

Benson Parish Council

Unaudited Financial Statements
For the year ended 31st March 2005

Benson Parish Council
Income and Expenditure
For the year ended 31st March 2005

| | <u>Notes</u> | <u>2005</u> | <u>2004</u> |
|---|--------------|-------------|-------------|
| <u>Income</u> | | | |
| Precept | | 68,307 | 63,000 |
| Hall hire - Parish hall | | 37,853 | 37,932 |
| - Youth hall | | 9,312 | 10,454 |
| - Pavilion | | 1,085 | - |
| | | 48,250 | 48,386 |
| Allotment and ground rents | | 1,859 | 2,057 |
| Bar income | | - | 169 |
| Grants received | 1 | 686 | 13,080 |
| Bank interest received | | 3,409 | 2,612 |
| Miscellaneous income | 2 | 2,381 | 2,114 |
| | | 124,892 | 131,418 |
| <u>Expenditure</u> | | | |
| Staff salaries and employer's NI | 3 | 27,168 | 25,590 |
| Insurance | | 5,236 | 4,620 |
| Section 137 Grants | 4 | 4,115 | 5,921 |
| Subscriptions | 5 | 714 | 701 |
| Office costs | 6 | 2,642 | 3,487 |
| Advertising | | 1,202 | 400 |
| Audit fees | | 1,174 | 1,629 |
| Legal and professional fees | | 2,251 | - |
| Bank charges | | 73 | - |
| Youth club costs | | 119 | 76 |
| Training courses and conferences | | 333 | 261 |
| Miscellaneous expenses | 7 | 3,352 | 261 |
| Parish hall running costs | 8 | 31,896 | 32,965 |
| Parish hall precept projects | 9 | 1,620 | 14,085 |
| Youth hall running costs | 10 | 6,717 | 7,834 |
| Youth hall precept projects | 11 | 1,779 | 7,743 |
| Pavilion running costs | 12 | 5,234 | 4,393 |
| Land and recreational grounds running costs | 13 | 16,599 | 18,068 |
| Land and recreational grounds precept project | 14 | - | 7,939 |
| Rivermead running costs | 15 | 1,022 | 2,369 |
| Allotment running costs | 16 | 669 | 283 |
| Costs incurred due to vandalism | 17 | 6,624 | 9,296 |
| Furniture and equipment depreciation | 18 | 209 | - |
| Bad debts written off | | 790 | - |
| | | £ 121,538 | £ 147,921 |
| Total Expenditure | | | |
| Net surplus/(deficit) for the year | | £ 3,354 | £ (16,503) |

Benson Parish Council
Balance sheet as at 31st March 2005

| | | <u>2005</u> | <u>2004</u> |
|--|--------------|------------------------|------------------------|
| <u>Fixed Assets</u> | <u>Notes</u> | | |
| Land and property | 19 | 1,028,700 | 1,028,700 |
| Furniture and equipment | | <u>16,273</u> | <u>16,457</u> |
| | | 1,044,973 | 1,045,157 |
| <u>Current Assets</u> | | | |
| Cash at Bank | 20 | 142,188 | 140,079 |
| Debtors | 21 | 5,782 | 6,042 |
| Prepayments | 21 | 2,184 | 1,669 |
| Interest receivable | | 1,379 | 1,176 |
| Stock | 22 | <u>-</u> | <u>177</u> |
| | | 151,533 | 149,143 |
| Total Assets | | <u>£ 1,196,506</u> | <u>£ 1,194,300</u> |
| <u>Current Liabilities</u> | | | |
| Creditors | 23 | 930 | 2,472 |
| Accruals | | <u>1,111</u> | <u>717</u> |
| Total Liabilities | | <u>£ 2,041</u> | <u>£ 3,189</u> |
| Total Assets less Total Liabilities | | <u>£ 1,194,465</u> | <u>£ 1,191,111</u> |
| <u>Income and Expenditure Account</u> | 24 | | |
| Balance at 1 st April 2004 | | £ 145,954 | £ 162,457 |
| Net Surplus/Deficit for the year | | <u>£ 3,354</u> | <u>£ (16,503)</u> |
| Balance at 31 st March 2005 | | £ 149,308 | £ 145,954 |
| Re-valuation reserve | | <u>£ 1,045,157</u> | <u>£ 1,045,157</u> |
| | | <u>£ 1,194,465</u> | <u>£ 1,191,111</u> |

