



# **Kettleburgh Parish Council**

**Annual Financial Statement**  
for the year ended 31 March 2017

**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	judymoorhouse@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.

These accounts satisfy the requirements of the Accounts and Audits Regulations 2015  
and represent fairly the financial position of the Council as at 31 March 2017.

Signed:

Dated:

**Independent Examiner**

Heelis & Lodge  
Hall Farm House  
Loudham Lane  
Pettistree  
Suffolk  
IP13 0NQ

**Auditor of Accounts**

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

**Kettleburgh Parish Council**

Annual Accounts for the year ended 31 March 2017

**Receipts and Payments Account**

31 March 2016	Receipts	31 March 2017	AR
£ 1.10	Bank Interest	£ 0.81	3
£ 3,136.78	Precept	£ 3,291.45	2
£ 163.22	Council Tax Support Grant	£ 8.55	3
	Defibrillator Grant	£ 1,594.14	3
£ -	VAT reclaimed	£ -	
£ 3,301.10	<b>Total receipts</b>	£ 4,894.95	
	<b>Payments (excluding VAT)</b>		
£ 72.35	Administration	£ 162.12	6
£ 30.00	Audit	£ 30.00	6
£ 45.00	Bus Shelter cleaning	£ 30.00	6
	Defibrillator	£ 1,507.89	6
£ 100.00	Elections	£ -	6
£ 159.00	Insurance	£ 165.00	6
£ 2,127.78	Salaries	£ 2,281.08	4
£ -	Sec 137		
£ 158.00	Subscriptions	£ 162.25	6
£ -	Training	£ -	
£ 172.50	Village Hall	£ 66.00	6
£ 1.00	Village Sign	£ 1.00	6
£ -	VAT paid	£ -	6
£ 2,865.63	<b>Total payments</b>	£ 4,405.34	
	<b>Receipts and Payments Summary</b>		
£ 2,258.89	Balance b/fwd at 1 April 2015	£ 3,240.62	
£ 3,301.10	+ total receipts	£ 4,894.95	
£ 2,865.63	- total payments	£ 4,405.34	
£ 2,694.36	<b>Balance c/fwd at 31 March 2016</b>	£ 3,730.23	
	<b>These funds are represented by:</b>		
£ 1,088.77	Current Account (reconciled balance)	£ 1,577.57	
£ 2,151.85	Deposit Account	£ 2,152.66	
£ 3,240.62		£ 3,730.23	

These accounts represent fairly the financial position of Kettleburgh Parish Council as at 31 March 2017 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 11 May 2017

signed.....Chairman (date) .....

signed.....RFO (date).....

## Kettleburgh Parish Council

Annual Accounts for the year ended 31 March 2017

### Bank Reconciliation

Balance per Bank Statements:

Community A/C no: 10533513 (Current A/C) £ 1,614.77

Less

HMRC tax debt £ 37.20  
Chq No 100439

Balance carried forward: £ 1,577.57

Business Saver A/C no: 80466735 (Reserve A/C) £ 2,152.66

Total Bank A/Cs: £ 3,730.23

## **Kettleburgh Parish Council**

Annual Accounts for the year ended 31 March 2017

### **Supporting Notes**

#### **Assets**

At 31 March 2017 the following assets were held:

The Pound	£	1,000.00
Village sign	£	4,000.00
Notice Board	£	1,600.00
Village Green	£	1.00
Defibrillator	£	1,508.00
		<hr/>
	£	8,109.00

#### **Borrowings**

At 31 March 2017 the Council had no loans outstanding.

#### **Leasings**

At 31 March 2017 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 2017 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**

A public defibrillator was purchased during this year as a full cost of £1508. A grant was obtained from out County Councillor's budget to fund the project in full. This income fully explains the significant difference in income.

**Box 4 Staff costs**

Staff salaries consist solely of the Clerk's Salary, the tax debt of which has been resolved this year. This tax debt adds to the full salary paid out, which last year was reduced by the debt. The reduction last year and addition this year explain the small difference.

**Box 6 All other payments**

Taking the £1508 for the diffibirllator project off this year's total of other payments almost at the average of the previous two years totals. Nothing else has varied unexpectedly.

**Box 9 Total assets**

Assets have increased by the difibrillator value of £1508.

## **Kettleburgh Parish Council**

Annual Accounts for the year ended 31 March 2017

### **Accounts items over £100**

	£s
Receipts	
	3300.00 Precept
	1594.14 Defibrillator Grant
Payments	
	127.25 SALC Subscription
	165.00 Parish Council Insurance
	187.00 Tax on Clerk's Salary
	1507.89 Defibrillator
	2281.08 Clerk's Salary

## **Kettleburgh Parish Council**

Annual Accounts for the year ended 31 March 2017

### **Councillor Responsibilities**

Responsibility	Councillor
Defibrillator	Cllr Finbow
Village Gateways	Cllr Chase
Bank signatories	Cllrs Brooks, Edmondson, Finbow and Moorhouse