

NORTH HORSHAM PARISH COUNCIL

**MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 14TH FEBRUARY 2019 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

Present: Cllr. P. Burgess, Cllr R. Millington, Cllr J. Smithurst (Vice Chairman),
Cllr S. Torn (Chairman), Cllr R. Turner and Cllr. Mrs S. Wilton.

* denotes absence

In attendance: Clerk, Pauline Whitehead BA(Hons) FSLCC and Deputy Clerk, Vivien Edwards.

FA/285/19 Public Forum

There was one member of the public in attendance.

FA/286/19 Apologies

There were no apologies for absence.

FA/287/19 Minutes

The Minutes of the meeting held on 13th December 2018 were agreed and signed by the Chairman as being a correct record.

FA/288/19 Declarations of Interest

Cllr P. Burgess declared a Disclosable Pecuniary Interest in item FA/298/19 as a close family member is a staff member at North Horsham Parish Council.

Cllr R. Turner declared a personal interest in item FA/289/19 as a close family member lives in Earles Meadow and belongs to the Earles Meadow Conservation Group.

Vivien Edwards declared an interest in item FA/289/19 as she submitted the grant application to the Committee on behalf of the North Horsham Friendship Club, which is run by the Parish Council.

With the agreement of the Committee, the Chairman brought Grant Applications forward to this point in the meeting as a member of the public was in attendance to hear the debate and respond to questions that may be posed on the Earles Meadow Conservation Group's application.

FA/289/19 Grant Applications

Vivien Edwards left the room whilst the North Horsham Friendship group grant application was discussed and decided and did not take part in the process.
North Horsham Friendship Group's grant application was to support a regular

opportunity for those over 60 to meet to combat social isolation and encourage companionship and friendship. Having attended this group, some members have gained confidence to join other classes held at Roffey Millennium Hall which improve health and wellbeing. North Horsham Parish Council supports the group by providing staff and a meeting room. Previous donations are as follows:-

October 2014	£500	Set Up costs
October 2015	£300	Ongoing work
December 2016	£150	Christmas entertainer and small gifts.
February 2018	£200	Entertainer and transport costs.

The Finance and Administration Committee AGREED to award a grant of £225 to North Horsham Friendship Group to supplement subscriptions collected at every meeting.

Cllr Turner declared a Personal Interest in this item.

Earles Meadow Conservation Group's grant application was for funding to continue work on Parish Council owned, public, open space at Earles Meadow. The work that is undertaken is agreed on an annual basis by the Property Committee. The group's work is appreciated by local residents who contributed to a replacement mower during 2018. The group has launched a website promoting its work. The group relies on the grant to continue their work.

The Parish Council has supported the group in the past as follows:-

June 2011	£200	Ongoing work
October 2016	£575	Ongoing Work
December 2017	£550	Ongoing work

The Committee AGREED to award Earles Meadow Conservation Group a grant of £565 to continue their work.

Horsham Green Gym undertook work to remove broken fencing on the Riverside Walk free of charge, on request. **The Property Committee had AGREED a donation of £70 which the Finance and Administration Committee supported.**

Citizen's Advice Bureau (CAB) had written to the Parish Council requesting a donation. The Parish Council already provide a room at Roffey Millennium Hall free of charge for 3 hours every Monday morning to enable local residents to access the CAB service. This amounts to the equivalent of approximately £1,000 over the year. The service is well used. Previous support has been given as follows:-

March 2008	£3100	Outreach Service
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February 2009	£4200	Outreach Service
March 2010	£3600	Outreach Service
June 2011	£3800	Outreach Service
December 2011	£950	Outreach Service
August 2013	£3361	Outreach Service
October 2014	£3361	Outreach Service
2015	circa £1,000	Room at RMH for outreach
2016	circa £1,000	service.
2017	circa £1,000	Room at RMH for outreach
2018	circa £1,000	service. Room at RMH for outreach service. Room at RMH for outreach service.

The Finance and Administration Committee AGREED to award a grant equal to the annual room hire, netted off future invoices. It was suggested that if the CAB wished to submit a grant for a specific item they should complete and return a grant application form.

