

## **FULL COUNCIL – 18 MAY 2020**

### **FINAL ACCOUNTS FOR YEAR ENDING MARCH 2020**

#### **1. PURPOSE**

1.1 To approve the final accounts 2019/2020 for submission to the external auditor.

#### **2. BACKGROUND**

2.1 Members will be aware that each year, the Council's accounts for the previous municipal year are subject to an internal and external audit. The internal audit is conducted by a competent auditor appointed by the Council. The external audit is conducted by PKF Littlejohn LLP. This company is appointed to audit the accounts of parish councils by the Smaller Authorities Audit Appointments Ltd (SAAA). The SAAA is appointed by the Department for Communities and Local Government to procure and appoint external auditors.

2.2 The Council's internal audit of the Council's accounts was undertaken on 23 April 2020.

2.3 The final accounts include the following statements which are attached as Appendices 1 – 7: -

1. Responsible Finance Officer's notes to the accounts
2. Annual return summary
3. Bank and cash investment rec
4. Balance sheet
5. Detailed income and expenditure
6. Earmarked reserves
7. Report of the Internal Auditor (To Follow)

#### **3. RECOMMENDATION**

3.1 That the Council notes the report of the Internal auditor set out in Appendix 7 to this report; and

3.2 Approves the final accounts 2019/20 for submission to the external auditors.

#### **For further information please contact:**

Melanie Stephens, Parish Clerk  
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## FAIR OAK AND HORTON HEATH PARISH COUNCIL

### Supporting statement to the Accounts for the year ended 31 March 2020

#### Leases

Photocopier rental at a cost of £256.46 per Quarter (CF Corporate Finance)  
Telephone system rental at a cost of 486.57 per Quarter (Siemens Financial services)

#### Tenancies

##### The council has two tenants

Fair Oak Squash Club at £100.00 per annum  
Scouts at £50 per annum

##### The council has one tenancy arrangement:

With Eastleigh Borough Council for Knowle Hill conservation site. - No Rent

#### Section 137 Payments

Section 137 of the Local Government Act 1972 enables local councils to spend up to the product of £8.32 per elector, as at 1st April in the relevant year, for the benefit of people in the area on activities or projects not specifically authorised by other powers. This council can spend up to £8343 but under its own resolution grants only up to £4,000 per annum.

During the year the council made the following section 137 payments:

	2019/20	2018/19
	£	£
Village Hall pantomime	350	400
Fair Oak Gardening Club	150	200
Brownies	0	350
Asian welfare	0	100
EBS Counselling	0	100
Wyvern Arts Festival	0	500
Victim support	150	0
Fair Oak widows	150	0
Bowling Club	0	350
Allotment association	150	200
Fair oak squash club	0	1,700
Age concern	350	0
Butterflies berevment	700	0
Fair Oak Cricket club	400	0
Badminton club	100	0
Twynhams charities	800	0
Wyvern FC	700	0
	4,000	3,900

#### Donations received

At the Carnival on 29th June 2019, a street collection raised £835  
Under Section 139(1)b of the LGA 1972, this donation has been applied as a gift towards the cost of staging the carnival and administered accordingly.

#### Debtors

	2019/20 £	2018/19 £
VAT Recoverable	1,944	3,617
Debtors at 31/03/20	12,692	16,634
Prepaid Expenses	0	0
	14,636	20,251

#### Advertising and Publicity

	2019/20 £	2018/19 £
Newsletter	2,958	3,476
Recruitment Advertising	0	0
	2,958	3,476

#### Pensions

For the year ended 31 March 2020 seven members of the Council's staff were members of the Hampshire County Council pension scheme.

In the year to 31.03.20 pension costs amounted to £42,003

#### Movements on Capital Reserves

See attached breakdown

#### Assets

a) During the year the following assets were purchased/revalued:

	£
<b>Purchases</b>	
Roller Mower	6,300
New Motor blade	615
New pruner	418
Line trimmer	415
Long reach chainsaw	356
Dell PC and Laptop	1,130
Inkjet printer	63
Kitchen Equipment -Horton Heath community centre	14,787
<b>Total Purchases</b>	<b>24,083</b>

#### Revaluations (movement in value shown)

No assets were revalued during the year

c) At 31 March 2020 the following assets were held:

Other assets - detailed on attached asset register	1,937,785
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**Loans**

The council has no outstanding borrowings

## Explanation of significant variances

Fair Oak and Horton Heath Parish Council  
Annual Return  
For the year ended March 2020  
Section 1 - Analytical Review

Box no	Description	Year ending 31-Mar-19	Change 31-Mar-20	Comment
1	Brought Forward	555,348	665,836	19.90% See last year
2	Annual Precept	390,098	410,570	5.25% Increase in precept for a new roller mower (£7.5k). Repair, refurb and decoration to the Pavillion (£1.6k), a new track in Knowle Park (£4k), £1.2k for repairs to paths at Knowle Park, And £2.5k for legionella risk assessments at the Parish office, Woodland and Horton Heath community centres.
3	Total other receipts	177,757	97,891	-44.93% For year ending March 2019, £80,576 was received from Eastleigh borough council - release of New century Park grant. Hence higher receipts being recorded year ending 2019.
4	Staff costs	207,160	220,539	6.46% Staff cost increases due to salary increments for all staff, and increased headcount - 1 additional caretaker. Increased pensions costs by 1%
5	Loan Interest	nil	nil	
6	Other Payments	250,207	296,912	18.67% £76,489 spent on New century Park, and just over £6k on members IT budget code, Also £7k more this year on Health and Safety (music licences) . However no significant spend on Woodland Community centre (compared with £31k last year)
7	Balance carried forward	665,836	656,846	-1.35% Just over £19k Earmarked reserves utilised during the year for costs attributed to the Parish Office and compound ( £34K still remaining). Transfer of £30k to Horton Heath Community Centre Earmarked reserves. £19k utilised for new kitchen and equipment at Horton Heath.
8	Cash and investments	655,040	649,423	-0.86% see box 7 and creditors
9	Total fixed assets	1,913,702	1,937,785	1.26% £15k for new kitchen equipment at Horton Heath. £8k for new roller mower and equipment purchases.
10	Total borrowings	nil	nil	

# ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2020

Fair Oak & Horton Heath Parish Council

## SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
<b>1</b> Balances brought forward	<b>555,348</b>	<b>665,836</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records
<b>2</b> Annual Precept	<b>404,036</b>	<b>410,570</b>	Total amount of Precept income received in the year
<b>3</b> Total other receipts	<b>163,819</b>	<b>97,891</b>	Total income or receipts as recorded in the cashbook minus the Precept
<b>4</b> Staff costs	<b>207,160</b>	<b>220,539</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
<b>5</b> Loan interest/Capital repayments	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings
<b>6</b> Total other payments	<b>250,207</b>	<b>296,912</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
<b>7</b> Balances carried forward	<b>665,836</b>	<b>656,846</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
<b>8</b> Total Cash & Investments	<b>655,040</b>	<b>649,423</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
<b>9</b> Total Fixed Assets	<b>0</b>	<b>0</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
<b>10</b> Total Borrowings	<b>0</b>	<b>0</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

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Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

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	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/03/2020 Current Account	34,054.49	
2	31/03/2020 Premier Account	307,423.68	
3	31/03/2020 Public Sector Deposit Fund	308,033.94	
4	31/03/2020 Petty Cash	60.78	
			649,572.89
<u>Unpresented Payments</u>			
1	17/02/2020 101993	150.00	
			150.00
			<u>649,422.89</u>
<u>All Cash &amp; Bank Accounts</u>			
1	Current Account		33,904.49
2	Premier Account		307,423.68
3	Public Sector Deposit Fund		308,033.94
4	Petty Cash		60.78
	Other Cash & Bank Balances		<u>0.00</u>
	Total Cash & Bank Balances		<u>649,422.89</u>

