# **ACCOUNTS**

# FOR THE YEAR ENDED 31 MARCH 2017

## **INDEX**

Page	2	Income and Expenditure Account
	3	Balance Sheet
	4-7	Notes to the Accounts
	8	Summary of Income & Expenditure
	9 -12	Summary of Income & Expenditure -

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

	N.	201		2016	0
INCOME	Note	£	£	£	£
Precepts Grants Burial grounds income Other sales income Bank deposit interest Environment income Insurance claims Agency services refunds Payment towards insurance for Fogwell Road Pavilion	11		88,600 11,385 1,170 10 438 2,298 2,450 388 800 107,539		87,600 2,162 935 10 631 2,297 - 1,600 95,235
EXPENSES			107,337		73,233
General administration Staff costs Playing fields/recreation Burial ground Grants Subscriptions Highways expenses New equipment S137 payments Environment Miscellaneous	11 7	13,739 32,859 12.097 1,696 1,357 1,427 4,693		12,855 31,039 13,031 1,322 1,524 1,386 3,518	
			<u>71,258</u>		<u>69,442</u>
NET SURPLUS for the year			<u>36,281</u>		<u>25,793</u>
SUMMARY OF MOVEMENT IN  UNRESTRICTED RESERVES  Balance at 01.04.2016  Surplus for the year  Transfers to dedicated reserves  Highways  Burial fund  Recreation projects and repairs  Fogwell Road Pavilion  Major projects  General Fund  (add)/less	10	5,000 2,000 3,000 - (14,000)	44,029 36,281 80,310 (4,000) 84,310	5,000 5,000 6,500 - 500	35,236 25,793 61,029 17,000 44,029

Note:

# **BALANCE SHEET AS AT 31 MARCH 2017**

CURRENT ASSETS	Note	2017 £	£	2016 £	£
Debtors Cash at bank and in hand	4 6	6,882 298,694 305,576		7,208 240,043 247,251	
CURRENT LIABILITIES					
Trade creditors	5	<u>9,956</u>		<u>5,638</u>	
NET CURRENT ASSETS			<u>295,620</u>		<u>241,613</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>295,620</u>		<u>241,613</u>
REPRESENTED BY:					
General Fund Earmarked Reserves	10		84,310 211,310 295,620		44,029 197,584 241,613
The above statement represents fairly the financial position of the authority as at 31 March 2017 and reflects its income and expenditure during the year.					

Chairman .....

Responsible Financial Officer .....

#### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

## 1 ASSETS

Assets are defined as land, buildings, vehicles, plant and equipment with a significant value in relation to the Parish's financial activities.

The Council holds the freehold land at Cumnor Parish Burial Ground.

Asset value carried forward 31 March 2017

The Council holds the freehold land at Closes Field, Cumnor in trust for use in recreation.

The Council holds the freehold land at The Glebe, Cumnor as a children's playground.

The freehold land at Meadow Close, Farmoor was donated to the Council under a covenant restricting its use to recreation.

The Council holds the freehold land at Pinnocks Way, Dean Court, as a recreation field and children's playground.

