

HOVETON PARISH COUNCIL
Summary of Accounts 1st April 2017 to 31st March 2018

	Opening Balance 1 st April 2017		<u>£55,765.79</u>
2016/2017	<u>Income 01/04/2017 to 31/03/2018</u>		
£42,300.00	Precept	£44,415.00	
£3,508.00	Council Tax Support Grant	£3,122.00	
£0.00	Delegated Service Payments	£2,441.53	
£3,230.26	VAT Reclaimed	£2,468.37	
£0.00	Other Grants	£0.00	
£83.25	Interest	£43.49	
£30.00	Miscellaneous Income	£975.00	
£49,151.51	Total Income	£53,465.39	
	<u>Total Funds Carried Forward</u>		<u>£109,231.18</u>
	<u>Expenditure 01/04/2017 to 31/03/2018</u>		
£11,942.12	Clerk's Salary	£12,153.35	
£0.00	Norfolk Pension Fund (LGPS)	£4,243.85	
£1,209.24	Clerk's Mileage/Expenses	£0.00	
£262.96	Postage/Telephone/Stationery, etc	£307.79	
£3,373.50	Litter Picker's Salary	£3,907.30	
£1,382.62	Tax and NIC	£2,265.86	
£955.99	Insurance	£977.82	
£1,697.80	Audit/Legal Fees/Fees and Charges	£1,355.00	
£485.95	Subscriptions	£535.20	
£192.50	Premises Hire	£165.00	
£0.00	Chairman's Expenses	£0.00	
£99.00	Councillor/Clerk Training	£180.00	

£73.60	Office Equipment	£1,018.46	
£0.00	Election Costs	£0.00	
£0.00	Events	£0.00	
£36.48	Website	£109.86	
£8,808.54	Granary Staithe Loan Repayments	£8,808.54	
£0.00	Granary Staithe Capital Expenditure	£475.00	
£1,336.19	Granary Staithe Maintenance	£769.46	
£537.90	Street Lights (including Energy Charges)	£1,346.93	
£284.50	Village Seats	£0.00	
£2,422.70	Litter Bins/Dog Waste Bins	£2,529.40	
£0.00	Landscaping	£2,100.00	
£2,236.00	Riverside and Pocket Parks	£2,897.00	
£0.00	Delegated Services (Urban Grass Cutting)	£2,441.53	
£1,210.11	Special Projects	£3,340.00	
£0.00	Hoveton Village Hall (Grant)	£5,000.00	
£1,105.00	Village Playing Field (Grass Cutting)	£1,127.00	
£2,450.00	Grants and Donations	£1,360.00	
£1,258.64	VAT Paid on Goods/Services	£3,354.57	
£43,361.34	Total Expenditure	£62,768.92	
£55,765.79	<u>Balance Carried Forward to 2018/2019</u>		<u>£46,462.26</u>

RFO: 

Date: 04/06/18

Chair: 

Date: 04/06/18

Hoveton Parish Council (2017/2018)

Financial Year Ending 31st March 2018

Balances as at 31st March 2018

A/c No. 40489794	Barclays Business Current Account	£23,696.22	
A/c No. 10340456	Barclays Business Saver Account No 1	£22,810.50	
	Petty Cash (A)	£0.00	
	Add		
	Uncleared deposits	£0.00	
	Less		
	Unpresented cheques	£44.46	
	Creditors (A)	£0.00	<u>£46,462.26</u>

Transactions FY 2017/2018

Income	Opening Balance Current Account No 1 @ 01 04 2017	£33,060.97	
	Opening Balance Savings Account No 1 @ 01 04 2017	£22,767.01	
	Opening Balance Petty Cash (A)	£0.00	<u>£55,827.98</u>
	Precept (A)	£44,415.00	
	Grants (A)	£3,122.00	
	Delegated Service Payments (A)	£2,441.53	
	VAT Refunds (A)	£2,468.37	
	Other Income (A)	£975.00	
	Interest Current Account	£0.00	
	Interest Savings Account (A)	£43.49	<u>£53,465.39</u>
Expenditure	2017/2018 Outgoings Including Petty Cash (Inclusive of VAT) (A)	£62,768.92	
	Unpresented Cheques @ 01 04 2017 (Cleared on 06 04 2017)	£62.19	
	Creditors (A)	£0.00	<u>£62,831.11</u>

