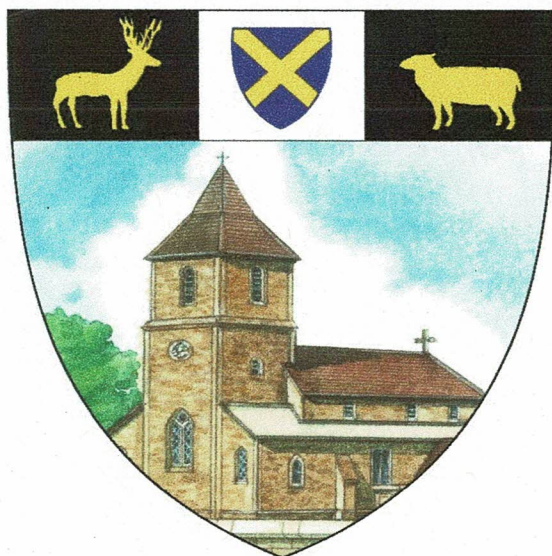


SANDRIDGE PARISH COUNCIL
STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018



Date: 1st May version 1

SANDRIDGE PARISH COUNCIL

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FOR THE YEAR ENDED 31 MARCH 2018

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SANDRIDGE PARISH COUNCIL

COUNCIL INFORMATION

FOR THE YEAR ENDED 31 MARCH 2018

| | |
|-----------------------------|---|
| Chair | Cllr Janet Churchard |
| Councillors | Cllr J. Booth Cllr G. R. Churchard Cllr J. Churchard Cllr C. Duran Cllr S. Estacchini Cllr J. Foster Cllr J. Hale Cllr N. Harris Cllr N. Kemp Cllr G. Leonard Cllr J. Newton-Davies Cllr J. Reid Cllr B. Roberts Cllr J. Roberts |
| Clerk to the council | Mr Simon Thwaites |
| Auditors | PKF Littlejohn LLP SBA Team 1 Westferry Circus Canary Wharf London E14 4HD |
| Internal Auditors | Auditing Solutions Limited Clackerbrook Farm 46 The Common Bromham Chippenham Wiltshire SN15 2JJ |

SANDRIDGE PARISH COUNCIL**INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31 MARCH 2018**

| | Notes | 2018 £ | 2017 £ |
|---------------------------------------|-------|----------------|----------------|
| INCOME | | | |
| Precept (Council Tax) | | 247,614 | 235,935 |
| Government Grant | | - | 15,834 |
| Interest and Investment Income | 1 | 650 | 1,672 |
| Recreation Grounds | | 4,096 | 3,370 |
| Grants and Donations | | 3,934 | 7,725 |
| Jersey Farm Community Centre | | 25,368 | 22,853 |
| Marshalswick Community Centre | | 26,843 | 24,411 |
| | | <u>308,505</u> | <u>311,801</u> |
| EXPENDITURE | | | |
| Administration | | 134,770 | 106,600 |
| S137 Expenditure | 3 | 9,791 | 59,697 |
| Capital Expenditure | 6 | 17,825 | 22,195 |
| Operational Expenditure | | | |
| Parks and Open Spaces | | 61,002 | 65,744 |
| Jersey Farm Woodland Park | | 7,651 | 14,634 |
| Bus Service | | 5,265 | 5,200 |
| Community Centres | | 60,503 | 66,208 |
| | | <u>296,808</u> | <u>340,276</u> |
| General Fund | | | |
| Balance at 1 April 2017 | | 119,694 | 144,170 |
| Add: Total Income | | <u>308,505</u> | <u>311,801</u> |
| | | 428,199 | 455,971 |
| Deduct: Total Expenditure | | <u>296,808</u> | <u>340,276</u> |
| | | 131,391 | 115,695 |
| Transfer from/(to) Earmarked Reserves | 10 | <u>4,250</u> | <u>4,000</u> |
| | | <u>135,641</u> | <u>119,694</u> |

The notes on pages 7 to 10 form part of these accounts

SANDRIDGE PARISH COUNCIL

**STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2018**

| | Notes | £ | 2018 £ | £ | 2017 £ |
|--|-------|-----------------|----------------|-----------------|----------------|
| Current assets | | | | | |
| Debtors | 8 | 10,146 | | 5,414 | |
| Cash at bank and in hand | | 238,345 | | 243,598 | |
| | | <u>248,491</u> | | <u>249,012</u> | |
| Creditors | | | | | |
| Amounts falling due within one year | 9 | <u>(24,100)</u> | | <u>(36,317)</u> | |
| Net Current Assets | | | <u>224,391</u> | | <u>212,694</u> |
| Reserves | | | | | |
| Earmarked Reserves | 10 | | 88,750 | | 93,000 |
| General Reserve | | | <u>135,641</u> | | <u>119,694</u> |
| Total reserves | | | <u>224,391</u> | | <u>212,694</u> |

The Statements of Accounts represent fairly the Financial Position of the Council as at 31 March 2018, and reflects its Income and Expenditure for the year.

