

Felton Parish Council

Annual Return Year Ending 31 March 2022

		Year Ending	
		31-Mar-21	31-Mar-22
	BOX	£	£
Balances Brought Forward	1	58,266	69,687
Annual Precept	2	32,085	31,077
Other Receipts	3	4,553	5,086
Staff Costs	4	8,025	9,316
Other Payments	6	17,191	19,275
Balances Carried Forward	7	69,687	77,259
Total Cash & Investments	8	83,250	90,666
Total Fixed Assets	9	74,017	68,243

Notes

Variance between Boxes 7 and 8 for 2020/21 of £13,563:

Box 8 includes funds held for Felton Cemetery Joint Committee by Felton Parish Council, of which £13,563.43 are held for the Newton on the Moor & Swarland Parish Council and Thirston Parish Council as follows. Newton on the Moor & Swarland's parish contribution was not received during the financial year and their total share of payments was paid out of their share of reserves, the apportionment of which has been adjusted accordingly:

Newton on the Moor & Swarland Parish Council:	8,035.88
Thirston Parish Council:	5,527.55
	<u>13,563.43</u>

Variance between Boxes 7 and 8 for 2021/22 of £13,407:

Box 8 includes funds held for Felton Cemetery Joint Committee by Felton Parish Council, of which £13,407.47 are held for the Newton on the Moor & Swarland Parish Council and Thirston Parish Council as follows. Newton on the Moor & Swarland's parish contribution for the previous financial year 2020/21 and the current year 2021/22 were both received during the current financial year, reducing the share of total payments paid out of their share of reserves, the apportionment of which has been adjusted accordingly:

Newton on the Moor & Swarland Parish Council:	8,438.88
Thirston Parish Council:	4,968.59
	<u>13,407.47</u>

Felton Parish Council

Receipts and Payments Year Ending 31 March 2022

	Budget:	Felton Parish Council
(inc. proportionate share of income and expenditure for Felton Cemetery)		
BALANCE B/F at 1 April 2021		69,686.84
Receipts:		
Allotments	220.00	230.00
Davisons Obelisk	190.00	175.00
Felton Cemetery Fees	1,422.65	795.88
Insurance	-	1,058.58
Interest received	119.23	7.72
Misc	-	1,000.65
Northern Powergrid Wayleave - Recreation Field	75.00	77.83
Play Area	-	590.56
Precept	32,085.00	31,077.00
Recreation Field - Thirston Parish Council contribution	1,300.00	1,087.39
Reimbursement of NCC Cemetery Charges	90.00	62.00
VAT Refunds	557.68	-
War Memorial	-	-
	<u>36,059.55</u>	<u>36,162.61</u>

Felton Parish Council

Receipts and Payments

Year Ending 31 March 2022

Budget: Felton Parish Council

(inc. proportionate share of income and expenditure for Felton Cemetery)

Payments:

Admin	53.83	24.00
Allotments	220.00	75.00
Audit fee	2,200.00	-
Cemetery Clerk's Salary	-	122.13
Clerk's Expenses	300.00	232.91
Clerk's Salary	5,638.42	7,923.81
Compliance	35.00	35.00
Davisons Obelisk	200.00	-
Defib Machine	85.00	-
Donations	500.00	250.00
Election Costs	1,000.00	1,214.53
Felton Cemetery Fuel	69.21	44.45
Felton Cemetery Graves - Other	-	322.84
Felton Cemetery Graves - Staff	330.67	6.11
Felton Cemetery Grounds Maintenance - Staff	1,845.60	1,264.05
Felton Cemetery Grounds Maintenance	76.90	464.09
Felton Cemetery Materials and Parts	19.23	92.31
Felton Cemetery Plants	15.38	21.07
Felton Cemetery Remembrance Service	-	-
Felton Cemetery Waste Area	-	15.06
Felton in Bloom	-	56.50
Fixed Assets	1,123.04	301.57
Legal fees	4,500.00	2,828.00
Insurance	1,011.54	1,572.52
IT Costs	220.00	184.98
Recreation Lane - maintenance	-	-
Recreation Lane - upkeep	700.00	515.00
Recreation Field	2,700.00	1,218.06
Recreation Field - All Weather Court Lights	300.00	-
Recreation Field - All Weather Court Surface	1,000.00	-
Recreation Field - Drainage	-	570.00
Recreation Field - Minor Expenditure	-	262.90
Recreation Field - Multi User building	7,000.00	-
Recreation Field - Play Area	1,000.00	4,420.45
Riverside/Environmental Fund	1,000.00	60.00
Room Hire	300.00	351.91
Stationery	400.00	163.74
Street Furniture	500.00	983.75
Subscriptions and Training	500.00	445.08
War Memorial	492.28	162.84
Neighbourhood Plan	-	-
Zoom	-	95.92
Misc	46.14	-
Recoverable VAT	565.37	2,289.10
Unrecoverable VAT - no receipt	7.69	0.95
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	35,955.29	28,590.63