31 March 2019

31 March 2020

31 March 2019		31 March 2020	
	Current Assets		
0	Debtors	12,692	
16,634	Other Debtors	0	
3,617	VAT Control Account	1,944	
53,052	Current Account	33,904	
296,040	Premier Account	307,424	
305,775	Public Sector Deposit Fund	308,034	
172	Petty Cash	61	
<u>675,291</u>		<u>664,060</u>	
<b>675,291</b>	<b>Total Assets</b>	<b>664,060</b>	
	Current Liabilities		
7,654	Creditors	5,613	
1,800	Accruals	1,600	
<u>9,454</u>		<u>7,213</u>	
<b>665,836</b>	<b>Total Assets Less Current Liabilities</b>	<b>656,846</b>	
	Represented By		
362,481	General Reserves	372,873	
3,212	EMR - Knowle Park	3,212	
4,035	EMR - Tennis Project	4,035	
63,844	EMR - Knowle Park Office & comp	33,684	
88,265	EMR - Lapstone Farm	88,265	
34,000	EMR - Horton Heath CC	44,777	
500	EMR - Community orchard	500	
6,000	EMR - Election expenses	6,000	
40,000	EMR - New Century Park	40,000	
4,500	EMR - Knowle park allotments	4,500	
8,000	EMR - Village Name Plates	8,000	
4,000	EMR - Community Halls Maint	4,000	
40,250	EMR - HHCC Flooring	40,250	
6,750	EMR - Onsite Maint Knowle Park	6,750	
<u>665,836</u>		<u>656,846</u>	