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At 31 March 2017 the following assets were held:	Value £
The Closes Sports Pavilion	200,000.00
Fogwell Road Sports Pavilion	340,000.00
Fogwell Road Sports Pavilion - contents	3,864.69
2 brick built bus shelters - Chawley Lane, Cumnor Hill; Mayfield, Oxford Road, Farmoor	53,565.53
Plus 12 other bus shelters – Eynsham Rd/Third Acre Rise, Pinnocks Way, Kenilworth Road,	
Glebe Road/Oxford Road, Eynsham Road/Deanfield Road, Eynsham Road/Grange Court	
Hids Copse Road, Arnolds Way/School, Oxford Road (solar panel), Farmoor, Oakenholt,	
(solar panel) Farmoor, Nobles Lane	
4 wooden seats – PO/Stores Cumnor x 2, War Memorial and High St, Cumnor	2,446.68
5 other material seats – Oxford Rd/A420 bridge and Norreys/Bertie Rd, Cumnor; Deanfield Rd, Dean Court; Farmoor Shop, Cumnor Village Pond	2,426.25
4 other seats – Farmoor bus shelter, Abingdon Rd/Kenilworth Rd, Chawley Ln/Cumnor Hill, Orchard Rd	1,343.17
1 wooden seat – Burial Ground, Cumnor	714.43
Noticeboards – wood & glass x 3 – PO/Stores, Burial Ground, Cumnor and in storage.	2,677.00
Noticeboards - wood x 12 - Closes, Field, Cumnor Primary School, Norreys/Bertie Road,	10,050.85
Chawley Lane, Cumnor; Hid's Copse Rd Cumnor Hill, Arnolds Way; Pinnocks Way,	
Dean Court; Mayfield Road, Farmoor, Henwood, PO Stores and Glebe playground, Cumnor; Oxford Rd, Farmoor	
Noticeboards x 3 (portrait) map cases – High Street, Cumnor, Orchard Road, Dean Court and	2,581.30
Farmoor PO	,
Noticeboards man-made timber x 5 – Deanfield Road, Fogwell Road and Orchard Road,	4,222.72

£862,831.19

Dean Court; Kenilworth Road, Cumnor; Farmoor shop,	
3 grit bins	480.00
Signpost – Denmans Lane	284.95
Road signs at 2,4,6,8 The Glebe	337.52
New gates and fencing – the Glebe playground, Cumnor, Mayfield Rd recreation area,	13,465.42
Farmoor and Pinnocks Way, Dean Court.	
Pinnocks Way	895.00
Fogwell Road – (pedestrian gate)	134.00
Kissing gate – Fogwell, Dean Court	269.58
Field gate – Fogwell, Dean Court	322.00
Playground and recreation equipment –	213,023.00
Closes field and the Glebe, Cumnor,	
Pinnocks Way and Fogwell Road, Dean Court	
Mayfield Road and Meadow Close, Farmoor	
Clerk's computer & office furniture	1,529.29
Folding tables for United Reformed Church, Cumnor	378.81
Changing rooms equipment	7,819.00

TOTAL <u>£862,831.19</u>

The basis of valuation of these items is the insured replacement value for items acquired before 31 March 2011. Valuation for items purchased after 31 March 2011 is at cost.

None of the figures include VAT.

## 2 LEASES

There are two leases in operation as follows with regard to playing fields:

Lease with:	<u>Purpose</u>	Annual amount	Year of expiry
Oxford University (Fogwell)	Recreation	£25.00	2083 (99 years)
Thames Water Utilities (Farmoor)	Recreation	£34.00	2022 (20 years)

There are two leases in operation as follows with regard to conservation:

	- C		
<u>Lease with:</u>	<u>Purpose</u>	Annual amount	Year of expiry
All Souls, College, University of Oxford	Conservation	peppercorn	2025 (21 years)
(Cumnor Hurst)			
Timbmet Ltd/Persimmon Homes SSSI	Conservation	peppercorn	2025 (21 years)
(Cumnor Hurst)			

## 3 LOANS

At the end of the year there were no outstanding loans.

#### 4 DEBTORS

At the end of the year debtors of £6,881.65, were outstanding as follows

Provisional VAT refund	£5,110.45
Provision for advanced billing of OALC Subscription re 2016/17	£878.62
Provision for advanced billing of SLCC Subscription re 2016/17	£150.00
Provision for advanced billing of Came & Co Insurance 2016/17	£662.75
Provision for advanced billing of Open Spaces Subscription re 2016/17	£22.50
Provision for advanced billing CPRE	£6.00
Provision for advanced billing Fogwell Field land rent	£18.75
Provision for advanced billing Farmoor Thames Water rent	£32.58
	£6.881.65

#### 5 CREDITORS

At the end of the year creditors of £7,800.24 were outstanding as follows:

Internal Audit Fee – Arrow Accounting (Cumnor Purpose Charity work)

TOTAL for Trade Creditors of £7,800.24 and Provisions of £2,155.50 were:

