

Benson Parish Council

Unaudited Financial Statements
For the year ended 31st March 2008

Benson Parish Council
Income and Expenditure
For the year ended 31st March 2008

	<u>Notes</u>	<u>2008</u>	<u>2007</u>
<u>Income</u>			
Precept		113,210	91,580
Hall hire - Parish hall		42,454	38,791
- Youth hall		9,722	9,382
- Pavilion		1,011	1,500
Licence applications		900	500
		<hr/>	<hr/>
		54,087	50,173
Allotment and ground rents		2,303	2,325
Grants received	1	4,320	30,272
Bank interest received		4,128	2,410
Miscellaneous income	2	5,912	3,850
		<hr/>	<hr/>
Total Income		183,960	180,610
 <u>Expenditure</u>			
Staff salaries and employer's NI	3	37,725	33,210
Pension employer costs		5,104	2,043
Insurance		7,617	6,310
Grants	4	5,196	3,044
Subscriptions	5	910	953
Office costs	6	2,005	3,260
Office precept projects	7	422	-
Advertising	8	522	133
Audit fees		600	2,070
Legal and professional fees	9	2,128	1,402
Bank charges		73	29
Youth club costs	10	232	334
Further education tuition		793	254
Election costs		93	-
Miscellaneous expenses	11	392	503
Parish hall running costs	12	33,750	31,641
Parish hall precept projects	13	2,477	48,034
Youth hall running costs	14	7,255	5,484
Pavilion running costs	15	5,291	4,347
Land and recreational grounds running costs	16	16,095	17,869
Land and recreational grounds precept projects	17	9,161	330
Rivermead running costs	18	2,122	1,076
Allotment running costs	19	2,749	710
Allotment precept projects	20	1,495	-
Millbrook Mead running costs	21	-	96
Millbrook Mead precept projects	22	2,805	-
Costs incurred due to vandalism	23	2,088	1,059
Furniture and equipment depreciation		-	369
		<hr/>	<hr/>
Total Expenditure		£ 149,100	£ 164,560
		<hr/>	<hr/>
Net surplus for the year		£ 34,860	£ 16,050
		<hr/>	<hr/>

Benson Parish Council
Balance sheet
as at 31st March 2008

	<u>Notes</u>	<u>2008</u>	<u>2007</u>
<u>Fixed Assets</u>			
	24		
Land and property		1,028,700	1,028,701
Furniture and equipment		16,457	17,227
		1,045,157	1,045,928
 <u>Current Assets</u>			
Cash at Bank	25	146,656	107,847
Debtors	26	4,646	4,017
Prepayments and amounts paid in advance	27	1,709	4,391
Interest receivable		2,068	1,172
		155,079	117,427
Total Assets		£1,200,236	£ 1,163,355
 <u>Current Liabilities</u>			
Creditors	28	5,117	3,281
Accruals		3,686	3,651
Other creditors	29	150	-
Total Liabilities		£ 8,953	£ 6,932
Total Assets less Total Liabilities		£ 1,191,283	£ 1,156,423
Total Net Assets		£ 1,191,283	£ 1,156,423
 <u>Income and Expenditure Account</u>			
Balance as at 1 st April 2007		£ 111,266	£ 95,216
Net Surplus for the year		£ 34,860	£ 16,050
Balance as at 31 st March 2008		£ 146,126	£ 111,266
Re-valuation reserve		£ 1,045,157	£ 1,045,157
		£ 1,191,283	£ 1,156,423

