

**Bow Brickhill Parish Council**

**RFO's Report – 2017/2018**

**A. Introduction**

This is the annual report of the Parish Council's financial position at the end of the financial year 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018. It contains the following:

**B. Balance Sheet**

This shows the Assets and Liabilities of the Council as at the end of the financial year. There are a number of notes on the Balance Sheet explaining various items.

**C. Asset Register**

The asset register report showing additions in the year is included in this report and agrees with that shown on the Balance Sheet.

**D. Income & Expenses Report**

This report shows the income received by the Council and the expenditure paid out by the Council during the financial year. There are a number of notes on the Income & Expenses Report explaining various items.

**E. Budgets**

This report shows the estimated budget costs against the actual expenses for the year.

**F. S106 - Brickhill Sands Funding**

**G. National Non-Domestic Rates**

**H. Audits**

**I. Concluding Statement**

The purpose of this document is to provide information for residents so that you can see exactly where the money comes from and where it goes. Please address any questions via the Parish Clerk, who can be contacted using the following information:

Rebecca Gurnett  
5 Downs View  
Bow Brickhill  
Milton Keynes  
MK17 5JS

Telephone 07904 339391  
E-mail parish.clerk@bowbrickhill.org.uk

**B. Balance Sheet for the Year Ended - 31/03/2018**

The first report is the Balance Sheet which shows the Council's Assets and Liabilities. Various items are noted for explanatory purposes.

	<u>31 Mar 2018</u>	<u>Notes</u>
<b>FIXED ASSETS</b>		
Pavilion, Grounds & Lighting	412,540	1
Pavilion Improvements	21,676	2
Parish & Pavilion Furniture/Fittings	3,254	
Parish Playground Equipment	10,000	
Parish Assets	9,365	
	-----	
<b>TOTAL FIXED ASSETS</b>	<b>456,835</b>	<b>3</b>
<b>CURRENT ASSETS</b>		
Debtors	1,390	
Prepayments	0	4
Cash at Bank	110,768	5
VAT Refund Due	1,107	6
	-----	
<b>TOTAL CURRENT ASSETS</b>	<b>113,265</b>	
<b>Less: CURRENT LIABILITIES</b>		
Creditors	634	7
Accruals	0	8
PAYE/NI Control A/c	373	
Wages Control A/c	2,236	9
	-----	
	<b>3,243</b>	
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>110,022</b>	
	-----	
	<b>566,857</b>	
	-----	
<b>Represented by:-</b>		
<b>CAPITAL &amp; RESERVES</b>		
Opening Balance Equity	441,592	
Surplus B/Fwd from Previous Years	34,299	
Asset Additions/Disposals	14,724	
Net Surplus for the year	76,242	10
	-----	
	<b>566,857</b>	
	-----	

**Notes to the Balance Sheet****1) Pavilion, Grounds & Lighting - £412,540**

Although this asset inflates the values greatly it has to be noted that it would be a most unlikely event for this village asset to be sold so this is a notional figure only and should be regarded as such when looking at the overall financial values.

**Notes to the Balance Sheet (Cont'd)****2) Pavilion Improvements - £21,676**

We purchased and replaced new boilers for both water and heating and purchased a new sports shed last year which were shown separately in the accounts. However, this year they are now included in the total pavilion improvements figure but show separately in the Asset Register below.

**3) Fixed Assets Register**

This listing represents, to the best of my knowledge, the Asset Register for the village and has been approved by the internal auditor as part of the year end accounts:

**Bow Brickhill Parish Council Fixed Assets**

	£
<b>Pavilion, Grounds &amp; Lighting</b>	412,540
<b>Pavilion Improvements:</b>	
New Toilets & Kitchen Refurbishment	6,952
2 New Boilers (Water & Heating)	9,441
New Sports Shed & concrete Base	5,283
Playground Equipment	10,000
<b>Parish &amp; Pavilion Furniture &amp; Fittings</b>	3,254
<b>Parish Assets</b>	1,518
<b>Addition: Ornamental Village Entrance Signs (2)</b>	7,847
<b>TOTAL FIXED ASSETS AS AT 31<sup>ST</sup> MARCH 2018</b>	<b>£456,835</b>

**4) Debtors & Prepayments - £1,390.32**

**Debtors** - this is the money currently owed to us from invoices issued. The amount shown here is made up as shown below but none is due until April:

Ahmadiyya Muslim Assoc	138.90
Old Apolostic Church	1,163.52
Wagas Khokhar	87.90
	<b><u>£1,390.32</u></b>

**5) Cash at Bank - £110,768**

Funds are held in a NatWest bank account and this amount has been agreed and reconciled to the bank statement as at 31<sup>st</sup> March 2018. This will be further broken down in the S106 detail.

