

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE  
TO BE HELD ON THURSDAY 19<sup>TH</sup> APRIL 2018 AT 7.30pm**

**COMMITTEE REPORT**

**To be considered in conjunction with the agenda for this meeting.**

**1. Public Forum.**

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

**4. Declarations of Interest.**

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

**5. Chairman's Announcement's.**

The Internal Audit will take place on 20<sup>th</sup> April 2018, therefore the review of the effectiveness of the audit, which forms question 1 of the Annual Governance Statement will be brought to the Parish Council Meeting in May. The Annual Governance and Accountability Return 2017/18 has changed format and there is a requirement to approve the Annual Governance Statement and the Accounting Statements prior to 2<sup>nd</sup> July 2018 and to submit them to Moore Stephens by 10<sup>th</sup> July 2018.

**6. Internal Controls Working Party**

See Annex 1 attached.

**7. Financial Review to 31<sup>st</sup> March 2018.**

See Annex 2 attached.

**8. Insurance cover.**

A three-year long-term agreement for the Parish Council's insurance with Zurich Municipal terminates on 31<sup>st</sup> May 2018. The premium for 2017/18 was £12,145.39. This includes cover for Material damage; business interruption; All risks with specific items noted; Money; Public Liability; Hirers' Liability, Employers' Liability, Libel and Slander Inspection of the lift at Roffey Millennium Hall ; Fidelity Guarantee and Legal expenses (but not contract disputes)

Quotations from 4 companies have been received see Annex 3 – to follow.

**9. Bank mandate**

The following are signatories on bank accounts:-

Cllr Peter Burgess, Cllr Roland Knight, Cllr Simon Torn, Cllr Ray Turner and Cllr Sally Wilton. To assist in getting payments signed it would be helpful to have two additional councillors who are available during the daytime.

**10. Compensation offer**

The person responsible for damaging the bus shelter at Jackdaw Lane has agreed to pay compensation towards the cost of replacing perspex panels. The cost for the repair was £150. An offer of £100 has been suggested. The person was also responsible for graffiti at Earles Meadow, other bus stops and on private property.

**11. Grant applications.**

The following are resumes from the grant applications. An electronic copy of the applications has been sent to all Committee members.

The grant fund for 2018/19 is £10,000.

**Victim Support** – request for up to £500 towards training 1 volunteer. The grant is required to recruit, train and supervise volunteers for the year to provide emotional and practical support to victims of crime. Sussex Parish Councils have awarded £3,400 (in 2016/17) and local fundraising has raised £3,500.

Previous grant funding:-

July 2006	£500	Ongoing work
July 2009	£500	Ongoing work
July 2010	£500	Ongoing work
June 2012	£500	Ongoing work
June 2013	£500	Ongoing work
July 2014	£500	Ongoing work
October 2014	£500	Ongoing work
June 2015	£500	Ongoing work
June 2016	£500	Ongoing work
April 2017	£500	Ongoing work

**Horsham District Council** – the District Council may not come within the categories outlined in the grants policy, however, a new play area is being installed at Roffey Recreation Ground which will benefit the larger Roffey area (4,500 households) and people on low incomes, unemployed people, disabled

people, women and girls and children up to 16. Section 106 and HDC revenue is being used to provide £100,000 for this major refurbishment. "The play project could be seen as a focal point for the local community and could offer opportunities for social interaction for the wider community, supporting the development of a greater sense of community spirit and cohesion. It could be a catalyst for community events in the future." The District Council has suggested three different pieces of equipment to which the Parish Council may wish to make a contribution:-  
2 deer rockers £2,348  
Trampoline £5,018  
Roundabout £6,909

Pauline Whitehead BA(Hons) FSLCC  
11<sup>th</sup> April 2018



**NORTH HORSHAM PARISH COUNCIL  
NOTES FROM THE INTERNAL CONTROLS WORKING PARTY  
MONDAY 9<sup>th</sup> APRIL 2018 AT 7.30pm**

**Members of the Working Party:-** Cllr M Loates\*, Cllr S Torn and Cllr S Wilton.

\*Denotes absence

The Clerk/ Responsible Financial Officer was also in attendance.