	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	404,036	410,570	420,258	9,688			97.7%	
1090 Interest Received	3,005	3,643	2,000	(1,643)			182.1%	
1100 Grants	0	9,669	9,292	(377)			104.1%	
1120 Community Events Income	1,498	1,603	3,000	1,397			53.4%	
1200 Hiring Fees	0	0	500	500			0.0%	
1300 Football Income	7,064	3,626	4,300	674			84.3%	
1310 Cricket Income	2,497	3,000	3,000	0			100.0%	
1900 Other Income	92,717	553	500	(53)			110.5%	
Income :- Income	<u>510,817</u>	<u>432,662</u>	<u>442,850</u>	<u>10,188</u>			<u>97.7%</u>	<u>0</u>
4990 Sundry Expenses	0	44	0	(44)		(44)	0.0%	
Income :- Indirect Expenditure	<u>0</u>	<u>44</u>	<u>0</u>	<u>(44)</u>	<u>0</u>	<u>(44)</u>		<u>0</u>
Net Income over Expenditure	<u>510,817</u>	<u>432,618</u>	<u>442,850</u>	<u>10,232</u>				
<u>110 Administration</u>								
1900 Other Income	3,613	0	0	0			0.0%	
Administration :- Income	<u>3,613</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4000 Salaries	61,686	65,408	95,600	30,192		30,192	68.4%	
4010 Employer's Pension	12,907	14,989	25,000	10,011		10,011	60.0%	
4030 Sickness/Holiday Cover	0	520	3,000	2,480		2,480	17.3%	
4055 Insurance	10,442	10,470	11,500	1,030		1,030	91.0%	
4060 Audit	2,450	1,950	2,500	550		550	78.0%	
4070 Legal & Professional Fees	5,072	6,148	3,500	(2,648)		(2,648)	175.7%	
4075 Postage	125	0	450	450		450	0.0%	
4080 Stationery	312	516	600	84		84	86.0%	
4085 Printer Consumables	675	707	750	43		43	94.3%	
4090 Admin Maintenance	2,632	1,626	2,000	374		374	81.3%	
4095 Bank Charges	208	0	30	30		30	0.0%	
4100 Chairman's Allowance	233	192	300	108		108	63.9%	23
4105 Conference/Training/Staffing	2,579	3,842	3,500	(342)		(342)	109.8%	
4110 Clothing	483	653	500	(153)		(153)	130.6%	
4115 Newsletter	3,476	2,958	1,500	(1,458)		(1,458)	197.2%	
4120 Telephone & Broadband	2,791	2,610	1,000	(1,610)		(1,610)	261.0%	
4125 Mobile Phone	227	726	650	(76)		(76)	111.6%	
4132 Subscriptions	1,668	2,722	1,900	(822)		(822)	143.3%	
4133 Software and support	2,042	4,431	3,000	(1,431)		(1,431)	147.7%	
4134 Members IT	0	6,076	7,050	974		974	86.2%	
4140 Card Payments	266	707	350	(357)		(357)	202.0%	
4150 Website	447	196	800	604		604	24.5%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160 Noticeboards	0	0	1,500	1,500		1,500	0.0%	
4990 Sundry Expenses	1,517	1,114	800	(314)		(314)	139.2%	
Administration :- Indirect Expenditure	112,236	128,560	167,780	39,220	0	39,220	76.6%	23
Net Income over Expenditure	<u>(108,623)</u>	<u>(128,560)</u>	<u>(167,780)</u>	<u>(39,220)</u>				
6000 plus Transfer from EMR	0	23						
Movement to/(from) Gen Reserve	<u>(108,623)</u>	<u>(128,537)</u>						
<u>150 Parish Office</u>								
1200 Hiring Fees	861	6,371	0	(6,371)			0.0%	
Parish Office :- Income	861	6,371	0	(6,371)				0
4120 Telephone & Broadband	0	603	800	197		197	75.4%	
4395 Business Rates	14,619	14,975	13,500	(1,475)		(1,475)	110.9%	
4400 Gas	592	859	800	(59)		(59)	107.3%	
4405 Electricity	782	931	2,500	1,569		1,569	37.2%	
4410 Water	0	606	500	(106)		(106)	121.3%	
4415 Repairs	155	485	100	(385)		(385)	485.1%	137
4420 CCTV Maintenance	381	270	500	230		230	54.0%	
4425 Health & Safety	587	1,118	500	(618)		(618)	223.7%	
4435 Cleaning	363	106	300	194		194	35.5%	
4440 Contract cleaning	3,068	1,154	5,000	3,846		3,846	23.1%	
4450 Equipment - Internal	0	128	0	(128)		(128)	0.0%	
4455 Equipment - External	1,595	0	0	0		0	0.0%	
4680 General Bin Emptying	0	234	0	(234)		(234)	0.0%	
Parish Office :- Indirect Expenditure	22,141	21,470	24,500	3,030	0	3,030	87.6%	137
Net Income over Expenditure	<u>(21,280)</u>	<u>(15,098)</u>	<u>(24,500)</u>	<u>(9,402)</u>				
6000 plus Transfer from EMR	1,595	137						
Movement to/(from) Gen Reserve	<u>(19,685)</u>	<u>(14,961)</u>						
<u>200 Property Maintenance Staff</u>								
4000 Salaries	109,860	112,608	144,500	31,892		31,892	77.9%	
4010 Employer's Pension	22,708	27,014	28,000	986		986	96.5%	
4030 Sickness/Holiday Cover	0	0	3,000	3,000		3,000	0.0%	
Property Maintenance Staff :- Indirect Expenditure	132,568	139,622	175,500	35,878	0	35,878	79.6%	0
Net Expenditure	<u>(132,568)</u>	<u>(139,622)</u>	<u>(175,500)</u>	<u>(35,878)</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Machinery and Van</u>								
4300 Machinery - General Repairs	3,563	1,268	6,000	4,732		4,732	21.1%	
4305 Fuel	4,634	4,856	7,000	2,144		2,144	69.4%	
4310 Road Tax	500	520	500	(20)		(20)	104.0%	
4315 Maintenance - Vans	622	1,840	1,250	(590)		(590)	147.2%	
4320 Vehicle Insurance	1,246	1,188	3,000	1,812		1,812	39.6%	
Machinery and Van :- Indirect Expenditure	10,565	9,671	17,750	8,079	0	8,079	54.5%	0
Net Expenditure	(10,565)	(9,671)	(17,750)	(8,079)				
<u>230 Crowdhill Community Building</u>								
1200 Hiring Fees	31,707	36,523	43,500	6,977			84.0%	
Crowdhill Community Building :- Income	31,707	36,523	43,500	6,977			84.0%	0
4120 Telephone & Broadband	1,459	814	1,000	186		186	81.4%	
4395 Business Rates	6,071	6,102	6,200	98		98	98.4%	
4400 Gas	2,230	4,195	4,000	(195)		(195)	104.9%	
4405 Electricity	10,488	2,080	8,000	5,920		5,920	26.0%	
4410 Water	40	445	500	55		55	88.9%	
4415 Repairs	435	925	1,000	75		75	92.5%	
4420 CCTV Maintenance	0	70	0	(70)		(70)	0.0%	
4425 Health & Safety	1,287	4,235	1,500	(2,735)		(2,735)	282.3%	
4435 Cleaning	306	513	500	(13)		(13)	102.7%	
4440 Contract cleaning	2,700	4,304	8,000	3,696		3,696	53.8%	
4450 Equipment - Internal	15,355	179	2,500	2,321		2,321	7.2%	
4455 Equipment - External	16,765	600	1,000	400		400	60.0%	
4680 General Bin Emptying	486	862	500	(362)		(362)	172.4%	
4990 Sundry Expenses	344	107	50	(57)		(57)	215.0%	
Crowdhill Community Building :- Indirect Expenditure	57,966	25,432	34,750	9,318	0	9,318	73.2%	0
Net Income over Expenditure	(26,260)	11,092	8,750	(2,342)				
6000 plus Transfer from EMR	6,373	0						
Movement to/(from) Gen Reserve	(19,887)	11,092						
<u>240 Pavilion</u>								
1200 Hiring Fees	163	87	0	(87)			0.0%	
1300 Football Income	0	504	0	(504)			0.0%	
Pavilion :- Income	163	591	0	(591)				0
4120 Telephone & Broadband	641	667	1,000	333		333	66.7%	
4395 Business Rates	0	677	0	(677)		(677)	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Gas	397	83	500	417		417	16.6%	
4405 Electricity	266	744	500	(244)		(244)	148.7%	
4410 Water	0	0	500	500		500	0.0%	
4415 Repairs	7,662	3,042	3,000	(42)		(42)	101.4%	
4420 CCTV Maintenance	0	270	1,000	730		730	27.0%	
4425 Health & Safety	3,031	3,070	3,000	(70)		(70)	102.3%	
4430 Kitchen	0	0	500	500		500	0.0%	
4435 Cleaning	365	546	300	(246)		(246)	182.2%	
4440 Contract cleaning	0	248	0	(248)		(248)	0.0%	
Pavilion :- Indirect Expenditure	12,361	9,347	10,300	953	0	953	90.7%	0
Net Income over Expenditure	(12,198)	(8,756)	(10,300)	(1,544)				
<u>250</u> <u>HHCC</u>								
1200 Hiring Fees	5,571	17,535	35,000	17,465			50.1%	
HHCC :- Income	5,571	17,535	35,000	17,465			50.1%	0
4055 Insurance	846	0	0	0		0	0.0%	
4120 Telephone & Broadband	567	667	400	(267)		(267)	166.8%	
4395 Business Rates	955	2,602	6,000	3,398		3,398	43.4%	
4400 Gas	958	1,523	2,000	477		477	76.1%	
4405 Electricity	3,801	0	3,000	3,000		3,000	0.0%	
4410 Water	0	63	700	637		637	9.0%	
4415 Repairs	1,553	713	500	(213)		(213)	142.5%	
4420 CCTV Maintenance	200	330	1,000	670		670	33.0%	
4425 Health & Safety	850	4,689	400	(4,289)		(4,289)	1172.4%	
4435 Cleaning	0	146	300	154		154	48.6%	
4440 Contract cleaning	0	1,625	0	(1,625)		(1,625)	0.0%	
4595 General Maintenance	0	477	200	(277)		(277)	238.5%	194
4680 General Bin Emptying	0	645	0	(645)		(645)	0.0%	
4990 Sundry Expenses	0	21	0	(21)		(21)	0.0%	
HHCC :- Indirect Expenditure	9,731	13,500	14,500	1,000	0	1,000	93.1%	194
Net Income over Expenditure	(4,160)	4,035	20,500	16,465				
6000 plus Transfer from EMR	0	194						
Movement to/(from) Gen Reserve	(4,160)	4,229						
<u>280</u> <u>Other Properties</u>								
4480 Bus Shelters	0	100	200	100		100	50.0%	
4485 Memorial	0	0	100	100		100	0.0%	
4490 Memorial Clock	200	200	200	0		0	100.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Speedwatch	0	0	200	200		200	0.0%	
4505 Village Flowers	1,923	1,972	1,950	(22)		(22)	101.1%	
Other Properties :- Indirect Expenditure	2,123	2,272	2,650	378	0	378	85.7%	0
Net Expenditure	(2,123)	(2,272)	(2,650)	(378)				
<u>290 General Grounds Maintenance</u>								
4530 Equipment - Purchases	2,648	8,624	9,500	876		876	90.8%	
4535 Equipment - Maintenance	1,043	485	2,000	1,515		1,515	24.2%	
4540 Materials	1,990	2,314	2,000	(314)		(314)	115.7%	
General Grounds Maintenance :- Indirect Expenditure	5,681	11,422	13,500	2,078	0	2,078	84.6%	0
Net Expenditure	(5,681)	(11,422)	(13,500)	(2,078)				
<u>300 Lapstone Playing Fields</u>								
4570 Equipment - Cricket Maint.	135	0	500	500		500	0.0%	
4575 Cricket (Winter)	450	895	500	(395)		(395)	179.0%	
4580 Football	1,851	1,327	500	(827)		(827)	265.4%	
4585 Tennis	0	0	500	500		500	0.0%	
4590 Pitch Maintenance	8,505	2,075	7,000	4,925		4,925	29.6%	
4595 General Maintenance	800	778	1,000	222		222	77.8%	
4600 Dog Bin Emptying	216	53	0	(53)		(53)	0.0%	
4680 General Bin Emptying	980	1,595	500	(1,095)		(1,095)	319.0%	
Lapstone Playing Fields :- Indirect Expenditure	12,937	6,723	10,500	3,777	0	3,777	64.0%	0
Net Expenditure	(12,937)	(6,723)	(10,500)	(3,777)				
<u>310 Knowle Park</u>								
4595 General Maintenance	1,723	6,413	6,200	(213)		(213)	103.4%	
4630 Fencing	306	208	500	292		292	41.7%	
4640 Water Supply -White Tree Close	0	0	100	100		100	0.0%	
4645 Seating/Bins	501	438	200	(238)		(238)	219.1%	
Knowle Park :- Indirect Expenditure	2,530	7,059	7,000	(59)	0	(59)	100.8%	0
Net Expenditure	(2,530)	(7,059)	(7,000)	59				
<u>320 New Century Park</u>								
4420 CCTV Maintenance	310	70	1,000	930		930	7.0%	
4595 General Maintenance	1,868	1,317	1,000	(317)		(317)	131.7%	
4670 Signs & Bins	15	33	200	167		167	16.5%	
4680 General Bin Emptying	64	23	0	(23)		(23)	0.0%	
New Century Park :- Indirect Expenditure	2,257	1,444	2,200	756	0	756	65.6%	0
Net Expenditure	(2,257)	(1,444)	(2,200)	(756)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>330 Knowle Hill</u>								
4545 Fly tipping	0	0	50	50		50	0.0%	
4595 General Maintenance	805	0	250	250		250	0.0%	
4675 Signs	0	0	50	50		50	0.0%	
Knowle Hill :- Indirect Expenditure	805	0	350	350	0	350	0.0%	0
Net Expenditure	(805)	0	(350)	(350)				
<u>350 Lapstone Farm</u>								
4595 General Maintenance	914	0	250	250		250	0.0%	
4670 Signs & Bins	26	0	50	50		50	0.0%	
Lapstone Farm :- Indirect Expenditure	940	0	300	300	0	300	0.0%	0
Net Expenditure	(940)	0	(300)	(300)				
<u>360 Oak Walk</u>								
4595 General Maintenance	101	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
Oak Walk :- Indirect Expenditure	101	0	300	300	0	300	0.0%	0
Net Expenditure	(101)	0	(300)	(300)				
<u>370 Daisy Dip</u>								
4595 General Maintenance	0	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
Daisy Dip :- Indirect Expenditure	0	0	300	300	0	300	0.0%	0
Net Expenditure	0	0	(300)	(300)				
<u>380 Wyvern Meadow</u>								
4595 General Maintenance	16	58	250	192		192	23.2%	
4675 Signs	0	0	50	50		50	0.0%	
Wyvern Meadow :- Indirect Expenditure	16	58	300	242	0	242	19.3%	0
Net Expenditure	(16)	(58)	(300)	(242)				
<u>400 Play Areas General</u>								
4750 ROSPA Fees	344	485	1,000	515		515	48.5%	
Play Areas General :- Indirect Expenditure	344	485	1,000	515	0	515	48.5%	0
Net Expenditure	(344)	(485)	(1,000)	(515)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>410 New Century Park Play Area</u>								
4595 General Maintenance	466	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
4993 New Century Park Playarea	0	76,489	0	(76,489)		(76,489)	0.0%	
<b>New Century Park Play Area :- Indirect Expenditure</b>	<b>466</b>	<b>76,489</b>	<b>300</b>	<b>(76,189)</b>	<b>0</b>	<b>(76,189)</b>	<b>25496.4</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(466)</b>	<b>(76,489)</b>	<b>(300)</b>	<b>76,189</b>				
<u>420 Dean Road Play Area</u>								
4595 General Maintenance	0	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
<b>Dean Road Play Area :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>				
<u>430 Meadowsweet Way Play Area</u>								
4420 CCTV Maintenance	90	0	0	0		0	0.0%	
4595 General Maintenance	932	440	500	60		60	88.0%	
4670 Signs & Bins	84	0	100	100		100	0.0%	
<b>Meadowsweet Way Play Area :- Indirect Expenditure</b>	<b>1,106</b>	<b>440</b>	<b>600</b>	<b>160</b>	<b>0</b>	<b>160</b>	<b>73.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,106)</b>	<b>(440)</b>	<b>(600)</b>	<b>(160)</b>				
<u>440 Knowle Park Play Area</u>								
4595 General Maintenance	17,565	717	500	(217)		(217)	143.5%	
4670 Signs & Bins	0	95	100	5		5	95.1%	
4770 Skatepark	984	0	1,000	1,000		1,000	0.0%	
<b>Knowle Park Play Area :- Indirect Expenditure</b>	<b>18,549</b>	<b>812</b>	<b>1,600</b>	<b>788</b>	<b>0</b>	<b>788</b>	<b>50.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(18,549)</b>	<b>(812)</b>	<b>(1,600)</b>	<b>(788)</b>				
<u>500 Allotments</u>								
1500 Allotment Income	3,094	2,547	2,500	(47)			101.9%	
<b>Allotments :- Income</b>	<b>3,094</b>	<b>2,547</b>	<b>2,500</b>	<b>(47)</b>			<b>101.9%</b>	<b>0</b>
4410 Water	29	0	70	70		70	0.0%	
4800 Allotments - Knowle Park	1,771	0	1,000	1,000		1,000	0.0%	
4805 Allotments - Campbell Way	58	0	100	100		100	0.0%	
4810 Allotments - Knowle Lane Ditch	0	0	1,500	1,500		1,500	0.0%	
4815 Allotments - Pest Control	0	285	500	215		215	57.0%	
4820 Allotments - Toilet	0	1,023	1,000	(23)		(23)	102.3%	
<b>Allotments :- Indirect Expenditure</b>	<b>1,858</b>	<b>1,308</b>	<b>4,170</b>	<b>2,862</b>	<b>0</b>	<b>2,862</b>	<b>31.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,236</b>	<b>1,239</b>	<b>(1,670)</b>	<b>(2,909)</b>				



