

Hunston Parish Meeting

Treasurer's report

Year ended 31 March 2018

1. Key points

- The Parish Meeting generated a surplus of **£6,197.03** for the year, compared to a surplus of **£6,459.80** in 2017
- Cash reserves rose to **£24,058.13**, up from **£17,861.10** a year ago.
- The Cottage has been let throughout the year, and related costs have been modest. We expect significant expenditure this year.
- At year end, we had **£9,047.15** in our current account. I suggest that we transfer **£5,000** into the deposit account which we treat as a reserve fund for Cottage expenses. This will bring the reserve fund up to just over **£20,000**.
- **Post Balance Sheet event:**
We have received an invoice for **£752.56** from Bream Builders for repairs to the Parish Cottage.

2. New statutory requirements:

Despite what I reported a year ago, our audit arrangements have been 'clarified'.

a. Audit

- Under new statutory arrangement, we are currently an "opted-in" Smaller Authority for Audit purposes.
- As a consequence, an External Auditor has been appointed for the next five years. In our case it is PKF Littlejohn LLP, SBA Team, 1 Westferry Circus, Canary Wharf, E14 4HD
- Unless our income or expenditure exceeds £25,000 pa we will be subject to a basic limited assurance audit review at a cost of £240 (inc VAT) plus the cost of our own Internal Auditor (approx. £20).
- However, if our income or expenditure is less than £25,000 pa and there is no objection to our accounts we can declare ourselves exempt from the limited assurance review and the external audit will not take place.

b. Decision to be taken

- If we are happy that we satisfy the various qualifying criteria we can pass a resolution to complete and sign a Certificate of Exemption which will need to be sent to our external auditor.
- This would mean that no external audit will be undertaken, although we could continue (voluntarily) to employ an Internal Auditor.
- The resolution would be:
'As we satisfy the various qualifying criteria set out on the Certificate of Exemption, and our annual gross income and gross expenditure for the year to 31 March 2018 was £25,000 or less, we authorise the completion and signing of the Certificate of Exemption'
- NOTE: this resolution would need to be reconsidered each year in future.

3. The Qualifying Criteria

The **qualifying criteria for an authority to declare itself as exempt** are as set out in Regulation 9 of the Local Audit (Smaller Authorities)

Regulations 2015, namely:

- The authority certifies that during the financial year 2017/18, the higher of the authority's gross income for the year **or** gross annual expenditure for the year did not exceed **£25,000**;
- The authority has been in existence since before 1st April 2014;
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it;
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it;
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice;
 - commenced judicial review proceedings under section 31(1) of the Act;
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration;
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

4. Publishing Accounts

In any event, we are still required to publish, by 1st July each year, on the village website, the following:

- annual governance statement
- all items of expenditure above £100
- internal audit report
- end of year accounts, accompanied by:
 - a copy of the bank reconciliation for the relevant financial year;
 - an explanation of any significant variances (more than 10%) in the statement of accounts for the relevant year and previous year;
 - an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable;
 - a list of councillor or member responsibilities; and
 - details of public land and building assets owned

5. Other obligations

- Meeting agendas and associated meeting papers should be published not later than three clear days before the meeting is taking place.
- The draft minutes from all formal meetings be published not later than one month after the meeting has taken place.

HUNSTON PARISH MEETING

Receipts & Payments

	Year to 31 March 2018		Year to 31 March 2017	
Receipts				
Precept		nil		nil
Interest		7.00		3.98
Wayleave and land rent		130.77		125.77
Grants and other income		585.44		
Cottage				
Cottage Rent	8,100.00		8,100.00	
Other	-		-	
Total Cottage related receipts	<u>8,100.00</u>	8,100.00	<u>8,100.00</u>	8,100.00
Loans received		nil		nil
TOTAL RECEIPTS		<u>8,823.21</u>		<u>8,229.75</u>
Payments				
General expenses				
Audit fees		15.00		48.50
SALC Subscription		34.93		33.55
Magazine subscription		246.00		246.00
Events		nil		nil
Sundries		646.44		176.00
Total General expenses		<u>942.37</u>	942.37	<u>504.05</u> 504.05
Cottage refurbishments				
Building Works		nil		nil
Total Cottage refurbishment costs		<u>nil</u>	nil	<u>nil</u> nil
Cottage overheads				
Letting Agent		826.32		825.30
Insurance		318.93		330.60
Repairs and other costs		538.56		110.00
Total Cottage overheads		<u>1,683.81</u>	1,683.81	<u>1,265.90</u> 1,265.90
Loan repayments		-		-
TOTAL PAYMENTS		<u>2,626.18</u>		<u>1,769.95</u>
Bank balances				
Bank Balance and Cash at 31 March 2016				11,401.30
Bank Balance and Cash at 31 March 2017	17,861.10			17,861.10
Bank Balance and Cash at 31 March 2018		24,058.13		
TOTALS:	<u>26,684.31</u>	<u>26,684.31</u>	<u>19,631.05</u>	<u>19,631.05</u>

The above statement represents fairly the financial position as at 31 March 2018

Signed

Date

SUMMARY

	£	£	£	£
Opening Bank Balance and Cash:		17,861.10		11,401.30
Total income for year:	8,823.21		8,229.75	
Total expenditure for year:	<u>(2,626.18)</u>		<u>(1,769.95)</u>	
Surplus for the year:	6,197.03	<u>6,197.03</u>	6,459.80	<u>6,459.80</u>
Closing Bank Balance and Cash:		<u>24,058.13</u>		<u>17,861.10</u>

HUNSTON PARISH MEETING

Assets and liabilities

	As at 31 October 2018				As at 31 March 2017			
	£	£	£	£	£	£	£	£
Fixed Assets								
Cottage at 2013 insurance value			172,500.00				172,500.00	
0.9 acres of land			5,000.00				5,000.00	
Salt bin, shelter and other assets			371.50				371.50	
TOTAL FIXED ASSETS			<u>177,871.50</u>	177,871.50			<u>177,871.50</u>	177,871.50
Current Assets								
Cottage Reserve (BMM)	15,010.98				10,003.98			
Current Account	<u>9,047.15</u>				<u>7,857.12</u>			
Total cash at Bank	<u>24,058.13</u>	24,058.13			<u>£17,861.10</u>	17,861.10		
Cash in hand		-				-		
Debtors						-		
Total current assets		<u>24,058.13</u>	24,058.13			<u>17,861.10</u>	17,861.10	
Current liabilities								
Creditors		-				-		
Total current liabilities		<u>-</u>	nil			<u>-</u>	nil	
NET CURRENT ASSETS			<u>24,058.13</u>	24,058.13		<u>17,861.10</u>	17,861.10	
Long term liabilities								
Loans from parishioners				nil			nil	
TOTAL NET ASSETS				<u>201,929.63</u>			<u>195,732.60</u>	

HUNSTON PARISH MEETING

Bank reconciliation

	As at 31 March 2018		As at 31 March 2017	
	£	£	£	£
HSBC Community Account	9,047.15		7,857.12	
Cheques issued but not yet presented			nil	
Payments received but not yet credited			nil	
Current Account Balance	<u>9,047.15</u>	9,047.15	<u>7,857.12</u>	7,857.12
HSBC BMM Account (Cottage Reserve)	15,010.98		10,003.98	
Payments received but not yet credited			nil	
Deposit Account Balance	<u>15,010.98</u>	15,010.98	<u>10,003.98</u>	10,003.98
Cash in hand		-		nil
TOTAL		<u>24,058.13</u>		<u>17,861.10</u>