Payment towards insurance Fogwell Pavilion Management

Schedule of Trade Creditors	£
Ady Podbury Ground Care	960.00
The Bin Cleaner	455.00
Clerk reimbursements	379.72
Cumnor Old School Charity	12.00
Cumnor Parish Conservation Group	1,148.78
Cumnor United Reformed Church	89.25
Dean Court Community Assoc	14.00
EuroSolve	1,440.00
Fogwell Pavilion Management	15.00
Inland Revenue	1,859.72
JBL	47.88
MRH Services	156.00
Net Result	55.50
Oxfordshire County Council Pension Fund - Clerk Pension	507.39
Paul Jovanovic	160.00
South Central Ambulance Charity	500.00
At the end of the year provisions of £2,155.50 were made as follows:	
Provisions for:	£
Critchleys Chartered Accountants – March quarter end and Year End assistance to Clerk	1,150.00
External Audit Fee – BDO Stoy Hayward 2016/17	350.00

# 6 CASH AT BANK AND IN HAND

None.

## 7 SECTION 137 PAYMENTS

Net Result payroll

The limit for spending under Section 137 (4) (a) of the Local Government Act 1972 for this Council in the year of accounts was £36,973.86 (based on 4,983 electors at £7.42 per head 2016/2017).

380.00

200.00

9,955.74

75.50

Grants under Section 137 were made to: Royal British Legion Poppy Appeal £100.00, Royal British Legion Cumnor Branch £130.00, Royal British Legion Cumnor Branch £57.00, South and Vale Carers £300.00, South Central Ambulance £500.00 and refunded grant Branches £250.00.

#### 8 AGENCY WORK

During the year the Council undertook no agency work on behalf of other authorities.

#### 9 CONTINGENT LIABILITIES

The Council has no contingent liabilities.

RESERVES	2017 £	2016 £
Dedicated Reserves	~	~
Burial fund	84,671	82,671
Fogwell Road Pavilion	7,940	7,940
Highways	20,296	18,786
Major projects	12,339	17,339
Recreation	51,217	49,731
Recreation future	27,731	_
Office costs	2,116	2,117
Contingency	<u>5,000</u>	<u>5,000</u>
	211,310	183,584
Unrestricted Reserves		
Working capital (treated as part of Unallocated Re	eserves) -	14,000
<b>Unallocated Reserves</b>	<u>84,310</u>	44,029
	295,620	241,613

NOTES: \$106 funding received for new play equipment of £26,216.70 during the financial ending 31 March 2017, as it is not income relating to the current financial year, has been moved from General Funds to Recreation Future Dedicated Reserves, to be spent in the year ending 31 March 2018. For the purposes of the Annual Return year ending 31 March 2017 BDO require that the £26,216.70 is shown in the year received rather than deferring to the year it is spent (as shown in these accounts). Therefore boxes 3 and 6 of the Annual Return has been adjusted to reflect the above.

Dedicated Reserve	Project	Commencement date	Expected completion date
Burial Fund	Purchase and preparation of land for a new burial ground. Council's current burial ground is full and the Vicar of St Michaels Church is permitting the re-use of the churchyard for earthen burials. This arrangement is dependent on the good will of the Vicar of the time.		On-going
Fogwell Road	Funds have been set aside for any future external maintenance		On-going
Pavilion current and	needs.		
future expenditure Highways	Rolling project of replacing wooden noticeboards with man-made noticeboards.	2015	On-going until completion
Major Projects	Funds exclusively for major grants (previous grants given to Old School, Farmoor Village Hall, Cumnor Village Hall, United Reformed Church Hall, Dean Court Community Centre and Botley Bridges)		On-going. Further transfer of funds into this reserve is not necessary at present.
Recreation and Recreation future	Funds accumulating to purchase new play/outdoor fitness equipment at Farmoor play parks and Fogwell Field and to replace aging play equipment as necessary. S106 funds have been received and funding from VWHDC.	Installation of equipment at Farmoor play parks commences 8 May 2017	Expected to be completed within the week. Awaiting approval from Oxford University for permission to install equipment at Fogwell Field play park
Office costs	Future office equipment/furniture/software upgrades.		When necessary.
Contingency	A sum of money set aside for unbudgeted expenses. The sum is a general contingency built into the estimates. The Burial, Highways and Recreation Committees are not permitted to build individual contingencies into their own estimates		When necessary.