**1. Apologies.**

Cllr M Loates did not attend.

**2. Notes.**

The informal notes of the meeting held on 5<sup>th</sup> February 2018 had been noted by the Finance Committee.

**3. Testing**

The following tests were undertaken:-

**1. Expenditure and Procedures .**

One item was selected from three Nominal Expenditure accounts (4024 101 – Subscriptions; 4122 101 Office equipment and 4014 403 – Electricity Roffey Millennium Hall) and checked against the Bank Statement.

Three payments were selected from last year's bank statements (Burley and Son; N Tucker and Servcom) and it was confirmed they had been correctly posted to the Purchase Ledger.

All six items agreed to the invoices, were valid Council expenses and made from within the approved budget and had background information where appropriate. All six items had approval from the RFO and a coding label and had been signed by two councillors authorised to do so except one British Gas direct debit which had only one signature. All six items had been approved by the Council on the appropriate Payment list.

Five direct debits were chosen as follows:-

CFC (used from the test above); 2 from British Gas (one had been used for the test above and only had one signature); SOS and Business Stream.

All items agreed to an invoice or similar documentation, were valid Council expenses and had supporting documentation as appropriate. The invoices had been approved by the RFO and had coding labels signed by two councillors authorised to do so, except for the British Gas invoice documented above. All expenditure had been approved by Council on the appropriate Payment list.

**It was RECOMMENDED to note that the procedures for processing and approving expenditure were being followed, but that extra care**

**was needed to ensure all invoices were signed by two authorised councillors.**

2. Backups.

Backups of all data is kept off site. One copy on a physical hard drive and the other via the IT provider on a cloud based system.

3. Payment over £5,000

A singular payment wasn't tracked, but it was noted that this procedure is covered by salaries and through the internal audit.

4. **Salary payments**

**It was recommended that when Financial Reports are given to the Council, the salary payment relating to the month in which it is paid is included, even if this has to be done by a physical, manual adjustment to the financial reports from the electronic financial system.**

Once a month has been closed in the financial system, invoices cannot be added and lack of staff time and expertise removes the option of doing accruals. This way of accounting is not recommended or necessary within the Parish Council sector except at the year end when accruals and pre-payments are done as part of the year end closedown by Riatas Business Systems.

**Date of next meeting**

**Monday 18<sup>th</sup> June 2018 (scheduled)**

The meeting closed at 8.50pm.

Finance Report to Finance Committee 19<sup>th</sup> April 2018Period covering 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 – full financial yearFunding to 31<sup>st</sup> March 2018

Precept (full funding for 2017/18 received).	<b>293,551</b>
Council Tax Benefit (full funding for 2017/18 received).	<b>1,403</b>
Environmental Grant (full funding for 2017/18 received).	<b>9,691</b>
<b>Total</b>	<b>304,645</b>

Income to 31<sup>st</sup> March 2018

Cost Centre	Actual Income	Annual Budget	Forecast to 31.3.18 agreed in the precept calculation.
Admin	879	150	150
Allotments	1,015	765	765
North Heath Hall	62,013	60,200	60,000
Holbrook Tythe Barn	35,098	26,200	28,000
Multi Court Lettings	22,318	12,240	17,000
Roffey Millennium Hall	74,222	74,000	72,600
<b>Total</b>	<b>195,545</b>	<b>173,555</b>	<b>178,515</b>

Expenditure to 31<sup>st</sup> January 2018

Cost Centre	Actual Expenditure	Annual Budget	Forecast to 31.3.18 agreed in the precept calculation.
Admin	52,327	*67,943	66,833
Grants	8,800	10,000	10,000
Burial	9,183	1,500	6,000
Personnel	275,643	277,325	277,225
Planning, Env, Trans	2,000	2,000	2,000
Allotments	1,009	1,318	1,300
Amenity, Recs and Open Spaces	42,712	50,889	50,273
North Heath Hall	23,303	24,379	24,703
Holbrook Tythe Barn	20,777	22,213	22,823
Roffey Millennium Hall	33,200	38,455	39,775
<b>Total</b>	<b>468,954</b>	<b>496,022</b>	<b>500,932</b>

