

NORTH HORSHAM PARISH COUNCIL
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2006

NORTH HORSHAM PARISH COUNCIL

INDEX

FOR THE YEAR ENDED 31 MARCH 2006

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NORTH HORSHAM PARISH COUNCIL

COUNCIL INFORMATION

Councillors who held office from 1 April 2005 to 31 March 2006

Councillor	Ward	Remarks
Mrs M Aguilar	Roffey North	Co-opted 27.05.03
Mrs A Bellringer	Roffey North	Co-opted 27.04.04, resigned 20.09.05
Mrs K Burgess	Holbrook West	Co-opted 27.05.03
P Burgess	Holbrook West	
J Charles	Roffey North	Co-opted 27.05.03 (Council Chairman from 17 May 2005)
G Couch	Roffey South	
Mrs K-J Farhall	Roffey South	
Mrs E Ferran	Roffey North	Co-opted 27.05.03
R Henman	Holbrook East	Co-opted 27.05.03
P Paffett	Roffey South	
S Relleen	Holbrook East	Co-opted 17.05.05
T Rickett	Holbrook East	Co-opted 17.05.05
Mrs P Rutherford	Roffey South	
D Searle	Roffey North	Co-opted 13.12.05
S Snowdon	Holbrook East	Co-opted 17.05.05
K Spiers	Holbrook West	
R Sutton	Holbrook West	
S Torn	Roffey North	
R Turner	Holbrook East	Co-opted 30.11.04
Ms M Walker	Roffey North	Co-opted 27.04.04

Vacancies as at 31 March 2006

None (Three vacancies as at 31.03.05)

Clerk to the Council

T J O'Hara Clerk (Appointed 22 October 2001)

External Auditor

Mazars Neville Russell, Regency House, 3 Grosvenor Square, Southampton, Hampshire, SO15 2BE. Telephone No. 023 8023 2428

Internal Auditor

Peter J Consultants, Lyoth Cottage, Lyoth Lane, Lindfield, West Sussex, RH16 2QA

NORTH HORSHAM PARISH COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2006

	Notes	2006 £	2005 £
INCOME			
Precept on District Council		247,107	239,234
Agency Services	3	4,681	4,181
Loan and Capital Receipts	8	0	0
Interest and Investment Income	2	5,842	7,748
Multi Courts (Holbrook Recreation Centre)		9,651	10,059
Allotments		308	330
Youth Activities		0	0
Public Halls (N Heath Hall, Tythe Barn & Roffey Millennium Hall)		141,782	126,074
Sale of Booklets		102	0
Grants Received		8,250	7,060
		<u>417,723</u>	<u>394,686</u>
EXPENDITURE			
Establishment/General Administration	5	224,188	233,970
Section 137 Expenditure	6	8,382	8,489
Capital Expenditure	8	66,605	60,019
Loan Repayments & Interest Charges	12	19,594	20,087
Operational Expenditure:			
Multi Courts (Holbrook Recreation Centre)		1,986	980
Allotments		196	210
Amenity Maintenance - open spaces/play equipment		30,427	29,116
Burial Grounds		6,000	9,480
Youth Activities (Holbrook Y Centre & Y Awards)		2,820	2,345
Public Halls (N Heath Hall, Tythe Barn & Roffey Millennium Hall)		62,088	57,724
Other Grants (CAB)		2,798	1,500
		<u>425,084</u>	<u>423,920</u>
GENERAL FUND			
Balance at 1st April 2005		71,773	86,319
Add: Total Income		417,723	394,686
		<u>489,496</u>	<u>481,005</u>
Deduct: Total Expenditure		425,084	423,920
		<u>64,412</u>	<u>57,085</u>
Transfer from(-to) Other Reserves	13	38,660	14,688
General Reserve Balance at 31st March 2006		<u>103,072</u>	<u>71,773</u>

The notes on Pages 5 to 9 form part of these accounts

NORTH HORSHAM PARISH COUNCIL

BALANCE SHEET

AS AT 31 MARCH 2006

	Notes	2006	2005
		£	£
CURRENT ASSETS			
Debtors	9	55,058	44,753
Cash at Bank and In-Hand		105,157	105,871
		<hr/> 160,215	<hr/> 150,624
CURRENT LIABILITIES			
Creditors and Accrued Expenses	10	-27,931	-10,980
		<hr/> 132,284	<hr/> 139,644
NET CURRENT ASSETS			
		<hr/> 132,284	<hr/> 139,644
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<hr/> 132,284	<hr/> 139,644
 CAPITAL AND RESERVES			
General Reserves		103,073	71,773
Earmarked Reserves	13	29,211	67,871
		<hr/> 132,284	<hr/> 139,644