**6) V.A.T. Total refund due as at 31/03/18 - £1,107**

V.A.T. is not charged on sales but is able to be reclaimed on purchases. This year it has been regularly recovered on the quarterly due dates and the outstanding amount shown is for the final quarter for the year due to be received from HMRC in April.

**Notes to the Balance Sheet (Cont'd)****7) Creditors £633.99**

This figure represents bills received as follows:

AH Contracts	92.40
Bedford to Bletchley Rail	5.00
Fire Safety Services	127.31
The Heath & Plumb Co	240.00
Techniclean	169.28

These amounts are not due for payment until April 2018.

**8) Accruals**

This item is for amounts that are due for payment in this year but for which no invoice has, as yet, been received. There are no amounts shown here this year.

**9) PAYE/NI £373 + Wages £2,236**

All wages, holiday pay and PAYE/NI due in this year has been calculated and reported to HMRC. These amounts are due to be paid in April.

**10) Net Surplus for the Year - £76,242**

This figure is brought forward from the Income & Expense report shown below and this year it shows an operating excess of £76,242. However, this includes amounts held for S106 projects which are identified in detail later in this report.

**C. Income & Expense Report for the Year Ended - 31/03/2017**

The second report is a year to date Income & Expense account showing monies received and spent during the year. Some explanatory notes follow the report.

	<u>31 Mar 2018</u>	<u>Notes</u>
<b>INCOME</b>		
Council Precept	14,366	1
Council Precept Grant Rec'd	134	
Pavilion Hire Fees:		
Occasional Hires	6,520	2
Block Bookings	7,572	
Football Club Fees	1,720	3
Little Stars Nursery Fees	23,790	
Other Income	162	4
S106 Community Hall Build	26,722	
S106 Local Playground Improvements	37,646	
	-----	
<b>TOTAL INCOME</b>	<b>118,632</b>	
<b>LESS: PARISH EXPENSES</b>		
Audit Fees	500	
Postage Costs	63	
Grass & Groundworks	1,577	
Parish Association Costs	1,754	
Parish Repairs & Maintenance	2,567	
Stationery	802	
Telephone Costs	117	
Electricity/Gas/Water	83	
	-----	
<b>TOTAL PARISH EXPENSES</b>	<b>7,463</b>	
<b>PAVILION EXPENSES</b>		
Cleaning Materials & First Aid Equipment	1,070	
Gas	2,072	
Electric	877	
Water	732	
Grass & Dog Waste	3,875	
Groundworks	2,490	
General Improvements	1,601	
Insurance	1,703	
Legal & Professional fees	188	
Repairs & Maintenance	2,437	
Pavilion Waste Disposal	670	
Security/Safety	0	
	-----	
<b>TOTAL PAVILION EXPENSES</b>	<b>17,715</b>	
<b>PAYROLL COSTS</b>		
Parish Clerk	6,682	
Pavilion Bookings Clerk	1,437	
Pavilion Caretaker	3,797	
Pavilion Cleaner	5,296	
	-----	
<b>TOTAL PAYROLL COSTS</b>	<b>17,212</b>	5
<b>TOTAL EXPENSES</b>	<b>42,390</b>	
	-----	
<b>SURPLUS FOR THE YEAR</b>	<b>76,242</b>	6
	=====	

## Notes to the Profit and Loss Report

### 1) Council Precept - £14,500

The Council Precept remains unchanged again this year.

### 2) Pavilion Hire Fees

These are split between occasional hires and block bookings to better assess the commercial use of the pavilion. An advert has been placed in the Hogsty End advertising the pavilion for hire for this coming year.

### 3) Football Club Fees

Both pitches have been hired out this year to WWFC. This has proved productive and amicable for all.

### 4) Other Income - £162.06

This amount is for the annual Telephone Mast Rental of £26.06, a Green Bin Bonus of £36.00 and a Recycle Bonus of £100.

### 5) Wages

Holiday pay for the year has been calculated and included in the March wages and each employee has received a breakdown of the calculations relating to this entitlement. The P60's have been completed and enclosed with the March wages. The year-end figures have been completed, verified and submitted successfully through the Government Gateway.

### 6) Surplus for the Year - £76,242

There is, what appears to be, a large surplus of income over expenditure at the end of this financial year. However, this includes S106 funding of £26,722 towards the building of the New Community Hall and £37,646 towards the improvements to the playground. This leaves a real surplus for the year of £11,874. BBPC has, in the new financial year, already approved quotes for many much needed improvements to the pavilion to be paid from this surplus.