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>510 Cemetery</u>								
1520 Burials Income	6,906	5,025	5,000	(25)			100.5%	
1530 Memorials Income	1,613	1,659	2,000	341			83.0%	
1540 Cremation Income	3,074	5,546	4,000	(1,546)			138.7%	
Cemetery :- Income	<u>11,593</u>	<u>12,230</u>	<u>11,000</u>	<u>(1,230)</u>			<u>111.2%</u>	<u>0</u>
4410 Water	243	4	200	196		196	2.2%	
4595 General Maintenance	1,615	516	500	(16)		(16)	103.2%	
Cemetery :- Indirect Expenditure	<u>1,858</u>	<u>520</u>	<u>700</u>	<u>180</u>	<u>0</u>	<u>180</u>	<u>74.3%</u>	<u>0</u>
Net Income over Expenditure	<u>9,735</u>	<u>11,710</u>	<u>10,300</u>	<u>(1,410)</u>				
<u>550 Trees</u>								
4825 Tree survey	1,500	1,500	2,500	1,000		1,000	60.0%	
4830 Trees - Lapstone Playing Field	400	270	500	230		230	54.0%	
4831 Trees - Knowle Park	1,380	800	1,500	700		700	53.3%	
4832 Trees - New Century Park	400	0	500	500		500	0.0%	
4833 Trees - Knowle Hill	400	0	500	500		500	0.0%	
4834 Trees - Lapstone Farm	400	1,247	500	(747)		(747)	249.3%	
4835 Trees - Oak Walk	400	1,190	500	(690)		(690)	238.0%	
4836 Trees - Daisy Dip	400	0	500	500		500	0.0%	
4837 Trees - Wyvern Meadow	490	0	500	500		500	0.0%	
4838 Trees - Fair Oak Cemetery	500	2,526	500	(2,026)		(2,026)	505.2%	
4839 Trees-HHCC open space	500	0	500	500		500	0.0%	
Trees :- Indirect Expenditure	<u>6,770</u>	<u>7,533</u>	<u>8,500</u>	<u>968</u>	<u>0</u>	<u>968</u>	<u>88.6%</u>	<u>0</u>
Net Expenditure	<u>(6,770)</u>	<u>(7,533)</u>	<u>(8,500)</u>	<u>(968)</u>				
<u>600 Other Expenses</u>								
1600 Community Events Income	437	0	0	0			0.0%	
Other Expenses :- Income	<u>437</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4850 Section 137 - Grants	3,900	4,000	4,000	0		0	100.0%	
4855 Section 137 - Street Pastors	500	500	500	0		0	100.0%	
4865 Election Expenses	0	72	1,000	928		928	7.2%	
4870 Youth Project	25,000	25,000	25,000	0		0	100.0%	
4875 Community Events Expenditure	4,927	4,361	4,700	339		339	92.8%	
Other Expenses :- Indirect Expenditure	<u>34,327</u>	<u>33,933</u>	<u>35,200</u>	<u>1,267</u>	<u>0</u>	<u>1,267</u>	<u>96.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(33,890)</u>	<u>(33,933)</u>	<u>(35,200)</u>	<u>(1,267)</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>900 Reserves Spend</u>								
4994 New Office&Compund General	7,442	0	0	0		0	0.0%	
4996 RBS Software from gen reserve	(314)	290	0	(290)		(290)	0.0%	
4997 Horton Heath Community Centre	0	19,017	0	(19,017)		(19,017)	0.0%	19,028
Reserves Spend :- Indirect Expenditure	<u>7,128</u>	<u>19,307</u>	<u>0</u>	<u>(19,307)</u>	<u>0</u>	<u>(19,307)</u>		<u>19,028</u>
Net Expenditure	<u>(7,128)</u>	<u>(19,307)</u>	<u>0</u>	<u>19,307</u>				
6000 plus Transfer from EMR	8,475	19,028						
Movement to/(from) Gen Reserve	<u>1,347</u>	<u>(279)</u>						
Grand Totals:- Income	567,855	508,460	534,850	26,390			95.1%	
Expenditure	457,367	517,451	534,850	17,399	0	17,399	96.7%	
Net Income over Expenditure	<u>110,488</u>	<u>(8,990)</u>	<u>0</u>	<u>8,990</u>				
plus Transfer from EMR	16,443	19,382						
Movement to/(from) Gen Reserve	<u>126,931</u>	<u>10,392</u>						

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Crowdhill Green	0.00		0.00
325 EMR - Knowle Park	3,212.22		3,212.22
330 EMR - Tennis Project	4,035.00		4,035.00
335 EMR - Cricket Roller	0.00		0.00
340 EMR - Knowle Park Office &comp	63,843.53	-30,159.77	33,683.76
345 EMR - Lapstone Farm	88,264.58		88,264.58
350 EMR - Horton Heath CC	34,000.00	10,777.30	44,777.30
355 EMR - Dean Road play area	0.00		0.00
360 EMR - Community orchard	500.00		500.00
365 EMR - Election expenses	6,000.00		6,000.00
370 EMR - Footpath Leaflet	0.00		0.00
375 EMR -New Century Park	40,000.00		40,000.00
380 EMR - Knowle park allotments	4,500.00		4,500.00
385 EMR - Village Name Plates	8,000.00		8,000.00
389 EMR - Community Halls Maint	4,000.00		4,000.00
390 EMR - HHCC Flooring	40,250.00		40,250.00
395 EMR - Onsite Maint Knowle Park	6,750.00		6,750.00
	<u>303,355.33</u>	<u>-19,382.47</u>	<u>283,972.86</u>

## **FULL COUNCIL – 18 MAY 2020**

### **FIXED ASSET REGISTER**

#### **1. PURPOSE**

- 1.1 To note and approve the Council's fixed asset register as at the end of March 2020.

