

HADDENHAM PARISH COUNCIL
INCOME & EXPENDITURE FOR THE YEAR ENDED 31st March 2018
FINAL

	Precept Proposal 2017/8	Budget 2017/8	Annual Budget 2016/7 v Precept Proposal 2016/7	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Actual FY 2017/8	Budget (FY)	Variance to Budget	Precept Proposal 2018/9	Precept Proposal 2018/9 v FY Actual 2017/8
	£	£	£	£	£	£	£	£	£	£	£	£
ENVIRONMENT												
EXPENDITURE												
Maintenance	3,250	3,250	-	435	196	356	545	1,532	3,250	1,718	1,000	532
Play Areas maintenance	2,060	2,500	440	250	3,360	250	250	4,110	2,500	1,610	5,350	1,240
Churchyard maintenance	3,090	4,000	910	81	579	660	660	1,980	4,000	2,020	3,500	1,520
Outsourced Maintenance	-	34,465	34,465	5,166	6,104	7,029	20,016	38,315	34,465	3,851	70,000	31,685
Water Ponds	1,030	1,030	-	434	427	-	-	7	1,030	1,023	1,030	1,023
Refuse bins	1,250	4,650	3,400	141	2,352	600	1,448	4,541	4,650	109	4,650	109
Dog Bins	2,575	2,575	-	449	356	424	1,978	3,207	2,575	632	2,575	632
Pest Control	500	500	-	145	35	60	60	300	500	200	500	200
Mapping	75	75	-	18	20	34	19	22	75	53	75	53
Tree Works	4,000	4,000	-	1,060	345	1,295	4,145	6,845	4,000	2,845	4,160	2,685
Misc	500	360	140	38	64	162	62	250	360	110	360	110
Devolved Services	11,502	11,502	-	5,162	3,899	2,400	1,200	10,261	11,502	1,241	12,500	2,239
Street Lighting maintenance	3,605	7,000	3,395	6,110	1,953	2,023	2,596	12,682	7,000	5,682	7,250	5,432
Street Lighting energy	7,000	7,000	-	1,664	1,589	1,787	2,083	7,123	7,000	123	8,000	877
Training	1,000	1,000	-	-	-	325	60	265	1,000	735	1,000	735
S137	20	20	-	20	-	-	-	20	20	-	20	-
	41,457	83,926	42,469	21,096	20,425	17,336	32,602	91,459	83,926	7,533	121,970	30,511
INCOME												
Fair rent	325	325	-	-	325	-	-	325	325	-	325	-
Pole refund	30	30	-	-	-	-	30	30	30	0	30	0
Commuted sums	-	-	-	-	-	-	-	-	-	-	22,500	22,500
Recharged to Banks Park Trust	788	-	788	-	3,015	3,015	-	-	-	-	-	-
Devolved Budget	7,596	7,596	-	3,038	3,038	1,519	-	7,596	7,596	-	7,596	-
	8,739	7,951	788	3,038	348	4,534	30	7,951	7,951	0	30,451	22,500
NET	- 32,718	- 75,975	43,257	- 18,058	- 20,076	- 12,802	- 32,572	- 83,508	- 75,975	7,533	- 91,519	- 8,011
ALLOTMENTS												
EXPENDITURE												
Maintenance	515	515	-	-	275	70	-	345	515	170	515	170
Rent	2,821	2,821	-	703	710	654	687	2,754	2,821	67	2,821	67
Water	-	500	500	413	60	-	-	473	500	27	-	473
Pest Control	200	200	-	50	25	25	25	125	200	75	200	75
misc	-	-	-	-	-	-	-	-	-	-	-	-
	3,536	4,036	500	1,166	1,071	748	712	3,696	4,036	340	3,536	160
INCOME												
Rent	5,216	5,142	74	1,322	1,234	1,317	1,342	5,215	5,142	73	5,058	157
	5,216	5,142	74	1,322	1,234	1,317	1,342	5,215	5,142	73	5,058	157
NET	1,680	1,106	574	156	164	568	631	1,519	1,106	413	1,522	3