Signed: _____

Cllr Janet Churchard

Chair

Signed: _____

Mr Simon Thwaites

Clerk to the council

The notes on pages 7 to 10 form part of these accounts.

SANDRIDGE PARISH COUNCIL

STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 31 MARCH 2018

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 accounts.

Fixed Assets

All expenditure on the acquisition, creation or enhancements of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA.

The year end values are stated on the following basis:

- operational land and buildings and vehicles and equipment are reported in notes to the accounts at purchase cost or prior year values where actual cost is unknown.
- certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at 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. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's budget.

External Loan Repayments

The council has no long term borrowing. Consequently, there were no external loan repayments made in the year.

Leases

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

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 10.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged to the council's accounts in respect of employees are equal to the contributions paid to the funded pension scheme for these employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2019.

SANDRIDGE PARISH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

1 Interest and Investment Income

| | 2018 | 2017 |
|-----------------|------------|--------------|
| | £ | £ |
| Interest Income | <u>650</u> | <u>1,672</u> |

2 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. During the year no such expenditure was incurred.

3 S.137 Expenditure and grants

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £7.57 (year ended 31 March 2017 - £7.42) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

| | 2018 | 2017 |
|--|---------------|---------------|
| | £ | £ |
| The maximum amount allowable under S137 | <u>67,184</u> | <u>65,793</u> |
| Expenditure was incurred for the following purposes: | | |
| Sandridge Silver Threads Club | S.19 500 | 700 |
| Jersey Farm Day Centre | S.19 1,800 | 1,800 |
| St Leonards PCC | GPC 2,000 | 2,259 |
| Sandridge Cricket Club | GPC 1,000 | 900 |
| St Mary's PCC | GPC 1,200 | 1,500 |
| Sandridge School PTA | GPC | 30,000 |
| Marshalswick Youth Project | GPC 2,450 | 2,450 |
| Sandridge Cemetary Water Supply | S.215 41 | 61 |
| Elizabethan Club | GPC 300 | 500 |
| Sustainable St Albans | GPC 500 | - |
| Royal British Legion | S.137 | 126 |
| Wheatfields School | S.14 | 3,000 |
| Symondshyde Flyers | S.144 | 150 |
| Marshalswick Baptist Church | S.144 | 3,000 |
| 5th/13th S.A Scout Group | GPC | 6,000 |
| St Albans Museums & Galleries | | 250 |
| SYSCA | | 7,000 |
| | <u>9,791</u> | <u>59,697</u> |

SANDRIDGE PARISH COUNCIL

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018**

4 Tenancies

During the year the following tenancies were held:

Council as landlord

| Tenant | Property | Rent p.a. | Repairing/ Non repairing |
|--------------------------------|----------------------------|-----------|-----------------------------|
| Sandridge Cricket Club | Cricket Pitch | 587 | N/A |
| Sandridge Rovers Football Club | Football Pitch | 731 | N/A |
| SYSCA | Spencer Hall - ground rent | 25 | N/A |

Council as tenant

| Landlord | Property | Rent p.a. | Repairing/ Non repairing |
|----------------------------|---------------------------|-----------|-----------------------------|
| St Albans District Council | Jersey Farm Woodland Park | 100 | Repairing |

5 Pensions

For the year of account the council's contributions equal 23.8% of employees' pensionable pay.

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

6 Fixed Assets - Additions and Disposals

| | 2018 £ Cost | 2017 £ Cost |
|---|-------------------|-------------------|
| During the year the following assets were purchased | | |
| Operational Land and Buildings | - | - |
| Vehicles and Equipment | 13,933 | 22,195 |
| Infrastructure Assets | 3,890 | - |
| Community Assets | 2 | - |
| | 17,825 | 22,195 |

During the year the following assets were disposed off

| | | |
|--------------------------------|---|---|
| Operational Land and Buildings | - | - |
| Vehicles and Equipment | - | - |
| Infrastructure Assets | - | - |
| Community Assets | - | - |
| | - | - |