FA/290/19 Chairman's Announcements

It had been confirmed that the Parish Council's insurance covers money held by the Parish Council up to £500,000.

There had been no response from NALC regarding the Parish Council's request to re-write their Legal briefing LO9-18 The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 more concisely and in more easily accessible language. This is being pursued through the Sussex Association of Local Councils.

Age UK Horsham District had written a letter of thanks and enclosed copies of the receipts associated with the grant funding of £1,000 towards a 'Full of Life' event held on 1st October 2018 at Roffey Millennium Hall.

FA/291/19 Financial Review to 31st January 2019

The Committee considered the detailed income and expenditure report, the income and expenditure summary and the balance sheet generated from the electronic financial system, along with the Excel reserves sheet to 31st January 2019, all circulated with the agenda.

It was RESOLVED:-

- 1. To note the attached Financial Report, reserve balances and balance sheet at 31st January 2019.**
- 2. To confirm that the bank reconciliation at 31st January 2019 agreed to the cashbook balance of £259,616.52. The documents were signed by the Committee Chairman as evidence. Cash book 2, through which the Petty Cash is accounted for, was also signed by the Chairman to verify**

that the balance was £150.

FA/292/19 Internal Controls Working Party

It was RESOLVED to receive the notes of the Internal Controls Working Party Meeting held on 4th February 2019.

The Clerk clarified that anomalies found within cashbook 2 at a recent inspection were because the cashbook wasn't reconciled at every month end and the allocated amounts cleared. From now on cashbook 2 will be reconciled monthly and evidence brought to the Committee that the paperwork is complete.

The Clerk had not yet clarified with the Internal Auditor if all of the Financial records need to be printed out. Any guidance given by the Internal Auditor will be implemented from 1st April 2019 and be reported to the Finance and Administration Committee.

FA/293/19 Financial Regulations

Regulations 9.2 and 9.3 state that the council will agree charges on an annual basis, whereas it would be more appropriate for the Finance and Administration Committee to do this as the percentage increases are agreed by the full Council as part of the budget process and the final fee list is fine detail.

The Finance and Administration Committee AGREED to recommend to Full Council that "council" is changed to the "Finance and Administration Committee" in Financial Regulations 9.2 and 9.3.

FA/294/19 Fee List 2019/20

A query was raised regarding the fee for four people using the multi-courts at a reduced rate. It was felt that there should be one price regardless of how many people were playing. The lower fee originated to allow small groups to play tennis. It was agreed to review this for the budget in 2020/21.

The fee list for 2019/20 as presented to the Committee was AGREED.

FA/295/19 Asset Management and Replacement

The Committee reviewed a brief report on asset management and replacement and a template which had been completed for Birches Road Play Area.

It was RESOLVED:-

- 1. To agree that the replacement costs of assets is based on compound inflation using the Consumer Price Index (CPI) and that the life expectancy is based on an educated guess.**
- 2. That the template provided was fit for purpose and that information**

on all of the Playgrounds should be presented at the next Finance and Administration Meeting.

FA/296/19 Aviva Pension

At the Parish Council Meeting on 10th January 2019 it was agreed to offer new caretakers a pension with AVIVA. It had been suggested that the Parish Council offers an employers' contribution of up to 6% if this were matched by the employee.

From 1st April 2019 the minimum contribution from the employer is 3% of employees' salary. The minimum joint contribution is 8%.

In the unlikely event of a new caretaker being required to start work, an agreed employers' contribution is required as new employees must be enrolled into a pension scheme from the start of their employment, unless they are not eligible or they opt out.

West Sussex County Council has advised that they are unable to process the AVIVA pension using the payroll system they use. The advice they have given about how to administer the scheme and how paying the salary would work is ambiguous and clarification is being sought.

The Finance and Administration Committee AGREED to defer this to the next meeting.

FA/297/19 Exclusion of Press and Public

It was RESOLVED to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to staff matters.

FA/298/19 Salaries 2019/20

The list of staff salaries for 2019/20 was AGREED and signed by the Chairman for audit reasons.

The action will be reported to the Personnel Committee at its next meeting.

FA/299/19 Date of next meeting

The next meeting is scheduled for Thursday 18th April 2019 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.25 p.m.