#### **2. BACKGROUND**

- 2.1 A Fixed Asset Register has four main purposes, it:

- forms a basis for completion of box 9 in the 'Annual Return'.
- forms a basis for decisions on risk and insurance issues.
- provides information on the age and potential lifespan of certain items.
- provides assurance of the continued existence of Council's property.

- 2.2 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £100
- long term investments, shares and loans made by the Council

- 2.3 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils.

The Register is adopted by the Council at the end of each Municipal Year but is a working document which Council Officers will update and amend details as necessary.

#### **3. FIXED ASSET REGISTER AS AT MARCH 2020**

- 3.1 The Council's fixed asset register as at March 2020 is attached as Appendix 1. This has been submitted to the External Auditor as part of the end of year accounting and audit process.

#### **4. RECOMMENDATION**

- 4.1 That the Council note and approve the Fixed Asset Register as set out in Appendix 1 to this report.

#### **For further information please contact:**

Melanie Stephens, Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

# Appendix 1

Fair Oak & Horton Heath Parish Council Fixed Asset Register as at 31.03.2020						
	Date of Purchase	Balance c/fwd 31/03/19	Revaluations during the year	Purchases during the year	Disposals during the year	Balance c/fwd 31/03/20
<b>Lapstone Farm</b>						
Lapstone Country Park land	31.03.10	1.00				1.00
Boardwalk	02.02.11	9,250.00				9,250.00
Display Panel	07.11.12	480.00				480.00
		9,731.00	0.00	0.00	0.00	9,731.00
<b>Oak Walk</b>						
Land at Oak Walk	31.12.10	1.00				1.00
Fencing	27.04.12	5,540.00				5,540.00
Jubilee Sculpture	08.06.12	10,000.00				10,000.00
		15,541.00	0.00	0.00	0.00	15,541.00
<b>Lapstone Park</b>						
Lapstone Land		1.00				1.00
Pavilion and car park	01.04.97	368,782.00				368,782.00
Car park lighting	01.04.97	7,683.00				7,683.00
Tennis Courts	01.04.97	18,000.00				18,000.00
Sports Equipment	01.04.97	4,441.00				4,441.00
Table and chairs for pavilion	11.11.97	1,687.00				1,687.00
CCTV at Lapstone	19.06.03	8,722.00				8,722.00
Storage Facility	22.4.04	5,389.00				5,389.00
Bench for tennis courts	20.06.05	183.00				183.00
Boiler - Pavilion	19.12.05	1,216.00				1,216.00
Aluminium Junior Goal	17.08.06	946.97				946.97
Machinery storage fencing / compound	25.09.06	1,749.55				1,749.55
Aluminium Goals	16.06.08	1,065.00				1,065.00
2 Wooden benches	04.08.08	51.70				51.70
Garege door - Cricket	30.10.08	1,254.00				1,254.00
Vacuum cleaner	04.12.08	79.19				79.19
Digital recorder CCTV	14.12.12	0.00				0.00
CCTV camera	31.05.13	445.00				445.00
Covert camera	28.02.14	50.00				50.00
2 x Aluminium goals	07.08.14	758.26				758.26
New covert camera and replacements	01.08.14	1,187.50				1,187.50
New DVR & modem for CCTV	21.03.15	1,438.80				1,438.80
Cricket scoreboard	25.05.16	9,897.22				9,897.22
Tennis nets	06.06.16	102.00				102.00
Emergency lights at Pavillion	18.10.16	664.62				664.62
Bench	27.02.17	507.60				507.60
<b>2 X CHAIRS Pavillion</b>	24.04.17	186.93				186.93
		436,488.34				436,488.34
<b>Machinery</b>						
Dennis FT510 cricket mower	03.03.99	2,210.00				2,210.00
Sissi Auto Rotorake scarifier ARR/4	01.04.99	1,500.00				1,500.00
Stihl HB2300 Blower	31.03.03	162.00				162.00
Knapsack Sprayer	27.06.03	97.86				97.86
Cricket combirake and brush	16.05.05	299.00				299.00
Cricket rotary brush	16.05.05	135.00				135.00
Sarel Spiker	17.05.06	435.00				435.00
Water Bowser	04.06.06	2,000.00				2,000.00
Tractor : TC40DA compact HF56FON	12.09.06	27,350.00				27,350.00
Air Compressor	06.03.07	125.89				125.89
Billy Goat	31.10.07	1,577.30				1,577.30
Holland Mower MC35 HF57JHJ	11.01.08	11,847.87				11,847.87

Hover Mower	03.04.08	420.75				420.75
Weedkiller System	11.05.09	392.08				392.08
Danarm Rotary Mower	10.05.10	680.00				680.00
Spyker Spreader	10.05.10	228.00				228.00
Snow Plough	31.03.11	980.00				980.00
Dragmat	19.08.11	480.00				480.00
Flame Gun	27.09.11	149.99				149.99
Izuzu D-Max 4x4 HN62EGD	19.01.13	14,700.00				14,700.00
Danarm RH26 Brushcutter	31.05.13	256.00				256.00
Welder	10.06.13	440.00				440.00
Chainsaw helmet	22.06.13	38.00				38.00
BG86 Blower	26.11.13	185.00				185.00
FS100 Bike Brushcutter	28.11.13	0.00				0.00
FS100 Bike Brushcutter	28.11.13	0.00				0.00
Stihl MS211CBE Chainsaw	02.12.13	249.00				249.00
Isuzu extended cab van HF14NZT	01.05.14	20,040.00				20,040.00
Kilworth Sovema flail collector	25.09.14	5,540.00				5,540.00
Defibrilator	23.01.15	1,295.00				1,295.00
Paladin TG 21" mower	22.04.15	1,800.00				1,800.00
Wood chipper	21.04.15	825.00				825.00
Poweroll Excel roller	22.06.15	12,495.00				12,495.00
Danarm TMV 50L strimmer	15.07.15	360.00				360.00
Trimax 155 flail	15.07.15	4,510.00				4,510.00
Danarm tj27E hedgetrimmer	15.07.15	0.00				0.00
Silky Zubat hand saw	21.01.16	59.00				59.00
CLFG 5100 ES Generator	16.03.16	682.80				682.80
Battery Charger	10.02.16	34.40				34.40
ATV	09.08.16	16,620.00				16,620.00
Pressure Washer	31.03.16	324.21				324.21
Fertiliser spreader	01.08.17	450.00				450.00
Strimmer 24"	01.08.17	996.00				996.00
Strimmer HL92	01.08.17	442.00				442.00
M251Chain Saw and Blower	26.04.17	929.47				929.47
Strimmer 24"	25.10.18	510.00				510.00
Roller Mower	01.05.19	0.00	6,300.00			6,300.00
New Motor blade	03.12.19	0.00	614.50			614.50
New pruner	25.12.20	0.00	417.51			417.51
Line trimmer	25.12.21	0.00	414.58			414.58
Long reach chainsaw	29.02.20	0.00	355.94			355.94
		134,851.62	0.00	8,102.53	0.00	142,954.15
<b>Cemetery</b>						
Cemetery land		1.00				1.00
Concrete Garage	01.04.95	3,768.00				3,768.00
Arch	01.07.99	1,544.00				1,544.00
Wooden seat	28.07.99	372.00				372.00
Bench	01.07.03	427.00				427.00
Noticeboard	01.08.11	869.14				869.14
Circular tree bench	23.04.14	999.00				999.00
40 x slabs	01.05.14	0.00				0.00
		7,980.14	0.00	0.00	0.00	7,980.14
<b>New Century Park</b>						
Land at New Century Park		1.00				1.00
Basketball goal	01.04.99	1,145.15				1,145.15
Contour Seats	23.11.99	2,380.00				2,380.00
Play equipment	01.04.00	21,495.00				21,495.00
Home Guard Gates	01.04.01	6,495.00				6,495.00
Jubilee Gates	31.03.03	4,000.00				4,000.00