SANDRIDGE PARISH COUNCIL

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018

7 Fixed Assets

| | 2018 £ Value | 2017 £ Value |
|--|--------------------|--------------------|
| At 31 March the following assets were held | | |
| <u>Freehold Land and Buildings</u> | | |
| Jersey Farm Community Centre (revalued) | 644,205 | 644,205 |
| Marshalswick Community Centre (revalued) | 725,807 | 725,807 |
| | <u>1,370,012</u> | <u>1,370,012</u> |
| <u>Vehicles and Equipment</u> | | |
| Grounds Maintenance Equipment | 6,545 | 6,545 |
| Office Furniture and Equipment | 46,114 | 46,114 |
| Play Equipment - Jersey Farm | 56,974 | 49,303 |
| Play Equipment - William Bell | 71,771 | 71,771 |
| Play Equipment - Damson Way | 39,267 | 39,267 |
| Play Equipment - Sherwood Avenue | 47,305 | 47,305 |
| Play Equipment - Spencer Meadow | 50,736 | 50,302 |
| Play Equipment - St Leonards | 48,487 | 48,487 |
| Play Equipment - Harness Way | 70,075 | 64,247 |
| Multi-Sports Courts - Spencer Meadow | 80,000 | 80,000 |
| Fitness Equipment - Sherwood Avenue | 6,577 | 6,577 |
| Sports Courts - Sherwood Avenue | 15,000 | 15,000 |
| | <u>538,851</u> | <u>524,918</u> |
| <u>Infrastructure Assets</u> | | |
| Bus Shelters (2) | 11,740 | 11,740 |
| Seats/Benches/Notice Boards (16) | 32,382 | 28,492 |
| CCTV Lighting | 9,381 | 9,381 |
| Gates and fences | 25,315 | 25,315 |
| | <u>78,818</u> | <u>74,928</u> |
| <u>Community Assets</u> | | |
| Spencer Meadow Recreation Ground | 1 | 1 |
| Damson Way Open Space | 1 | 1 |
| Harness Way Open Space | 1 | 1 |
| Sherwood Park | 1 | |
| William Bell Open Space | 1 | |
| Chairman's Badge of Office | 539 | 539 |
| | <u>544</u> | <u>542</u> |
| | <u>1,988,225</u> | <u>1,970,400</u> |

The basis of valuation of the above assets is set out in the Statement of Accounting Policies. In certain instances current insurance values have been used as approximate current replacement cost. During 2017/2018 the council has reviewed the fixed assets held and the above valuations for 2018 reflect the outcome of that exercise.

8 Debtors

| | 2018 £ | 2017 £ |
|-----------------|---------------|--------------|
| Prepayments | - | - |
| VAT Recoverable | 8,813 | 4,044 |
| Other debtors | 1,334 | 1,370 |
| | <u>10,146</u> | <u>5,414</u> |

SANDRIDGE PARISH COUNCIL

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018**

9 Creditors and Accrued Expenses

| | 2018 £ | 2017 £ |
|-------------------|-----------|-----------|
| Trade Creditors | 10,075 | 10,738 |
| Accruals | 13,521 | 23,518 |
| Income in Advance | 504 | 2,062 |
| | 24,100 | 36,317 |

10 Earmarked Reserves

| | Balance at 1-Apr-17 £ | Contribution to reserve £ | Contribution from reserve £ | Balance at 31-Mar-18 £ |
|----------------------------------|-----------------------------|---------------------------------|-----------------------------------|------------------------------|
| <u>Earmarked Reserves</u> | | | | |
| Equipment for Parish Office | 3,000 | | | 3,000 |
| CCTV Cameras | 4,000 | | (2,750) | 1,250 |
| Refurbishment of Play Areas | 10,000 | | (2,500) | 7,500 |
| Traffic Calming | 25,000 | | | 25,000 |
| Spencer Meadow | 20,000 | | | 20,000 |
| Elections | 1,000 | 1,000 | | 2,000 |
| Jersey Farm Community Centre | 10,000 | | (2,500) | 7,500 |
| Marshalswick Community Centre | 20,000 | 2,500 | | 22,500 |
| Total Earmarked Reserves | 93,000 | 3,500 | (7,750) | 88,750 |

The Earmarked Reserves are credited with amounts set aside from revenue to fund future capital works and initiatives.

11 Capital Commitments

The council had no capital commitments at 31 March 2018 not otherwise provided for in these accounts.

12 Contingent Liabilities

The Parish Council's triennial pension valuation as at 31st March 2016 showed a future requirement for additional contributions of approximately £98,000. This matter was formally reported to the Finance Committee on 30th May 2017 after which a proposal was made to Hertfordshire County Council, where it was agreed to pay £20,000 per year. Therefore the additional contributions now amount to £78,000.