Signed

Date.....

Finance Report to show expenditure to 31st January 2019

Period covering 1st April 2018 to 31st January 2019

Funding at 31st January 2019

Precept (full year)	319,943
Environmental Grant (full year).	9,836
Total	329,779

Income to 31st January 2019

Cost Centre	Actual Income	Annual Budget	Forecast income to 31.03.19	Expected income from 01.04.18 – 31.01.19 based on forecast income ¹
Admin	*-95	150	100	83
Allotments	539	765	775	**775
Bus shelter payment	150	0	0	0
North Heath Hall	53,269	61,400	63,400	52,833
Holbrook Tythe Barn	29,808	28,840	33,000	27,500
Multi Court Lettings	19,063	17,510	21,510	17,925
Roffey Millennium Hall	70,423	74,700	81,300	67,750
Total	173,157	183,365	200,085	166,866

Expenditure to 31st January 2019

Cost Centre	Actual Expenditure	Annual Budget	Forecast expenditure to 31.03.19	Expected expenditure from 01.04.18- 31.01.19 based on forecast expenditure ¹
Admin	34,499	57,715	48,488	40,406
Grants	4,800	10,000	10,000	8,333
Burial	5,048	6,500	6,750	5,625
Personnel	237,520	285,793	286,248	238,540
Planning, Env, Trans	737	2,250	2,250	1,875
Allotments	1,204	1,350	1,200	1,000
Amenity, Recs and Open Spaces	22,773	51,507	45,079	37,566
North Heath Hall	18,149	26,093	26,855	22,379
Holbrook Tythe Barn	17,447	21,882	22,513	18,760
Roffey Millennium Hall	28,413	37,731	37,586	31,321
Total	370,590	500,821	486,969	405,805

Net expenditure	(197,433)	(317,456)	(286,884)	(238,939)
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¹The expected income and expenditure has been calculated by taking the forecast figure for the whole year and dividing it by 12 and multiplying by 10.

Income

All sources of income, except the allotments have exceeded the forecast income that was expected by this stage in the year..

* At the end of 2017/18 £237.89 interest was recorded twice. This was reversed out in 2018/19. The actual interest received from 1st April 2018 to 31st January 2019 from the Lloyds business account is £108.24. There will be additional interest from the Nationwide Building Society and Co-operative Bank accounts paid as a one off payment later in the financial year. The miscellaneous income in the administration cost centre is from photocopying.

**All allotment invoices are sent on 1st April, therefore the full income is expected in one hit and has now been included for the year. There has been one extra let subsequently. The re-charge for the lease of Harwood Road Allotments to the Harwood Road Allotment Society was billed twice in the 2017/18 period, so that has reduced the potential income for this year by £252.

In conclusion, income is around £6,000 more than expected at this stage in the financial year.

Expenditure

Expenditure for the ten month period is £370,590 against a forecast of £405,805.

The reasons for the difference are in some parts due to phasing. There is a large amount of money in the Amenity, Recs and Open Spaces budget, but maintenance is scheduled for early 2019 and the Property Committee are looking at work to trees.

Professional charges are likely to be more than budgeted as there has been spending on GDPR, eviction charges, the financial package and personnel advice, this shouldn't impact on the total admin budget.

Burial charges are paid quarterly to HDC, three invoices have been received for this year so far and spending is on target. There has been a steady flow of requests for Grants so far this year.

The Personnel expenditure includes all salaries and expenses to 31st January 2019 Expenditure remains lower than expected due to careful management of cover. Spending at all halls is lower than expected, but maintenance work has been scheduled in late January/ February at all halls.

