

# LIDGATE PARISH COUNCIL

## Financial Report 2015

### Parish Councillors in 2014/15

Chris Bliss (Chairman)  
 Cameron Wade (Vice-Chairman)  
 John Whitefield  
 Chris Morley  
 Linda Gilmour  
 Sue Sage  
 Steve Child

### Details of Public Land and Building Assets

The Council rents the playing field behind Orchard Close from the HD Wills 1965 Charitable Trust at a cost of £100 per annum. .

### Annual Governance Statement

Lidgate Parish Council acknowledges its responsibility for ensuring that there is a sound system of internal control, including the preparation of accounting statements. Lidgate Parish Council confirms that it has, to the best of its knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015:

1. Approved the accounting statements in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
2. Maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. Taken all reasonable steps to ensure 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 the Council to conduct its business or on its finances.
4. Provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. Carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. Maintained throughout the year an effective system of internal audit of the Council's accounting records and control systems.
7. Taken appropriate action on all matters raised in reports from internal and external audit.
8. Considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after year-end, have a financial impact on the Council and, where appropriate, have included them in the accounting statements.

This Annual Governance Statement was approved by Lidgate Parish Council at their meeting on ..... May 2015.

### Income and Expenditure Account for Year Ended 31 March 2015 (including expenditure above £100)

Income		Year ending 31/03/14	Year ending 31/03/15
28/04/2014	Precept	£4,844.00	£4,937.00
28/04/2014	Grants	£1,091.00	£851.00
27/10/2014	VAT refund	£71.79	£10,168.32
01/04/14 - 31/03/15	Bank interest	£3.05	£4.18
29/04/2014	HD Wills 1965 Charitable Trust - donation	£0.00	£500.00
01/04/14 - 31/03/15	Donations from residents for play equipment	£0.00	£3,132.00
29/04/2014	Suffolk Community Foundation grant	£0.00	£2,000.00
02/06/2014	Awards for all grant	£0.00	£5,590.00
09/07/2014	Havebury grant	£0.00	£5,000.00
10/07/2014	SCC locality funding	£0.00	£3,000.00
10/07/2014	SEBG RIGS grant	£0.00	£2,909.00
20/10/2014	Village fund raising event	£0.00	£18.57
26/11/2014	Barclays 'with apologies' payment	£0.00	£100.00
03/12/2014	Salary refund following overpayment	£0.00	£168.78
14/07/2014	Other	£0.00	£72.09
		<b>£6,009.84</b>	<b>£38,450.94</b>

<b>Expenditure</b>			
01/04/14 - 31/03/15	Staff costs	£2,629.84	£2,880.53
08/05/2014	SALC	£117.00	£120.00
08/05/2014	CAS	£30.00	£30.00
11/09/2014	Insurance	£407.39	£705.62
10/07/2014	Insurance for play park	£0.00	£61.66
13/11/2014	Training (staff and councillors)	£0.00	£5.00
15/01/2014	Other admin costs	£20.00	£20.00
11/09/2014	Phone costs	£32.99	£32.99
14/11/2013	Fence and gate for playing field	£525.16	£0.00
26/03/2014	Cricket matting for playing field	£185.23	£0.00
25/05/2013	Other playing field expenditure	£60.00	£0.00
10/07/2014	New play equipment	£0.00	£24,999.11
06/08/2014	Post installation inspection	£0.00	£295.00
06/08/2014	Signs for playing field	£0.00	£35.00
13/03/2014	Playing field rent 3013/14	£100.00	£0.00
13/10/2014	Playing field rent 2014/15	£0.00	£100.00
15/01/2014	Playing field rent 2015/16	£0.00	£100.00
08/05/2014	Lidgate PCC donation	£150.00	150.00
13/11/2014	Lidgate Village Hall	£500.00	£500.00
11/09/2014	GPC	£100.00	£40.00
13/11/2014	HMRC - VAT overpayments	£0.00	£5,065.45
08/05/2014	Friends of Lidgate Churchyard	£150.00	£150.00
01/04/14 - 31/03/15	VAT	£37.05	£5,066.82
	<b>Total Expenditure</b>	<b>£5,044.66</b>	<b>£40,357.18</b>
	<b>Transfers (current account)</b>		
	To current acc from deposit		£3,000.00
	From current acc to deposit		£3,000.00
	<b>Transfers (deposit account)</b>		
	To deposit acc from current		£3,000.00
	From deposit acc to current		£3,000.00
	<b>B/f April 1st 2014</b>		<b>£6,073.29</b>
	Add total income		£38,450.94
	Less total expenditure		£40,357.18
	<b>Balance as of 31/03/15</b>		<b>£4,167.05</b>
	<b>Year end bank reconciliation</b>		
	Current account balance as per bank statement		£1,119.83
	Balance of deposit account		£3,047.22
	Less uncleared payments		£0.00
	<b>Total balances as at 31/03/15</b>		<b>£4,167.05</b>

### Significant Variations in Accounts from 2014 to 2015 as listed above (more than 10%)

#### Income

#### Grant from St Edmundsbury Borough Council

St Edmundsbury Borough Council cut its Parish Council Support Grant and its Council Tax Support Grant by 25% in 2015.

#### VAT Refund

The Council completed a project to provide new play equipment for Orchard Close Playing Field in Lidgate. It claimed back all the VAT for this project in the same financial year, rather than waiting until year-end.

#### **Grants and Donations**

The Council received grants and donations of £22,150 towards the cost of the new play equipment for the Orchard Close Playing Field.

#### **Salary refund**

One month's salary was overpaid to the clerk following the switch to electronic banking as the standing order for the clerk's salary was not cancelled in time. This money was paid back by the clerk.

#### **Payment from Barclays**

The Council made a complaint to Barclays about its poor customer service and received this 'with apologies' payment.

#### **Expenditure**

##### **Staff costs**

The clerk's pay is based on the NALC terms and conditions. She received a pay rise and a one off non-consolidated payment in January 2015. The Council also contributed towards a new workplace pension for the clerk.

##### **Insurance**

The Council's insurance increased as when the new play equipment was added to its insurance. The payment of £66 was for the period prior to renewal.

##### **VAT**

The Council completed a project to provide new play equipment for Orchard Close Playing Field in Lidgate so paid a large amount of VAT on the new equipment which was claimed back later in the year.

##### **VAT overpayments**

The Council claimed back the VAT for the Orchard Close Playing Field project in the same financial year, rather than waiting until year-end. Because HMRC took longer than usual to process the claim, the clerk rang HMRC and was told clerk was told to fax the claim. For some reason HMRC then processed both claims so Lidgate PC had to refund this VAT overpayment.

##### **GPC**

The Council made a donation to East of England Air Ambulance Trust of £100 in 2013/14 and a donation of £40 to the Royal British Legion in 2014/15.