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2008

1.	<u>Grants received</u>	<u>2008</u>	<u>2007</u>
	Michael Shanly developers – Green Close donation	4,060	-
	Anonymous donation	10	-
	Chiltern Conservation Board – Millbrook Mead	250	
	Main hall ceiling replacement – W.R.E.N.	-	3,385
	Heating and ventilation upgrade works - S.O.D.C.	-	7,302
	- O.C.C.	-	3,000
	- T.O.E.	-	6,000
	- W.R.E.N.	-	10,165
	Benson Community Association art tables grant	-	170
	War Memorials Trust	-	250
		£ 4,320	£ 30,272
2.	<u>Miscellaneous income</u>	<u>2008</u>	<u>2007</u>
	Public toilets	-	667
	Parish hall payphone	9	-
	Tennis Courts electricity	414	546
	Photocopying	13	48
	Sundry	21	44
	Refreshments	323	385
	Caretakers fees	1,279	775
	Youth hall waste wheeler weekly share	473	364
	HMRC online filing	150	250
	Caretaker retirement gifts	90	-
	Benson Festival re TV licence	-	26
	Sale of Parish Plans	-	10
	Postage	-	5
	Adjustments to correct past overstated accruals		
	YH gas	-	530
	PV electricity	-	200
	Out of date cheque re Open Space membership	40	-
	Unidentified money received from National England	3,100	-
		£ 5,912	£ 3,850
		£ 5,912	£ 3,850

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2008

3.	<u>Staff salaries and national insurance</u>	<u>2008</u>	<u>2007</u>
	Staff salaries	35,909	31,496
	Employers national insurance contributions	1,816	1,714
		£ 37,725	£ 33,210
		£ 37,725	£ 33,210
4.	<u>Grants</u>	<u>2008</u>	<u>2007</u>
	<u>Grants included in precept budget</u>		
	Oxfordshire Carers Forum	75	-
	Royal British Legion – Poppy Wreath	60	60
	Millstream Day Centre – 2007 grant	1,100	1,100
	Ryder Cheshire Volunteers	50	-
	Benson PCC Bell Fund	3,000	-
	Oxfordshire Association for the Blind	75	75
	South and Vale Carers	-	75
	The Samaritans	75	75
	Citizens Advice Bureau Didcot District	75	150
	Cemetery upkeep grant	600	600
		5,110	2,135
	<u>Section 137 grants</u>		
	Millstream Day Centre contribution towards new oven	-	50
	Millstream Day Centre hall hire grant	86	63
	Benson Festival hall hire grant	-	739
	Benson 10k road run hall hire grant	-	37
	Benson Environmental Survey Team lawnmower grant	-	20
		86	909
		£ 5,196	£ 3,044
		£ 5,196	£ 3,044

The number of electors on the Register of Electors in force from 1st December 2006 is 2,999.

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2008

5. Subscriptions

	<u>2008</u>	<u>2007</u>
Oxfordshire Association of Local Councils	545	528
Society of Local Council Clerks	137	152
International Tree Foundation	25	25
Oxfordshire Playing Fields Association	40	45
The Chiltern Society	25	25
Campaign to Protect Rural England	27	26
Oxfordshire Rural Community Council	20	20
Oxfordshire Rural Community Council – village halls	20	20
Open Space Society	30	40
Sane Planning in the South East	-	30
WRVS	-	-
National Association of Local Councils	41	42
	<hr/>	<hr/>
	£ 910	£ 953
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6. Office costs

	<u>2008</u>	<u>2007</u>
Photocopier	406	710
Telephone	346	382
Stationery	494	930
Postage	175	502
Computer costs	141	351
Software maintenance and Internet subscription	388	385
Office sundries	55	-
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	£ 2,005	£ 3,260
	<hr/> <hr/>	<hr/> <hr/>

7. Office precept project

	<u>2008</u>	<u>2007</u>
Shelving	£ 422	£ -
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Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2008

8. Advertising

	<u>2008</u>	<u>2007</u>
Situations vacant	414	-
Legal notices	48	-
Benson Bulletin Transport Survey centrefold	60	-
Conference venues	-	133
	£ 522	£ 133
	£ 522	£ 133

