	NIL
2,026.46	Loan Repayment	2,121.78
867.06	*Interest on Long Term Debts	771.74
2,476.70	Community Centre	9,966.12
13,358.47	Loan Repayment	16,750.82
NIL	Committee Expenses	NIL
NIL	*VAT Adjustment	18,797.17
<u>137,558.09</u>	*TOTAL EXPENDITURE	<u>798,203.30</u>

2012/13	General Fund	2013/14
184,292.93	Balance at 1st April 2013	795,076.48
<u>770,506.47</u>	Add Total Income	<u>194,737.50</u>
954,799.40		989,813.98
<u>137,558.09</u>	Deduct Total Expenditure	<u>798,203.30</u>
817,241.31		191,610.68
15,835.17	Transfers from Capital Reserves	64,257.83
<u>38,000.00</u>	Transfers to Capital Reserves	<u>00,000.00</u>
<u>795,076.48</u>	Balance at 31st March 2014	<u>255,868.51</u>
<u>73,857.83</u>	Held in Capital Reserves	<u>9,600.00</u>
868,934.31	Total	265,468.51

Section 106 Funds (Held in General Fund)		
125,163.55	Balance Brought Forward	129,980.61
9,796.65	Less Expenditure	3,127.55
14,613.71	Plus Harts Lane S106	NIL
129,980.61	Balance Carried Forward	126,853.06

Community Centre Retention (Held in General Fund)		
NIL	Retention Fund	25,032.32

Capital Reserve Funds		
	Community Centre Fund	Asset Replacement Reserve Fund
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
Transfer from 13/14	£64,257.83	NIL
Balance C/F to 2014/15	NIL	£9,600

CRINGLEFORD PARISH COUNCIL
Balance Sheet as at 31st March 2014

Year Ended 31st March 2013		Year Ended 31st March 2014
	LONG TERM ASSETS	
NIL	Investments	NIL
<u>NIL</u>	Long Term Debts	<u>NIL</u>
NIL		NIL
	CURRENT ASSETS	
NIL	Stocks and Stores	NIL
NIL	Work in Progress	NIL
3897.05	Debtors	3,947.00
NIL	Payments in Advance	NIL
1,311.58	VAT Recoverable	-1,054.95
NIL	Temporary Lendings	NIL
<u>864,723.35</u>	Cash in Hand	<u>268,815.02</u>
869,931.98	TOTAL ASSETS	<u>271,707.07</u>
	CURRENT LIABILITIES	
997.67	Creditors	6,238.56
NIL	Temporary Loans	NIL
NIL	Cash Overdrawn	NIL
		<u>6,238.56</u>
<u>868,934.98</u>	TOTAL ASSETS LESS	265,468.51
	CURRENT LIABILITIES	
<u>NIL</u>	LONG TERM (PWLB)	<u>NIL</u>
<u>868,934.98</u>	NET ASSETS	<u>265,468.51</u>
	Represented by:-	
152,833.51	GENERAL FUND	129,015.45
NIL	PROVISIONS	NIL
512,262.36	Long Term Loan (PWLB)	NIL
	RESERVES:	
129,980.61	Section 106 Reserve	126,853.06
<u>73,857.83</u>	Asset Replacement Reserve	<u>9,600.00</u>
<u>868,934.31</u>		<u>265,468.51</u>

The above statement represents fairly the financial position of the authority as at 31 March 2014 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 2014**

Bank Reconciliation

Balance at Bank as at 31st March 2014:

Barclays Bank PLC	40,830.06
Barclays Active Saver 1	2,799.22
Barclays Active Saver 2 (PWLB)	2,815.53
Cozens-Hardy Client Account (Escrow Money)	25,037.84
Deposit Account - National Savings	<u>201,754.89</u>
	273,237.54

Less: Un-presented cheques

	cheque number:	
NAVH	100780	15.00
NALC	100872	55.00
ESPO	100873	769.46
Rigby Taylor Ltd	100874	346.92
Ian Smith Office Supplies Ltd	100875	110.71
Mrs A. Barnes	100876	113.68
R. Meads	100877	143.86
HM Revenue & Customs	100878	<u>2,927.89</u>
		<u>4,482.52</u>

Add: Petty Cash 60.00

Net Balances as at 31 March 2014 **268,815.02**

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

CASH BOOK

Balance at Bank and In Hand at 31st March 2013: 864,723.35

Add:

Income per Cashbook 197,054.08

Less:

Expenditure per Cashbook (792,962.41)

Closing balance per cash book as at 31 March 14 **268,815.02**

Prepared by: Clerk and RFO

Date:

CRINGLEFORD PARISH COUNCIL ACCOUNTS

Workings for Balance Sheet

1.	Debtors	Net	VAT	Gross
	D. Green	30.00		
	Cringleford Bridge Club	120.00		
	J. Bardell	40.00		
	L. Walker	230.00		
	Kiddycook	30.00		
	Cringleford Evening WI	20.00		
	Friday Folk Dancers	120.00		
	ROSPA	30.00		
	Slimming World	630.00		
	D. Cook	40.00		
	1 st Class Learning	80.00		
	Cringleford Historical Society	40.00		
	Doghouse FC	236.00		
	Marlingford FC	96.00		
	Cringleford Junior FC	132.00		
	Earlham Colney FC	144.00		
	Cellar House FC	48.00		
	Cringleford Veterans FC	96.00		
	2D Dance	180.00		
	E. Harvey	75.00		
	G. Claiborn	100.00		
	J. Wright	50.00		
	L. Aires	120.00		
	X. Navarre	240.00		
	S. McGregor	40.00		
	M. Philpot	75.00		
	M. Widdrington	40.00		
	G. Harrison	40.00		
	J. Colahan	80.00		
	L. Howes	85.00		
	C. Nutt	50.00		
	B. Ives	30.00		
	C. Lockhead	60.00		
	R. Evans	60.00		
	Norwich Bridge Club	380.00		
	C. Horrocks	80.00		
	HM Customs & Excise	<u>-1,054.95</u>		
		2,892.05	0.00	2,892.05
2.	Payments In Advance	NIL		

**CRINGLEFORD PARISH COUNCIL
ACCOUNTS
For the Year Ended 31st March 2014
Supporting Statement**

Assets (Included below)

a)	Movements in the Year	
	During the year the following assets were purchased:	Cost
	Fixtures & Fittings for The Willow Centre	£64,257.83
	The Willow Centre (Section 106)	£1,482,582.00
b)	The following assets were disposed of:	Receipt
		NIL
c)	At 31st March 2014 the following assets were held:	Value
	COMMUNITY ASSETS	
	Village Green	1.00
	Land at Newmarket Rd/Hill Farm Close	1.00
	Land at The Ridings	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
	Land at Willowcroft Way	1.00
	1. Tennis Courts	55,385.96
	2. Pavilion Building	338,951.90
	3. Nissen Hut & Shed Buildings	36,501.45
	4. The Willow Centre	1,482,582.00
	OTHER FIXED ASSETS	
	4. Equipment: Recreation Ground	4,784.85
	5. Pavilion Contents	8,352.16
	6. Nissen Hut & Shed Contents	28,107.44
	7. Children's Play Area – Oakfields Rd	60,386.28
	8. Cricket	5,500.00
	9. Tennis	21,911.64
	10. Office	989.46
	11. Misc. Items around village	17,225.78
	12. Tractors (3)	27,500.00
	13. Street Lights (130)	132,005.79
	14. Outdoor Gym	19,669.09
	15. Children's Play-Area Equipment – Dragonfly Lane	41,672.23
	16. Audio/Visual Equipment – The Willow Centre	17,759.00
	17. The Willow Centre Contents	44,600.29
		<u>2,343,895.32</u>

The basis of valuation of these assets is replacement value, with the exception of Community Land, which is valued at £8.00.

Borrowings

At the close of business on 31st March 2014 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	5 years	£14,999.05
Public Works Loan Board	27.5 years	£485,175.41

CRINGLEFORD PARISH COUNCIL
Accounts
For the Year Ended 31st March 2014
Supporting Statement

Leases

At 31 March 2014 the following Leases were in operation:

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

Debts Outstanding

At 31st March 2014 debts of £3947.00 less VAT owed £1054.95 were outstanding and due to the Council. The ages of the debts were:

	NO.	Value
Less than 3 months old	37	£2892.05

Tenancies

During the year the following tenancies were held:

Council as Landlord

Tenant	Property	Rent p.a.	Repairing/Non Repairing
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 £6.98 per head of electorate (2534) 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 2014 was £17,687.32 and the payments made were:

Payee	Nature of Payment	£
NIL		

CRINGLEFORD PARISH COUNCIL
Accounts
For the Year Ended 31st March 2014
Supporting Statement

Agency Work

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

Commissioning Authority	Nature of Works	Amount
Norfolk County Council	Grasscutting	3,628.81

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 2014 the Council's contributions equal 19.5% of the employee's superannuable pay. These contributions will increase in 2014/2015 to 20% 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