BALANCE at 31 March 2022

77,258.82

Felton Parish Council

Reserves

Year Ending 31 March 2022

Explanation for 'high' reserves

Box 7 is more than twice Box 2 because the authority held the following reserves at the year end:

	£	£	£
Earmarked reserves:			
Felton Cemetery - apportioned share	8,278.14		
Allotments	170.00		
Audit	4,600.00		
Chartered Surveyor Fees	3,500.00		
Davisons Obelisk	200.00		
Defib Machine	170.00		
Election Costs	2,335.47		
Environmental/Riverside	4,938.37		
Felton in Bloom	715.38		
Fixed Assets	3,210.68		
Legal Fees	5,892.00		
Neighbourhood Plan	3,941.82		
Noticeboard - Replacement	500.00		
Recreation Field - AW Court Surface	11,000.00		
Recreation Field - Drainage	1,930.00		
Recreation Field - Minor Expenditure	424.17		
Recreation Field - Multi User Building	14,000.00		
Recreation Field - Play Area	-		
Recreation Lane Maintenance	1,375.00		
Street Furniture	442.17		
		<u>67,623.20</u>	
General reserve	6,677.05		
Working balance	2,958.57		
		<u>9,635.62</u>	
Total reserves (must agree to Box 7)			<u><u>77,258.82</u></u>