9. Legal and professional fees

	<u>2008</u>	<u>2007</u>
General property advise	1,278	1,402
Re-instatement insurance valuation	850	-
	£ 2,128	£ 1 402
	£ 2,128	£ 1 402

10. Youth club costs

	<u>2008</u>	<u>2007</u>
Insurance	135	95
Telephone	97	129
OAYP membership	-	100
Youth Club leader First Aid course	-	10
	£ 232	£ 334
	£ 232	£ 334

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2008

11. Miscellaneous expenses

	<u>2008</u>	<u>2007</u>
Engraving plaques and trophies	7	-
Refreshment provisions	78	53
Map printing for planning applications	48	-
Donations for caretakers retirement – Hall Users	90	-
- Parish Council	60	-
Sundry	21	6
Parish Hall extension questionnaire printing	75	-
Scan of village map	13	-
Minutes binding	-	263
TV licence - Benson Festival	-	26
Key cutting – DPS	-	18
Parish Plan copies	-	72
Allotment map		45
Staff CRB check		20
	£ 392	£ 503
	£ 392	£ 503

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2008

12. Parish Hall running costs

	<u>2008</u>	<u>2007</u>
Business rates	7,215	7,278
Premises/Personal licence	37	37
Gas	3,306	3,071
Electricity	1,912	2,015
Water	625	903
Boiler maintenance	363	718
General maintenance	974	1,356
Main hall floor maintenance	40	350
Small furniture and equipment	2,323	695
Consumables	682	698
Waste collection	634	586
Fire prevention	709	840
CCTV rental	3,235	2,640
Payphone	133	168
Performing Rights Society	381	346
Cleaning	7,789	8,126
Servicing and repairs of kitchen/hall appliances	440	550
Electrical repairs	551	322
Electrical testing and repairs to emergency lights	767	634
Five year electrical inspection	1,380	-
PA system adjustments	74	-
Chairman's board painting	180	-
Door repairs	-	308
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	£ 33,750	£ 31,641
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13. Parish Hall precept projects

	<u>2008</u>	<u>2007</u>
Heating project	1,060	46,821
Block pave Parish Hall entrance	1,350	-
SODC car park planning application	67	-
Main hall ceiling project	-	1,213
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	£ 2,477	£ 48,034
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Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2008

14. Youth Hall running costs

	<u>2008</u>	<u>2007</u>
Rent	10	10
Business rates	1,532	1,494
Gas	60	76
Electricity	1,267	853
Water	519	473
Boiler (water heater) maintenance	70	48
General maintenance	607	821
Wiring of electrical heaters	542	-
Emergency lights testing	290	586
Five year electrical inspection	670	-
Electrical repairs	131	-
Consumables	301	97
Fire prevention	463	231
Performing Rights Society	85	103
Repairs to flat roof	188	-
Waste wheeler weekly collection	520	480
Cleaning	-	212
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	£ 7,255	£ 5,484
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15. Pavilion running costs

	<u>2008</u>	<u>2007</u>
Business rates	1,177	1,147
Electricity	847	1,190
Water	386	323
General maintenance	468	362
Consumables	73	36
Fire prevention	41	254
Cleaning	578	1,035
Redecorate exterior	175	-
Repairs to garage door	135	-
Fitting of light delay switch	128	-
Replace changing room doors	331	-
Door kickplates	165	-
Repairs to showers	787	-
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	£ 5,291	£ 4,347
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Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2008