Closing Balance at 31st March 2018

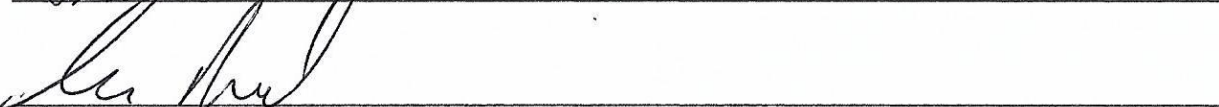
£46,462.26

RFO



Date 04/06/18

Chairman



Date 04/06/18

HOVETON PARISH COUNCIL - FINANCIAL STATEMENT FOR THE 12 MONTHS 1st APRIL 2017 TO 31st MARCH 2018

<u>Estimated</u> <u>2017/2018</u>	<u>Spent</u> <u>2017/2018</u>	<u>Available</u>	
12,057.60	12,153.35	-95.75	<u>Administration Expenses</u>
2,592.38	4,243.85	-1,651.47	Clerk's Salary
0.00	0.00	0.00	Norfolk Pension Fund (LGPS)
300.00	307.79	-7.79	Clerk's Mileage and Other Expenses
3,954.60	3,907.30	47.30	Postage/Telephone/Stationery, etc
1,500.00	2,265.86	-765.86	Litter Picker's Salary
977.82	977.82	0.00	Tax and NIC
1,775.00	1,355.00	420.00	Insurance
535.20	535.20	0.00	Audit/Legal Fees/Fees and Charges
200.00	165.00	35.00	Subscriptions (NALC, SLCC, CAN, etc)
0.00	0.00	0.00	Hire of Premises (Jubilee Room/HVH)
500.00	180.00	320.00	Chairman's Expenses
250.00	1,018.46	-768.46	Councillor/Clerk Training
0.00	0.00	0.00	Office Equipment
0.00	0.00	0.00	Election Costs
47.94	109.86	-61.92	Events
8,808.54	8,808.54	0.00	Website
			Granary Staithe (Loan Repayments)
<u>33,499.08</u>	<u>36,028.03</u>	<u>-2,528.95</u>	<u>Sub-Total</u>
			<u>Maintenance and Infrastructure</u>
700.00	475.00	225.00	Granary Staithe Capital Expenditure
1,000.00	769.46	230.54	Granary Staithe Maintenance (excl Capital Works)
1,100.00	1,346.93	-246.93	Street Lights (including E.on electricity supply)
500.00	0.00	500.00	Village Seats
2,470.00	2,529.40	-59.40	Dog and Litter Bins
4,200.00	2,100.00	2,100.00	NNDC Landscaping
2,342.00	2,897.00	-555.00	Riverside and Pocket Park
2,441.53	2,441.53	0.00	Delegated Services (Urban Grass Cutting)
5,000.00	3,340.00	1,660.00	Special Projects
<u>19,753.53</u>	<u>15,899.32</u>	<u>3,854.21</u>	<u>Sub-Total</u>

5,000.00	5,000.00	0.00	<u>Grants and Donations</u>
1,127.00	1,127.00	0.00	Hoveton Village Hall LG(MP)A 1976 s19
350.00	350.00	0.00	Village Playing Field Grass Cutting LG(MP)A 1976 s19
350.00	350.00	0.00	Hoveton St. John P.C.C. Churchyard LGA 1972 s137
500.00	500.00	0.00	Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137
50.00	160.00	-110.00	Norfolk Citizens Advice Donation LGA 1972 s137
			British Legion Wreath Donation LGA 1972 s137
<u>7,377.00</u>	<u>7,487.00</u>	<u>-110.00</u>	<u>Sub-Total</u>
<u>60,629.61</u>	<u>59,414.35</u>	<u>1,215.26</u>	<u>Grand Total</u>