#### 11 GRANTS

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Grants of £1,357 were made under Specific Powers to:

PCC Cumnor £857 (S214) and Cumnor Conservation Group £500 (Public Health Act 1936).

#### Grants received:

i. £1,385 from 2016/17 Vale of White Horse District Council in respect of replacement funding formally received from central Government and £10,000 NHBS Vale of White Horse District Council towards new play equipment.

### 12 PAYMENT RECEIVED RE FOGWELL ROAD PAVILION INSURANCE.

£800 Fogwell Road Pavilion. Payment towards insurance premium

# CUMNOR PARISH COUNCIL SUMMARY OF INCOME AND EXPENDITURE FOR YEAR ENDED 31 MARCH 2017

2014/2015	2015/16		2016/17
		INCOME	
85,900.00	87,600.00	Precept	88,600.00
626.17	630.60	Interest on accounts	438.21
1,298.00	935.00	Burial Ground fees	1,170.00
2,866.00	2,162.00	Grants received (see Note 11.)	11,385.00
-	-	Insurance claims	2,450.00
17.00	10.00	Space lettings	10.00
2,328.71	2,296.77	Environment income	2,297.55
-	-	Agency Services refunds	387.50
<u>1,600.00</u>	1,600.00	Payment re Fogwell Road Pavilion insurance premium	800.00
94,635.88	95,233.77	Total income	<u>107,538.26</u>
		EXPENDITURE	
41,351.81	43,894.01	General administration (including Staff Costs)	46,598.02
14,606.33	13,030.82	Playing fields/recreation	12,096.69
1,347.59	1,322.00	Burial Ground	1,696.25
2,215.00	1,524.00	Grants (see Note 11.)	1,357.00
1,372.76	1,385.71	Subscriptions	1,427.20
400.00	2,207.00	S137 (see Note 7.)	837.00
7,152.70	3,517.61	Highways expenses	4,692.94
-,102.70	-	New equipment	.,0,2.,
_	_	Miscellaneous expenses	_
2,590.82	2,559.97	Environment	<u>2,553.26</u>
71,037.01	69,441.12	Total payments	71,258.36
		r.v.	
		Parish Council balance brought forward	
204,921.01	223,700.99	As at 1 April 2016	241,611.88
94,635.88	95,233.77	Add Total Receipts	107,538.26
		•	
<u>299,556.89</u>	<u>318,934.76</u>		<u>349,150.14</u>
71,037.01	69,441.12	Less Total Payments	71,258.36
4,818.89	<u>7,881.76</u>	Payments/(grants received) from/(to) Dedicated reserves	(17,726.70)
223,700.99	241,611.88	Balance carried forward as at 31 March 2017*	<u>295,618.48</u>
* Figure carried for	rward includes ro	ounding differences	
NOTE.			
NOTE:	agained) from/(te	o) Dedicated reserves:	
rayments/(grains to	eceived) Hom/(d	Burial Fund	
3,938.51	2,816,76	Highways	3,490.00
3,730.31	2,010,70	Major Projects	5,000.00
880.38	-	Staff Costs	5,000.00
000.50	-	New playground equipment	(26,216.70)
-	- -	Recreation Future	(20,210.70)
<u>-</u>	5,065.00	Fogwell Road Pavilion	<u>-</u>
4,818.89	7,881.76	1 05 mon Road I avinon	$(\overline{17,726.70})$
<u> </u>	7,001.70		(11,120.10)

# SUMMARY INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017 SUPPORTING WORKING PAPERS

The VAT of £5,110.45 owing for the year 2016/2017 is shown on the balance sheet as a VAT debtor.

a.) The following trade creditors were paid after the year end. Costs are therefore shown within the accounts for this year.