Pauline Whitehead 6.2.19

Month No : 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Finance & Administration</u>					
<u>101 Administration</u>					
4007	Councillors Training	172	750	578	578
4008	Councillors Expenses	3,592	5,100	1,508	1,508
4021	Telephone/Fax/Internet	1,858	5,000	3,142	3,142
4022	Postage	934	2,000	1,067	1,067
4023	Stationery and Printing	1,166	2,000	834	834
4024	Subscriptions	3,172	3,100	-72	-72
4025	Insurance	8,567	12,205	3,638	3,638
4026	Publications/Magazines	17	50	33	33
4028	IT Costs	1,728	2,400	672	672
29	Website Maintenance	84	160	76	76
4031	Other Advertising	0	200	200	200
4032	Publicity/Marketing	12	1,000	988	988
4033	Newsletter	681	1,200	519	519
4034	Maintenance - Electrical	115	0	-115	-115
4038	Office Equipment Maint.	437	1,500	1,063	1,063
4051	Bank Charges	64	200	136	136
4053	PWLB Loan Charges	6,656	13,700	7,044	7,044
4057	External Audit Fees	-61	1,500	1,561	1,561
4058	Professional Services	4,021	3,000	-1,021	-1,021
4059	Internal Audit Fees	108	500	392	392
4100	Chairman's Allowance	197	400	203	203
4103	Parish Plan	300	0	-300	-300
4120	Roffey Hall Equipment	209	750	541	541
4122	Office Equipment	470	1,000	530	530
	Administration :- Expenditure	34,499	57,715	23,216	0
1008	Miscellaneous Income	35	0	35	0
1176	Precept	319,943	319,943	0	0
1196	Interest Received	-130	150	-280	0
	Administration :- Income	319,848	320,093	-245	
	Net Expenditure over Income	-285,349	-262,378	22,971	
<u>103 Grants</u>					
4155	Other Grants and Donations	4,800	10,000	5,200	5,200
	Grants :- Expenditure	4,800	10,000	5,200	0
	Net Expenditure over Income	4,800	10,000	5,200	

Month No : 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>104</u> <u>Burial</u>					
4101 Burial Charges	5,048	6,500	1,452		1,452
Burial :- Expenditure	<u>5,048</u>	<u>6,500</u>	<u>1,452</u>	<u>0</u>	<u>1,452</u>
Net Expenditure over Income	<u>5,048</u>	<u>6,500</u>	<u>1,452</u>		
Finance & Administration :- Expenditure	<u>44,347</u>	<u>74,215</u>	<u>29,868</u>	<u>0</u>	<u>29,868</u>
Income	<u>319,848</u>	<u>320,093</u>	<u>-245</u>		
Net Expenditure over Income	<u>-275,501</u>	<u>-245,878</u>	<u>29,623</u>		
<u>Planning Environment & Transpo</u>					
<u>201</u> <u>Planning, Env & Transport</u>					
4305 Planning Consultant Fees	737	2,250	1,513		1,513
Planning, Env & Transport :- Expenditure	<u>737</u>	<u>2,250</u>	<u>1,513</u>	<u>0</u>	<u>1,513</u>
Net Expenditure over Income	<u>737</u>	<u>2,250</u>	<u>1,513</u>		
Planning Environment & Transpo :- Expenditure	<u>737</u>	<u>2,250</u>	<u>1,513</u>	<u>0</u>	<u>1,513</u>
Income	<u>0</u>	<u>0</u>	<u>0</u>		
Net Expenditure over Income	<u>737</u>	<u>2,250</u>	<u>1,513</u>		
<u>Property</u>					
<u>301</u> <u>Allotments</u>					
4012 Water Rates	148	200	52		52
4102 Allotment Rent	-13	300	313		313
4200 Grass cutting	1,068	750	-318		-318
259 Allotment Maintenance	0	100	100		100
Allotments :- Expenditure	<u>1,204</u>	<u>1,350</u>	<u>146</u>	<u>0</u>	<u>146</u>
1050 Allotment Rents	539	765	-227		0
Allotments :- Income	<u>539</u>	<u>765</u>	<u>-227</u>		
Net Expenditure over Income	<u>665</u>	<u>585</u>	<u>-80</u>		
<u>302</u> <u>Amenity, Recs & Open Sp</u>					
4019 Window Cleaning	530	2,346	1,816		1,816
4036 Maintenance - General	84	0	-84		-84
4200 Grass cutting	10,235	19,417	9,182		9,182
4250 Bus Shelter Repairs	1,338	2,000	662		662