HOVETON PARISH COUNCIL - VARIATIONS OF EXPENDITURE OVER BUDGET 2017/2018

<u>Expenditure Item</u>	<u>Budget</u>	<u>Spend</u>	<u>Difference</u>	<u>%age Overspend</u>	<u>Reason For Overspend</u>
<u>Administration Expenses</u>					
Clerk's Salary	12,057.60	12,153.35	-95.75	0.79%	Extra hours worked by Clerk to meet demands of the job.
Norfolk Pension Fund (LGPS)	2,592.38	4,243.85	-1,651.47	63.70%	Budget did not allow for employee pension payments (deducted from Clerk's salary).
Clerk's Mileage and Other Expenses	0.00	0.00	0.00	No Budget	
Postage/Telephone/Stationery, etc	300.00	307.79	-7.79	2.60%	Purchase of additional stationery items for filing purposes.
Litter Picker's Salary	3,954.60	3,907.30	47.30	None	
Tax and NIC	1,500.00	2,265.86	-765.86	51.06%	Budget did not allow for employee tax/NIC payments (deducted from Clerk's salary).
Insurance	977.82	977.82	0.00	0.00%	
Audit/Legal Fees/Fees and Charges	1,775.00	1,355.00	420.00	None	
Subscriptions (NALC, SLCC, CAN, etc)	535.20	535.20	0.00	0.00%	
Hire of Premises (Jubilee Room/HVH)	200.00	165.00	35.00	None	
Chairman's Expenses	0.00	0.00	0.00	No Budget	
Councillor/Clerk Training	500.00	180.00	320.00	None	
Office Equipment	250.00	1,018.46	-768.46	307.38%	Purchase of new laptop (depreciation fund to be reduced accordingly in next budget).
Election Costs	0.00	0.00	0.00	No Budget	
Events	0.00	0.00	0.00	No Budget	
Website	47.94	109.86	-61.92	129.16%	Website domain renewal costs.
Granary Staithe (Loan Repayments)	8,808.54	8,808.54	0.00	0.00%	
<u>Maintenance and Infrastructure</u>					
Granary Staithe Capital Expenditure	700.00	475.00	225.00	None	
Granary Staithe Maintenance (excl Capital Works)	1,000.00	769.46	230.54	None	
Street Lights (including E.on electricity supply)	1,100.00	1,346.93	-246.93	22.45%	Street lights electrical testing (first 30 lights) and several repairs.
Village Seats	500.00	0.00	500.00	None	
Dog and Litter Bins	2,470.00	2,529.40	-59.40	2.40%	Yearly cost increase for NNDC's litter bin/dog waste bin emptying service.
NNDC Landscaping	4,200.00	2,100.00	2,100.00	None	
Riverside and Pocket Park	2,342.00	2,897.00	-555.00	23.70%	Tree condition report and work to trees (health and safety).
Delegated Services (Urban Grass Cutting)	2,441.53	2,441.53	0.00	0.00%	
Special Projects	5,000.00	3,340.00	1,660.00	None	

Grants and Donations

Hoveton Village Hall LG(MP)A 1976 s19	5,000.00	5,000.00	0.00	0.00%	
Village Playing Field Grass Cutting LG(MP)A 1976 s19	1,127.00	1,127.00	0.00	0.00%	
Hoveton St. John P.C.C. Churchyard LGA 1972 s137	350.00	350.00	0.00	0.00%	
Hoveton St. Peter P.C.C. Churchyard LGA 1972 s137	350.00	350.00	0.00	0.00%	
Norfolk Citizens Advice Donation LGA 1972 s137	500.00	500.00	0.00	0.00%	
British Legion Wreath Donation LGA 1972 s137	50.00	160.00	-110.00	220.00%	Extra donation to Wroxham & Hoveton Branch (Remembrance Tour 2018).

60,629.61	59,414.35	1,215.26
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HOVETON PARISH COUNCIL – GRANARY STAITHE LOAN

Payment No.	Payment Date	Payment	Balance
			£80,000.00
1	Year Ended 2013/2014	£8,808.54	£72,653.27
2	Year Ended 2014/2015	£8,808.54	£65,168.52
3	Year Ended 2015/2016	£8,808.54	£57,543.15
4	Year Ended 2016/2017	£8,808.54	£49,774.52
5	Year Ended 2017/2018	£8,808.54	£41,859.93