HADDENHAM PARISH COUNCIL
INCOME & EXPENDITURE FOR THE YEAR ENDED 31st March 2018
FINAL

	Precept Proposal 2017/8	Budget 2017/8	Annual Budget 2016/7 v Precept Proposal 2016/7	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Actual FY 2017/8	Budget (FY)	Variance to Budget	Precept Proposal 2018/9	Precept Proposal 2018/9 v FY Actual 2017/8
	£	£	£	£	£	£	£	£	£	£	£	£
STAFF COSTS												
EXPENDITURE												
Salaries	79,683	48,634	31,049	12,316	12,038	12,038	12,039	48,431	48,634	203	51,066	- 2,635
Pension	2,390	1,459	931	482	361	361	361	1,565	1,459	- 106	1,532	33
Employers NI	6,375	3,891	2,484	1,098	1,098	1,098	1,098	4,393	3,891	- 502	4,085	308
	88,448	53,984	34,465	13,896	13,497	13,498	13,498	54,389	53,984	- 405	56,683	- 2,294
GENERAL ADMIN												
EXPENDITURE												
Payroll management	578	578	-	135	135	135	135	540	578	38	625	- 85
Travel*	258	258	-	3	3	6	11	23	258	235	258	- 235
Stationery	412	412	-	-	64	86	-	150	412	262	412	- 262
Postage	40	40	-	15	-	28	2	45	40	- 5	40	5
Phone / Internet	650	650	-	155	221	169	172	717	650	- 67	650	67
Office rent / room hire	4,305	5,000	- 695	1,089	865	1,102	1,089	4,144	5,000	856	4,500	- 356
Photocopier	800	800	-	160	503	80	199	942	800	- 142	800	142
Insurance**	8,050	8,579	- 529	2,118	2,141	2,133	2,014	8,405	8,579	174	8,380	25
Training	1,500	2,500	- 1,000	903	32	-	305	1,240	2,500	1,260	2,500	- 1,260
Audit	800	1,000	- 200	238	463	238	238	1,175	1,000	- 175	1,175	-
Legal & Other Professional	3,000	13,000	- 10,000	495	1,276	157	2,850	4,464	13,000	8,536	3,000	1,464
Chairman's Allowance	150	150	-	16	-	27	-	43	150	107	150	- 107
Subscriptions	1,133	1,133	-	182	377	377	273	1,209	1,133	- 76	1,500	- 291
Grants and donations (S137)	11,500	11,500	-	-	12,047	650	-	12,697	11,500	- 1,197	11,500	1,197
APM	69	69	-	96	-	-	-	96	69	- 27	100	- 4
Books and Publications	50	50	-	-	-	30	70	100	50	- 50	50	50
Election Costs	-	-	-	-	-	-	-	-	-	-	-	-
Capital Asset Fund	2,550	2,550	-	-	-	-	-	-	2,550	2,550	2,000	- 2,000
Misc.	498	498	-	1	469	73	122	663	498	- 165	400	263
Bank Charges	-	-	-	30	30	30	40	130	-	- 130	120	10
Information Technology	2,060	4,000	- 1,940	1,345	53	-	-	1,398	4,000	2,602	2,500	- 1,102
Grant funded	-	-	-	-	-	-	-	-	-	-	7,000	- 7,000
Other S137	100	100	-	-	-	-	-	-	100	100	100	- 100
VAT	-	-	-	-	-	-	-	-	-	-	-	-
	38,503	52,867	- 14,364	6,976	18,679	5,007	7,520	38,182	52,867	14,685	47,760	- 9,578
INCOME												
Precept	314,840	314,840	-	78,710	78,710	78,710	78,710	314,840	314,840	0	330,151	15,311
Interest	25	25	-	6	-	-	17	23	25	- 2	25	2
Miscellaneous	-	-	-	-	363	227	687	1,277	-	1,277	-	1,277
Grants Received	-	-	-	-	-	-	-	-	-	-	-	-
	314,865	314,865	-	78,716	79,073	78,937	79,414	316,140	314,865	1,275	330,176	14,037
NET	276,362	261,998	14,364	71,740	60,394	73,930	71,894	277,958	261,998	15,960	282,417	4,459

HADDENHAM PARISH COUNCIL
INCOME & EXPENDITURE FOR THE YEAR ENDED 31st March 2018
FINAL

	Precept Proposal 2017/8	Budget 2017/8	Annual Budget 2016/7 v Precept Proposal 2016/7	Actual Q1	Actual Q2	Actual Q3	Actual Q4	Actual FY 2017/8	Budget (FY)	Variance to Budget	Precept Proposal 2018/9	Precept Proposal 2018/9 v Actual 2017/8
	£	£	£	£	£	£	£	£	£	£	£	£
PLANNING												
EXPENDITURE												
Revised Neighbourhood Plan/VALP	-	-	-	-	-	-	-	-	-	-	-	-
NET	-	-	-	-	-	-	-	-	-	-	-	-
COMMUNICATIONS												
EXPENDITURE												
Newsletter	4,454	4,454	-	1,046	1,046	1,046	1,046	4,184	4,454	270	4,454	- 270
Noticeboard	1,000	1,000	-	-	-	-	-	-	1,000	1,000	-	-
Website	225	225	-	45	45	45	1,233	1,368	225	- 1,143	480	888
	5,679	5,679	-	1,091	1,091	1,091	2,279	5,552	5,679	126	4,934	619
INCOME												
Newsletter	1,400	1,400	-	137	44	341	332	855	1,400	- 545	1,400	545
	1,400	1,400	-	137	44	341	332	855	1,400	- 545	1,400	545
NET	- 4,279	- 4,279	-	- 954	- 1,047	- 750	- 1,947	- 4,697	- 4,279	- 419	- 3,534	- 1,164
TRANSFERS TO RESERVES												
Annual Cont'n to Major Asset Repair Reserve	10,506	10,506	-	2,627	2,627	2,627	2,627	10,506	10,506	-	10,926	- 420
Annual Cont'n to Street Light Reserve	10,469	8,858	1,611	2,215	2,215	2,215	2,215	8,858	8,858	-	9,212	- 354
Neighbourhood Plan Projects	-	11,428	- 11,428	2,857	2,857	2,857	2,857	11,428	11,428	-	-	11,428
Transfer to Allotments Improvements Reserve	1,680	1,106	574	156	156	575	631	1,519	1,106	- 413	1,522	- 3
Churchyard Periodic Maintenance Reserve	-	20,000	- 20,000	5,000	5,000	5,000	5,000	20,000	20,000	-	31,390	- 11,390
Annual Snakemoor Funding	210	210	-	53	53	53	53	210	210	-	218	- 8
Devolved Services Transitional Fund	25,000	25,000	-	6,250	6,250	6,250	6,250	25,000	25,000	-	15,000	10,000
Staffing Contingency Reserve	14,741	8,997	5,744	2,249	2,249	2,249	2,249	8,997	8,997	-	9,212	- 215
Burial Set-Up Costs	50,000	25,000	25,000	6,250	6,250	6,250	6,250	25,000	25,000	-	25,000	-
Ponds Reserve	1,000	1,000	-	250	250	250	250	1,000	1,000	-	1,000	-
Trees Reserve	12,000	12,000	-	3,000	3,000	3,000	3,000	12,000	12,000	-	6,000	6,000
Revised Neighbourhood Plan/VALP	5,000	5,000	-	1,250	1,250	1,250	1,250	5,000	5,000	-	5,000	-
Legal Fees Reserve	-	-	-	-	-	-	-	-	-	-	-	-
Replenishment of contingency reserves	21,991	- 239	22,230	- 239	-	-	-	239	(239)	-	17,722	- 17,961
NET	152,597	128,866	23,731	31,917	32,156	32,575	32,631	129,279	128,866	- 413	132,203	- 2,924
Funded by Precept												
EXPENDITURE	- 330,220	- 329,358	862	- 76,142	- 86,918	- 70,256	- 89,242	- 322,557	- 329,358	6,801	- 367,085	- 44,528
INCOME	330,220	329,358	- 862	83,213	80,699	85,129	81,119	330,161	329,358	803	367,085	36,925
NET	-	-	-	- 7,072	- 6,219	- 14,874	- 8,123	- 7,603	-	7,603	-	- 7,603

