



KETTLEBURGH PARISH COUNCIL

Financial Statement
for the year ended 31st March 2016

KETTLEBURGH PARISH COUNCIL

www.kettleburgh.suffolk.gov.uk

Parish Clerk:

Mr Martin Sims

Willow Cottage, The Street, Kettleburgh

01728 724 986

pc@kettleburgh.suffolk.gov.uk

Parish Councillors — Contact Details

John Bater	Church Farm	723 532	jbater@suffolkonline.net
Denis Brooks	Orchard End	724 017	denisbrooks@btinternet.com
Vice Chairman - Tim Chase	Home Farm	685 228	timbridge3@btinternet.com
Rowena Edmonson	Red Barn	723 124	rowenaedmondson@yahoo.co.uk
Heidi Finbow	Medlar Cottage	727 463	HFinbow@barnesconstruction.co.uk
Nick Hulme	Copyhold Cottage		hulmenick@hotmail.com
Chairman - Trevor Jessop	The Old Brewhouse	724 272	trevorjessop@btinternet.com
Judy Moorhouse	Brunswick Farm	727 465	judy Moorhouse@btinternet.com

The Parish Council meets every three months in the Village Hall.
Meetings begin at 7:30pm in Open Session. The public is always welcome.
When necessary, additional meetings are called.

Auditor of Accounts

BDO LLP
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

.....
These accounts satisfy the requirements of the Accounts and Audits (England) Regulations 2011
and represent fairly the financial position of the Council as at 31st March 2016.

Signed... *Persephone Booth*

Date..... *10/5/16*.....

Independent Examiner
Mrs Persephone Booth ATT
The Timbers, Church Road
Kettleburgh, IP13 7LE

Kettleburgh Parish Council

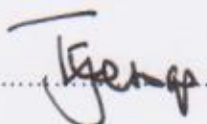
Annual Accounts for the year ended 31 March 2016

Receipts and Payments Account

31 March 2015	Receipts	31 March 2016
£ 1.20	Bank Interest	£ 1.10
£ 3,082.37	Precept	£ 3,136.78
£ 217.63	Council Tax Support Grant	£ 163.22
£ -	VAT reclaimed	£ -
£ 3,301.20	Total receipts	£ 3,301.10
	Payments (excluding VAT)	
£ 43.92	Administration	£ 72.35
£ 30.00	Audit	£ 30.00
£ 60.00	Bus Shelter cleaning	£ 45.00
£ -	Elections	£ 100.00
£ 221.14	Insurance	£ 159.00
£ 2,243.88	Salaries	£ 2,127.78
£ -	Sec 137	
£ 155.00	Subscriptions	£ 158.00
£ -	Training	£ -
£ -	Village Hall	£ 172.50
£ 1.00	Village Sign	£ 1.00
£ -	VAT paid	£ -
£ 2,754.94	Total payments	£ 2,865.63
	Receipts and Payments Summary	
£ 2,258.89	Balance b/fwd at 1 April 2015	£ 2,805.15
£ 3,301.20	+ total receipts	£ 3,301.10
£ 2,754.94	- total payments	£ 2,865.63
£ 2,805.15	Balance c/fwd at 31 March 2016	£ 3,240.62
	These funds are represented by:	
£ 654.40	Current Account (reconciled balance)	£ 1,088.77
£ 2,150.75	Deposit Account	£ 2,151.85
£ 2,805.15		£ 3,240.62

These accounts represent fairly the financial position of Kettleburgh Parish Council as at 31 March 2016 and reflect its receipts and payments during the year.