<b>Net expenditure</b>	<b>(273,409)</b>	<b>(322,467)</b>	<b>(322,417)</b>
------------------------	------------------	------------------	------------------

\*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

Income has outperformed expectation in all cases. Additional income at the halls is due to the hard work of the staff who have worked to promote the halls.

Administration expenditure is lower than expected as £10,000 set aside for the Neighbourhood Plan within that cost centre has not been used. Significant savings have also been made on the telephone system following the initiation of a new contract.

Burial charges have exceeded the budget and forecast following the resolution of a dispute with Horsham District Council that left two invoices totalling £3,000 outstanding from 2016/17 and £6,183 from 2017/18.

Personnel costs are lower than forecast due to staff vacancies during the year.

Savings have been made by entering into a contract for street lighting, close management of the open spaces and fewer repairs to bus shelters than had been anticipated.

Expenditure on the halls is lower than expected in all cases, this is due to a regular inspection and service regime that highlights issues early on and allows them to be managed effectively.

Earmarked reserves have been spent on an upgraded telephone system, a pressurisation unit on the boiler at Roffey Millennium Hall, necessary work to the lift at Roffey Millennium Hall and the installation of CCTV. There has also been expenditure on bollards at Lambs Farm Road.

Pauline Whitehead BA(Hons) FSLCC 12.04.18



Month No : 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>101</u> Administration					
4007 Councillors Training	589	750	161		161
4008 Councillors Expenses	3,972	5,850	1,878		1,878
4021 Telephone/Fax/Internet	3,466	5,500	2,034		2,034
4022 Postage	1,317	2,000	683		683
4023 Stationery and Printing	1,600	2,000	400		400
4024 Subscriptions	2,941	3,060	119		119
4025 Insurance	12,085	12,040	-45		-45
4026 Publications/Magazines	0	100	100		100
4028 IT Costs	2,472	2,133	-339		-339
4029 Website Maintenance	281	160	-121		-121
4031 Other Advertising	0	200	200		200
4032 Publicity/Marketing	455	1,000	545		545
4033 Newsletter	673	1,000	327		327
4034 Maintenance - Electrical	40	0	-40		-40
4038 Office Equipment Maint.	410	1,500	1,090		1,090
4051 Bank Charges	35	500	465		465
4053 PWLB Loan Charges	13,681	13,400	-281		-281
4057 External Audit Fees	1,600	1,500	-100		-100
4058 Professional Services	4,985	3,000	-1,985		-1,985
4059 Internal Audit Fees	657	500	-157		-157
4100 Chairman's Allowance	218	400	182		182
4103 Parish Plan	0	10,000	10,000		10,000
4120 Roffey Hall Equipment	0	750	750		750
4122 Office Equipment	849	600	-249		-249
Administration :- Expenditure	<b>52,327</b>	<b>67,943</b>	<b>15,616</b>	<b>0</b>	<b>15,616</b>
1008 Miscellaneous Income	359	0	359		0
1176 Precept	293,551	293,552	-2		0
1177 Council Tax Benefit Grant	1,403	1,401	2		0
1196 Interest Received	520	150	370		0
Administration :- Income	<b>295,832</b>	<b>295,103</b>	<b>729</b>		
<b>Net Expenditure over Income</b>	<b>-243,506</b>	<b>-227,160</b>	<b>16,346</b>		
<u>103</u> Grants					
4155 Other Grants and Donations	8,800	10,000	1,200		1,200
Grants :- Expenditure	<b>8,800</b>	<b>10,000</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>
<b>Net Expenditure over Income</b>	<b>8,800</b>	<b>10,000</b>	<b>1,200</b>		