Ady Podbury Ground Care	960.00
The Bin Cleaner	455.00
Clerk reimbursements	379.72
Cumnor Old School Charity	12.00
Cumnor Parish Conservation Group	1,148.78
Cumnor United Reformed Church	89.25
Dean Court Community Assoc	14.00
EurSolve	1,440.00
Fogwell Pavilion Management	15.00
Inland Revenue	1,859.72
JBL	47.88
MRH Services	156.00
Net Result	55.50
Oxfordshire County Council Pension Fund - Clerk Pension	507.39
Paul Jovanovic	160.00
South Central Ambulance Charity	500.00

b.) The following provisions relate to work for 2016/17, not yet invoiced. Payment for these will be made once the council is in receipt of an invoice (final amounts may vary):

Critchleys Chartered Accountants – March quarter end and Year End assistance	1,150.00
to Clerk	
External Audit Fee – BDO Stoy Hayward 2016/17	350.00
Internal Audit Fee – Arrow Accounting (Cumnor Purpose Charity work)	380.00
Payment towards insurance Fogwell Pavilion Management	200.00
Net Result payroll	75.50

# SUMMARY INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

# SUPPORTING WORKING PAPERS

a)	Breakdown of General Administration expenses	2017	2016
ŕ	•	£	£
	Clerk's salary	19,463.35	19,238.20
	Clerk's tax	2,650.00	2,605.40
	Clerk's NI	4,607.47	3,499.92
	Pension contributions	6,137.93	5,695.17
	Other staff related costs	317.50	222.00
	Room hire – council meetings	557.19	516.39
	Light and heat	57.28	92.41
	Stationery	947.62	610.03
	Printing and photocopying	53.75	326.70
	Postage	335.14	379.66
	Telephone, fax, and e-mail communications	423.92	407.06
	Car mileage	932.04	835.86
	Travel	11.60	-
	Equipment purchases	-	-
	Other payments (Clerk's training)	197.54	825.55
	Hardware purchases	-	-
	Software purchases	1,382.71	-
	Other IT costs	16.67	120.83
	Chairman Expenses	-	-
	Other Councillor's Expenses	110.00	425.00
	Insurance cover - general	3,925.75	3,688.47
	Professional fees - legal	-	_
	Professional fees - Sage advice	1,756.00	1,555.00
	Professional & Consulting fees - Other	350.00	355.00
	Recreational consultants fees	1,647.75	1,792.00
	Audit fees	716.81	704.36
	Bank charges	-	_
	TOTAL	46,598.02	43,894.01
	Association Subscriptions	<u>1,427.20</u>	1,385.71