Month No : 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4251 Play Area & M Crts Maint	1,376	8,000	6,624		6,624
4252 Open Spaces	3,981	9,000	5,019		5,019
4253 Litter Warden/Clearance	0	650	650		650
4254 Community Services - Dog Bins	1,851	2,000	149		149
4255 Street Lighting - Maint/Supply	1,599	4,500	2,901		2,901
4258 Multicourts Maintenance	1,660	2,494	834		834
4260 Workshop	0	100	100		100
4302 Notice Board Maintenance	120	1,000	880		880
Amenity, Recs & Open Sp :- Expenditure	22,773	51,507	28,734	0	28,734
1008 Miscellaneous Income	150	0	150		0
1100 Grants Received	9,836	9,691	145		0
Amenity, Recs & Open Sp :- Income	9,986	9,691	295		
Net Expenditure over Income	12,787	41,816	29,029		
Property :- Expenditure	23,977	52,857	28,880	0	28,880
Income	10,525	10,456	69		
Net Expenditure over Income	13,452	42,401	28,949		

Halls

<u>401</u> North Heath Hall					
4011 NNDR	6,240	6,234	-6		-6
4012 Water Rates	312	926	614		614
4014 Electricity	2,147	2,575	428		428
4015 Gas	1,408	2,000	592		592
4016 Cleaning Materials	702	1,300	598		598
4017 Refuse Bin Clearance	816	832	16		16
4018 Sanitary Waste	155	185	30		30
4019 Window Cleaning	320	370	50		50
4034 Maintenance - Electrical	954	2,000	1,046		1,046
4035 Maintenance - Elect Eqp Insp	0	1,360	1,360		1,360
4036 Maintenance - General	1,090	2,000	911		911
4037 Maintenance - Fire Alarm Syst	410	750	340		340
4039 Maint - Intruder Alarm	774	950	176		176
4041 Maintenance - Fire Extg Insp	0	150	150		150
4042 Maintenance - Gas Boiler etc	187	650	464		464
4044 Maintenance - Partition Wall	600	700	100		100
4061 Legionella Testing	115	360	245		245
4063 Maintenance - Plumbing	285	750	465		465
4065 Fire Prevention Sundries	0	75	75		75

Month No : 10

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4066	Keyholder Services	135	426	291		291
4500	Internal Redecorations	1,500	1,500	0		0
	North Heath Hall :- Expenditure	18,149	26,093	7,944	0	7,944
1000	Hall Lettings	53,269	61,400	-8,131		0
	North Heath Hall :- Income	53,269	61,400	-8,131		
	Net Expenditure over Income	-35,120	-35,307	-187		
<u>402</u>	<u>Holbrook Recreation Centre</u>					
4011	NNDR	3,408	3,405	-3		-3
4012	Water Rates	653	1,500	847		847
4014	Electricity	2,714	3,090	376		376
4015	Gas	561	1,286	725		725
4016	Cleaning Materials	922	1,000	78		78
4017	Refuse Bin Clearance	816	832	16		16
4018	Sanitary Waste	146	185	39		39
4019	Window Cleaning	220	312	92		92
4034	Maintenance - Electrical	1,528	2,000	472		472
4035	Maintenance - Elect Eqp Insp	0	530	530		530
4036	Maintenance - General	1,938	2,000	62		62
4037	Maintenance - Fire Alarm Syst	410	556	146		146
4039	Maint - Intruder Alarm	774	935	161		161
4041	Maintenance - Fire Extg Insp	0	150	150		150
4042	Maintenance - Gas Boiler etc	573	500	-73		-73
4061	Legionella Testing	100	350	250		250
4063	Maintenance - Plumbing	491	750	259		259
4065	Fire Prevention Sundries	0	75	75		75
4066	Keyholder Services	190	426	236		236
4500	Internal Redecorations	2,003	2,000	-3		-3
	Holbrook Recreation Centre :- Expenditure	17,447	21,882	4,435	0	4,435
1000	Hall Lettings	29,808	28,840	968		0
1010	Multi Court Lettings	19,063	17,510	1,553		0
	Holbrook Recreation Centre :- Income	48,871	46,350	2,521		
	Net Expenditure over Income	-31,424	-24,468	6,956		
<u>403</u>	<u>Roffey Millennium Hall</u>					
4011	NNDR	6,480	6,473	-7		-7
4012	Water Rates	1,140	1,235	95		95
4014	Electricity	3,659	5,000	1,341		1,341

