

Felton Parish Council

Receipts and Payments Year Ending 31 March 2019

| | |
|-------------------------------------|------------------|
| BALANCE B/F at 1 April 2018 | 18,319.29 |
| Receipts | |
| Parish Contributions | 4,380.00 |
| VAT Refunds | 218.36 |
| War Graves | - |
| Fees | 7,325.00 |
| Interest | 40.68 |
| Donations | - |
| Insurance | 772.50 |
| Total Receipts | <u>12,736.54</u> |
| Payments | |
| Admin | - |
| Room Hire | 28.00 |
| Clerk's Fees | 597.81 |
| Insurance | 22.65 |
| War Memorial | 1,128.00 |
| Fixed Assets | 915.29 |
| Misc | - |
| Recoverable VAT | 276.31 |
| Unrecoverable VAT - no receipt | - |
| Grounds Maintenance - staff | 3,851.05 |
| Grounds Maintenance - other | 1,130.00 |
| Materials | - |
| Fuel | 134.61 |
| Graves - staff | 1,606.00 |
| Waste Area | - |
| Cherry Tree | - |
| Plants | 36.67 |
| Remembrance | 75.00 |
| Total Payments | <u>9,801.39</u> |
| BALANCE C/F at 31 March 2019 | 21,254.44 |
| Earmarked Reserves | |
| Mower and Strimmer | 425.50 |
| Consecration | 750.00 |
| New Cemetery Fund | 10,525.00 |
| Cherry Tree | 275.00 |
| Broom Willis Fund | 442.87 |
| Current working balance | 8,836.07 |
| | 21,254.44 |

Felton Parish Council

Annual Return Year Ending 31 March 2019

| | Year Ending | |
|--------------------------|-------------|-----------|
| | 31-Mar-18 | 31-Mar-19 |
| | £ | £ |
| Balances Brought Forward | 14,815 | 18,319 |
| Parish Contributions | 4,390 | 4,380 |
| Other Receipts | 5,252 | 8,357 |
| Staff Costs | 5,536 | 6,055 |
| Other Payments | 601 | 3,747 |
| Balances Carried Forward | 18,319 | 21,254 |

Felton Parish Council

Asset Register Year Ending 31 March 2019

| Asset No | Description / Location | Date Acquired | Purchase Cost | Value | Custodian |
|--------------------|--------------------------------|---------------|---------------|------------|---------------------------------|
| | | | £ | £ | |
| 1 | War Memorial, Felton Riverside | 1920 | - | 1 | Felton Cemetery Joint Committee |
| 2 | Strimmer | Jun-18 | 531 | 531 | Felton Cemetery Joint Committee |
| 3 | Mower | Jun-18 | 341 | 341 | Felton Cemetery Joint Committee |
| Total Value | | | | 874 | |

Felton Cemetery Joint Committee has custodianship of the above assets, which are included on the fixed asset register of Felton Parish Council in its capacity as lead authority for reporting requirements for the Committee. The other constituent parish councils of the Committee, Newton on the Moor and Swarland and Thirston, own an equal part share in these assets.

Fixed Asset Valuation Policy

Fixed asset valuation at first registration on the asset register is at acquisition cost. Once recorded on the asset register, the recorded value of the asset will not change from year to year unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required and will not be applied and therefore, for reporting purposes, the original value of fixed assets will remain constant throughout their life until disposal. This policy is in line with guidance issued by the Joint Panel on Accountability and Governance, in its publication Governance and Accountability for Smaller Authorities in England (March 2018).

Felton Parish Council

Explanation of Variances Year Ending 31 March 2019

| | 2017/18 | 2018/19 | Variance | Variance | Explanation of Variance |
|----------------------------|---------|---------|----------|----------|---|
| | £ | £ | £ | % | |
| Parish Contribution | 4,390 | 4,380 | -10 | 0% | The Parish Contributions were set at the same level for the years 2016/17 and 2017/18. An overpayment of £10 was made in the 2017/19 year. |
| All other receipts | 5,252 | 8,357 | 3,105 | 59% | Total other receipts increased: There has been a high level of fee income this year, increased by £2,176.43. VAT refunds claimed increased by £134.86, due in large part to the purchase of a replacement mower and strimmer after these were stolen. There was also insurance income of £772.50 following a successful claim for the replacement mower and strimmer. £26.15 more in bank interest was received this year than last year. No donations were received this year, as compared to £5 last year. |
| Staff Costs | 5,536 | 6,055 | 519 | 9% | Staff costs increased by £519, largely due to the increased number of burials. The variance is less than 15%. |
| All other payments | 601 | 3,747 | 3,146 | 523% | Total other payments increased: The purchase of the replacement mower and strimmer cost £872.50 and there was additional VAT paid this year on that purchase of £174.50, out of a total increase in VAT payments of £181.31. Room hire increased by £28. The War Memorial expenditure increased by £1,128; this is due to two annual payments for upkeep falling in a single financial year, as well as a cleaning and repair bill for work in advance of Remembrance Sunday. A PA system was hired for the Remembrance Service at a cost of £75; this has previously been free of charge. There were increased costs for spare parts of £42.79. Grounds maintenance costs included a one-off payment of £750 for the painting of the Cemetery railings and a fee of £160 in connection with the emptying of the waste disposal area. Plants for the displays at the Cemetery Gates and at the War Memorial cost £4.17 more this year and fuel for grounds maintenance cost £9.61 more. Due to changes intended to improve transparency, no items were recorded this year as miscellaneous, compared to £57 last year. Materials used by grounds staff reduced in cost by £47.48. Insurance was reduced by £1.57. |

Felton Parish Council

Reserves Year Ending 31 March 2019

| Fund | Balance as at 31 March 2019 £ |
|--|--|
| Mower and Strimmer | 425.50 |
| Consecration | 750.00 |
| New Cemetery Fund | 10,525.00 |
| Cherry Tree | 275.00 |
| Broom Willis Fund | 442.87 |
| Total Earmarked Reserves | 12,418.37 |
| Current working balance | 8,836.07 |
| Total Funds | 21,254.44 |
| Felton Cemetery Fund is held as to: | |
| Felton Parish Council | 8,076.69 |
| Newton on the Moor and Swarland Parish Council | 8,289.23 |
| Thirston Parish Council | 4,888.52 |
| | 21,254.44 |