

(Full Council Meeting 15 June 2023)

Financial Statements for the year ended 31 March 2023

For

Lindfield Parish Council

Lindfield Parish Council

Contents of the Financial Statements

For the year ended 31 March 2023

(Income & Expenditure)

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Summary Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Finance & General Purposes						
	Income	201,279	189,000	(12,279)			106.5%
	Expenditure	154,502	164,633	10,131		10,131	93.8%
	Net Income over Expenditure	<u>46,777</u>	<u>24,367</u>	<u>(22,410)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>46,777</u>					
110	Environment & Amenities						
	Expenditure	48,932	55,900	6,968		6,968	87.5%
	plus Transfer from EMR	2,400					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>(46,532)</u>					
120	Allotments						
	Income	1,302	0	(1,302)			0.0%
	Expenditure	3,139	2,500	(639)		(639)	125.6%
	Movement to/(from) Gen Reserve	<u>(1,837)</u>					
130	Planning & Traffic						
	Expenditure	13,471	5,000	(8,471)		(8,471)	269.4%
	plus Transfer from EMR	12,159					
	Movement to/(from) Gen Reserve	<u>(1,312)</u>					
140	Non Budgeted Expenditure						
	Expenditure	1,520	0	(1,520)		(1,520)	0.0%
	Grand Totals:- Income	202,581	189,000	(13,581)			107.2%
	Expenditure	221,564	228,033	6,469	0	6,469	97.2%
	Net Income over Expenditure	<u>(18,983)</u>	<u>(39,033)</u>	<u>(20,050)</u>			
	plus Transfer from EMR	14,559					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>(4,424)</u>					