HADDENHAM PARISH COUNCIL
BALANCE SHEET AT 31st March 2018
FINAL

	31/03/2018		31/3/17	
	£	£	£	£
CURRENT ASSETS				
Bank Balances				
Current and Deposit Accounts		329,568		246,691
(Airfield) Playing Fields Project Account		96,453		96,503
		<u>426,021.65</u>		<u>343,194</u>
VAT Reclaimable	33,507		4,623	
Sundry debtors	3,194		3,015	
Prepayments	6,565		7,117	
Amount due from				
Educational Charity	0		0	
Banks Park Trust	1,242		11,864	
		<u>44,509</u>		<u>26,619</u>
		<u>470,531</u>		<u>369,813</u>
LESS CURRENT LIABILITIES				
Sundry Creditors	19,883		15,855	
Deferred Income	3,446		10,695	
Provision for Bad Debts	0		0	
Amount due to				
Educational Charity	4,850		4,086	
Banks Park Trust	0		0	
		<u>28,179</u>		<u>30,637</u>
OTHER CREDITORS				
S 106 Airfield Playing Field Project		97,449		97,449
		<u>344,903</u>		<u>241,727</u>

HADDENHAM PARISH COUNCIL
BALANCE SHEET AT 31st March 2018
FINAL

	31/03/2018		31/3/17	
	£	£	£	£
RESERVES				
INCOME AND EXPENDITURE				
Balance brought forward		239,578		95,862
Net Income for the period		7,603		0
		<u>247,181</u>		<u>95,862</u>
Spent / received & allocated to Special Projects & Reserves				
S106 Mallards Croft Commuted Sum	0		0	
Neighbourhood Plan	0		0	
Staffing Contingency	-4,937		1,007	
New Burial Ground	24,580		25,000	
Improvements to Ponds	1,000		-350	
Trees Reserve	12,000		0	
VALP/Revised NHP Reserve	5,000		20,714	
Devolved Service Transitional Fund	24,390		11,500	
Legal Fees Reserve	0		18,500	
Heritage Fund	0		-650	
HPC Assets Major Repairs Reserve	10,506		10,200	
Street Lights Contingency	11,196		8,109	
Churchyard Periodic Maintenance Reserve	20,000		0	
S106-funded community facilities	-25,340		0	
NHP Projects	11,428		24,327	
Replenishment of Contingency Reserve	5,095		25,360	
		<u>94,919</u>		<u>143,716</u>
RESERVES OF HADDENHAM PARISH COUNCIL		<u>342,100</u>		<u>239,578</u>
RESERVES & FUNDS HELD ON BEHALF OF OTHER ORGANISATIONS & PROJECTS				
SNAKEMOOR DONATIONS RESERVE				
Balance brought forward	1,199		1,203	
Allocated from Precept	210		200	
Donated in period	155		276	
Utilised in year	-353		-480	
Balance carried forward		1,211		1,199
ALLOTMENTS IMPROVEMENT FUND				
Balance brought forward	-4,121		1,289	
Surplus for the period	1,519		1,114	
Granted or Donated in period	307		4,459	
Utilised in year	-309		-10,982	
Balance carried forward		-2,605		-4,121
COMMUNITY ORCHARD DONATIONS RESERVE				
Balance brought forward	2,108		1,978	
Granted or Donated in period	6,163		212	
Utilised in year	-6,183		-82	
Balance carried forward		2,088		2,108
WYCHERT WAY KISSING GATES GRANTS & DONATIONS RESERVE				
Balance brought forward	988		988	
Granted or Donated in period	0		0	
Utilised in year	-750		0	
Balance carried forward		238		988
HADDENHAM HEARTBEAT				
Balance brought forward	1,976		2,091	
Income for the year	0		0	
Less Expenditure	0		-115	
		1,976		1,976
WOODWAYS CROSSING				
Balance brought forward	0		17,794	
Income for the year	0		59,283	
Less Expenditure	0		-77,077	
		0		0
NEIGHBOURHOOD PLAN GRANT				
Balance brought forward	0		0	
Income for the year	0		0	
Less Expenditure	0		0	
		0		0
		<u>344,903</u>		<u>241,727</u>