CCTV equipment	06.05.03	9,014.00			9,014.00
Eco Play unit	22.09.03	11,783.00			11,783.00
CCTV floodlights	02.12.03	1,231.65			1,231.65
Safety Surface Play Area	21.11.05	27,512.00			27,512.00
Fence Railings	20.02.06	25,219.00			25,219.00
2 replacement CCTV Cameras	20.02.06	660.00			660.00
Play area gate (DDA compliant)	20.10.06	875.00			875.00
CCTV Hard Drive	25.10.08	2,150.00			2,150.00
Brookfield Gate	30.11.08	218.63			218.63
Grit Bin	10.12.10	132.00			132.00
Goal	09.09.11	3,852.90			3,852.90
Dice Spinner	29.05.12	165.00			165.00
CCTV Digital Recorder	14.12.12	893.00			893.00
2 x CCTV Replacement Cameras	14.12.12	890.00			890.00
CCTV Camera	31.05.13	445.00			445.00
10 x Outdoor Fitness Units	20.01.14	32,000.00			32,000.00
Bench	21.01.14	645.00			645.00
Bench	08.02.16	337.00			337.00
Bench	31.03.16	774.00			774.00
Bench	22.03.16	801.00			801.00
Bench	22.03.16	337.00			337.00
New signs for play area	31.05.16	96.77			96.77
bench	11.07.16	627.60			627.60
New Youth shelter	01.04.17	34,482.00			34,482.00
Pitch 3 Goalposts	01.04.17	909.00			909.00
Chin up bars	01.04.17	1,420.00			1,420.00
2 new cradle swing seats	21.06.17	348.00			348.00
		193,334.70			193,334.70
<b>Office</b>					
<b>Furniture – cupboards and storage</b>	01.04.90	0.00			
Furniture – desks and chairs	01.04.90	0.00	0.00		0.00
Badge of Office	01.04.97	0.00	0.00		0.00
Coin counter	2.8.04	0.00	0.00		0.00
Safe	21.9.04	0.00	0.00		0.00
Desk, chair and pedestals	16.05.05	0.00	0.00		0.00
Projector	18.09.06	0.00	0.00		0.00
Microsoft Office Software	26.04.07	0.00	0.00		0.00
Misc PC equipment	26.04.07	0.00	0.00		0.00
Office Printer	15.10.08	0.00	0.00		0.00
Office Chair for Ranger	16.01.09	0.00	0.00		0.00
New Photocopier	29.04.09	0.00	0.00		0.00
CCTV Village Hall	18.08.09	0.00	0.00		0.00
CCTV Horton Heath	18.08.09	0.00	0.00		0.00
Acer Aspire Laptop	09.09.10	0.00	0.00		0.00
Office Chairs	20.10.11	0.00	0.00		0.00
2 x Novatech Pro NS107 PC's	13.12.12	0.00	0.00		0.00
2 x Novatech 22" Widescreen LED Monitors	13.12.12	0.00	0.00		0.00
Mapping software	20.08.13	0.00	0.00		0.00
24 port ethernet switch	15.01.14	0.00	0.00		0.00
External storage hard drive	15.01.14	0.00	0.00		0.00
Internal storage	15.01.14	0.00	0.00		0.00
Digital camera	17.02.15	49.99	0.00		49.99
Toshiba L50-B-IUT Notebook	07.05.15	323.12	0.00		323.12
2 x tower fans	03.07.15	0.00	0.00		0.00
Blinds	30.10.15	0.00	0.00		0.00
Broadband extender	17.11.15	0.00	0.00		0.00
2 x Novatech Pro NS107 PC	05.10.16	525.97	0.00		525.97
Dell PC and Laptop	02.12.19	0.00	1,130.00		1,130.00
Inkjet printer	24.03.20	0.00	62.98		62.98
			0.00		
		899.08	1,192.98		2,092.06

<b>Miscellaneous</b>					
Memorial		9,622.07			9,622.07
Timber Bus Shelters x 4	01.04.95	11,545.58			11,545.58
Fences and Gates	01.04.99	18,400.00			18,400.00
Notice boards x 5	31.03.03	4,426.00			4,426.00
Bench for The Square bus shelter	20.7.04	469.20			469.20
Memorial Safety Kit	20.02.06	67.98			67.98
Clock	20.11.06	3,000.00			3,000.00
Bus Shelter	09.01.08	2,120.70			2,120.70
LED Christmas Lights	27.06.08	2,016.00			2,016.00
2 Noticeboards	30.06.10	2,000.00			2,000.00
1 Noticeboard	15.02.11	1,200.00			1,200.00
Village Square Bench	27.01.11	713.00			713.00
Speed Watch Pack	24.01.12	2,500.00			2,500.00
2 x Marquees	14.01.13	228.00			228.00
Noticeboard - Oak Walk	01.05.14	867.26			867.26
13 x Mapboards	15.01.15	5,354.17			5,354.17
7 x Christmas star motifs	04.01.15	1,659.00			1,659.00
World War 1 seat in Square	20.12.14	535.00			535.00
Bus shelter - Sandy Lane	30.04.15	2,500.00			2,500.00
Fencing - Campbell Way allotments	01.10.15	15,373.20			15,373.20
Speed watch kit	30.10.15	2,750.00			2,750.00
7 x Christmas star motifs	30.10.15	1,659.00			1,659.00
Noticeboards	06.06.16	1,273.43			1,273.43
Christmas Motifs	12.12.16	2,410.80			2,410.80
Wyvern Meadow signage	14.02.17	140.55			140.55
					0.00
		92,830.94			92,830.94
<b>Dean Road Play Area</b>					
<b>Land at Dean Road</b>		1.00			1.00
Gate	03.04.03	550.00			550.00
Signs	15.01.16	131.39			131.39
Dean Road Fence	22.11.17	7,701.38			7,701.38
		8,383.77			8,383.77
<b>Meadowsweet Way</b>					
<b>Play equipment</b>	31.08.03	35,900.00			35,900.00
CCTV	31.03.03	2,601.00			2,601.00
Play Area gate	18.07.05	565.00			565.00
CCTV at Horton Heath	28.04.06	2,350.00			2,350.00
Land	31.12.10	1.00			1.00
CCTV Monitor HHCC	14.10.11	108.00			108.00
Digital Recorder CCTV	14.12.12	893.00			893.00
4 x CCTV cameras	31.07.15	2,495.00			2,495.00
		44,913.00			44,913.00
<b>Daisy Dip</b>					
<b>Land</b>	01.04.13	1.00			1.00
Noticeboard	14.05.13	1,222.00			1,222.00
Fence	02.08.13	2,515.00			2,515.00
		3,738.00			3,738.00
<b>Knowle Hill</b>					
<b>3 wooden/concrete picnic tables</b>	01.04.95	0.00			
1 new wooden table to replace vandalised one	30.09.03	278.00			278.00
Boardwalk	18.10.11	2,550.00			2,550.00
Sign	21.04.16	46.20			46.20
		2,874.20			2,874.20
<b>Knowle Park (previously White Tree Farm)</b>					
<b>Land</b>	11.05.06	1.00			1.00