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Finance & General Purposes</u>							
1076 Precept	189,000	189,000	0			100.0%	
1090 Interest Received	786	0	(786)			0.0%	
1120 Clock Tower House Rental	9,696	0	(9,696)			0.0%	
1125 CTH Service Charge	1,161	0	(1,161)			0.0%	
1210 Licence Fee	116	0	(116)			0.0%	
1230 Christmas Festival Night	520	0	(520)			0.0%	
Finance & General Purposes :- Income	<u>201,279</u>	<u>189,000</u>	<u>(12,279)</u>			<u>106.5%</u>	<u>0</u>
4000 Salary	80,049	74,797	(5,252)		(5,252)	107.0%	
4010 Tax & NI	6,325	5,200	(1,125)		(1,125)	121.6%	
4020 Pension	12,368	11,553	(815)		(815)	107.1%	
4110 Staff Expenses	0	200	200		200	0.0%	
4111 Payroll Administration	340	350	10		10	97.1%	
4120 Training	85	2,000	1,915		1,915	4.3%	
4140 Audit Fees	1,788	1,500	(288)		(288)	119.2%	
4160 Insurance	1,837	2,500	663		663	73.5%	
4170 Postage & Stationery	166	500	334		334	33.2%	
4175 Annual Memberships/Subscriptio	2,763	2,950	187		187	93.7%	
4180 Photocopying	1,351	2,300	949		949	58.7%	
4190 Telephone & Broadband	2,228	2,500	272		272	89.1%	
4200 IT & Website	3,271	4,000	729		729	81.8%	
4210 Office Equipment	35	1,000	965		965	3.5%	
4221 Lindfield Enterprise Park	630	700	70		70	90.0%	
4230 Grants Paid	2,158	2,500	342		342	86.3%	
4240 Room Hire	781	850	69		69	91.9%	
4250 Cleaning/Catering	3,253	2,700	(553)		(553)	120.5%	
4260 Newsletter & Annual Report	2,290	2,300	10		10	99.6%	
4265 F&GP Professional Fees	1,174	5,000	3,826		3,826	23.5%	
4270 Chairs Allowance	140	500	360		360	28.0%	
4271 Members Allowances	3,870	4,000	130		130	96.8%	
4280 Councillor Expenses	0	200	200		200	0.0%	
4292 Community Engagement	278	3,000	2,722		2,722	9.3%	
4295 Waste Collection	995	1,500	505		505	66.3%	
4310 PWLB Repayment	22,783	22,783	0		0	100.0%	
4320 Electricity Supply	1,474	2,100	626		626	70.2%	
4330 Water Supply	120	300	180		180	40.0%	
4340 Security Alarm System	380	550	170		170	69.1%	
4350 Fire Safety System	467	550	83		83	84.9%	
4360 Health & Safety	0	200	200		200	0.0%	
4370 Publications	0	200	200		200	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Data Protection	185	850	665		665	21.8%	
4393 Maintenance/Improvements CTH	919	2,500	1,581		1,581	36.7%	
Finance & General Purposes :- Indirect Expenditure	<u>154,502</u>	<u>164,633</u>	<u>10,131</u>	<u>0</u>	<u>10,131</u>	<u>93.8%</u>	<u>0</u>
Net Income over Expenditure	<u>46,777</u>	<u>24,367</u>	<u>(22,410)</u>				
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	4,476	4,900	424		424	91.3%	
4460 Street Lighting Purchase	0	4,000	4,000		4,000	0.0%	
4465 Christmas Lights	17,540	10,000	(7,540)		(7,540)	175.4%	
4471 Maintenance/Gardening	1,462	2,000	539		539	73.1%	
4480 Christmas Festival Night & Com	2,104	3,000	896		896	70.1%	
4500 Digital Mapping	375	300	(75)		(75)	125.0%	
4510 Grass Cutting	1,894	2,000	106		106	94.7%	
4521 Wilderness Field S106	2,400	0	(2,400)		(2,400)	0.0%	2,400
4530 Village Orderly Equip/Expenses	1,282	1,000	(282)		(282)	128.2%	
4560 Denmans Lane Toilets Repair	1,017	5,000	3,983		3,983	20.3%	
4561 Denmans Lane Toilets Utilities	12,971	14,000	1,029		1,029	92.7%	
4650 Climate Change Projects	412	2,000	1,588		1,588	20.6%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
4800 Emergency Equipment	0	1,000	1,000		1,000	0.0%	
4825 Community Equipment	0	1,500	1,500		1,500	0.0%	
4850 Community Assets	0	1,000	1,000		1,000	0.0%	
4875 Joint Projects	3,000	3,000	0		0	100.0%	
4900 Village Archives	0	200	200		200	0.0%	
Environment & Amenities :- Indirect Expenditure	<u>48,932</u>	<u>55,900</u>	<u>6,968</u>	<u>0</u>	<u>6,968</u>	<u>87.5%</u>	<u>2,400</u>
Net Expenditure	<u>(48,932)</u>	<u>(55,900)</u>	<u>(6,968)</u>				
6000 plus Transfer from EMR	2,400						
Movement to/(from) Gen Reserve	<u>(46,532)</u>						
<u>120 Allotments</u>							
1200 Allotment Income	902	0	(902)			0.0%	
1205 Allotment Contributions	400	0	(400)			0.0%	
Allotments :- Income	<u>1,302</u>	<u>0</u>	<u>(1,302)</u>				<u>0</u>
4600 Allotment Expense	3,139	2,500	(639)		(639)	125.6%	
Allotments :- Indirect Expenditure	<u>3,139</u>	<u>2,500</u>	<u>(639)</u>	<u>0</u>	<u>(639)</u>	<u>125.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,837)</u>	<u>(2,500)</u>	<u>(663)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Planning & Traffic</u>							
4965 TRO Costs	1,312	2,500	1,188		1,188	52.5%	
4975 Planning Support	0	2,500	2,500		2,500	0.0%	
4985 Improvements per Traffic Study	12,159	0	(12,159)		(12,159)	0.0%	12,159
Planning & Traffic :- Indirect Expenditure	<u>13,471</u>	<u>5,000</u>	<u>(8,471)</u>	<u>0</u>	<u>(8,471)</u>	<u>269.4%</u>	<u>12,159</u>
Net Expenditure	<u>(13,471)</u>	<u>(5,000)</u>	<u>8,471</u>				
6000 plus Transfer from EMR	12,159						
Movement to/(from) Gen Reserve	<u>(1,312)</u>						
<u>140 Non Budgeted Expenditure</u>							
4398 GR: Lindfield Village Day	20	0	(20)		(20)	0.0%	
4876 GR: Lindfield Village Pond	1,500	0	(1,500)		(1,500)	0.0%	
Non Budgeted Expenditure :- Indirect Expenditure	<u>1,520</u>	<u>0</u>	<u>(1,520)</u>	<u>0</u>	<u>(1,520)</u>		<u>0</u>
Net Expenditure	<u>(1,520)</u>	<u>0</u>	<u>1,520</u>				
Grand Totals:- Income	202,581	189,000	(13,581)			107.2%	
Expenditure	221,564	228,033	6,469	0	6,469	97.2%	
Net Income over Expenditure	<u>(18,983)</u>	<u>(39,033)</u>	<u>(20,050)</u>				
plus Transfer from EMR	14,559						
Movement to/(from) Gen Reserve	<u>(4,424)</u>						

