

**OTTERHAMPTON PARISH COUNCIL**  
**SUMMARY OF RECEIPTS AND PAYMENTS**  
**For the Year Ending 31 March 2014**

			£	£
			<b>2012/13</b>	<b>2013/14</b>
<b>RECEIPTS</b>				
1	Precept		15000.00	16500.00
2	Sedgemoor DC RLT 2		674.00	0.00
3	Sedgemoor DC Overpayment (Dog bins)		1003.00	0.00
4	Bank Interest		4.00	4.00
5	VAT Refund		952.00	992.00
6	Wayleave		4.00	4.00
7	Book Sales (Otterhampton Parish 2000)		15.00	65.00
8	Rent (OPRA)		0.00	200.00
9	Grant (OPRA Fireworks)		0.00	564.00
10	Balancing Figure (Inc. C/F £41 unrepresented cheque)		45.00	-4.00
	<b>TOTAL RECEIPTS</b>		<b>£ 17697.00</b>	<b>18325.00</b>
<b>PAYMENTS</b>				
11	Annual Insurance		847.00	698.00
12	External Audit Fees		135.00	100.00
13	SALC Membership		205.00	0.00
14	SALC Course Fees		65.00	0.00
15	Clerk Salary Costs	<i>2012/13</i>	<i>2013/14</i>	
	a - Salary - Agreed expenses & extra hours (NET)	<i>2733.58</i>	<i>3261.13</i>	
	b - Salary - PAYE	<i>683.38</i>	<i>870.20</i>	
	c - Salary - Misc Office Expenses	<i>123.49</i>	<i>164.50</i>	
	d Clerk Total Salary		3540.00	4296.00
	e Clerk's Retirement Pension		0.00	2000.00
16	Accountancy Fees for PAYE (£180 inv for 2013/14 to pay)		188.00	0.00
17	Stationery/Print Cartridges/Anti-Virus		136.00	125.00
18	Printing Costs		882.00	695.00
19	Advertisement for replacement Clerk		0.00	209.00
20	Bank Charges		16.00	46.00
21	Subscriptions / Membership / Cluster Fee costs		95.00	110.00
22	Village Hall - Rent for Parish Council Meetings		45.00	153.00
23	S137 Grants (Hall Hire for Chat n Chill)		108.00	207.00
24	Annual Playground Inspection		66.00	68.00
25	Enhancements	<i>2012/13</i>	<i>2013/14</i>	
	a - Tree Cutting/Ground Works	<i>300.00</i>	<i>102.00</i>	
	b - Dog Bins	<i>1115.00</i>	<i>836.00</i>	
	c - Service Mower	<i>0.00</i>	<i>160.00</i>	
	d - Picnic Table	<i>490.00</i>	<i>0.00</i>	
	e - SDC Fence	<i>0.00</i>	<i>388.00</i>	
	f - Grass Cutting (Greenslades 2012/13; SDC 2013/14)	<i>1636.00</i>	<i>813.00</i>	
	g - Gardening (K.Preston)	<i>783.00</i>	<i>715.00</i>	
			4324.00	3014.00
26	Ground Work (Riverside Farm)		0.00	2040.00
27	Wharf Road Maintenance		0.00	402.00
28	Repairs to Bus Shelter		0.00	605.00
29	Sundries		7.00	0.00
30	Jubilee Costs		442.00	0.00
31	OPRA Fireworks		564.00	582.00
32	Defibrillator Box		0.00	385.00
33	Laptop computer (2012/13; Printer 2103/14)		375.00	66.00
34	Grants	<i>2012/13</i>	<i>2013/14</i>	
	a - Wildflower Project	<i>100.00</i>	<i>0.00</i>	
	b - Otterhampton Village Hall	<i>300.00</i>	<i>280.00</i>	
	c - Citizens Advice Bureau	<i>50.00</i>	<i>50.00</i>	
			450.00	330.00
35	VAT		992.00	1351.00
	<b>TOTAL PAYMENTS</b>		<b>£ 13482.00</b>	<b>17482.00</b>

For an explanation of differences refer to page2

**OTTERHAMPTON PARISH COUNCIL**  
**RECEIPTS AND PAYMENTS - YEAR ENDING 31 MARCH 2014**  
**Explanation of Differences**

**PAYMENTS**

**Line 13 - SALC Membership**

The 2013/14 invoice was paid on 7.3.13 and hence was recorded as 2012/13 expenditure. It is noted that the 2014/15 invoice (circa £180) has not been received to date.

**Line 15d - Clerk's Salary Costs**

a) Higher expenditure re additional hours worked and a duplicate payment of £200 in error (re change of procedure) which has been recovered and will appear in the 2014/15 accounts as a repayment.

b) PAYE higher in proportion to amount of salary paid.

**Line 22 - Village Hall - Rent for Parish Council meetings**

Higher expend. in 2013/14 assumes £45 expenditure should be in previous year (ie 12 x £9 = £108, actual £153)

**Line 23 - S137 Grants - Hall Hire for Chat n Chill**

Higher expenditure in 2013/14 assumes a percentage of expenditure should have been in 2012/13

\* Outstanding invoice from Nov 2013 £9 (line 22) and £18 (line 23) to be paid on 1.5.14 (2914/15 accounts).