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2005

| | | | |
|----|--|-------------|-------------|
| 1. | <u>Grants received</u> | <u>2005</u> | <u>2004</u> |
| | Countryside Agency – Parish Plan | 486 | 2,500 |
| | Donations for Christmas tree lights - R. Passey | 100 | - |
| | - Bromag | 100 | - |
| | SODC grant – Youth Hall ceiling | - | 2,904 |
| | SODC grant – Kicking Wall matting | - | 1,698 |
| | Grant for St. Helens roundabout | - | 1,878 |
| | Grant for Youth Club | - | 100 |
| | Awards for All grant for Main Hall ceiling project | - | 3,000 |
| | B.C.A. grant for Committee Room chairs | - | 1,000 |
| | | £ 686 | £ 13,080 |
| | | | |
| 2. | <u>Miscellaneous income</u> | <u>2005</u> | <u>2004</u> |
| | Public toilets | 1,254 | 1,192 |
| | Parish Hall payphone | 14 | 16 |
| | Tennis Courts electricity | 275 | 608 |
| | Photocopying | 74 | 4 |
| | Third party insurance claim – Sunnyside hedge | 155 | - |
| | Court House – bus shelter vandalism | 141 | - |
| | Sundry | 47 | - |
| | Refreshments | 257 | 196 |
| | Caretakers fees | 164 | 20 |
| | Bank charges – returned cheques | - | 6 |
| | Advertising refund | - | 72 |
| | | £ 2,381 | £ 2,114 |
| | | | |
| 3. | <u>Staff salaries and national insurance</u> | <u>2005</u> | <u>2004</u> |
| | Staff salaries and national insurance | £ 27,168 | £ 25,590 |
| | | | |
| | | | |
| | | £ 29,640 | £ 23,118 |

The figure shown of £25,590 for the year ended 31st March 2004 was overstated in the audited accounts by £2,472. Therefore the figure shown for the year ended 31st March 2005 is understated by £2,472, the actual amount for the year being £29,640. Includes Youth Hall cleaning £2,505 and Pavilion cleaning £580.

Actual

| | | |
|---------------------------------------|----------|----------|
| Staff salaries and national insurance | £ 29,640 | £ 23,118 |
|---------------------------------------|----------|----------|

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2005

4. Section 137 Grants

| | <u>2005</u> | <u>2004</u> |
|--|-------------|-------------|
| Library Newspapers | 277 | 303 |
| Benson Bulletin | 100 | - |
| Parish Plan | 1,307 | 2,530 |
| League of Friends – First Responder | 100 | - |
| Neighbourhood Watch signs | 16 | - |
| Royal British Legion – Poppy Wreath | 60 | - |
| Millstream Day Centre – 2005 and 2004 | 2,000 | - |
| Oxfordshire Association for the Blind | 75 | 75 |
| South and Vale Carers | 75 | 75 |
| The Samaritans | 75 | 100 |
| Oxfordshire Association for Young People | 30 | - |
| Oxfordshire Rural Community Council | - | 50 |
| Youth Club | - | 538 |
| Youth Club (from S. Smith) | - | 100 |
| Parishes Against Gravel Extraction | - | 2,000 |
| Citizens Advice Bureau | - | 150 |
| | £ 4,115 | £ 5,921 |
| | £ 4,115 | £ 5,921 |

The number of electors on the Register of Electors in force from 1st December 2004 is 3,010.