9

Month No : 12

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>104</u>	<u>Burial</u>					
4101	Burial Charges	9,183	1,500	-7,683		-7,683
	Burial :- Expenditure	<u>9,183</u>	<u>1,500</u>	<u>-7,683</u>	<u>0</u>	<u>-7,683</u>
	<b>Net Expenditure over Income</b>	<u>9,183</u>	<u>1,500</u>	<u>-7,683</u>		
<u>106</u>	<u>Personnel</u>					
4001	Salaries/NI/Pensions	270,441	272,565	2,125		2,125
4003	Payroll Admin Charge	786	360	-426		-426
4009	Staff Expenses/Mileage	2,912	2,500	-412		-412
4010	Staff Training	1,182	1,500	319		319
4030	Recruitment Advertising	323	400	77		77
	Personnel :- Expenditure	<u>275,643</u>	<u>277,325</u>	<u>1,682</u>	<u>0</u>	<u>1,682</u>
	<b>Net Expenditure over Income</b>	<u>275,643</u>	<u>277,325</u>	<u>1,682</u>		
<u>201</u>	<u>Planning, Env &amp; Transport</u>					
4305	Planning Consultant Fees	2,000	2,000	0		0
	Planning, Env & Transport :- Expenditure	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Net Expenditure over Income</b>	<u>2,000</u>	<u>2,000</u>	<u>0</u>		
<u>301</u>	<u>Allotments</u>					
4012	Water Rates	102	218	116		116
4102	Allotment Rent	250	250	0		0
4200	Grass cutting	657	750	94		94
4259	Allotment Maintenance	0	100	100		100
	Allotments :- Expenditure	<u>1,009</u>	<u>1,318</u>	<u>309</u>	<u>0</u>	<u>309</u>
1050	Allotment Rents	1,015	765	250		0
	Allotments :- Income	<u>1,015</u>	<u>765</u>	<u>250</u>		
	<b>Net Expenditure over Income</b>	<u>-6</u>	<u>553</u>	<u>559</u>		
<u>302</u>	<u>Amenity, Recs &amp; Open Sp</u>					
4019	Window Cleaning	2,045	2,280	235		235
4200	Grass cutting	17,510	18,870	1,360		1,360
4250	Bus Shelter Repairs	679	2,000	1,321		1,321
4251	Play Area & M Crts Maint	8,294	8,000	-294		-294
4252	Open Spaces	7,682	9,000	1,318		1,318
4253	Litter Warden/Clearance	0	650	650		650

10

Month No : 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4254 Community Services - Dog Bins	1,942	1,853	-89		-89
4255 Street Lighting - Maint/Supply	2,290	4,500	2,210		2,210
4258 Multicourts Maintenance	1,652	2,424	772		772
4260 Workshop	70	100	30		30
4302 Notice Board Maintenance	548	1,212	664		664
Amenity, Recs & Open Sp :- Expenditure	<b>42,712</b>	<b>50,889</b>	<b>8,177</b>	<b>0</b>	<b>8,177</b>
1100 Grants Received	9,691	9,500	191		0
Amenity, Recs & Open Sp :- Income	<b>9,691</b>	<b>9,500</b>	<b>191</b>		
<b>Net Expenditure over Income</b>	<b>33,021</b>	<b>41,389</b>	<b>8,368</b>		
<b>401 North Heath Hall</b>					
4011 NNDR	6,081	6,070	-11		-11
4012 Water Rates	895	1,020	126		126
4014 Electricity	2,636	3,000	364		364
4015 Gas	2,787	2,000	-787		-787
4016 Cleaning Materials	1,169	1,800	631		631
4017 Refuse Bin Clearance	780	808	28		28
4018 Sanitary Waste	152	152	0		0
4019 Window Cleaning	390	323	-67		-67
4034 Maintenance - Electrical	832	2,000	1,168		1,168
4035 Maintenance - Elect Eqp Insp	503	250	-253		-253
4036 Maintenance - General	2,518	2,000	-518		-518
4037 Maintenance - Fire Alarm Syst	597	500	-97		-97
4039 Maint - Intruder Alarm	1,009	909	-100		-100
4041 Maintenance - Fire Extg Insp	128	150	22		22
4042 Maintenance - Gas Boiler etc	258	200	-58		-58
4044 Maintenance - Partition Wall	600	700	100		100
4061 Legionella Testing	243	250	7		7
4063 Maintenance - Plumbing	341	750	409		409
4065 Fire Prevention Sundries	131	75	-56		-56
4066 Keyholder Services	165	422	257		257
4500 Internal Redecorations	1,089	1,000	-89		-89
North Heath Hall :- Expenditure	<b>23,303</b>	<b>24,379</b>	<b>1,076</b>	<b>0</b>	<b>1,076</b>
1000 Hall Lettings	62,013	60,200	1,813		0
North Heath Hall :- Income	<b>62,013</b>	<b>60,200</b>	<b>1,813</b>		
<b>Net Expenditure over Income</b>	<b>-38,710</b>	<b>-35,821</b>	<b>2,889</b>		