HADDENHAM PARISH COUNCIL
INCOME & EXPENDITURE FOR THE YEAR ENDED 31st March 2018
FINAL

	FY 2014/5	FY 2015/6	FY 2016/7	FY 2017/8	Precept Proposal 2018/9	
	£	£	£	£	£	
ENVIRONMENT						
EXPENDITURE						
Maintenance	2,998	2,903	2,714	1,532	1,000	Out-of-pockets now lower due to outsourcing of maintenance
Play Areas maintenance	180	1,116	2,275	4,110	5,350	Safety inspection regime and ageing equipment repairs mean annual costs are rising. New amenities will see this continue in step with the benefit of more provision
Churchyard maintenance	-	-	-	1,980	3,500	Anticipated taking over of this work delayed until new FY
Outsourced Maintenance	-	-	2,615	38,315	70,000	Includes work formerly done by the handyman but from 18/9 far wider scope of work - playing fields & new developments. The latter funded by commuted sum below (£22,500)
Water Ponds	885	470	344	7	1,030	Erratic billing behaviour by company taking over from Thames Water has resulted in almost no expense this year - a supplier admin matter, not usage-related
Refuse bins	580	865	1,250	4,541	4,650	Includes new bin purchases
Dog Bins	1,578	1,918	1,796	3,207	2,575	Includes new bin purchases
Pest Control	360	420	628	300	500	
Mapping	70	70	70	22	75	Annual costs remain the same. Expense line belatedly adjusted to accruals basis
Tree Works	860	1,750	8,200	6,845	4,160	Major work to catch up on previous years. Significant savings achieved by shopping around for new supplier. A plan of works & funding for a 5-10 year period is being created
War memorial	738	-	-	-	-	Thought to be one-off cost in 2014/5. Now policy is to fund via Major Asset Repair Reserve probably on a four year cycle
Misc	1,104	271	460	250	360	2014/5 high due to dog control orders
Devolved Services	-	8,353	8,834	10,261	12,500	New costs in 2015/6 relating to grass cutting devolved from BCC. Number of cuts increased to 10pa in 2016/7. 2 cuts under new contract in Feb & Mar
Street Lighting maintenance	2,993	3,250	6,978	12,682	7,250	Major overrun as expected. All equipment inspected in audit to enable proper asset management approach going forward.
Street Lighting energy	5,755	6,672	6,548	7,123	8,000	Unit costs rise due to supplier price hikes, mitigated by use of broker. Move to LED providing better illumination and reducing usage & therefore dampening underlying increase
Training	-	-	-	265	1,000	Investment in skills, competence and compliance increasing.
S137	15	15	7,220	20	20	Best Kept Village entry fee (£15/£20) and remainder in 2016/7 was part-funding of the LAF/BCC parking feasibility and implementation around the station
	18,116	28,073	49,933	91,459	121,970	
INCOME						
Fair rent	300	300	325	325	325	Reviewed every three years hence £25 increase in 2016/7
Pole refund	36	23	29	30	30	
Commuted sums	-	-	-	-	22,500	Allocation in respect of work on new developments anticipated in 2018/9. Commuted sums for maintenance are priced to cover 10 years worth of work
Recharged to Banks Park Trust	1,500	750	765	-	-	For general work performed by HPC to maintain land and buildings owned by and/or funded by BPT. Proposing will not be repeated in 2017/8
Devolved Budget	8,219	8,702	7,596	7,596	7,596	Payment from BCC for formerly devolved services, and for newly devolved (grass-cutting) services performed by HPC from 2015/6. 2016/7 rate applies for 3 years
	10,054	9,775	8,715	7,951	30,451	
NET	- 8,061	- 18,299	- 41,218	- 83,508	- 91,519	

HADDENHAM PARISH COUNCIL
INCOME & EXPENDITURE FOR THE YEAR ENDED 31st March 2018
FINAL

	FY 2014/5	FY 2015/6	FY 2016/7	FY 2017/8	Precept Proposal 2018/9	
ALLOTMENTS EXPENDITURE						
Maintenance	237	17	3	345	515	2014/5 charge was for re-gravelling of the main path. 17/8 for strimming of plots. Bore hole work is accounted for via the Allotments Improvements Reserve
Rent	2,674	2,674	2,759	2,754	2,821	Paid to Parochial Charities. Periodic review results in increase in 2016/7
Water	2,276	1,057	1,339	473	-	Water now supplied via bore hole (artesian well) and solar pump
Pest Control	125	175	175	125	200	
misc	-	5	-	-	-	
	<u>5,312</u>	<u>3,928</u>	<u>4,277</u>	<u>3,696</u>	<u>3,536</u>	
INCOME						
Rent	3,813	5,217	5,390	5,215	5,058	New rent, higher utilisation and a water levy have together improved income from allotment holders. No water levy in 2016/7 given request for contributions for bore hole
	<u>3,813</u>	<u>5,217</u>	<u>5,390</u>	<u>5,215</u>	<u>5,058</u>	
NET						
	<u>- 1,499</u>	<u>1,289</u>	<u>1,114</u>	<u>1,519</u>	<u>1,522</u>	Allotments made a surplus for the first time in 2016/7. The economics now mean this will be the norm. HPC may not make money from allotments so surplus is put to an Allotments Improvements Reserve for use on Bore Hole, Solar Powered pump or other projects as agreed
STAFF COSTS EXPENDITURE						
Salaries	40,408	52,675	58,171	48,431	51,066	Increase in projection due to PC agreement of salary rises in line with nat'l agreements and increases in hours per week for clerk and assistant clerk.
Pension	-	-	1,605	1,565	1,532	New pension rules compliance from 2016/7 onwards
Employers NI	3,289	4,178	4,988	4,393	4,085	
	<u>43,697</u>	<u>56,853</u>	<u>64,764</u>	<u>54,389</u>	<u>56,683</u>	