Hoveton Parish Council - Asset Register 2017/2018

Item	Quantity	Location	Date Acquired	Value of Asset (£)	Method of Valuation	Useful Life Estimate	Yearly Sum To Depreciate (£)	Comments
Street Lights LED	30	Throughout Hoveton (see list)	12/07/2012	25,230	Purchase Cost	30 years	841	
Street Lights LED	35	Throughout Hoveton (see list)	21/08/2013	26,360	Purchase Cost	30 years	878	
Seats & Benches	33	Throughout Hoveton (see list)	Not Known	14,008	Insurance Value	10 years	1,400	
Picnic Tables	4	Granary Staithe	Various	1,990	Purchase Cost	10 years	199	Acquired 01/06/2014 (x3) and 04/09/2017 (x1).
Litter Bins	12	Throughout Hoveton (see list)	Not Known	2,735	Insurance Value	10 years	274	
Dog Waste Bins	3	Littlewood Lane/Tunstead Rd/Stalham Rd	Not Known	375	Insurance Value	5 years	75	
Salt/Grit Bins	2	1 Precinct, 1 Wroxham Bridge	Not Known	300	Insurance Value	10 years	30	
Bus Shelter	1	Stalham Road	Not Known	6,556	Insurance Value	30 years	218	
Village Sign	1	Junction of Stalham Road/Horning Road	Not Known	3,824	Insurance Value	10 years	382	
Glass-Fronted Noticeboards	2	1 Village Hall, 1 Precinct	Not Known	1,711	Insurance Value	5 years	342	To be replaced in 2018-19.
SAM2 (+ Data Collection Unit/Brackets)	1	Tunstead Road or Horning Road West	02/10/2017	3,150	Purchase Cost	10 years	315	
Granary Staithe (Land)	1	Granary Staithe	27/03/2013	100,000	Purchase Cost	N/A	N/A	
Fence	1	Granary Staithe	Not Known	2,563	Insurance Value	10 years	256	
Pedestal Unit Sign	1	Granary Staithe	09/01/2017	460	Purchase Cost	5 years	92	
Life Belt & Holder	1	Granary Staithe	Not Known	200	Insurance Value	10 years	20	
Metal Rat Bait Stations	6	Granary Staithe	03/07/2017	210	Purchase Cost	5 years	42	
Laptop Computer (G550)	1	Clerk's Residence	01/08/2011	300	Purchase Cost	N/A	N/A	Replaced. To be disposed of in 2018-19.
Laptop Computer (HP 250 G5)	1	Clerk's Residence	08/11/2017	500	Purchase Cost	5 years	100	
Microsoft Office 2016 (Digital Key)	1	Clerk's Residence	08/11/2017	240	Purchase Cost	5 years	48	
Mobile Cleaning & Service Trolley	1	Litter Picker's Residence	03/06/2013	136.75	Purchase Cost	5 years	27	
Hoveton Village Hall & Recreation Ground	1	30 Stalham Road, Hoveton, NR12 8DU	14/11/2016	0	N/A	N/A	N/A	Charity asset held by HPC as trustee (see Note 2).
				190,848.75			5,539.00	

NOTE 1

In accordance with the requirement of external auditors, assets are valued at purchase cost or, if no purchase cost is available, at insurance value with no annual uplift. Generally, items valued at less than £100 are not insured. Significant items owned by HPC with a value of less than £100 are listed below for inventory purposes only and are not included as part of the Council's asset register for audit purposes.

Item	Quantity	Location	Acquired	Value (£)	Comments
Filing Cabinets	2	Hoveton Village Hall	Not Known	Not Known	
Gazebo	1	Hoveton Village Hall	Not Known	Not Known	
Cork Noticeboard	1	Hoveton & Wroxham Medical Centre	Not Known	Not Known	
Brown Bin (Garden Waste)	1	Granary Staithe	02/10/2017	0	Not owned by HPC, so no value listed.
Gavel	1	Chair's Residence	Not Known	Not Known	
Laptop Carry Case	1	Clerk's Residence	08/11/2017	15	
Wireless Mini Mouse	1	Clerk's Residence	08/11/2017	15	
160GB Toshiba Hard Drive	1	Clerk's Residence	Not Known	Not Known	
HPC Mobile Phone (EE)	1	Clerk's Residence	10/02/2016	4.99	
Arnold-Baker Local Council Admin Book	1	Clerk's Residence	01/08/2016	73.60	
Shredder	1	Chair's Residence	Not Known	Not Known	To be replaced in 2018-19.
Epson BX305WF Printer	1	Chair's Residence	Not Known	Not Known	To be replaced in 2018-19.

NOTE 2

Hoveton Village Hall & Recreation Ground is charity property (registered charity number 303987) and as such does not have a valuation. Hoveton Parish Council became sole trustee of this charity on 14/11/2016.

NOTE 3

A list of 'disposed assets' (items owned by HPC which have been scrapped or replaced and therefore removed from the asset register/inventory) can be found below.

Item	Quantity	Date Acquired / Date Disposed Of	Value (£)	Comments
Embroidered Map	1	01/06/2005 & 01/03/2018	220	Returned to Hoveton & District WI.
Computer Carry Case	1	Not Known & 08/11/2017	Not Known	Replaced and scrapped (in poor condition).