**Line 25a - 25g - Enhancements**

a) One off costs in 2012/13 represents tree clearance at Steart, £200

c) d) e) - All one off costs

f) Reduction in costs for 2013/14 due to appointment of SDC (possibility that Wharf Road Maint. £402 included within Grass Cutting costs); introduction of wildflower meadow has also reduced this cost.

**Line 27 - Wharf Rd Maintenance**

See 25f above

**Lines 19,26,28,30,32,33,34a**

All one-off expenditure.

**Lines 35 - VAT**

Increase in 2013/14 is due to greater amount of expenditure / purchases eligible for VAT which increases the amount of VAT that can be reclaimed.

**OTTERHAMPTON PARISH COUNCIL**  
**RECONCILIATION OF ACCOUNTS**

**FOR THE TWELVE MONTHS ENDING 31 MARCH 2014**

**SUMMARY**

	£
RECEIPTS AND PAYMENTS	
Balance brought forward at 01/04/2013	7024.86
Add Total Receipts	18325.44
SUB TOTAL	25350.30
Less Total Payments	17482.00
<b><u>Balance carried forward at 31/03/14</u></b>	<b><u>7868.30</u></b>

These cumulative funds are represented by:

Lloyds Bank Account - Current	3276.94	
Less unrepresented cheque 000654	<u>2000.00</u>	1276.94
Lloyds Bank Account - Business		6588.14
Lloyds Bank Account - Pension		3.22
TOTAL		7868.30
<b><u>Net Bank Balance at 31/03/14</u></b>		<b><u>7868.30</u></b>

Reconciled and prepared by Mrs Aly Prowse (Clerk to Parish Council)

SIGNED                      Original Signed by A.Prowse  
..... Date .....  
Aly Prowse (Clerk)

APPROVED                      Original signed by B.Leathwood  
..... Date .....  
Barry Leathwood (Chairman to Otterhampton Parish Council)

**OTTERHAMPTON PARISH COUNCIL**

**Supporting Statement for the Year Ending 31 March 2014**

Assets / Movement During The Year

- 1 Funds set aside in Lloyds Account No 0616866 (Clerks Pension Fund) of £1850 were withdrawn to pay to the Clerk who retired on 31.3.14. A small balance of £3.22 was retained to keep the account open.
  
- 2 Funds set aside in Reserves for the repairs to Buoy £4000 were not spent as the work is yet to be finished. It is anticipated this will be complete in 2014/15. The Parish Council retain a £4000 sum as a Contingency fund.
  
- 3 At 31 March 2014, the total value of the assets of Otterhampton Parish Council is £18969. Capital expenditure during the year totalled £451. This was for the new office printer (£66) and the defibrillator box (£385)

Borrowings: There were no outstanding loans to the Parish Council as at 31.3.14.  
Leases: Otterhampton Parish Council has no leases.  
Debts: There were no outstanding debts to the Parish Council as at 31.3.14.  
Tenancies: There were no tenancies entered into by the Parish Council.

Section 137

Section 137 of the Local Government Act enables the Parish Council to spend up to a total of £6.98 per head of the electorate for the benefit of the community on activities and projects not specifically authorised by other powers. The limit for this year was £4837 (693 x £6.98). £237 was spent against this category in respect of £207 for Chat n Chill and £30 contribution towards the Parish Cluster meetings.

Agency Work: The Parish Council undertook no Agency Work on behalf of other authorities during 2013/14.  
Advertising/Publicity: £209 was spend during the year to advertise the Parish Clerk vacancy.  
Superannuation: The Parish Council made no contributions during 2013/14.

SIGNED Original signed by B.Leathwod  
..... DATE.....

Barry Leathwood (Chairman)

Original signed by A.Prowse  
.....

Aly Prowse (Clerk / Financial Officer)

APPROVED by OTTERHAMPTON PARISH COUNCIL at the Parish Council meeting held on 4 June 2014.

**OTTERHAMPTON PARISH COUNCIL**

**ASSET SCHEDULE**

**AS AT 31 MARCH 2014**

<u>DESCRIPTION</u>	<u>EST VALUE</u>
	£
A Buildings	
Stone Built Bus Shelter	10000.00 Replacement Cost
Stone Built Barn	1.00 Nominal fig. not saleable
B Land	
The Old Wharf Road	1.00 } Nominal Value
Combwich Common	1.00 } Not saleable
Land at the Bus Shelter with trees	1.00 }
C Street Furniture	
Notice Board x 3	300.00
Notices x 3	150.00
Concrete Centenary Trough	350.00
Buoy with plaque	250.00 *irreplaceable
Children's Swings	800.00
Climbing Frame	350.00
Fencing to Playground	400.00
Life Buoy in Frame	300.00
Seats, timber / concrete x 6	1200.00
Seats, timber / metal x 2	100.00
Waste Bins x 3	80.00
Light at Bus Shelter	320.00
Picnic Table	490.00 Purchased May 2012
Welcome Feature	1000.00
D Equipment	
Laptop	400.00 Purchased Sept 2012
Printer	70.00 Purchased Apr 2013
Filing Cabinets	20.00
De-Fibrillator	2000.00
De- Fibrillator Box	385.00 Purchased 2013
TOTAL	<u>18969.00</u>