HADDENHAM PARISH COUNCIL
INCOME & EXPENDITURE FOR THE YEAR ENDED 31st March 2018
FINAL

	FY 2014/5	FY 2015/6	FY 2016/7	FY 2017/8	Precept Proposal 2018/9	
GENERAL ADMIN EXPENDITURE						
Payroll management	395	407	544	540	625	
Travel*	8	58	55	23	258	
Stationery	336	278	184	150	412	
Postage	121	110	26	45	40	
Phone / Internet	730	441	350	717	650	
Office rent / room hire	3,843	3,982	4,475	4,144	4,500	
Photocopier	537	837	721	942	800	
Insurance**	8,689	8,113	8,138	8,405	8,380	Considerable savings thanks to newly-negotiated 3 year contract. Offset by two govt hikes in Insurance Premium Tax
Training	528	300	53	1,240	2,500	Investment in skills, competence and compliance increasing
Audit	1,350	1,100	625	1,175	1,175	External auditors are appointed for us by NALC and fees agreed as part of that process - not by HPC
Legal & Other Professional	-	49,347	1,000	4,464	3,000	Increasing need for professional advice re taxation impacts on new responsibilities, impacts of GDPR, devolution of responsibilities from higher tiers and so on
Chairman's Allowance	20	111	28	43	150	Incidental expenses
Subscriptions	1,014	1,019	881	1,209	1,500	NALC, SLCC and similar
Grants and donations (\$137)	11,400	11,350	11,250	12,697	11,500	No grant to HYCC this year due to issues re their supplier. "saving" offset by grant to re-capitalise Banks Park Trust after run of high cost repair bills
Annual Parish Meeting	69	116	54	96	100	
Books and Publications	-	-	-	100	50	
Election Costs	-	145	-	-	-	
Capital Asset Fund	2,372	-	6,430	-	2,000	Two VAS for Clay Corner now allowed for in this budget in 16/7 (re-applied from Provision for further devolved services). Costs so far is re application to BCC for approval
Misc.	17	220	395	663	400	
Bank Charges	-	-	-	130	120	Bank charges introduced by all banks this year
Information Technology	2,100	92	759	1,398	2,500	PC and set-up thereof for Asst Clerk
Grant-funded	-	-	-	-	7,000	Provision for potential need to offset HVH & HCL income loss from Children's Centre re-org if it threatened organisations' viability. BCC subsequently postponed/cancelled the re-org
Other \$137	100	-	-	-	100	
VAT	-	-	-	-	-	
	33,631	78,024	35,969	38,182	47,760	
INCOME						
Precept	97,460	163,710	302,520	314,840	330,151	Precept is set to achieve a break-even for each year.
Interest	23	23	22	23	25	
Miscellaneous	768	-	1,415	1,277	-	Midsomer Murders and Halifax commercial filming fees in 2016. Sale of handyman's tractor (£1,000) and an old mower (£100) in 2017/8
Grants Received	1,827	1,220	610	-	-	Top-up grant to make up for social housing discounts for Council Tax. 2016/7 was the final year thereof
	100,078	164,953	304,567	316,140	330,176	
NET	66,448	86,929	268,598	277,958	282,417	

HADDENHAM PARISH COUNCIL
 INCOME & EXPENDITURE FOR THE YEAR ENDED 31st March 2018
 FINAL

	FY 2014/5	FY 2015/6	FY 2016/7	FY 2017/8	Precept Proposal 2018/9	
PLANNING						
EXPENDITURE						
Revised Neighbourhood Plan / VALP	-	601	601	-	-	Charge was for Emergency HVN editions re VALP
NET	<u>-</u>	<u>601</u>	<u>601</u>	<u>-</u>	<u>-</u>	
COMMUNICATIONS						
EXPENDITURE						
Newsletter	3,780	3,916	4,184	4,184	4,454	Costs for VALP-related special editions in 16/7 were charged to Planning "Revised Neighbourhood Plan / VALP" expense line.
Noticeboard	-	-	598	-	-	Part funding of new noticeboards to make village communications and event advertising clearer and remove the eyesore of notices sellotaped to poles in 16/7
Website	198	180	180	1,368	225	Hosting and domain registration charges plus, in 17/8, expense re new website
	<u>3,978</u>	<u>4,096</u>	<u>4,963</u>	<u>5,552</u>	<u>4,679</u>	
INCOME						
Newsletter	1,315	1,075	1,455	855	1,400	
	<u>1,315</u>	<u>1,075</u>	<u>1,455</u>	<u>855</u>	<u>1,400</u>	
NET	<u>- 2,663</u>	<u>- 3,021</u>	<u>- 3,507</u>	<u>- 4,697</u>	<u>- 3,279</u>	