5. Subscriptions

| | <u>2005</u> | <u>2004</u> |
|---|-------------|-------------|
| Oxfordshire Association of Local Councils | 534 | 488 |
| Society of Local Council Clerks | 60 | 90 |
| International Tree Foundation | 20 | - |
| Oxfordshire Playing Fields Association | 50 | 50 |
| The Chiltern Society | 25 | 25 |
| Campaign to Protect Rural England | 25 | 25 |
| Best kept War memorial | - | 3 |
| Oxfordshire Rural Community Council | - | 20 |
| | £ 714 | £ 701 |
| | £ 714 | £ 701 |

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2005

6. Office costs

| | <u>2005</u> | <u>2004</u> |
|--|-------------|-------------|
| Photocopier | 756 | 903 |
| Telephone | 346 | 333 |
| Stationery | 745 | 674 |
| Postage | 410 | 613 |
| Computer costs | 95 | 904 |
| Software maintenance and Internet subscription | 120 | - |
| Office sundries | 170 | 60 |
| | £ 2,642 | £ 3,487 |
| | | |

7. Miscellaneous expenses

| | <u>2005</u> | <u>2004</u> |
|--|-------------|-------------|
| Photographs | 25 | 3 |
| Car park signs | 8 | - |
| Furniture carriage | 60 | - |
| Engraving plaques and trophies | 6 | 18 |
| Spare padlocks | 17 | - |
| Awards for All grant returned | 3,000 | - |
| Refreshment provisions | 16 | - |
| Bar stock to Millstream Daycentre | 177 | - |
| SODC map and planning fee for Sunnyside sign | 40 | - |
| ORCC best kept war memorial competition | 3 | - |
| Clerk expenses | - | 10 |
| First Aid | - | 1 |
| Bank charges – returned cheques | - | 22 |
| Staff Police check | - | 29 |
| Royal British Legion – Poppy Wreath | - | 70 |
| Election expenses | - | 95 |
| Sundry | - | 6 |
| Fan heater | - | 7 |
| | £ 3,352 | £ 261 |
| | | |

The grant of £3,000 from Awards for All was received during the year ended 31st March 2004 for the main hall ceiling project. Due to late starting of the project, the grant had to be returned. Awards for All have since awarded a grant of £5,000 for the project, received during the year ended 31st March 2006.

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2005

8. Parish Hall running costs

| | <u>2005</u> | <u>2004</u> |
|--|-------------|-------------|
| Business rates | 8,846 | 8,614 |
| Gas | 3,673 | 4,302 |
| Electricity | 2,305 | 1,583 |
| Water | 911 | 724 |
| Boiler maintenance | 162 | 674 |
| General maintenance | 2,422 | 6,211 |
| Hand dryer | 350 | - |
| Public address system repairs | 1,344 | - |
| Reupholstering of lounge chairs | 750 | - |
| Polishing of main hall floor | 680 | 1,860 |
| Small furniture and equipment | 565 | - |
| Consumables | 1,182 | 1,151 |
| Waste collection | 567 | 539 |
| Fire prevention | 1,289 | 268 |
| Payphone | 369 | 274 |
| Performing Rights Society | 344 | 346 |
| Cleaning | 6,137 | 5,568 |
| Contingency fund - Replace ladies toilet | - | 476 |
| - Parish Hall entrance lettering | - | 375 |
| | £ 31,896 | £ 32,965 |
| | £ 31,896 | £ 32,965 |

9. Parish Hall precept projects

| | <u>2005</u> | <u>2004</u> |
|---|-------------|-------------|
| Main hall ceiling project – Architects fees | 920 | - |
| Heating project – EEP survey | 700 | - |
| Guttering | - | 7,645 |
| Redecorate outside | - | 2,800 |
| Low level legs for stage | - | 190 |
| Committee room chairs | - | 3,450 |
| | £ 1,620 | £ 14,085 |
| | £ 1,620 | £ 14,085 |

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2005

10. Youth Hall running costs

| | <u>2005</u> | <u>2004</u> |
|-------------------------------|-------------|-------------|
| Rent | 10 | 10 |
| Business rates | 1,778 | 1,732 |
| Gas | (22) | 129 |
| Electricity | 1,085 | 735 |
| Water | 439 | 512 |
| General maintenance | 1,656 | 796 |
| Small furniture and equipment | 1,027 | - |
| Consumables | 246 | 163 |
| Fire prevention | 393 | 267 |
| Performing Rights Society | 105 | 248 |
| Cleaning | - | 2,096 |
| Contingency fund - Hand dryer | - | 471 |
| - Surveyor | - | 85 |
| - Roof repairs to chair store | - | 590 |
| | £ 6,717 | £ 7,834 |
| | | |