(11)

Month No : 12

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>402</u>	<u>Holbrook Recreation Centre</u>					
4011	NNDR	3,584	3,315	-269		-269
4012	Water Rates	2,149	1,632	-517		-517
4014	Electricity	3,280	3,500	220		220
4015	Gas	534	1,500	966		966
4016	Cleaning Materials	1,083	1,000	-83		-83
4017	Refuse Bin Clearance	780	808	28		28
4018	Sanitary Waste	152	152	0		0
4019	Window Cleaning	260	300	40		40
4034	Maintenance - Electrical	1,174	2,000	826		826
4035	Maintenance - Elect Eqp Insp	1,411	1,750	339		339
4036	Maintenance - General	1,948	2,000	52		52
4037	Maintenance - Fire Alarm Syt	1,589	500	-1,089		-1,089
4039	Maint - Intruder Alarm	657	909	252		252
4041	Maintenance - Fire Extg Insp	33	150	117		117
4042	Maintenance - Gas Boiler etc	589	200	-389		-389
4061	Legionella Testing	248	250	2		2
4063	Maintenance - Plumbing	451	750	299		299
4065	Fire Prevention Sundries	4	75	71		71
4066	Keyholder Services	215	422	207		207
4500	Internal Redecorations	635	1,000	365		365
	Holbrook Recreation Centre :- Expenditure	<b>20,777</b>	<b>22,213</b>	<b>1,436</b>	<b>0</b>	<b>1,436</b>
1000	Hall Lettings	35,098	26,200	8,898		0
1010	Multi Court Lettings	22,318	12,240	10,078		0
	Holbrook Recreation Centre :- Income	<b>57,416</b>	<b>38,440</b>	<b>18,976</b>		
	<b>Net Expenditure over Income</b>	<b>-36,638</b>	<b>-16,227</b>	<b>20,411</b>		
<u>403</u>	<u>Roffey Millennium Hall</u>					
4011	NNDR	5,993	6,304	311		311
4012	Water Rates	821	1,632	811		811
4014	Electricity	4,362	5,000	638		638
4015	Gas	4,515	6,000	1,485		1,485
4016	Cleaning Materials	1,671	1,800	129		129
4017	Refuse Bin Clearance	1,574	1,591	17		17
4018	Sanitary Waste	282	303	21		21
4019	Window Cleaning	595	606	11		11
4020	Refreshment Sale Cost/Sundries	668	750	82		82
4034	Maintenance - Electrical	1,160	2,000	840		840
4035	Maintenance - Elect Eqp Insp	2,000	2,000	0		0

(12)