# SUMMARY INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

# SUPPORTING WORKING PAPERS

b)	Breakdown of Playing field/recreation expenses	2017 £	2016 £
	Fogwell Pavilion – supplies and consumables	43.94	r -
	Fogwell Pavilion – repairs & maintenance - parking area	-	-
	Fogwell Pavilion - repairs & maintenance – external	-	100.00
	Vandalism	222.92	1,093.85
	Fogwell Pavilion - land rent	6.25	25.00
	Fogwell Field - grass and weed maintenance	1,178.75	853.50
	Fogwell Field - mole control	398.00	283.50
	Fogwell Field - boundary maintenance	60.00	50.00
	Fogwell Field - play equipment maintenance	186.28	473.54
	Fogwell Field – bike trail maintenance	490.95	240.00
	Fogwell Field - litter management	390.00	450.00
	Fogwell Field - improvement to grounds or equipment	-	-
	Fogwell Field – other	-	227.55
	Pinnocks Field - grass and weed maintenance	623.75	949.50
	Pinnocks Field - boundary maintenance	30.00	100.00
	Pinnocks Field - playground maintenance	42.50	96.76
	Pinnocks Field - play equipment maintenance	305.51	640.00
	Pinnocks Field - litter management	440.00	420.00
	Pinnocks Field - improvements	-	-
	Pinnocks Field – other	-	-
	Closes Pavilion - repairs & maintenance – internal	-	-
	Closes Pavilion - repairs & maintenance – external	-	-
	Closes Pavilion – supplies & consumables	43.94	-
	Closes Field - grass and weed maintenance	989.25	810.00
	Closes Field - mole control	255.32	255.32
	Closes Field - boundary maintenance	212.23	-
	Closes Field – playground maintenance	-	-
	Closes Field – play equipment maintenance	526.52	-
	Closes Field – litter management	-	-
	Closes Field - improvements to grounds or equipment	-	-
	Closes Field – Other	-	-
	Glebe Field - grass and weed maintenance	773.75	833.50
	Glebe Field - boundary maintenance	390.00	645.00
	Glebe Field - play equipment maintenance	1,157.05	994.00
	Glebe Field - litter management	390.00	480.00
	Glebe Field - improvements to grounds or equipment	-	127.00
	Glebe Field – other maintenance	200.00	125.00
	Glebe Field – changing room disabled w/c	674.00	294.00
	Farmoor Meadow - grass and weed maintenance	470.00	540.00
	Farmoor Meadow – boundary maintenance	75.00	- - (25.15
	Farmoor Meadow - play equipment maintenance	144.36	635.15
	Farmoor Meadow - litter management	390.00	460.00
	Farmoor Meadow - improvements to grounds or equipment	60.00	121.50
	Farmoor Meadow – other	480.00	121.50 315.50
	Farmoor Thames - grass and weed maintenance Farmoor Thames - mole control		
	Farmoor Thames – boundary maintenance	400.00	400.00
	· ·	<del>-</del>	-
	Farmoor Thomas – play equipment maintenance	<del>-</del>	-
	Farmoor Thames – litter management Farmoor Thames – improvements to grounds or equipment	-	-
	Farmoor Thames – improvements to grounds or equipment Farmoor Thames – other	-	93.65
	Farmoor Thames – other Farmoor Thames - Rent to Thames Water	46.42	<u>25.00</u>
	TOTAL	12,096.69	13,030.82
	TOTAL	14,070.03	15,050.62

# SUMMARY INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

# SUPPORTING WORKING PAPERS

c)	Breakdown of Burial expenses	2017 £	2016 £
	Burial Ground - grass and weed maintenance	1,068.25	972.00
	Burial Ground - hedge cutting Burial Ground - re-ordering of gravesite markers	565.00	180.00
	Burial – other	63.00	170.00
	Churchyard – General Maintenance	-	-
	Churchyard – Major Expenditure TOTAL	1,696.25	1,322.00
	TOTAL	1,070.23	1,322.00
d)	Breakdown of Highways expenses	2017	2016
	Cross outting	£ 347.05	£ 405.00
	Grass cutting Seats in public places - maintenance	94.55	198.89
	Bus shelters - maintenance	1,483.79	1,760.70
	Other - maintenance	-	116.00
	Purchases - road safety and signs	-	-
	Purchases - lighting	-	-
	Purchases - seats	-	-
	Purchases - noticeboards	-	-
	Purchases – other	-	-
	Noticeboard – maintenance	-	460.80 200.00
	Road safety - maintenance. Vandalism	167.10	376.22
	Purchases - bus shelters	2,600.00	370.22
	TOTAL	4,692.49	3,517.61
e)	Equipment – Purchases play equipment	2017 £	2016 £
	Fogwell Road	-	~ -
	Pinnocks Field	-	-
	Closes Field	-	-
	Fogwell Field	-	-
	Glebe Field	-	-
	Farmoor Meadow		=
		<del></del>	
f)	Breakdown of Environment expenses	2017	2016
	Deindensen auf in sun en fan Comman Henry	£	£
	Reimbursement insurance for Cumnor Hurst Land Agents Fees – Cumnor Hurst	225.25	233.01
	Charge for HLS Information/CCG	2,297,56	2,297.56
	Water supply – Cumnor Hurst	30.45	29.41
	TOTAL	<u>2,553.26</u>	2,559.98
g)	Miscellaneous expenses	2017	2016
-		£	£
	Uncontested election costs	<del>_</del>	
	TOTAL		