Fencing and gate	17.10.05	1,995.60				1,995.60
Fencing and gate	19.12.05	535.00				535.00
Bin	16.01.06	166.00				166.00
Kissing gates and fencing	28.09.06	1,095.60				1,095.60
Boundary Fence	30.07.07	1,650.00				1,650.00
Tel Poles	13.11.07	0.00				0.00
Cemetery & Allotment Fencing	10.03.08	7,746.00				7,746.00
Allotment Fencing	14.01.09	3,046.54				3,046.54
Allotment Fencing	30.03.09	950.00				950.00
Allotment Track	16.03.09	4,910.00				4,910.00
Oak Tree Bench	10.05.10	3,100.00				3,100.00
Boardwalk	26.07.10	4,380.00				4,380.00
Acorn Sculptures	03.10.10	6,950.00				6,950.00
Plantation Fencing	29.10.10	3,238.00				3,238.00
Decorative Iron Fence	28.02.11	11,500.00				11,500.00
5 Hawthorn Seat Benches	28.02.11	1,620.00				1,620.00
3 Kensington Benches	28.02.11	2,010.00				2,010.00
4 Picnic Benches	28.02.11	1,836.00				1,836.00
Viewing Point Plinth	28.02.11	2,900.00				2,900.00
Information Panel	07.01.11	1,434.00				1,434.00
2 Seats	31.03.11	334.00				334.00
Noticeboard	31.03.11	849.94				849.94
Allotments - Water Troughs	25.05.11	411.05				411.05
Car Park	30.06.11	30,030.00				30,030.00
Hawthorn Bench	02.11.11	334.00				334.00
Noticeboard	24.04.12	1,234.00				1,234.00
Bench	19.06.12	456.00				456.00
Noticeboard	11.02.13	1,222.00				1,222.00
Arch Sculpture	27.03.13	3,150.00				3,150.00
Bench	23.04.13	399.00				399.00
Bench	01.04.15	479.00				479.00
Skatepark equipment	30.06.15	6,020.00				6,020.00
Bench	25.08.15	783.00				783.00
Bench	04.11.15	337.00				337.00
Bench	29.07.16	250.00				250.00
Bench	11.07.16	1,275.60				1,275.60
bench (Knowle lane allotments)	05.09.16	482.40				482.40
sign	10.09.16	42.05				42.05
metal sign	17.10.16	23.99				23.99
		109,176.77	0.00	0.00	0.00	109,176.77
<b>Garage</b>						
Garage at village hall	01.04.95	3,846.98				3,846.98
Garage contents	01.04.97	0.00				0.00
Angle Grinder	09.04.03	0.00				0.00
SBD Garador Guardian Retractable Door	02.12.13	0.00				0.00
		3,846.98	0.00	0.00	0.00	3,846.98
<b>New parish office and compund</b>						
<b>New Parish Office building</b>	10.11.17	766,466.00				766,466.00
CCTV Moniter, DVR and cameras	10.11.17	4,495.00				4,495.00
Intruder alarms	10.11.17	1,395.00				1,395.00
Bison strimmer and Vaults	10.11.17	2,385.00				2,385.00
Office Furniture	01.01.18	17,373.60				17,373.60
Burgular bars	31.11.17	645.00				645.00
Folding wall	01.01.18	8,006.40				8,006.40
Alarm system	01.01.18	810.00				810.00
White goods	01.01.18	932.00				932.00
Additional computers x2	01.01.18	2,124.48				2,124.48
CCTV	01.01.18	4,555.00				4,555.00
Fire extinguishers	01.01.18	1,092.00				1,092.00
Parish office fencing	21.03.18	1,702.81				1,702.81

Parish office barriers	21.03.18	7,350.68				7,350.68
<b>Parish Office Clock</b>	19.12.18	1,595.00				1,595.00
		820,927.97		0.00		820,927.97
<b>Woodlands Community Centre</b>						
Woodland Community Centre Building	01.04.18	1.00				1.00
Printer/scanner	21.05.18	108.33				108.33
Kitchen equipment	15.06.18	332.15				332.15
Mirrors	20.06.18	180.00				180.00
Lock cylinders and keys	20.06.18	868.32				868.32
Floor scrubber	18.07.18	1,299.00				1,299.00
Roller blinds	18.07.18	682.50				682.50
Dishwasher and Boiler	18.07.18	1,793.44				1,793.44
Key cabinet and cigarette bins	21.05.18	46.47				46.47
Fencing	08.06.18	2,400.00				2,400.00
Gate	01.07.18	150.24				150.24
Fencing	08.06.18	2,400.00				2,400.00
CCTV	18.07.18	3,577.50				3,577.50
Coffee Table	17.08.18	40.00				40.00
Low hanging trolley	17.08.18	275.00				275.00
Woodlands Furniture	17.08.18	8,240.00				8,240.00
Additional woodlands furniture	25.01.19	1,189.60				1,189.60
		23,583.55				23,583.55
<b>Horton Heath Community Centre</b>						
Community Building		1.00				1.00
Kitchen Equipment	Donated 25.11.18	400.00				400.00
Floor scrubber	Donated 25.11.18	500.00				500.00
Curtains and blinds	Donated 25.11.18	1,000.00				1,000.00
Metal Gate	Donated 25.11.18	300.00				300.00
Hall chairs	Donated 25.11.18	500.00				500.00
Water Boiler	Donated 25.11.18	100.00				100.00
Kitchen Crockery and utensils	Donated 25.11.18	200.00				200.00
cleaning materials	Donated 25.11.18	300.00				300.00
Toilet Mirrors	Donated 25.11.18	50.00				50.00
Defibulator	6.12.18	1,250.00				1,250.00
Kitchen Equipment	25.07.19	0.00		14,787.33		14,787.33
		4,601.00	0.00	14,787.33	0.00	19,388.33
<b>Total value of fixed assets as at 31.03.20</b>		<b>1,913,702.06</b>	<b>0.00</b>	<b>24,082.84</b>	<b>0.00</b>	<b>1,937,784.90</b>
<b>Revaluations in the year</b>		0.00				
Added in year		24,082.84				
Disposed of in year		-				
<b>Total value of fixed assets as at 31.03.19</b>		<b>1,937,784.90</b>				

**Financial Statement Summary**

- Total cash held across all bank accounts as at 30<sup>th</sup> April is £811,632
- Total Petty cash held as at 30<sup>th</sup> April is £60.78
- Total receipts for April into the current account was £270,497  
£209,586 related to the receipt of the 1<sup>st</sup> Half precept from EBC received on 30<sup>th</sup> April.
- Total current account payments for April was £58,692  
(see attached for breakdown)
- Total BACS invoice payments outstanding is £1,519
- There are no cheques that require signing this month.

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Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 30 April 2020

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Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2020	Current Account	245,859.15
30/04/2020	Premier Account	257,423.68
30/04/2020	Public Sector Deposit Fund	308,287.98
31/03/2020	Petty Cash	60.78

811,631.59

Unpresented Payments

150.00

811,481.59

All Cash & Bank Accounts

1	Current Account	245,709.15
2	Premier Account	257,423.68
3	Public Sector Deposit Fund	308,287.98
4	Petty Cash	60.78
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>811,481.59</u>

## Receipts for Month 1

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	33,904.49					33,904.49	
	Banked: 01/04/2020	285.00						
	main occasion	285.00			4875	600	285.00	refund for VE DAY payment
	Banked: 03/04/2020	4,956.50						
	EBC	4,956.50			1100	100	4,956.50	Contribution grant
	Banked: 03/04/2020	84.00						
	Sales Recpts Page 84	84.00	84.00		100			Sales Recpts Page 84
	Banked: 04/04/2020	50,000.00						
trans	Premier Account	50,000.00			210		50,000.00	current act top up
	Banked: 06/04/2020	240.00						
	meadfleet	240.00			4540	290	240.00	refund
	Banked: 14/04/2020	28.00						
	Sales Recpts Page 85	28.00	28.00		100			Sales Recpts Page 85
	Banked: 14/04/2020	56.00						
	Sales Recpts Page 86	56.00	56.00		100			Sales Recpts Page 86
	Banked: 14/04/2020	26.00						
	Sales Recpts Page 87	26.00	26.00		100			Sales Recpts Page 87
	Banked: 15/04/2020	39.00						
	Sales Recpts Page 88	39.00	39.00		100			Sales Recpts Page 88
	Banked: 15/04/2020	26.00						
	Sales Recpts Page 89	26.00	26.00		100			Sales Recpts Page 89
	Banked: 15/04/2020	92.50						
	Sales Recpts Page 90	92.50	92.50		100			Sales Recpts Page 90
	Banked: 15/04/2020	45.50						
	Sales Recpts Page 91	45.50	45.50		100			Sales Recpts Page 91
	Banked: 15/04/2020	45.63						
	Sales Recpts Page 92	45.63	45.63		100			Sales Recpts Page 92
	Banked: 16/04/2020	1,111.50						
	Sales Recpts Page 93	1,111.50	1,111.50		100			Sales Recpts Page 93
	Banked: 16/04/2020	32.50						
	Sales Recpts Page 94	32.50	32.50		100			Sales Recpts Page 94
	Banked: 16/04/2020	18.00						
	Sales Recpts Page 95	18.00	18.00		100			Sales Recpts Page 95
	Banked: 17/04/2020	564.00						
	Sales Recpts Page 96	564.00	564.00		100			Sales Recpts Page 96
	Banked: 17/04/2020	60.00						
	Sales Recpts Page 97	60.00	60.00		100			Sales Recpts Page 97