11. Youth Hall precept projects

| | <u>2005</u> | <u>2004</u> |
|------------------------------------|-------------|-------------|
| Folding chairs and trolley | 245 | - |
| New front door | 1,534 | - |
| New heating, lighting and rewiring | - | 5,023 |
| New suspended ceiling | - | 2,720 |
| | £ 1,779 | £ 7,743 |
| | | |

12. Pavilion running costs

| | <u>2005</u> | <u>2004</u> |
|---------------------|-------------|-------------|
| Business rates | 1,368 | 1,332 |
| Electricity | 2,420 | 577 |
| Water | 400 | 268 |
| General maintenance | 707 | 1,941 |
| Consumables | 37 | - |
| Fire prevention | 170 | 150 |
| Cleaning | 132 | 125 |
| | £ 5,234 | £ 4,393 |
| | | |

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2005

13. Land and recreational grounds running costs

| | <u>2005</u> | <u>2004</u> |
|---|-------------|-------------|
| Grass cutting | 1,577 | 1,352 |
| Village centre costs | 80 | 587 |
| Public toilet | 1,188 | 1,084 |
| Dog waste collection | 1,282 | 1,602 |
| Signage | 179 | - |
| Safety checks and litter picks | 7,675 | 5,198 |
| General maintenance | 2,123 | 2,727 |
| Hedge cutting | 117 | 471 |
| Tub planting | 430 | 168 |
| Tree planting | - | 103 |
| War memorial plants | 127 | 124 |
| Bus shelter daily checks | 405 | 343 |
| Cemetery upkeep contribution | 600 | 600 |
| Fencing | - | 204 |
| Contingency fund – ramp on Elmbridge roundabout | 500 | - |
| Recreational grounds play equipment maintenance | 316 | 318 |
| St Helen's play area roundabout | - | 3,187 |
| | £ 16,599 | £ 18,068 |
| | £ 16,599 | £ 18,068 |

14. Land and recreational grounds precept projects

| | <u>2005</u> | <u>2004</u> |
|----------------------------------|-------------|-------------|
| Sunnyside play area work | - | 498 |
| Matting under kicking wall | - | 5,144 |
| St. Helen's play area roundabout | - | 2,297 |
| | £ - | £ 7,939 |
| | £ - | £ 7,939 |

15. Rivermead running costs

| | <u>2005</u> | <u>2004</u> |
|---------------------------------|-------------|-------------|
| Water | 192 | 216 |
| General maintenance | 629 | 973 |
| Pool maintenance | 201 | 334 |
| Hedge and tree maintenance | - | 804 |
| Contingency fund – 2 life rings | - | 42 |
| | £ 1,022 | £ 2,369 |
| | £ 1,022 | £ 2,369 |

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2005

16. Allotments running costs

| | <u>2005</u> | <u>2004</u> |
|---------------------|-------------|-------------|
| Water | 213 | 265 |
| General maintenance | 386 | 18 |
| Field maintenance | 70 | - |
| | £ 669 | £ 283 |
| | £ 669 | £ 283 |

17. Costs incurred due to vandalism

| | <u>2005</u> | <u>2004</u> |
|-------------------------------|-------------|-------------|
| Parish Hall | 5,353 | 2,562 |
| Youth Hall | 45 | 112 |
| Pavilion | 365 | 3,989 |
| Land and recreational grounds | 647 | 2,553 |
| Rivermead | 214 | 80 |
| | £ 6,624 | £ 9,296 |
| | £ 6,624 | £ 9,296 |

18. Furniture and equipment depreciation

To be consistent, depreciation has not been charged, except on the Dell PC purchased on 26th March 2004. For this, depreciation has been charged at 33.3% on a straight-line basis.