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Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4015	Gas	2,918	6,000	3,082		3,082
4016	Cleaning Materials	1,097	1,390	293		293
4017	Refuse Bin Clearance	1,622	1,621	-1		-1
4018	Sanitary Waste	350	185	-165		-165
4019	Window Cleaning	585	700	115		115
4020	Refreshment Sale Cost/Sundries	516	500	-16		-16
4034	Maintenance - Electrical	1,301	2,000	699		699
4035	Maintenance - Elect Eqp Insp	0	750	750		750
4036	Maintenance - General	2,432	3,000	568		568
4037	Maintenance - Fire Alarm Syst	410	515	105		105
4039	Maint - Intruder Alarm	1,014	1,500	486		486
4040	Maintenance - Elevator	514	750	236		236
4041	Maintenance - Fire Extg Insp	115	150	35		35
4042	Maintenance - Gas Boiler etc	990	1,000	10		10
4044	Maintenance - Partition Wall	250	500	250		250
4061	Legionella Testing	120	400	280		280
4062	Air Conditioning Maintenance	270	309	39		39
4063	Maintenance - Plumbing	774	1,500	726		726
4064	Lightning Conductor Works	220	227	7		7
4065	Fire Prevention Sundries	0	100	100		100
4066	Keyholder Services	135	426	291		291
4500	Internal Redecorations	1,500	1,500	0		0
	Roffey Millennium Hall :- Expenditure	28,413	37,731	9,318	0	9,318
1000	Hall Lettings	67,039	72,100	-5,061		0
1004	Equipment Sale/Sundry Income	1,325	600	725		0
1006	Refreshment Sale Income	1,346	2,000	-654		0
1008	Miscellaneous Income	713	0	713		0
	Roffey Millennium Hall :- Income	70,423	74,700	-4,277		
	Net Expenditure over Income	-42,010	-36,969	5,041		
	Halls :- Expenditure	64,009	85,706	21,697	0	21,697
	Income	172,563	182,450	-9,887		
	Net Expenditure over Income	-108,554	-96,744	11,810		

Personnel

106	Personnel				
4001	Salaries/NI/Pensions	232,871	280,533	47,662	47,662
4002	Childcare Vouchers	1,270	0	-1,270	-1,270
4003	Payroll Admin Charge	535	360	-175	-175

Month No : 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4009 Staff Expenses/Mileage	2,542	2,750	208		208
4010 Staff Training	288	1,500	1,212		1,212
4030 Recruitment Advertising	15	250	236		236
4067 Protective Clothing	0	400	400		400
Personnel :- Expenditure	237,520	285,793	48,273	0	48,273
Net Expenditure over Income	237,520	285,793	48,273		

Personnel :- Expenditure	237,520	285,793	48,273	0	48,273
Income	0	0	0		
Net Expenditure over Income	237,520	285,793	48,273		

Earmarked Reserves

901 Earmarked Reserves					
4900 Repairs & Renewals Reserve	9,041	0	-9,041		-9,041
Earmarked Reserves :- Expenditure	9,041	0	-9,041	0	-9,041
Net Expenditure over Income	9,041	0	-9,041		

Earmarked Reserves :- Expenditure	9,041	0	-9,041	0	-9,041
Income	0	0	0		
Net Expenditure over Income	9,041	0	-9,041		