These statements of accounts represent fairly the financial position of the Council as at 31st March 2006 and reflects its Income and Expenditure for the year

These accounts have been approved by the Council on 20 July 2006

Cllr J Charles
Chairman

T J O'Hara
Responsible Financial Officer

Date: _____

Date: _____

The notes on Pages 5 to 9 form part of these accounts

NORTH HORSHAM PARISH COUNCIL

NOTES TO THE ACCOUNTS – 31 MARCH 2006

1 Principal Accounting Policies

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

As a consequence, the latest accounting policies, as set out in the Guide and so far as they apply to this council, have been adopted for the council's statements of account.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and services it provides, for a period of more than one year. Fixed assets are valued on the higher of replacement insurance values or original cost. The year-end values are stated on the following basis:

Land, operational properties and other operational assets are reported in notes to the accounts at higher of replacement insurance values or original cost.

Certain community assets are the subject of restrictive covenants to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the Guide. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. This policy is applied consistently each year.

External Loan Repayments

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at Note 12.

Leases

The council has no commitments under financial leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown in Note 11.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in Note 13.

Interest Income

All interest receipts are credited initially to general funds.

NORTH HORSHAM PARISH COUNCIL

NOTES TO THE ACCOUNTS – 31 MARCH 2006 (continued)

2	Interest and Investment Income	2006	2005
		£	£
	Interest Income – General Funds	<u>5,842</u>	<u>7,748</u>

3 Agency Work

During the year the council undertook the following agency work on behalf of other authorities:

	2006	2005
	£	£
Commissioning Authority and Nature of Work		
Horsham District Council – Environmental Cleansing	<u>4,681</u>	<u>4,181</u>

During the year the council commissioned no agency work to be performed by other local authorities.

4 Tenancies

During the year the following tenancies were held:

Council as Landlord

Tenant	Property	Rent p.a. £	Repairing/ Non Repairing
16 Allotment holders	Amberley Close site	160	NR
Harwood Road Allotment Association	Harwood Road site	150	NR

Council as Tenant

Landlord	Property	Rent p.a. £	Repairing/ Non Repairing
Horsham District Council	Roffey Millennium Hall land	peppercorn	NA
West Sussex County Council	Harwood Road Allotment site	150	NR

NORTH HORSHAM PARISH COUNCIL

NOTES TO THE ACCOUNTS – 31 MARCH 2006 (continued)

5 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2006	2005
	£	£
Recruitment Advertising	210	455
Other Advertising	189	238
Newsletter	3,941	3,699
Marketing (Halls)	<u>100</u>	<u>0</u>
	<u>4,392</u>	<u>4,392</u>

6 Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £5.30 per head (04/05 £5.00) on the electoral register in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	2006	2005
	£	£
The total amount available for this purpose was:	<u>87,232</u>	<u>80,895</u>

Expenditure was incurred for the following purposes:

Community Initiatives	0	0
Grants	<u>8,382</u>	<u>8,489</u>
	<u>8,382</u>	<u>8,489</u>

7 Pensions

For the year ended 31 March 2006 the council's contributions equal 15.00% of employees' pensionable pay. These contributions will remain at 15.00% until the next actuarial valuation in 2008

Approved by: Hymans Robertson (Actuaries to the Pension Fund)

NORTH HORSHAM PARISH COUNCIL

NOTES TO THE ACCOUNTS – 31 MARCH 2006 (continued)

8	Fixed Assets – Additions and Disposals	2006	2005
		£	£
		Cost	Cost

During the year the following assets were purchased:

Operational Land and Buildings (baffle panels)	5,457	717
Vehicles and Equipment (new play equipment, etc)	58,898	49,778
Infrastructure Assets (4 new notice boards)	2,250	9,524
Community Assets	<u>0</u>	<u>0</u>
	<u>66,605</u>	<u>60,019</u>

	Proceeds	Proceeds
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During the year the following assets were disposed of:

Operational Land and Buildings	0	0
Vehicles and Equipment	0	0
(Play equipment at Amberley Close was replaced in the year)		
Infrastructure Assets (1 notice board replaced in year)	0	0
Community Assets	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>