Month No : 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4036 Maintenance - General	2,770	2,750	-20		-20
4037 Maintenance - Fire Alarm Syt	312	500	188		188
4039 Maint - Intruder Alarm	1,423	909	-514		-514
4040 Maintenance - Elevator	1,318	909	-409		-409
4041 Maintenance - Fire Extg Insp	67	150	84		84
4042 Maintenance - Gas Boiler etc	1,123	500	-623		-623
4044 Maintenance - Partition Wall	250	550	300		300
4061 Legionella Testing	359	400	42		42
4062 Air Conditionaing Maintenance	270	354	84		84
4063 Maintenance - Plumbing	344	1,500	1,156		1,156
4064 Lightning Conductor Works	220	275	55		55
4065 Fire Prevention Sundries	0	250	250		250
4066 Keyholder Services	165	422	257		257
4500 Internal Redecorations	940	1,000	60		60
Roffey Millennium Hall :- Expenditure	<b>33,200</b>	<b>38,455</b>	<b>5,255</b>	<b>0</b>	<b>5,255</b>
1000 Hall Lettings	70,703	71,400	-697		0
1004 Equipment Sale/Sundry Income	1,390	600	790		0
1006 Refreshment Sale Income	2,129	2,000	129		0
Roffey Millennium Hall :- Income	<b>74,222</b>	<b>74,000</b>	<b>222</b>		
<b>Net Expenditure over Income</b>	<b>-41,022</b>	<b>-35,545</b>	<b>5,477</b>		
<u>901 Earmarked Reserves</u>					
4900 Repairs & Renewals Reserve	5,144	0	-5,144		-5,144
4907 Planning Reserve	215	0	-215		-215
Earmarked Reserves :- Expenditure	<b>5,359</b>	<b>0</b>	<b>-5,359</b>	<b>0</b>	<b>-5,359</b>
<b>Net Expenditure over Income</b>	<b>5,359</b>	<b>0</b>	<b>-5,359</b>		

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES -31st March 2018

		RESERVES			EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	NOTE
		BALANCE	TRANSFER	BALANCE	ACTUAL	ACTUAL			ACTUAL	ACTUAL		
		31.3.2016	31.3.2016	1.4.2016	01.04.2017	31.03.2017	31.03.2017	01.04.2017	31.03.2018	31.03.2018	31.03.2018	
310/0	GENERAL RESERVES	101744	-24100	77644	470391	478024	85277	-10000	468953	500189	106513	
	EARMARKED RESERVES											
320/0	REVENUE - VAT Contingency	7955	0	7955	0	0	7955		0	0	7955	
321/0	REPAIRS & RENEWALS	140666	20100	160766	23736	0	137030	8000	5144	0	139886	
322/0	ELECTION	19950	0	19950	0	0	19950		0	0	19950	
325/0	DAMAGE	4000	0	4000	0	0	4000	-4000	0	0	0	3
326/0	YOUTH PROVISION	0	0	0	0	0	0		0	0	0	
327/0	ROFFEY YOUTH CLUB	5621	0	5621	0	0	5621		0	0	5621	1
328/0	PLANNING	8000	4000	12000	3750	0	8250		215	0	8035	
330/0	CAPITAL PROJECTS	4000	0	4000	0	0	4000	-4000	0	0	0	3
331/0	NEIGHBOURHOOD PLAN	0	0	0	0	0	0	10000	0	0	10000	4
335/0	CAPITAL RECEIPT	25000	0	25000	0	0	25000		0	0	25000	2
		316936	0	316936	497877	478024	297083	0	474312	500189	322960	

- 1 Roffey Youth Club                      Monies held following the closure of Roffey Youth Club
- 2 Capital Receipt                              Capital Receipt from sale of land at North Heath Hall for Capital projects identified in the Business Plan only.
- 3 Damage/ Capital projects                Reserves moved to 321 Repairs and Renewals agreed by F&A.
- 4 Neighbourhood Plan                        Fund created for the NP