I certify that these accounts were approved at a meeting of
Kettleburgh Parish Council held on 12 May 2016

signed..... Chairman (date) 12/05/2016

signed..... RFO (date) 12-5-2016

Kettleburgh Parish Council

Annual Accounts for the year ended 31 March 2016

Bank Reconciliation

Balance per Bank Statements:

Community A/C no: 10533513 (Current A/C) £ 1,303.96

Less

C Clow - Bus Shelter Clean
Cheque No 100418 £ 15.00

Clerk's expenses - submitted 25/2/2016 £ 2.20

Village Hall - hire charge for 25/2/2016
Cheque No 100419 £ 11.00

Clerk's Salary for March 2016 £ 149.59

HMRC - tax on Clerk's Salary £ 37.40

Balance carried forward: £ 1,088.77

Business Saver A/C no: 80466735 (Reserve A/C) £ 2,151.85

Total Bank A/Cs: £ 3,240.62

Kettleburgh Parish Council

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Supporting Notes

Assets

At 31 March 2016 the following assets were held:

The Pound	£	1,000.00
Village sign	£	4,000.00
Notice Board	£	1,600.00
Village Green	£	1.00
		<u>£ 6,601.00</u>

Borrowings

At 31 March 2016 the Council had no loans outstanding.

Leasings

At 31 March 2016 the land known as Kettleburgh Village Green is leased to Kettleburgh Green Trust (KGT). The deeds for the Village Green are held by Marshall Hatchick, Solicitors, The Ancient House, Church Street, Woodbridge, IP12 1DH

Outstanding debts

At 31 March 2016 the council owes some tax to HMRC due on the Clerk's Salary but clarification is being sought before payment is made.

Tenancies

The Council has two tenancies, of parcels of land at the rear of 7 & 8 Church Road. These are administered by the KGT.

Section 137 Payments

There were no payments under Section 137 of the Local Government Act 1972

Agency Work

During the year, the council incurred no costs in agency work.

Advertising and Publicity

No costs were incurred for advertising or publicity during the year.

Kettleburgh Parish Council

Annual Accounts for the year ended 31 March 2016

Explanation of Significant Quantified Variances for Annual Return

Box 3 Receipts other than precept

There are two regular items of income, bank interest and the Council Tax Support Grant, neither of which have regular values.

In 2014-15 these were:

Bank interest	£ 1.20
Council Tax Support Grant	£ 217.63

In 2015-16 these were:

Bank interest	£ 1.10
Council Tax Support Grant	£ 163.22

The variance was caused by the ongoing reduction in support grant.

Box 4 Staff costs

Staff salaries consist solely of the Clerk's Salary, which has remained constant throughout the two years, and any tax due thereon. HMRC have altered the applicable tax code, and hence tax due, from nothing to BR via an intermediate code but Barclay's bank did not action a Standing Order request letter and another was required. This and the delays in gaining approval for Standing Order alteration letters from the Council have left arrears to HRMC which are being clarified with them before payment is made. The RFO believes these arrears to include the following individual salary tax debts and thus sum to the total below them, which explains the variance.

Feb 2015	£ 5.90
March 2015	£ 5.90
April 2015	£ 5.90
May 2015	£ 5.90
June 2015	£ 5.90
July 2015	£ 5.90
August 2015	£ 5.90
Sept 2015	£ 37.40
Nov 2015	£ 37.40
Total	£ 116.10

Box 6 All other payments

There are significant variations in Administration costs, Bus Shelter cleaning fees, Election, Insurance and Village Hall payments, which all contribute to the Box total variance.

Administration costs vary from the norm due to a single expenses claim of £49.27 early in the year which includes the costs for the Clerk printing 120 Parish Council newsletters, costing £28.80. The previous year no newsletters had been printed.

Bus Shelter fees are reduced by a single £15 payment which at 31/3/2016 had not been made.

There was an uncontested Election fee of £100 pounds, due to the 2015 May local council elections. This is a one off fee.

Insurance fees have been reduced by moving to an alternate provider providing a better policy for a lesser premium.

Payments to the Village Hall are the major cause of this variance. An invoice for £121 was submitted covering hall hires for the entirety of the previous financial year and some of the one previous to that and this year. Considering that invoice and the now normal practice of invoicing for each individual hall hire the total for this year of £172 compares unfavourably with £0 in the previous year.

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Annual Accounts for the year ended 31 March 2016

Accounts items over £100

	£s
Receipts	
	3300.00 Precept
Payments	
	121.00 Village hall hire charges going back some time
	123.00 SALC Subscription
	159.00 Parish Council Insurance
	187.00 Tax on Clerk's Salary
	1952.58 Clerk's Salary