HADDENHAM PARISH COUNCIL
INCOME & EXPENDITURE FOR THE YEAR ENDED 31st March 2018
FINAL

	FY 2014/5	FY 2015/6	FY 2016/7	FY 2017/8	Precept Proposal 2018/9	
TRANSFERS TO RESERVES						
Annual Cont'n to Major Asset Repair Reserve	-	10,000	10,200	10,506	10,926	Sinking fund for repairs to major assets of HPC
Annual Cont'n to Street Light Reserve	-	8,415	8,600	8,858	9,212	50% of annual funding of street column replacement programmer to reduce the percentage older than 30 years from 82% to 15-20% by 2030/1
Neighbourhood Plan Projects	-	-	24,327	11,428	-	Allocation of what would otherwise be the surplus for the year to start the funding of projects voted for in the NHP
Transfer to Allotments Improvements Reserve	-	1,289	1,114	1,519	1,522	Surplus (if any) on allotments account
Churchyard Periodic Maintenance Reserve	-	-	-	20,000	31,390	Reserve initially begun to enable swift funding of any major repairs required in the St Mary's Churchyard, now to fund potentially £118k of delapidations left by the Diocese of Oxford
Annual Snakemoor Funding	-	200	200	210	-	Annual HPC contribution to Snakemoor costs which are otherwise funded by donations
Devolved Services Transitional Fund	-	-	11,500	25,000	15,000	Some initial consultations have now occurred re additional devolved funding but no action occurred during the current FY with the Unitary proposals delaying next steps
Staffing Contingency Reserve	-	12,927	13,934	8,997	9,212	Annual contingency for staff absence cover. Amount unutilised in year used as second 50% of street light annual funding & remainder to Contingency Reserve
Burial Set-Up Costs	-	-	25,000	25,000	25,000	Four (if Glebe land proves suitable) or five (if it does not) annual charges of £25k for a new 50+ year burial ground in Haddenham + more for overspill car park south of Aston Road
Ponds Reserve	-	-	1,000	1,000	1,000	Beginning sinking fund for major pond dredging and repairs along the lines of work done in 2015/6
Trees Reserve	-	-	-	12,000	6,000	New reserve proposed in Budget 2017/8 to enable a proactive approach to tree maintenance and management
Revised Neighbourhood Plan/VALP	-	-	24,399	5,000	5,000	Funds for responding to VALP and/or developing a new NHP transferred to Reserves for use as and when required
Legal Fees Reserve	-	-	18,500	-	-	Establishment of fighting fund for unforecastable (and unforcasted) legal action as may be required
Replenishment of contingency reserves	-	-	20,848	- 239	17,722	Transfer to contingency to maintain reserve of 50% of operational costs. Increase is needed because of the rise in maintenance costs due to wider scope & new developments
NET	-	32,831	159,621	129,279	131,985	
 Funded by Precept						
EXPENDITURE	- 104,934	- 203,806	- 320,128	- 322,557	-	367,085
INCOME	<u>115,261</u>	<u>181,020</u>	<u>320,128</u>	<u>330,161</u>		<u>367,085</u>
NET	<u>10,327</u>	<u>- 22,786</u>	<u>-</u>	<u>7,603</u>		<u>-</u>

HADDENHAM PARISH COUNCIL

STATEMENT OF THE ALLOCATION AND UTILISATION OF RING-FENCED RESERVES & LIABILITIES AS AT 31st March 2018
FINAL

	<u>RING-FENCED RESERVES HELD BY HPC</u>								<u>S106</u>
	<u>SLAKEMOOR</u>	<u>ALLOTMENTS</u> <u>IMPROVEMENTS</u>	<u>COMMUNITY</u> <u>ORCHARD</u>	<u>WYCHERT</u> <u>WAY</u>	<u>WOODWAYS</u> <u>CROSSING</u>	<u>HDMAYL</u> <u>CYCLE</u> <u>WAY</u>	<u>HADDENHAM</u> <u>HEARTBEAT</u>	<u>NHP</u>	<u>CREDITOR</u>
									<u>AIRFIELD</u>
AS AT 31/3/15	920	-	-	1,038	-	-	478	1,906	97,464
Transfers and allocations	-	-	-	-	-	-	-	-	-
Transfers and allocations	-	-	-	-	-	-	-	-	-
Transfers and allocations	-	-	-	-	-	-	-	-	-
Transfer from I&E	-	1,289	-	-	-	-	-	-	-
As Allocated for the period	920	1,289	-	1,038	-	-	478	1,906	97,464
I&E for the period	-	-	-	-	-	-	-	-	-
Receipts	400	-	3,370	-	26,645	-	10,651	-	-
Utilised	117	-	1,393	50	8,851	-	9,037	1,906	-
AS AT 31/3/16	1,203	1,289	1,978	988	17,794	-	2,091	-	97,464
AS AT 1/4/16	1,203	1,289	1,978	988	17,794	-	2,091	-	97,464
Transfers and allocations	-	-	-	-	-	-	-	-	-
Transfers and allocations	-	-	-	-	-	-	-	-	-
Transfers and allocations	-	-	-	-	-	-	-	-	-
Transfer from I&E	-	1,114	-	-	-	-	-	-	-
As Allocated for the period	1,203	2,403	1,978	988	17,794	-	2,091	-	97,464
I&E for the period	200	-	-	-	-	-	-	-	-
Receipts	276	4,459	212	-	59,283	-	-	-	-
Utilised	- 480	- 10,982	- 82	- -	77,077	- -	115	-	15
AS AT 31/3/17	1,199	4,121	2,108	988	-	-	1,976	-	97,449
Transfers and allocations	-	-	-	-	-	-	-	-	-
Transfer from I&E	210	1,519	-	-	-	-	-	-	-
As Allocated for the period	1,409	2,603	2,108	988	-	-	1,976	-	97,449
I&E for the period	210	-	-	-	-	-	-	-	-
Receipts	155	307	6,163	-	-	9,870	-	-	-
Utilised	353	309	6,183	750	-	9,975	-	-	-
AS AT 31/3/18	1,421	2,605	2,088	238	-	105	1,976	-	97,449