31st March 2017

31st March 2018

<b>Current Assets</b>		
17,150	Debtors	21,554
169	Vat Refunds	1,095
553	Prepayments	3,018
162,724	Lloyds Bank Accounts	161,487
148,800	Co-op Community Directplus A/c	85,000
0	Nationwide	84,038
150	Petty Cash	150
<b>329,547</b>		<b>356,341</b>
<b>329,547 Total Assets</b>		<b>356,341</b>
<b>Current Liabilities</b>		
7,139	Creditors	30,095
25,325	Accruals	3,286
<b>32,464</b>		<b>33,381</b>
<b>297,083 Total Assets Less Current Liabilities</b>		<b>322,960</b>
<b>Represented By</b>		
85,277	General Reserve	106,513
7,955	Earmarked Reserves - VAT Con	7,955
137,030	Earmarked Reserves - R&R Fund	139,886
19,950	Earmarked Reserves - Election	19,950
4,000	Earmarked Reserves - Damage	0
5,621	Ear Marked Res-Yth Charity Bal	5,621
8,250	Ear marked Reserve Planning	8,035
4,000	Earmarked Reserves - Cap.Proj.	0
0	Earmarked Reserve - NP	10,000
25,000	Ear Marked Res Capital Receipt	25,000
<b>297,083</b>		<b>322,960</b>

The above statement represents fairly the financial position of the authority as at 31st March 2018 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

\_\_\_\_\_ Date : \_\_\_\_\_

**North Horsham Parish Council 17/18**

**Income and Expenditure Account for Year Ended 31st March 2018**

31st March 2017		31st March 2018
	<b>Income Summary</b>	
282,726	Precept	293,551
163	Interest Received	520
<u>282,889</u>	Sub Total	<u>294,071</u>
	<b>Operating Income</b>	
17,899	Administration	1,762
750	Allotments	1,015
0	Amenity, Recs & Open Sp	9,691
57,651	North Heath Hall	62,013
44,989	Holbrook Recreation Centre	57,416
73,845	Roffey Millennium Hall	74,222
<u>478,024</u>	Total Income	<u>500,189</u>
	<b>Running Costs</b>	
52,278	Administration	52,327
0	Section 137	0
8,577	Grants	8,800
3,000	Burial	9,183
293,325	Personnel	275,643
0	Planning, Env & Transport	2,000
717	Allotments	1,009
37,799	Amenity, Recs & Open Sp	42,712
24,070	North Heath Hall	23,303
17,582	Holbrook Recreation Centre	20,777
32,564	Roffey Millennium Hall	33,200
27,966	Earmarked Reserves	5,359
<u>497,877</u>	Total Expenditure	<u>474,312</u>
	<b>General Fund Analysis</b>	
101,744	Opening Balance	85,277
478,024	Plus : Income for Year	500,189
<u>579,768</u>		<u>585,466</u>
497,877	Less : Expenditure for Year	474,312
<u>81,891</u>		<u>111,154</u>
-3,386	Transfers TO / FROM Reserves	4,641
<u>85,277</u>	Closing Balance	<u>106,513</u>



CALCULATION FOR PARTIAL EXEMPTION ON VAT PAID - 2017/18

The table below shows the amount of VAT paid out on invoices. HMRC has agreed partial exemption rates as indicated in the table.

A total of up to £7,500 per annum can be reclaimed on exempt items.