Ref	Description / Location	Acquisition Date	Disposal Date	Acquisition Cost £	Apportioned Cost £	Box 9 Value	Custodian
1	Davisons Obelisk (part share)	1970		1.00	0.50	0.50	Felton and Newton on the Moor and Swarland Parish Councils
2	War Memorial, Felton Riverside	1920		1.00	0.38	0.38	Felton Cemetery Joint Committee
3	Recreation Field, Felton	Feb-05		3,500.00	3,500.00	3,500	Felton Parish Council
3a	Recreation Lane, Felton	Feb-05		1.00	1.00	1	Felton Parish Council
4	All Weather Court, Recreation Field	May-95		27,755.00	27,755.00	27,755	Felton Parish Council
5	Stone Seating, Riverside, Felton	Jun-01		4,500.00	4,500.00	4,500	Felton Parish Council
6	Notice Board at The Pant	Mar-07		816.00	816.00	816	Felton Parish Council
8	Childrens Play Area Equipment, Recreation Field	Feb-10		25,250.00	25,250.00	25,250	Felton Parish Council
9	Red Telephone Box, The Old Bridge, Felton	Feb-10		1.00	1.00	1	Felton Parish Council
10	Notice Board on Main Street	Sep-11		750.00	750.00	750	Felton Parish Council
11	1 x Seat, 3 x benches in Recreation Field	Jul-13		697.00	697.00	697	Felton Parish Council
12	Layby beside Benlaw Grove	Jul-13		1.00	1.00	1	Felton Parish Council
14	Laptop, held by Clerk	Aug-16		328.00	328.00	328	Felton Parish Council
15	Storage(Shipping) Containers (x2), Recreation Field	Jan-17		3,570.00	3,570.00	3,570	Felton Parish Council
16a	Mower, Cemetery	Jun-18		531.00	204.17	204	Felton Cemetery Joint Committee
17a	Strimmer, Cemetery	Jun-18		341.00	131.11	131	Felton Cemetery Joint Committee
18	Cemetery	Unknown		1.00	0.38	0.38	Felton Cemetery Joint Committee
	5x Bus Shelters (Main Street x2, Acton Lane Head x2, Leamington Lane x1)	Unknown		5.00	5.00	5	Felton Parish Council
20	Felton in Bloom Pots (Various Locations x17)	Unknown		17.00	17.00	17	Felton Parish Council
21	Felton in Bloom Trough, Park View	Mar-19		55.00	55.00	55	Felton Parish Council
22	Felton in Bloom Trough, Dene Close	Mar-19		55.00	55.00	55	Felton Parish Council
23	Felton in Bloom Pot (x2), Seat beyond Coquet Vale	Mar-19		110.00	110.00	110	Felton Parish Council
24	Felton in Bloom Trough, West View/Davison Ave	Mar-19		164.20	164.20	164	Felton Parish Council
26	Riverside	Unknown		1.00	1.00	1	Felton Parish Council
27	Access Ramp, Riverside	Unknown		1.00	1.00	1	Felton Parish Council
28	Cemetery Shed	Unknown		1.00	0.38	0.38	Felton Cemetery Joint Committee
29	Cemetery Flower Troughs (stone) at Gateway (x2)	Sep-18		2.00	0.77	0.77	Felton Cemetery Joint Committee
30	Floodlights - All Weather Court, Recreation Field	Unknown		1.00	1.00	1	Felton Parish Council
31	Printer (Epson), held by Clerk	Jan-20		1.00	1.00	1	Felton Parish Council
32	Football Post/Basketball Equipment, Recreation Field	Unknown		1.00	1.00	1	Felton Parish Council
33	Waste Bins (Various Locations x8)	Unknown		8.00	8.00	8	Felton Parish Council
34	Wheelee Bin, Cemetery	Nov-21		37.00	15.06	15	Felton Cemetery Joint Committee
35	Notice Board at the Cemetery	Jan-22		740.77	301.57	302	Felton Cemetery Joint Committee
Total Value						68,243	

Asset Registration

A parish council's fixed asset register has four main purposes:

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

The definition of fixed assets are property, plant and equipment with a useful life of more than one year used by the parish council to deliver its services. The following items are included in the Asset Register, whether purchased, gifted or otherwise acquired, together with their holding location:

1. land and buildings held freehold or on long term lease in the name of the Council
2. community assets
3. vehicles, plant and machinery
4. assets considered to be portable, attractive or of community significance
5. other assets estimated or known to have a minimum purchase or resale value of £250

The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:

1. land and buildings held on short term lease or rented
2. stock items intended for resale
3. stationery and other consumable items
4. plants and trees
5. assets with a purchase or resale value of less than £100 (other than items listed as for inclusion in the asset register)

The asset register is updated by the Parish Council at the end of each financial year but is a working document which will be amended as necessary.

Fixed Asset Valuation Policy

Asset valuation at first registration on the asset register is at acquisition cost, being either:

1. the purchase price OR
2. the insurance valuation only where it is not possible to trace the purchase price of the asset OR
3. a nominal value of £1 as a last resort. This should also be used for assets gifted to the Council.

Once recorded on the asset register, the recorded value of the asset will not change from year to year unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required and will not be applied and therefore, for reporting purposes, the original value of fixed assets will remain constant throughout their life until disposal. This policy is in line with guidance issued by the Joint Panel on Accountability and Governance, in its publication Governance and Accountability for Smaller Authorities in England.

Felton Cemetery Joint Committee

Assets noted as under the custodianship of Felton Cemetery Joint Committee are included on the asset register of Felton Parish Council, in its capacity as lead authority for reporting requirements for the Committee. The other constituent parish councils of the Committee, Newton on the Moor and Swarland and Thirston, own a part share in these assets.