HADDENHAM PARISH COUNCIL
STATEMENT OF THE ALLOCATION AND UTILISATION OF RESERVES AS AT 31st March 2018
FINAL

RESERVES ALLOCATED AT THE DISCRETION OF HADDENHAM PARISH COUNCIL

	S106		STAFF	NEW BURIAL	PONDS	TREES	VALP/NHP	DEVOLVE	LEGAL & OTHER	HERITAGE	HPC ASSETS		CHURCHYARD	S106-FUNDED	CONTINGENCY		
	MALLARD's	NHP									CONTINGENCY	GROUND				RESERVE	RESERVE
	TOTAL	CROFT						NAL FUND			RESERVE	CONTINGENCY	RESERVE	FACILITIES			
AS AT 31/3/15	92,349	-	6,018	-	-	4,527	-	-	-	12,000	-	8,000	-	-	-	61,803	
Transfers and allocations	-	18,440	4,267	-	-	-	-	-	-	-	-	-	-	-	-	22,707	
Transfers and allocations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Transfers and allocations	-	-	-	-	12,172	-	-	-	-	-	-	-	-	-	-	12,172	
Transfer from I&E	31,342	-	-	12,927	-	-	-	-	-	-	10,000	8,415	-	-	-		
As Allocated for the period	123,690	18,440	1,752	12,927	-	16,699	-	-	-	12,000	10,000	16,415	-	-	-	72,337	
I&E for the period	-	22,786	-	-	-	-	-	-	-	-	-	-	-	-	-	22,786	
Receipts	-	18,440	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Utilised	-	23,483	-	1,752	-	16,699	-	-	-	-	-	5,032	-	-	-	-	
AS AT 31/3/16	95,862	-	-	12,927	-	-	-	-	-	12,000	10,000	11,383	-	-	-	49,552	
AS AT 1/4/16	95,862	-	-	12,927	-	-	-	-	-	12,000	10,000	11,383	-	-	-	49,552	
Transfers and allocations	-	-	-	12,927	-	-	-	-	-	-	-	8,415	-	-	-	4,512	
Transfers and allocations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers and allocations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfer from I&E	158,308	-	-	13,934	25,000	1,000	-	24,399	11,500	18,500	-	8,600	-	-	24,327	20,848	
As Allocated for the period	254,169	-	-	13,934	25,000	1,000	-	24,399	11,500	18,500	20,200	28,398	-	-	24,327	74,912	
I&E for the period	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Utilised	-	14,592	-	-	-	1,350	-	3,685	-	650	-	8,906	-	-	-	-	
AS AT 31/3/17	239,578	-	-	13,934	25,000	350	-	20,714	11,500	18,500	11,350	20,200	19,492	-	24,327	74,912	
AS AT 1/4/17	239,578	-	-	13,934	25,000	350	-	20,714	11,500	18,500	11,350	20,200	19,492	-	24,327	74,912	
Transfers and allocations	-	-	-	13,934	-	-	-	-	-	-	-	8,600	-	-	-	5,334	
Transfers and allocations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers and allocations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfer from I&E	127,550	-	-	8,997	25,000	1,000	12,000	5,000	25,000	-	-	10,506	8,858	20,000	11,428	239	
As Allocated for the period	367,128	-	-	8,997	50,000	650	12,000	25,714	36,500	18,500	11,350	30,706	36,950	20,000	35,755	80,007	
I&E for the period	7,603	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,603	
Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Utilised	-	32,632	-	-	420	-	-	610	-	-	-	6,262	-	25,340	-	-	
PROJECTED AS AT 31/3/18	342,100	-	-	8,997	49,580	650	12,000	25,714	35,890	18,500	11,350	30,706	30,688	20,000	25,340	35,755	87,610
AS AT 1/4/18	342,100	-	-	8,997	49,580	650	12,000	25,714	35,890	18,500	11,350	30,706	30,688	20,000	25,340	35,755	87,610
Transfers and allocations	-	-	-	8,997	-	-	-	-	-	-	-	-	8,858	-	-	139	
Transfers and allocations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers and allocations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfer from I&E	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
After Year End Allocations	342,100	-	-	-	49,580	650	12,000	25,714	35,890	18,500	11,350	30,706	39,546	20,000	25,340	35,755	87,749

HADDENHAM PARISH COUNCIL
Assessment of the Adequacy of General Contingency at 31/3/18
FINAL

Operational Costs 2017/18

Total Expenditure	322,557	
Less Reserve contributions & material one-offs		
Annual Cont'n to Major Asset Repair Reserve	10,506	
Annual Cont'n to Street Light Reserve	8,858	
Neighbourhood Plan Projects	11,428	
Transfer to Allotments Improvements Reserve	1,519	
Churchyard Periodic Maintenance Reserve	20,000	
Annual Snakemoor Funding	210	
Devolved Services Transitional Fund	25,000	
Staffing Contingency Reserve	8,997	
Burial Set-Up Costs	25,000	
Ponds Reserve	1,000	
Trees Reserve	12,000	
Revised Neighbourhood Plan/VALP	5,000	
Legal Fees Reserve	0	
Replenishment of contingency reserves	-239	
	129,279	
Projected Operational Costs	<u><u>193,278</u></u>	100%
<u>Contingency Reserves and Set-Asides</u>		
Contingency for Operations Reserve	87,610	
Staff contingencies	8,997	
Second 50% Street Light Reserve	<u>8,858</u>	
	139	
	<u><u>87,749</u></u>	45%
Surplus Contingency	<u><u>-8,890</u></u>	

