

LODSWORTH PARISH COUNCIL TRANSPARENCY INFORMATION 2016/17

	LODSWORTH PARISH COUNCIL 2016/17	
<u>2015/16</u>	<u>INCOME & EXPENDITURE</u>	<u>2016/17</u>
<u>£</u>		<u>£</u>
14,473	FUNDS BROUGHT FORWARD	23,191
<u>£</u>	<u>INCOME</u>	<u>£</u>
16,081	PRECEPT	16,081
0	BANK INTEREST	0
345	ALLOTMENTS	380
20,035	GRANTS	42,253
3,607	VAT RECOVERED	7,006
750	MISCELLANEOUS	0
40,818	TOTAL INCOME	65,720
55,291		88,911
	<u>GRANTS AND FUNDING RECEIVED 2015/16</u>	
	<i>Operation Watershed funding £4,995</i>	
	<i>Village Hall funding for drainage works £15,009</i>	
	<i>CDC Precept Grant £31</i>	
	<u>GRANTS AND FUNDING RECEIVED 2016/17</u>	
	<i>Queen's 90th Birthday event donations £250 (CDC) £250 (OUTLOOK)</i>	
	<i>Village Hall funding for new kitchen £9,867</i>	
	<i>Funding for Village Hall generator £14,851</i>	
	<i>Village Hall funding for new drainage works £790</i>	
	<i>Tesco bags of help funding £6,000</i>	
	<i>SSALC transparency grant £650</i>	
	<i>Lodsworth Fete donation towards bus shelter £500</i>	
	<i>Cricket Club donation towards grounds maintenance £715</i>	
	<i>Tennis Club donation towards new surface £8,380</i>	
<u>2015/16</u>	<u>EXPENDITURE</u>	<u>2016/17</u>
<u>£</u>		<u>£</u>
6,838	GENERAL ADMIN * (Note 1)	6,867
380	VILLAGE DESIGN STATEMENT	735
913	PARISH DEFIBRILLATORS	223
0	OPERATION WATERSHED	4,995
15,299	PARISH MAINTENANCE * (Note 2)	41,907
464	ALLOTMENTS	170
1,501	PLAYGROUND	3,987
3,100	GRANTS AND DONATIONS * (Note 3)	2,625
	QUEEN'S 90TH BIRTHDAY EVENT	966
3,430	VAT PAID	8,931
177	ELECTION COSTS	0
32,100	TOTAL EXPENDITURE	71,404
23,191	TOTAL FUNDS AT YEAR END	17,507
Note 1:	GENERAL ADMIN	<u>£</u>
	CLERKS SALARY	5,192
	OPEN SPACES SOCIETY (ANNUAL SUBS 2016/17)	45
	INSURANCE	737
	AUDIT	250
	GENERAL EXPENSES	442
	TRAINING	0
	HALL RENTAL	200
	TOTAL	6,867
Note 2:	PARISH MAINTENANCE	<u>£</u>
	REPLACEMENT BUS SHELTER (INC ASBESTOS REMOVAL OF OLD SHELTER)	4,995
	RECREATION GROUND MAINTENANCE	9,885
	VILLAGE HALL KITCHEN	9,867
	VILLAGE HALL GENERATOR	14,851
	NEW NOTICEBOARD	1,975
	WINTER PLAN	157
	MISCELLANEOUS	177
	TOTAL	41,907
Note 3:	GRANTS AND DONATIONS 2016/17	<u>£</u>
	MIDHURST COMMUNITY BUS	100
	CITIZENS ADVICE BUREAU (ARUN AND CHICHESTER)	150
	LODSWORTH PCC (CHURCHYARD MTCE CONTRIBUTION)	750
	ROTHER VALLEY TOGETHER	125
	LODSWORTH VILLAGE HALL ANNUAL DONATION	1,250
	KENT SURREY SUSSEX AIR AMBULANCE ANNUAL DONATION	250
	TOTAL	2,625