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2005

19. Fixed Assets

| | <u>2005</u> | <u>2004</u> |
|---|-------------|-------------|
| As valued by Lock & co. 17 th July 2003 | | |
| <u>Land and Property</u> | | |
| Mill Lane Allotments and Play Area | 40,000 | 40,000 |
| Rivermead Pool and Recreation Ground | 50,000 | 50,000 |
| Rivermead Bathing Hut | 100 | 100 |
| Parish Hall, Sunnyside | 500,000 | 500,000 |
| Sports Pavilion, Sunnyside | 100,000 | 100,000 |
| Recreation Areas, Sunnyside | 150,000 | 150,000 |
| Cuckoo Pen Allotments and Paddock | 52,000 | 52,000 |
| Scout Hut Land | 15,000 | 15,000 |
| Bertie West Field | 50,000 | 50,000 |
| Aldridge Triangle | 1,000 | 1,000 |
| Play and Recreation Ground, Green Close | 40,000 | 40,000 |
| Youth Hall (Building only) | 500 | 500 |
| College Farm Parking Area | 30,000 | 30,000 |
| Bus Shelter | 100 | 100 |
| | £ 1,028,700 | £ 1,028,700 |
| | £ 1,028,700 | £ 1,028,700 |
| <u>Furniture and equipment</u> | | |
| <u>Cost</u> | | |
| As valuation at 1 st April 2004 | 12,379 | 12,379 |
| Committee room chairs | 3,450 | 3,450 |
| Dell PC | 628 | 628 |
| | 16,457 | 16,457 |
| Addition in year: | | |
| Computer workstation | 25 | - |
| At 31 st March 2005 | 16,482 | 16,457 |
| <u>Depreciation</u> | | |
| Charge for year | 209 | - |
| At 31 st March 2005 | 209 | - |
| <u>Net book value at 31st March 2005</u> | £ 16,273 | £ 16,457 |

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2005

20. Cash at bank

| | <u>2005</u> | <u>2004</u> |
|---|-------------|-------------|
| Community Directplus Current account | 1,418 | 8,842 |
| Business Select Instant Access account | 6,719 | 184 |
| Public Sector Reserve Current account | 49,457 | 48,289 |
| Green Close Business Select 14 Day account | 1,511 | 1,505 |
| Bloomfield Bequest Business Select 14 Day account | 83,083 | 81,259 |
| | £ 142,188 | £ 140,079 |
| | | |

Green Close account

These funds are to be used only for the purchase of new equipment for the Green Close recreational ground and to keep the area in good order.

The Bloomfield Bequest account

This account holds a £50,000 bequest from Denis Bloomfield, which is to remain untouched and may not be used. The interest earned on this amount may be used on capital expenditure.

21. Debtors

| | <u>2005</u> | <u>2004</u> |
|-------------------|-------------|-------------|
| Sales ledger | 4,070 | 4,184 |
| VAT to be claimed | 1,712 | 1,858 |
| | £ 5,782 | £ 6,042 |
| | | |

Prepayments

| | | |
|--------------------------------------|---------|---------|
| Prepayments | 1,393 | 908 |
| Amounts paid in advance to suppliers | 791 | 761 |
| | £ 2,184 | £ 1,669 |
| | | |

22. Stock

Bar stock to the value of £177 held at 31st March 2004 was donated to the Millstream Day Centre during the year and the bar ceased to operate. There was no stock held at 31st March 2005.

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2005

23. Creditors

| | <u>2005</u> | <u>2004</u> |
|-----------------|-------------|-------------|
| Purchase ledger | 930 | - |
| Wages account | - | 2,472 |
| | £ 930 | £ 2,472 |
| | £ 930 | £ 2,472 |

24. Income and Expenditure account

The net deficit for the year ended 31st March 2004 of £(16,503) was overstated by £2,472 which was a recording error included in the annual return. The actual deficit for the year ended 31st March 2004 was £(14,031)

This has an effect on the surplus shown for the year ended 31st March 2005. A surplus of £3,360 is shown which is overstated by £2,472, the actual surplus for the year being £888. The net effect over the two years is £nil.