	Community Centre Fund	Asset Replacement Reserve Fund
Balance B/F from 2012/13	£64,257.83	£9,600
Added to 2013/14	NIL	NIL
Transfer from 2013/14	£64,257.83	NIL
Balance C/F to 2014/15	NIL	£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 2012/13	Budget 2013/14	Actual 2013/14	Explanation for Differences
RECEIPTS				
*Precept	114,465.00	118,433	118,433.00	
Grant	NIL	3,582	3,582.00	
General Administration				
Miscellaneous	602,953.86	NIL	21,488.49	Loan/Donations
NDP Grant	9,038.34	NIL	9,730.55	NDP SNDC Grant
*Agency Services reimbursed	3,519.70	3,590	3,628.81	
*Loan/Capital Receipts	NIL	NIL	NIL	
Section 106 Payments	14,613.71	NIL	NIL	No S106
Transfer from Earmarked Funds		710,285		Used PWLB Loan
Interest on Investments	2,715.14	1,500	2,906.77	Interest on S106
Pavilion				
Hirings	13,200.10	9,500	15,246.00	New Hirers
Oakfields Rd Recreation Ground				
Cricket	2,247.55	2,500	2,270.67	
Football	3,837.32	4,049	4,196.00	
Tennis	2,000.00	2,000	2,000.00	
The Willow Centre				
Regular Hirers	NIL	4,000	1,717.50	Late opening
Casual Hirers	NIL	2,000	1,783.00	Late opening
Bar Income	NIL	2,000	NIL	Late opening
Community Cinema	NIL	500	NIL	Late opening
*Sale of Assets	NIL	NIL	NIL	
*VAT Refunds	7,116.63	NIL	8,658.18	
*VAT on Income	323.43	NIL	1,413.11	
*TOTAL RECEIPT	<u>776,030.78</u>	<u>863,939</u>	<u>197,054.08</u>	

Income Under Budget	-666,884.92
Expenditure Under Budget	<u>70,976.59</u>
Deficit	<u>-595,908.33</u>

CRINGLEFORD PARISH COUNCIL

COMPARISON OF ESTIMATES WITH ACTUAL RECEIPTS AND PAYMENTS

	Actual 2012/13	Budget 2013/14	Actual 2013/14	Explanation For Differences
PAYMENTS				
*Salaries				
Clerk's Salary	35,833.00	35,227	42,279.39	NDP
Clerical Asst/Admin Off	1,953.12	3,220	3,717.28	Overtime
Grounds Supervisor	20,639.57	22,162	23,624.73	New Grading
P/T Groundsperson	6,130.4	20,743	5,406.36	Redundancy
Caretaker	NIL	11,473	5,350.38	Late Opening
Bar Supervisor	NIL	2,112	NIL	Late Opening
Bar Staff	NIL	1,643	NIL	Late Opening
*General Administration				
Insurance	8,455.31	9,248	6,395.49	Decreased fee
Audit Fee	775.00	1,600	1,775.00	
Petty Cash & Stationery	12,450.48	6,936	11,120.15	NDP Costs
Children's Play Area	549.60	2,000	401.00	Less repairs
Subscriptions	1,024.05	988	1,124.38	
Member's Allowances	NIL	NIL	NIL	
Contingency Fund	NIL	5,000	NIL	
*Agency Services	NIL	NIL	NIL	
*Section 137 Payments	NIL	NIL	NIL	
*Capital Schemes				
Community Centre	15,835.17	600,000	557,541.04	Retention
Equipment Repairs	5,970.00	79,355	41,772.29	O/S Purchases
Pavilion				
Rates	NIL	NIL	1,468.25	No Mand. Relief
Maintenance	536.11	1,000	3,384.53	Plumbing
Heat & Light	2,272.02	2,600	2,131.96	
Water Rates	516.45	520	620.41	
Cleaning & Materials	1,265.21	1,500	1,138.69	
Recreation Ground				
Equipment/Repairs	7,064.65	4,000	5,603.84	3 Repairs
Fuel	1,406.38	1,695	1,203.36	
Cricket	1,008.93	1,000	1,051.48	
Football	3,095.68	4,500	2,049.73	O/S Account
Tennis	506.39	600	390.78	O/S Account
The Willow Centre				
Rates	NIL	1,500	4,977.11	No Mand. Relief
Heat & Light	NIL	2,800	1,531.67	Late opening
Water	NIL	600	NIL	Late opening
Maintenance	NIL	1,500	1,390.63	
Bar Stock	NIL	1,000	NIL	Late opening
Grounds Maintenance	NIL	600	NIL	Late opening

Street Lighting			
Energy & Maintenance	3,527.39	3,962	3,538.74
Repairs & Replacements	5,242.11	7,000	13,576.11
*Provision for Doubtful Debts	NIL	NIL	NIL
Loan Repayment PAV	2,026.46	1,990	2,121.78
Loan Repayment TWC	NIL	25,648	9,966.12
*Interest Long Term Debts P	867.06	891	771.74
*Interest Long Term Debts W	867.06	1,069	16,750.82
Committee Expenses	NIL	NIL	NIL
*VAT on payments	<u>7,556.33</u>	<u>NIL</u>	<u>18,797.17</u>
*TOTAL PAYMENTS	<u>146,506.89</u>	<u>863,939</u>	<u>792,962.41</u>
Balance in Reserves	235,199.46		864,723.35
Plus Surplus/Deficit	629,523.89		-595,908.33
<u>YEAR END BALANCE</u>	864,723.35		268,815.02

LED Lights