**E. S106 Monies – Brickhill Sands** The development is completed and funding has been or is being sought

Education:	£'s	
Early Years for Community Hall	17,002.92	This could not be allowed for capital projects and had to go toward learning facilities within the school. Elspeth Clark has successfully obtained this grant and has detailed to MKC how it will be spent. <b>This element is therefore being administered by the Pre-School.</b>
Primary School	84,014.38	Towards enhancement and capacity improvements at Bow Brickhill School – <b>BBPC not involved</b>
Secondary School	90,424.22	Towards enhancement and capacity improvements at Walton High School - <b>BBPC not involved</b>
Post 16	19,613.38	Towards enhancement and capacity improvements at Walton High School - <b>BBPC not involved</b>
<b>Leisure, Recreation and Sports Facilities:</b>		
Playing Field	14,527.36 + 12,425.40 Maintenance	Towards improvements to the playing field located at the Pavilion in Bow Brickhill. This improvement to be in the form of field drainage as it suffers greatly from flooding rendering it incapable of play at those times. <b>This element is still outstanding as quotes for this work are not currently available. The new RFO will have to apply for the release of these funds.</b>
Local Play	21,744.56 + 15,462.71 Maintenance	Towards repairs and replacement of the play area equipment which we have now been informed by MKC is becoming unsafe. This area is used by the younger children and is located at the Pavilion in Bow Brickhill. <b>These funds are in our bank account and Cllr Sally Milford is administering this element through Wicksteed Parks Limited.</b>
Local Parks	2,791.20 + 4,003.74	Towards the provision of picnic tables and benches around the playing fields for the benefit of the community. <b>These funds have been approved and are currently awaited. Cllr Becky O'Rourke is administering this element.</b>
District Parks	5,522.40 + 8,007.48	It was found that a map showed that this area was up at the rear of Parkway. Phil Snell/Jeremy Lee from MKC have investigated this and drawn up a plan for improvements to this area. <b>These funds will be administered directly by Phil Snell from MKC.</b>
Community Hall	6,410.95	Towards the rebuild of the New Community Hall. <b>These funds are in our bank account and ASTRA have asked us to keep them there for the time being.</b>
Sports Hall	3,218.55	Towards improvements to the Sports Hall by replacement of the Sound boards and improved lighting. <b>These funds have been received in the new financial year and Cllr Julian Price is managing this element.</b>
<b>Social Infrastructure:</b>		
Library	6,833.97	<b>Advised that this is solely for the benefit of Woburn Sands Library. This will be passed to them for their administration.</b>
Health Facilities	38,785.55	Improvements/redevelopments to Redhouse Surgery Bletchley. Information pack to direct new residents to this surgery away from Asplands. <b>This currently being disputed by Cllr Becky O'Rourke.</b>
Health Facilities	8,500.00	Improvements/redevelopments to Westfield Road Surgery. Information pack to direct new residents to this surgery away from Asplands. <b>BBPC not involved</b>
Public Art	23,230.00	<b>This element has not been processed as it is for a Public Arts project within the village and this has not yet been decided upon.</b>
Waste Management	7,800.39	Towards the initial set up costs associated with the collections at the development - <b>BBPC not involved</b>
Waste Receptacles	2,400.00	Towards the provision of waste and recycling receptacles - <b>BBPC not involved</b>
Village Amenities	20,000.00	Towards the re-build of the New Community Hall – a facility that is available for all residents to use and enjoy. <b>These funds are in our bank account and ASTRA have asked us to keep them there for the time being.</b>

## **F. National Non-Domestic Rates**

The invoice for the National Non-Domestic Rate Account was received from MKC for the year April 2017 – March 2018. As last year 100% Small Business Relief has been applied so there was no cost in this financial year.

## **G. Audits**

The Parish Council again agreed to appoint Chris Davies to undertake the internal audit. This audit is currently underway.

PKF LittleJohn has been appointed as the External Auditors for this year in place of Mazars and all the processes have been changed. As soon as the internal audit is completed this paperwork will be completed and returned to PKF LittleJohn to conclude the external audit. Copies of this will be displayed publicly when approved.

## **H. Concluding Statement**

This concludes the accounting reports for the financial year 1st April 2017 to 31st March 2018. This was my 8th full year as RFO and I confirm that I have prepared and reported these accounts to the best of my knowledge and ability.

**I confirm that I have received neither personal payment nor favours for these accountancy services.**

Signed: **Ann Sidgwick**

Dated: **1st May 2018**

**Ann Sidgwick**  
**RFO Report**  
**Bow Brickhill Parish Council**  
**for AVM on 10th May 2018**