ITEMS OF EXPENDITURE OVER £100			
INVOICE DATE	DESCRIPTION	£INC VAT	VAT £
11.04.16	WSCC (CLERK'S MARCH 2016 SALARY)	389.95	
16.05.16	BROXAP (PLAYGROUND REPAIRS)	4,329.60	721.60
16.05.16	WSCC (CLERK'S APRIL 2016 SALARY)	389.95	
16.05.16	THE PRINTING HOUSE (VDS)	121.00	
23.05.16	ZURICH MUNICIPAL PLC (INSURANCE RENEWAL)	737.37	
20.06.16	TOWER MINT LTD (QUEEN'S BIRTHDAY COINS)	247.80	39.80
20.06.16	WSCC (CLERK'S MAY 2016 SALARY)	389.95	
20.06.16	GOODNESS GRACIOUS MUSIC (QUEENS BIRTHDAY EVENT)	300.00	
20.06.16	MR MARTIN LESTER (QUEENS BIRTHDAY EVENT)	272.88	
20.06.16	MRS HELEN CRUIKSHANK (CLERKS Q1 EXPS)	102.93	
20.06.16	MIRANDA GORE BROWN (QUEENS BIRTHDAY EVENT)	150.00	
11.07.16	CARDIAC SCIENCE HOLDINGS (DEFIB BATTERIES)	267.00	44.50
11.07.16	WSCC (CLERK'S JUNE 2016 SALARY PLUS ADMIN CHARGES)	433.87	
22.08.16	WSCC (CLERK'S JULY 2016 SALARY)	389.95	
22.08.16	CBEC (LICKFOLD BRIDGE SURVEY - OPERATION WATERSHED FUNDING)	5,994.00	999.00
22.08.16	WHARF SOLID SURFACE (VILLAGE HALL KITCHEN)	1,357.22	226.20
31.08.16	HOWDENS JOINERY (VILLAGE HALL KITCHEN)	7,444.09	1,240.68
12.09.16	WSCC (CLERK'S AUGUST 2016 SALARY INC BACKDATED PAY INCREASE FROM JULY 2016)	536.35	
10.10.16	B C LAW (BUS SHELTER)	4,500.00	
10.10.16	MR M WHEATLEY (VILLAGE HALL KITCHEN)	1,422.00	237.00
10.10.16	WHARF SOLID SURFACE (VILLAGE HALL KITCHEN)	1,617.37	269.56
10.10.16	PKF LITTLEJOHN LLP (EXTERNAL AUDITOR)	240.00	40.00
10.10.16	GREENBANK FURNITURE (NEW NOTICEBOARD)	1,975.00	
31.10.16	THE PRINTING HOUSE (VDS)	353.00	
31.10.16	BHGS LTD (RECREATION GROUND MAINTENANCE)	520.80	86.80
31.10.16	WSCC (CLERKS SEPT SALARY)	438.75	
14.11.16	COWDRAY PARK GOLF CLUB (RECREATION GROUND MAINTENANCE)	327.20	46.20
14.11.16	WSCC (CLERKS OCT SALARY)	438.75	
14.11.16	MRS HELEN CRUIKSHANK (CLERKS Q3 EXPS)	116.80	
14.11.16	OXTRAD TOOLS LTD (GENERATOR PROJECT)	8,745.60	1,457.60
16.11.16	FUEL TANK SHOP LTD (GENERATOR PROJECT)	1,038.00	173.00
16.11.16	STAKRAK (GENERATOR PROJECT)	2,272.80	378.80
28.11.16	LANDBUILD LTD (RECREATION GROUND MAINTENANCE WORKS)	947.94	157.99
05.12.16	SOUTHERN ASBESTOS SOLUTIONS (BUS SHELTER ASBESTOS REMOVAL)	594.00	99.00
14.12.16	FOUR WALLS WINE COMPANY (VDS)	100.81	16.80
14.12.16	WSCC (CLERKS NOV SALARY)	438.75	
05.01.17	S J REED ELECTRICAL (GENERATOR PROJECT)	2,736.00	456.00
29.01.17	WSCC (CLERKS DEC SALARY)	438.75	
29.01.17	A CARTER (GENERATOR PROJECT)	3,028.44	504.74
13.02.17	WSCC (CLERKS JAN SALARY)	438.75	
13.02.17	LODSWORTH PCC (ANNUAL DONATION)	750.00	
13.02.17	LODSWORTH VILLAGE HALL (ANNUAL DONATION)	1,450.00	
13.02.17	ARUN AND CHI CAB (ANNUAL DONATION)	150.00	
13.02.17	ROTHER VALLEY TOGETHER (ANNUAL DONATION)	125.00	
27.02.17	MIDHURST COMMUNITY BUS (ANNUAL DONATION)	100.00	
27.02.17	COLOURED COURTS LTD (TENNIS COURT RESURFACING)	10,056.00	1,676.00
13.03.17	WSCC (CLERKS FEB SALARY)	438.75	
16.03.17	KENT SURREY SUSSEX AIR AMBULANCE (ANNUAL DONATION)	250.00	
		ALL VAT IS RECOVERABLE	

