

Subject to Audit

Elm Parish Council – Accounts for the year ended 31 March 2017

SUPPORTING STATEMENT

1. **Agency Work** – the Council undertook no agency work on behalf of other authorities

2. **Section 137 Payments**

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to £7.42 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. Total electorate for Elm Parish at 1 April 2016 was 2807. Consequently, the Council was eligible to spend £20,828 under this power in 2016/17

The payments made were:

Stroke Club	Financial Support	200
Carter Cabin Hire	Hire of Disabled Toilet	120
Royal British Legion	Poppy Wreath	17
Royal British Legion	Donation	30
Friends of Rings End	Grant re Nature Reserve	1,000
Upwell Parish Council	Health Centre - Grit bin refill	29
Elm Friendship Club	Financial Support	1,500
Elm Commuality Speedwatch	Contribution to admin costs	50
Citizen Advice Rural Cams	Donation	500
	Total	£3,446

3. **Borrowings**

At close of business on 31 March 2017, the Council had no outstanding loans

4. **Advertising**

During the year, the Council advertised in the local press for a replacement Clerk at a cost of £265.68 net

5. **Tenancies**

During the year, the following tenancies were held:

Council as landlord:

- Cemetery Cottage, Elm – non repairing lease. Property currently let at a monthly rental of £595.00 less agent's fees at 10% of rent. This provides a net figure of £535.50 per month
- Various areas of tenanted agricultural holdings with a total annual income in 2016/17 of £4,100

Council as tenant:

- None

6. Leases:

Lease with Cambridgeshire County Council for a period of 25 years (at £375 per annum) from September 2005 for a playing field at Maltmas Drove, Fridaybridge

7. **Year end Debtor:** for VAT £4,885.98

8. **Year end Creditors:** None

9. Ear-marked Reserves	£
Burial fees advance payments	5,000.00
Highways Safety Contingency	17,000.00
Cemetery development works	4,000.00
Play equipment - Fridaybridge	7,500.00
Street lighting works	62,000.00
Speedwatch Tripod	300.00
Web Development	<u>750.00</u>
Total Earmarked Reserves	<u><u>96,550.00</u></u>

10. **Pension Contributions:** None

11. Staff Costs

Clerk (salary, travelling expenses, employers NI contributions): £11,072.65

12. **Assets** – see attached list

Breakdown of boxes 3 and 6 on Annual Return 2016/17

Receipts (excluding Precept)	£		Payments (excluding staff costs)	£
Burial fees	18,284		Burial grounds	8,064
Agricultural Holdings	4,100		Misc/general expenses	918
Concurrent functions	5,293		General admin costs	1,569
Interest from accounts	1,042		Cemetery cottage	92
Cemetery Cottage	6,031		Playing field maintenance	5,652
Electricity wayleave	244		Pocket parks maintenance	1,130
Council Tax Support Grant	3,439		Open spaces maintenance	5,786
			Section 137 payments	3,446
			Insurances	2,489
			Affiliation fees	259
Sub Total	38,433		Agricultural holdings	135
			Chairman's allowance	300
HMRC – VAT refund	11,313		Street lighting	616
			VAT	4,230
Total	49,746		Total	34,686

Bank Reconciliation

Insert name of smaller authority:

ELM PARISH COUNCIL

Financial year ending 31 March 2017

Prepared by: Claire Butcher (Clerk/RFO) (Name and role)

Date 10 April 2017

Balance per bank statements as at 31 March 2017:

	£	£
Business Current Account	66,420.71	
National Savings Account	98,000.00	
Cottage Rent deposit Account	715.08	165,135.79

Petty cash float (if applicable) Nil

Less: any un-presented cheques at 31 March 2017

Cheque number	702768	(75.00)	
	702766	(131.00)	
	702764	(76.60)	
			(282.60)

Add: any un-banked cash at 31 March 2017 Nil

Net balances as at 31 March 2017 (Box 8) 164,853.19

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2016 (Prior year Box 8) 111,715.74

Add: Receipts in the year 98,896.49

Less: Payments in the year (45,759.04)

Closing balance per cash book [receipts and payments book] as at 31 March 2017 (must equal net balances above - Box 8) 164,853.19