9	Debtors	2006	2005
		£	£
	Trade Debtors	42,518	26,134
	VAT Recoverable	2,540	11,978
	Prepayments	3,738	3,711
	Sundry (Horsham District Council)	<u>6,262</u>	<u>2,930</u>
		<u>55,058</u>	<u>44,753</u>

10	Creditors and Accrued Expenses	2006	2005
		£	£
	Trade Creditors	6,111	5,913
	Other Creditors	3,233	832
	Accruals and Deferred Income	<u>18,587</u>	<u>4,235</u>
		<u>27,931</u>	<u>10,980</u>

11 Hire Purchase and Lease Obligations

At 31 March 2006 the following leases were in operation:

Lessor	Purpose	Annual Rent Payable £	Year of Expiry
GE Capital Equipment Finance Ltd	Photocopier (1)	1,642	2008
Bank of Scotland Equipment Finance	Alarm System (2)	816	2010

NORTH HORSHAM PARISH COUNCIL

NOTES TO THE ACCOUNTS – 31 MARCH 2006 (continued)

12 Loans

At the close of business on 31 March 2006 the following loans to the council were outstanding:

Lender	Loan Period	Amount £	Years Remaining
Public Works Loan Board	26 years from March 1999	187,500	to 6 Sept. 2025

13 Earmarked Reserves

	Balance at 01/04/2005 £	Contribution to Reserve £	Contribution from reserve £	Balance at 31/03/2006 £
Capital Projects Reserves	58,593	77,774	30,500	11,319
Other Earmarked Reserves	9,278	2,968	11,582	17,892
	67,871	80,742	42,082	29,211

The Capital Projects reserves are credited with amounts equivalent to the interest on capital receipts balances, together with other amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

14 Capital Commitments

The council had no capital commitments at 31 March 2006 not otherwise provided for in these accounts.

15 Contingent Liabilities

A contingent loss (cost) should be accrued in the financial statements where it is probable that a future event will confirm a material loss (cost) which can be estimated with reasonable accuracy at the date when the financial statements are approved, i.e. signed by the Responsible Financial Officer.

Where a material loss (cost) is not accrued, perhaps because it cannot be accurately estimated or because the event is not considered sufficiently certain, it should be disclosed in this note to the Balance Sheet.

There are no known contingent liabilities at the 31 March 2006.

NORTH HORSHAM PARISH COUNCIL

NOTES TO THE ACCOUNTS – 31 MARCH 2006 (continued)

16 Fixed Assets	2006 £	2005 £
At 31 March 2006 the following assets were held:		
<u>Freehold Land and Buildings</u>		
North Heath Hall	1,072,890	1,021,800
Holbrook Recreation Centre & Tythe Barn	663,240	631,658
Roffey Millennium Hall (125 year lease)	<u>1,528,055</u>	<u>1,455,291</u>
	<u>3,264,185</u>	<u>3,108,749</u>
<u>Equipment</u>		
North Heath Hall Contents, Stage lighting & Security	27,919	30,582
Holbrook Tythe Barn Contents & Security	8,777	15,527
Roffey Millennium Hall Contents	43,917	36,777
Office Equipment	17,683	17,622
Storage Sheds (1)	500	3,216
Grounds Maintenance Equipment	9,657	9,562
Play Area Equipment/Multi Courts, etc	<u>198,233</u>	<u>153,221</u>
	<u>306,686</u>	<u>266,507</u>
<u>Infrastructure Assets</u>		
Bus Shelters (10)	25,252	25,002
Street Lighting Columns (27)	27,270	27,000
Flagpole (1)	613	607
Street Furniture (handrail, fencing, seats)	2,849	2,822
Notice Boards (7)	4,089	2,692
Earles Meadow Board Walk	<u>12,332</u>	<u>12,210</u>
	<u>72,405</u>	<u>70,333</u>
<u>Community Assets</u>		
Land at Greenfield, Amberley Close, Roffey	1	1
Recreation Ground, Birches Road, Roffey	163	163
Land at Heath Way, Holbrook	1	1
Allotments, Amberley Close, Roffey	4,500	4,500
Pixies Hollow, Holbrook (part)	1	1
Greens Farm, Roffey (incl. Recreation Ground)	1	1
Earles Meadow Play Area, Roffey	<u>1</u>	<u>1</u>
	<u>4,668</u>	<u>4,668</u>
Grand Total	<u>3,647,944</u>	<u>3,450,257</u>

The basis of valuation of the above assets is set out in the Accounting Policies, Note 1.