16. <u>Land and recreational grounds running costs</u>	<u>2008</u>	<u>2007</u>
Grass cutting	3,006	1,933
Village centre costs	327	143
Public toilet	20	733
Dog waste collection	967	940
Signage	13	81
Safety checks and litter picks	7,656	7,661
General maintenance	1,181	1,739
Hedge cutting	42	263
Tub planting	386	391
War memorial plants	316	237
Bus shelter daily checks	404	404
Fencing	-	10
Recreational grounds and play equipment maintenance	854	635
Removal of concrete from Green Close play area	490	-
New dog bins	273	-
Tree felling at Sunnyside	160	-
Scout hut land works	-	900
War memorial lettering	-	940
Street lighting	-	859
	£ 16,095	£ 17,869
	£ 16,095	£ 17,869
17. <u>Land and recreational grounds precept projects</u>	<u>2008</u>	<u>2007</u>
Christmas lights	682	330
Green Close play equipment	8,479	-
	£ 9,161	£ 330
	£ 9,161	£ 330
18. <u>Rivermead running costs</u>	<u>2008</u>	<u>2007</u>
Water	356	382
General maintenance	614	669
Pool maintenance	560	25
Hedge and tree maintenance	159	-
Play area ROSPA inspection	195	-
Installation of Lifebelts and signage	238	-
	£ 2,122	£ 1,076
	£ 2,122	£ 1,076

Benson Parish Council
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For the year ended 31st March 2008

19.	<u>Allotments running costs</u>	<u>2008</u>	<u>2007</u>
	Water	347	464
	General maintenance	158	171
	Weekly inspections	265	75
	Prepare disused allotments	1,815	-
	Supply of skip to clear allotments	164	-
		<hr/>	<hr/>
		£ 2,749	£ 710
		<hr/>	<hr/>
20.	<u>Allotment precept projects</u>	<u>2008</u>	<u>2007</u>
	Installation of new water troughs	1,495	-
		<hr/>	<hr/>
		£ 1,495	£ -
		<hr/>	<hr/>
21.	<u>Millbrook Mead running costs</u>	<u>2008</u>	<u>2007</u>
	General maintenance	-	96
		<hr/>	<hr/>
		£ -	£ 96
		<hr/>	<hr/>
22.	<u>Millbrook Mead precept projects</u>	<u>2008</u>	<u>2007</u>
	Wooden footpath	2,805	-
		<hr/>	<hr/>
		£ 2,805	£ -
		<hr/>	<hr/>
23.	<u>Costs incurred due to vandalism</u>	<u>2008</u>	<u>2007</u>
	Parish Hall	729	-
	Youth Hall	67	-
	Pavilion	135	183
	Land and recreational grounds	1,037	758
	Rivermead	120	118
		<hr/>	<hr/>
		£ 2,088	£ 1,059
		<hr/>	<hr/>

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2008

24. Fixed Assets

	<u>2008</u>	<u>2007</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
Land at The Cedars	-	1
	£ 1,028,700	£ 1,028,701
	£ 1,028,700	£ 1,028,701
<u>Furniture and equipment</u>		
<u>Valuation/Cost as at 1st April 2007</u>		
Lock & co valuation at 17 th July 2003	12,379	12,379
2004 additions at cost	4,078	4,078
2005 additions at cost	-	25
2006 additions at cost	-	901
2007 additions at cost	-	631
	£ 16,457	£ 18,014
	£ 16,457	£ 18,014
<u>Depreciation</u>		
As at 1 st April 2007	-	418
Charge for year	-	369
	-	787
<u>At 31st March 2008</u>	£ -	£ 787
	£ -	£ 787
<u>Valuation at 31st March 2008</u>	£ 16,457	£ 17,227
	£ 16,457	£ 17,227

The treatment of fixed assets has been amended in accordance with guidance from the external auditors and assets are now included at valuation with additions being written off from reserves.

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2008

25. Cash at bank

	<u>2008</u>	<u>2007</u>
Community Directplus Current account	3,148	210
Business Select Instant Access account	5,173	41,221
Hall Hirer's deposits account	48	-
Public Sector Reserve Current account	12,101	11,686
Green Close Business Select 14 Day account	-	1,534
Bloomfield Bequest Business Select 14 Day account	54,286	52,564
Gratuity Fund account	-	632
Project Funds Business Select 14 Day account	71,900	-
	£ 146,656	£ 107,847
	£ 146,656	£ 107,847

Current account - 2007/2008 remaining precept funds

Instant access account - The balance of £ 5,173 at the year end is unspent 2007/2008 precept funds .