LODSWORTH PARISH COUNCIL		
BANK RECONCILIATION as at 31st March 2017		
FINANCIAL YEAR ENDING 31 st MARCH 2017		
Prepared by Helen Cruikshank, Parish Clerk and Responsible Financial Officer		
	£	£
Balance per Bank Statements as at 31st March 2017		18,506.74
Less : unpresented cheques no's:		
Cheque no 307 - Kent Surrey Sussex Air Ambulance (Annual donation 16/17)	250.00	
Cheque no 297 - Lodsworth PCC (Annual donation 2016/17)	750.00	
		1,000.00
Add: money yet to be credited:		
		-
		17,506.74
The net balances reconcile to the Cash Book for the year, as follows:		
CASH BOOK		
Opening Balance 1 st April 2016		23,190.96
Add : Receipts in the year		65,720.00
Less : Payments in the year		71,404.22
		17,506.74
Closing balance per cash book as at 31.03.17		17,506.74

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of

smaller authority here:

LODSNORTH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

Signed by Chair at meeting where approval is given:

SIGNATURE

and recorded as minute reference:

MINUTE REFERENCE

Clerk:

SIGNATURE

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

LODSNORTH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	14,473	23,191	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	16,081	16,081	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	24,737	49,639	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4,716	5,192	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	27,384	66,212	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	23,191	17,507	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	23,191	17,507	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	85,300	92,270	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	—		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

LODSWORTH PARISH COUNCIL

EXPLANATION OF VARIANCES – 2016/17

Section 1	2015/16	2016/17	Variance +/- £	Detailed explanation of variance
Box 2	16,081	16,081	0	
Box 3	24,737	49,639	24,902	Funding and grants received for: Village Hall kitchen refurbishment (£9,867) Parish Generator (£14,851) Village Recreation Ground improvements (£9,885) Tesco Bags of help groundworks funding (£6,000) SSALC transparency grant (£650) Donations for: Bus shelter (£500) Queen's 90 th Birthday event (£500) Allotments (£380) VAT (£7,006)
Box 4	4,716	5,192	476	
Box 5	-	-	0	
Box 6	27,384	66,212	38,828	Operation Watershed project (£4,995) New bus shelter plus asbestos removal (£4,995) New notice board (£1,975) Recreation ground maintenance (£9,885) Village hall kitchen (£9,867) Parish generator (£14,851) Play area repairs/maintenance (£3,987) Grants and donations (£2,625) Queen's 90 th Birthday event (£966) Village Design Statement (£735) General admin/other (£2,401) VAT (£8,931)
Box 7	23,191	17,507	-5,684	2015/16 figures contained £3,000 earmarked for parish maintenance and £5,000 Operation Watershed funding which was spent in 2016/17.
Box 9	85,300	91,775	6,475	New bus shelter (£4,500) New notice board (£1,975)
Box 10	-	-	0	

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Lodsworth Parish Council

Internal Audit April 2016 to March 2017

I have to-day carried out the Internal Audit on the Accounts for the year ending March 2016. Having seen the Income and Expenditure, the Minutes and all the relevant papers, I am satisfied that the account is in accordance with the books, records and explanations supplied to me.


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Mrs Jean Huggett

8th May 2017

LIST OF ASSETS 2016/17

WOODEN BUS SHELTER ON A272

WOODEN NOTICE BOARD IN LODSWORTH

WOODEN NOTICE BOARD IN LICKFOLD

WOODEN NOTICE BOARD IN SELHAM (OWNED JOINTLY WITH GRAFFHAM PARISH COUNCIL)

TWO VILLAGE PICTORIAL SIGNS

WOODEN BENCH BY ST PETERS WELL

15 GRIT BINS AT VARIOUS LOCATIONS THROUGHOUT THE PARISH

ST PETERS WELL

PLAYGROUND EQUIPMENT

LODSWORTH RECREATION GROUND

ALLOTMENTS ON THE STREET, LODSWORTH