HADDENHAM PARISH COUNCIL
Bank Reconciliation 31/03/18

Balances from Bank Statements 31/03/18

Lloyds Current account	£ 289,379.35	
Lloyds Deposit Account	£ 46,093.32	
Airfield Playing Field Account	£ 96,453.32	
		£ 431,925.99

Uncleared payments at 31/03/18

5774	£ 100.00	
AVDC Dog Bin emptying	£ 1,966.50	
Salaries	£ 2,997.15	
HMRC	£ 1,103.19	
		-£ 6,166.84

Uncleared receipts at 31/03/18

Newsletter advert osteopaths	£ 262.50	
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Net Balances	£ 262.50
	<u>£ 426,021.65</u>

Cashbook Reconciliation

cashbook balance at 01/03/18	£ 458,156.80
add receipts current account	£ 17,148.46
add receipts deposit account	£ 1.77
add receipts airfield account	£ -
less payments current account	-£ 49,280.38
less payments deposit account	£ -
less payments airfield account	-£ 5.00

Closing balance per cashbook at 31/03/18	<u>£ 426,021.65</u>
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Mrs Susan Gilbert
Clerk to the Council
11/04/2018

HADDENHAM PARISH COUNCIL
RECONCILIATION OF I&E TO ANNUAL RETURN DISCLOSURE FOR THE YEAR ENDED 31st March 2018
FINAL

	<u>Income</u>	<u>Precept</u>	<u>All Other Receipts</u>	<u>Expenditure</u>	<u>Staff Costs</u>	<u>Loan Interest & Capital Repayments</u>	<u>All Other Payments</u>	<u>Surplus / Deficit</u>
	£	£	£	£	£	£	£	£
PRECEPT	314,840	314,840						314,840
STAFF COSTS				-54,389	-54,389			-54,389
OTHER INCOME & EXPENDITURE	15,321		15,321	-268,168			-268,168	-252,848
I&E NETTED OFF	8,151		8,151	-8,151			-8,151	0
I&E	330,161	314,840	23,472	-322,557	-54,389	0	-276,319	7,603
TRANSFERS TO RESERVES FROM I&E				129,279			129,279	129,279
	330,161	314,840	23,472	-193,278	-54,389	0	-147,041	136,882
STAFF CONTINGENCY	0		0	0			0	0
NEW BURIAL GROUND	0		0	-420			-420	-420
PONDS RESERVE	0		0	0			0	0
TREES RESERVE	0		0	0			0	0
VALP/NHP RESERVE	0		0	0			0	0
DEVOLVED SERVICES TRANSITIONAL FUND	0		0	-610			-610	-610
LEGAL & OTHER PROFESSIONAL	0		0	0			0	0
HERITAGE FUND	0		0	0			0	0
HPC ASSETS MAJOR REPAIRS RESERVE	0		0	0			0	0
STREET LIGHTS CONTINGENCY	0		0	-6,262			-6,262	-6,262
CHURCHYARD PERIODIC MAINTENANCE RESERVE	0		0	0			0	0
S106-FUNDED COMMUNITY FACILITIES	0		0	-25,340			-25,340	-25,340
NHP PROJECTS	0		0	0			0	0
SNAKEMOOR	155		155	-353			-353	-198
ALLOTMENTS IMPROVEMENTS	307		307	-309			-309	-2
COMMUNITY ORCHARD	6,163		6,163	-6,183			-6,183	-20
WYCHERT WAY	0		0	-750			-750	-750
WOODWAYS CROSSING	0		0	0			0	0
HDM/AYL CYCLE WAY	9,870		9,870	-9,975			-9,975	-105
HADDENHAM HEARTBEAT	0		0	0			0	0
NHP	0		0	0			0	0
AIRFIELD	0		0	0			0	0
	346,655.96	314,840.00	39,966.98	-243,480.56	-54,388.61	-	-197,242.97	103,175.40

Box 2	Box 3
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Box 4	Box 5	Box 6
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HADDENHAM PARISH COUNCIL
ANNUAL RETURN FOR YEAR ENDED 31st March 2018

	<u>31/03/2018</u>	<u>31/3/17</u>
1. BALANCE B/F	£ 339,176	£ 218,654
2. PRECEPT	£ 314,840	£ 302,520
3. TOTAL OTHER RECEIPTS	£ 39,967	£ 81,838
4. STAFF COSTS	£ 54,389	£ 64,764
5. LOAN INTEREST AND CAPITAL REPAYMENTS	£ -	£ -
6. ALL OTHER PAYMENTS	£ 197,243	£ 199,072
7. BALANCES C/F	£ 442,352	£ 339,176
8. TOTAL VALUE OF CASH AND SHORT TERM INVESTMENTS	£ 426,022	£ 343,194
9. TOTAL FIXED ASSETS PLUS LONG TERM INVESTMENTS AND ASSETS	£ 417,121	£ 423,603
10. TOTAL BORROWINGS	-	-