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st January 2019

	RESERVES		EXPENDITURE		INCOME		EXPENDITURE		INCOME		EXPENDITURE		INCOME		NOTE
	BALANCE	TRANSFER	BALANCE	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	ACTUAL	ACTUAL	BALANCE	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	31.03.18	31.01.19	31.01.19	31.01.19		
GENERAL RESERVES	101744	-24100	77644	470391	478024	85277	-10000	468953	500189	106513	370591	502936	238858		
EARMARKED RESERVES															
REVENUE - VAT Contingency	7955	0	7955	0	0	7955		0	0	7955			7955		
REPAIRS & RENEWALS	140666	20100	160766	23736	0	137030	8000	5144	0	139886	9041		130845		
ELECTION	19950	0	19950	0	0	19950		0	0	19950			19950		
DAMAGE	4000	0	4000	0	0	4000	-4000	0	0	0			0		3
YOUTH PROVISION	0	0	0	0	0	0		0	0	0			0		
ROFFEY YOUTH CLUB	5621	0	5621	0	0	5621		0	0	5621			5621		1
PLANNING	8000	4000	12000	3750	0	8250		215	0	8035			8035		
CAPITAL PROJECTS	4000	0	4000	0	0	4000	-4000	0	0	0			0		3
NEIGHBOURHOOD PLAN	0	0	0	0	0	0	10000	0	0	10000			10000		4
CAPITAL RECEIPT	25000	0	25000	0	0	25000		0	0	25000			25000		2
	316936	0	316936	497877	478024	297083	0	474312	500189	322960	379632	502936	446264		

Roffey Youth Club

Monies held following the closure of Roffey Youth Club

Capital Receipt

Capital Receipt from sale of land at North Heath Hall for Capital projects identified in the Business Plan only.

Damage/ Capital projects

Reserves moved to 321 Repairs and Renewals agreed by F&A.

Neighbourhood Plan

Fund created for the NP

Balance Sheet as at - 31st January 2019

31st March 2018

31st March 2019

Current Assets		
21,554	Debtors	18,974
1,095	Vat Refunds	-449
3,018	Prepayments	0
161,487	Lloyds Bank Accounts	286,417
85,000	Co-op Community Directplus A/c	85,000
84,038	Nationwide	84,038
150	Petty Cash	150
<u>356,341</u>		<u>474,130</u>
356,341	Total Assets	474,130
Current Liabilities		
30,095	Creditors	27,866
3,286	Accruals	0
<u>33,381</u>		<u>27,866</u>
322,960	Total Assets Less Current Liabilities	446,263
Represented By		
106,513	General Reserve	238,858 ✓
7,955	Earmarked Reserves - VAT Con	7,955 ✓
139,886	Earmarked Reserves - R&R Fund	130,845 ✓
19,950	Earmarked Reserves - Election	19,950 ✓
5,621	Ear Marked Res-Yth Charity Bal	5,621 ✓
8,035	Ear marked Reserve Planning	8,035 ✓
10,000	Earmarked Reserve - NP	10,000 ✓
25,000	Ear Marked Res Capital Receipt	25,000 ✓
<u>322,960</u>		<u>446,263</u> ✓

The above statement represents fairly the financial position of the authority as at 31st January 2019 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

North Horsham Parish Council

Income and Expenditure Account for Year Ended 31st January 2019

31st March 2018		31st January 2019
	Income Summary	
293,551	Precept	319,943
520	Interest Received	-130
<u>294,071</u>	Sub Total	<u>319,813</u> ✓
	Operating Income	
1,762	Administration	35
1,015	Allotments	539
9,691	Amenity, Recs & Open Sp	9,986
62,013	North Heath Hall	53,269
57,416	Holbrook Recreation Centre	48,871
74,222	Roffey Millennium Hall	70,423
<u>500,189</u>	Total Income	<u>502,936</u> ✓
	Running Costs	
52,327	Administration	34,499
0	Section 137	0
8,800	Grants	4,800
9,183	Burial	5,048
275,643	Personnel	237,520
2,000	Planning, Env & Transport	737
1,009	Allotments	1,204
42,712	Amenity, Recs & Open Sp	22,773
23,303	North Heath Hall	18,149
20,777	Holbrook Recreation Centre	17,447
33,200	Roffey Millennium Hall	28,413
5,359	Earmarked Reserves	9,041
<u>474,312</u>	Total Expenditure	<u>379,632</u> ✓
	General Fund Analysis	
85,277	Opening Balance	106,513
500,189	Plus : Income for Year	502,936
<u>585,466</u>		<u>609,449</u>
474,312	Less : Expenditure for Year	379,632
<u>111,154</u>		<u>229,817</u>
-3,386	Transfers TO / FROM Reserves	-9,041
<u>114,540</u>	Closing Balance	<u>238,858</u> ✓