Hall Hirer's deposits account – This is a holding account for hirer's refundable deposits against loss/damage.

Public Sector Reserve – This money is from the past sale of land and is to be used for capital projects only.

Green Close account –During the year the balance of this account was put towards the purchase of new play equipment for the Green Close play area. The account was then renamed the Project Funds account.

The Bloomfield Bequest account - This account holds a £50,000 bequest from Denis Bloomfield, which may not be used. The interest earned on this amount may be used.

Gratuity Fund account – This account held money set aside for the Parish Clerk's gratuity fund. The contract of employment stated that these funds would become payable to the clerk upon retirement after five years of service, but remain the property of Benson Parish Council for the first five years of service. As the Parish Clerk resigned from the post before five years of service, the funds did not become payable as a gratuity and the balance of this account was spent during the year on the deep clean of the Parish Hall over the Christmas period.

Project Funds account - This account (previously the Green Close account) was established during the year to hold funds set aside for specific projects to be carried out in the future. The balance of £ 71,900 is made up as follows:

Benson Parish Council
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For the year ended 31st March 2008

25. (cont.) Cash at bank

Project Funds account balance as at 31st March 2008

Main Hall chairs	£ 8,400
Parish Hall extension Architect's fees	£ 5,000
Pavilion roof repairs	£ 3,000
Car Park extension	£ 15,000
Sunnyside fence and hedge	£ 10,000
Allotments fence/gate/hedge	£ 6,000
Parish Hall extension	£ 14,500
Parish Hall new room	£ 6,000
Youth Hall replacement fund	£ 4,000

Total	£ 71,900
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Allocation of funds available as at 31st March 2008

<u>Project</u>	<u>Instant Access a/c</u>	<u>Public Sector a/c</u>	<u>Bloomfield Bequest a/c</u>	<u>Project Funds a/c</u>
Main Hall chairs				£ 8,400
Parish Hall extension Architect's fees				£ 5,000
Pavilion roof repairs				£ 3,000
Car Park extension				£ 15,000
Sunnyside fence and hedge				£ 10,000
Allotments fence/gate/hedge				£ 6,000
Parish Hall extension				£ 14,500
Parish Hall new room				£ 6,000
Youth Hall replacement fund				£ 4,000
Scout Hut gate/fence/resurface	£ 600			
Christmas lights		£ 1,000		
Street lighting – Mill Lane		£ 800		
Rivermead Access		£ 1,900		
Pavilion metered heaters		£ 1,000		
Green Close play area seating		£ 600		
Green Close fence		£ 2,000		
Pavilion showers rubber strip		£ 50		
Reseal Main Hall floor		£ 1,500		
Sand and reseal stage		£ 1,000		
Repaint play equipment		£ 500		
Hearing loops L/CR/YH		£ 750		
Hot cupboard for Parish Hall		£ 1,000		
To be kept available for grants			£ 4,200	
To be allocated to projects	£ 4,500			
	£ 5,100	£ 12,100	£ 4,200	£ 71,900

Benson Parish Council
Notes to the unaudited financial statements
For the year ended 31st March 2008

26. <u>Debtors</u>	<u>2008</u>	<u>2007</u>
Sales ledger	2,540	3,463
VAT to be reclaimed	2,106	554
	£ 4,646	£ 4,017
27. <u>Prepayments and amounts paid in advance</u>		
Prepayments	1,702	1,455
Amounts paid in advance to utility suppliers	7	2,936
	£ 1,709	£ 4,391
28. <u>Creditors</u>	<u>2008</u>	<u>2007</u>
Purchase ledger	£ 5,117	£ 3,281
29. <u>Other creditors</u>	<u>2008</u>	<u>2007</u>
Hall hirers deposits	£ 150	£ -