## Receipts for Month 1

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 17/04/2020	395.00						
	Sales Recpts Page 98	395.00	395.00		100			Sales Recpts Page 98
	Banked: 20/04/2020	78.00						
	Sales Recpts Page 99	78.00	78.00		100			Sales Recpts Page 99
	Banked: 20/04/2020	144.00						
	Sales Recpts Page 100	144.00	144.00		100			Sales Recpts Page 100
	Banked: 20/04/2020	43.32						
	Sales Recpts Page 101	43.32	43.32		100			Sales Recpts Page 101
	Banked: 23/04/2020	52.00						
	Sales Recpts Page 102	52.00	52.00		100			Sales Recpts Page 102
	Banked: 23/04/2020	1,944.27						
	HMRC	1,944.27			105		1,944.27	vat refund (Jan - march 19)
	Banked: 24/04/2020	126.00						
	Sales Recpts Page 103	126.00	126.00		100			Sales Recpts Page 103
	Banked: 29/04/2020	130.00						
	Sales Recpts Page 104	130.00	130.00		100			Sales Recpts Page 104
	Banked: 29/04/2020	288.00						
	Sales Recpts Page 105	288.00	288.00		100			Sales Recpts Page 105
	Banked: 30/04/2020	209,586.05						
	EBC	209,586.05			1076	100	209,586.05	1st half precept
	Total Receipts for Month	270,496.77	3,484.95	0.00			267,011.82	
	Cashbook Totals	<u>304,401.26</u>	<u>3,484.95</u>	<u>0.00</u>			<u>300,916.31</u>	

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/04/2020	southern electric	DD	53.00		8.83	4405	240	44.17	electricity - Pavillion
01/04/2020	tesco	VISA	120.97		20.16	4305	210	100.81	Fuel
01/04/2020	BT	DD	103.08		17.18	4120	240	85.90	tel and broadband - Pavil
01/04/2020	ACELIFTAWAY	73841	106.28	106.28		500			allotment toilet
01/04/2020	APPLETON SIGNS	73842	43.60	43.60		500			Seat Plaque
01/04/2020	AQUA AID	73843	46.50	46.50		500			water dispenser
01/04/2020	EBC	73844	25,597.69	25,597.69		500			Business rates
01/04/2020	FIRECARE &SECURITY	73845	1,077.60	1,077.60		500			Fire risk assessments
01/04/2020	FOX'S CLEANING	73846	25.00	25.00		500			Window cleaning -HH
01/04/2020	GS WHITE	73847	390.00	390.00		500			Electrical repairs - HH
01/04/2020	PAUL FREEMAN TREE SERVICES	73848	2,250.00	2,250.00		500			TREE WORK - Cemetary
01/04/2020	PENINSULA	73849	356.50	356.50		500			HR services
01/04/2020	QIC systems	73850	3,603.12	3,603.12		500			Monthly licence
01/04/2020	REALTIS BUSINESS SOLUTIONS	73851	30.00	30.00		500			move software to new PC
01/04/2020	SHAWYERS	73852	1,800.00	1,800.00		500			Tree survey
01/04/2020	SMART MARKETING	73853	78.00	78.00		500			Marketing support
01/04/2020	SOUTHERN WATER	73854	347.37	347.37		500			water -PO
01/04/2020	SURREY HILLS	73855	240.00	240.00		500			legal advice - re.scouts
01/04/2020	TUDOR	73856	742.06	742.06		500			leaflet distribution
02/04/2020	BT	DD	103.08		17.18	4120	250	85.90	Tel and broadband
06/04/2020	southern water	DD	286.16		47.69	4410	250	238.47	water - HH
14/04/2020	BARCLAYCARD	DD	48.00		8.00	4140	110	40.00	Card terminal
14/04/2020	adobe	VISA	12.64		2.11	4132	110	10.53	adobe subscription
15/04/2020	payroll	BACS	13,459.86			4000	110	4,943.54	payroll
						4000	200	8,516.32	payroll
15/04/2020	Payzone	DD	22.20		3.70	4140	110	18.50	card payments
15/04/2020	Overline	DD	222.86		37.14	4120	230	185.72	Tel & broadband lines
15/04/2020	Overline	DD	68.79		11.46	4120	150	57.33	Tel & broadband lines
15/04/2020	o2	DD	31.79		5.30	4125	110	26.49	mobiles
15/04/2020	amazon	VISA	24.99			4435	150	24.99	Handwash Soap
16/04/2020	sage software	DD	20.40		3.40	4132	110	17.00	payroll software
17/04/2020	BRSA	DD	152.74			4410	230	152.74	Water - woodlands
20/04/2020	HCC	VISA	195.44			4080	110	40.00	Refuse sacks, copier paper
						4435	150	155.44	Refuse sacks, copier paper
23/04/2020	BRSA	DD	29.61			4410	250	29.61	Water - HH
24/04/2020	EBC	DD	239.30		39.88	4680	300	199.42	Trade bins
27/04/2020	Hampshire pensions	BACS	3,405.83			4010	110	1,292.08	pensions
						4010	200	2,113.75	pensions
27/04/2020	Mrs D	BACS	60.00			1200	230	60.00	Hall refund
27/04/2020	SLCC	BACS	36.00			4105	110	36.00	Microsoft teams training
27/04/2020	HMRC	BACS	3,212.52			4000	110	1,116.26	paye
						4000	200	2,096.26	paye
28/04/2020	British Gas	DD	47.26		7.88	4400	150	39.38	Gas - Parish Office
29/04/2020	BT	DD	1.87		0.31	4120	110	1.56	Tel and broadband

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Total Payments for Month	58,692.11	36,733.72	230.22	21,728.17
Balance Carried Fwd	245,709.15			
Cashbook Totals	<u>304,401.26</u>	<u>36,733.72</u>	<u>230.22</u>	<u>267,437.32</u>



## Creditors for Month No 2

## Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
28/04/2020	1243		SMART	SMAR001	313.75	62.75	376.50	4134	110	65.00	Markwting support&hand saniti
								4990	110	248.75	Markwting support&hand saniti
28/04/2020	2454		QIC	QIC	218.94	43.79	262.73	4133	110	218.94	monthly licence
28/04/2020	1024500		UNI HOSPIT	UNI HOSPIT	204.00	0.00	204.00	4030	200	204.00	Staff medical appointment
28/04/2020	1709		RS COMPONENTS	RS CO	32.20	6.44	38.64	4540	290	32.20	lighting
28/04/2020	8550		CONDOR	COND001	25.32	5.06	30.38	4085	110	25.32	printer consumables
28/04/2020	3841		TRADE	TRAD001	106.35	21.27	127.62	4540	290	106.35	timber, screwdrivers, wood pai
28/04/2020	13573		DATA	DATA	150.00	0.00	150.00	4133	110	150.00	secure hosting
28/04/2020	74183		ACE	ACE001	85.71	17.14	102.85	4820	500	85.71	allotment toilet
28/04/2020	5138		TRADE	TRAD001	25.38	5.07	30.45	4540	290	25.38	misc materials
28/04/2020	2412		TRADE	TRAD001	163.22	32.64	195.86	4540	290	163.22	Misc materials
TOTAL INVOICES					<u>1,324.87</u>	<u>194.16</u>	<u>1,519.03</u>			<u>1,324.87</u>	
VAT ANALYSISCODE S @ 20.00%					970.87	194.16	1,165.03				
VAT ANALYSISCODE Z @ 0.00%					354.00	0.00	354.00				
TOTALS					<u>1,324.87</u>	<u>194.16</u>	<u>1,519.03</u>				