		Standard Holbrook Tythe Barn	Standard North Heath Hall	Standard Multi courts	Fuel Holbrook Tythe Barn	Fuel North Heath Hall	Standard Admin	Column A Total amount of VAT paid on varying rates	Exempt VAT that can be reclaimed.	Standard Roffey Millennium Hall	Standard	Fuel	Column B Total amount of VAT paid on 100% reclaim categories	Total VAT paid - sum of columns A and B	
	VAT percent applicable	20%	20%	20%	5%	5%	20%			20%	20%	5%			
Period 1	March - June 2017	296.43	571.19	163.65	7.38	2.09	95.00	1,135.74		1,035.23	2,513.15	0.00	3,548.38	4,684.12	Agrees with VAT Return Summary to 30/6/17 Total inputs
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%			
	VAT that can be reclaimed	207.50	571.19	139.10	5.17	2.09	35.15	960.20		1,035.23	2,513.15	0.00	3,548.38	4,508.58	
Period 2	July - September 2017	548.72	366.73	80.00	7.29	5.65	270.00	1,278.39		790.56	2,830.48	33.12	3,654.16	4,932.55	Agrees with VAT Return Summary to 30/9/17 Total inputs
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%			
		384.10	366.73	68.00	5.10	5.65	99.90	929.49		790.56	2,830.48	33.12	3,654.16	4,583.65	
Period 3	October - December 2017	449.00	582.87	80.00	12.32	6.00	0.00	1,130.19		1,215.79	2,388.74	16.54	3,621.07	4,751.26	Agrees with VAT Return Summary to 31.12.17 Total inputs
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%			
		314.30	582.87	68.00	8.62	6.00	0.00	979.79		1,215.79	2,388.74	16.54	3,621.07	4,600.86	
Period 4	January to March 2018	336.12	709.85	1.94	0.00	14.30	0.00	1,062.21		1,020.04	3,657.90	16.47	4,694.41	5,756.62	Agrees with VAT Return Summary to 31.03.18 Total inputs
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%			
		235.28	709.85	1.65	0.00	14.30	0.00	961.08		1,020.04	3,657.90	16.47	3,674.37	4,635.45	
	Cummulative Total	1,630.27	2,230.64	325.59	26.99	28.04	365.00	4,806.53		4,061.62	11,390.27	66.13	15,518.02	20,124.55	
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%			
	VAT that can be reclaimed	1,141.19	2,230.64	276.75	18.89	28.04	135.05	3,830.56	3,830.56	4,061.62	11,390.27	66.13	15,518.02	19,348.58	
	£7500 de minimis limit														

North Horsham Parish Council – Finance and Administration Committee Meeting 19<sup>th</sup> April 2018 – **Annex 3**  
 Report on Insurance provision for 2018 onwards.

	Material damage	Business Interruption	All risks	Money	Public Liability	Hirer's Liability	Employers Liability	Libel and Slander	Fidelity Guarantee	Legal Expenses including contract disputes	Personal Accident
Current provision											
A	Excess – 250 except for Accidental damage and theft 100	Loss of revenue 179,200 over 24 months	Key items listed – excess 100	250,000	15,000,000	2,000,000	10,000,000	100,000	500,000	Indemnity 100,000 5,000 max contract disputes.	50,000 Key person 500 for 10 weeks and 100 thereafter
B	Excess 100 except for storm, flood and fidelity. Subsidence 1,000 . Money and glass 50.	513,000 over 12 months	Key items listed – excess between 100 or 250	Not clear in the quotation.	10,000,000	2,000,000	10,000,000 Key person up to £500 per week for 1 person	250,000	250,000	100,000	50,000 200 pw for 104 weeks
C*	250	179,200 over 12 months	250	250,000	10,000,000	5,000,000	10,000,000 Key person 2,500 in any one period of insurance 250 per week	500,000	500,000	500,000, 500,000 contract disputes	100,000 200 pw for 104 weeks

Current provision on a 3 year long term agreement		£12,145.39
Quotations	1 year	3 year
Company A	£10,266.58	£9,777.75
Company B- lift inspection included but covered by third party.	£7,388.40	£7,839.04
Company C*	£9,014.13	£8,567.17

\*This insurance broker has the ability to call on three insurance providers. The figure included above is the lowest provided.

All insurers provided written quotations and offered the ability to question them on the quotations that were provided. All companies provided 1 and 3 year costs. Each insurance company provided unique features, for example company A offers high public liability cover. Company B is new to the sector and offers a very basic package, Company C specialises in insurance for town and parish councils and has the ability to call on three insurance providers which gives flexibility. They offer features specifically of use to town and parish councils, eg internet and email cover up to £500,000 and crisis management cover up to £500,000.

**Recommendation:- To take out a three year, long term contract with Company C.**