Lindfield Parish Council 2022-2023

Expenditure from Earmarked Reserves as at 31 March 2023 with Year End Adjustments

Account	Opening Balance	Expenditure	Closing Balance
EMR - Toilets on the Common	84,170.00	-	84,170.00
EMR - Wilderness Field S106 Maintenance	21,095.58 -	2,400.00	18,695.58
EMR - Traffic Study Improvements	15,000.00 -	12,159.00	6,885.03
	120,265.58 -	10,514.97	109,750.61

Lindfield Parish Council 2022/2023

Bank - Cash and Investment Reconciliation as at 31 March 2023

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/03/2023	Barclays Current Account	15,000.00	
31/03/2023	Business Premium Account	88,926.74	
31/03/2023	Nationwide Building Society	93,000.03	
31/03/2023	Petty Cash	151.80	
			197,078.57
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			<u>197,078.57</u>
<u>All Cash & Bank Accounts</u>			
1	Current Bank A/c		15,000.00
2	Business Premium Account		88,926.74
3	Nationwide Building Society		93,000.03
4	Petty Cash		151.80
	Other Cash & Bank Balances		<u>0.00</u>
	Total Cash & Bank Balances		<u>197,078.57</u>

25/05/2023

Lindfield Parish Council 2022/2023

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Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

31st March 2022		31st March 2023	
	Current Assets		
336	Debtors	527	
3,221	VAT Control	1,746	
605	Prepayments	942	
15,000	Current Bank A/c	15,000	
98,201	Business Premium Account	88,927	
93,000	Nationwide Building Society	93,000	
114	Petty Cash	152	
<u>210,478</u>		<u>200,295</u>	
210,478	Total Assets	200,295	
	Current Liabilities		
11,166	Creditors	14,511	
1,647	Accruals	6,902	
0	Allotment Deposits	200	
<u>12,813</u>		<u>21,613</u>	
197,665	Total Assets Less Current Liabilities	178,682	
	Represented By		
77,400	General Reserves	65,916	
84,170	EMR - Toilets on the Common	84,170	
21,096	EMR - Wilderness Field S106 Ma	18,696	
15,000	EMR - Traffic Study Improve	0	
0	EMR - Council Elections	5,400	
0	EMR - Traffic Improvement & PI	4,500	
<u>197,665</u>		<u>178,682</u>	

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

LINDFIELD PARISH COUNCIL

SUPPORTING NOTES FOR THE 2022/2023 BALANCE SHEET

These notes provide supplementary information about the financial affairs of the Council year end 31 March 2023.

ASSETS PURCHASED

a) During the year, the following assets were purchased (items above £100 net of VAT):

		Net Cost (£)
Allotments:		
No purchases were made above £100.		
Village Orderly Equipment/Machinery:		
29 September 2022	Ladderfix Support Attachment	255.79
Office Fixtures:		
23 February 2023	TP-Link TL-SG1218MPE JetStream Easy Smart 16-Port	136.84
Office Equipment:		
7 February 2023	Yealink T46U Telephone Handsets Black x 3 @ £154.00	462.00
7 February 2023	Samsung A23 5G Mobile Phones x 2 @ £222.00	444.00
Christmas Festival Night & Community Events:		
7 April 2022	Platinum Jubilee Beacon	490.00
Office Furniture:		
No purchases were made.		
Wilderness Field:		
No purchases were made.		
Reference Material:		
No purchases were made.		
Denmans Lane Toilets:		
No purchases were made above £100.		
Climate Change Projects:		
No purchases were made.		
Speed Indicator Devices:		
7 December 2022	2 x Portable Mini Speed Indicator Devices	6,278.00

b) During the year the following assets were disposed of:

Date of Disposal	Asset	Original Net Cost (£)	Disposal (£)
7 February 2023	AVAYA Telephone System BT	666.40	0.00
31 March 2023	Motorola - Moto E30 32GB Mineral Grey	83.32	0.00
31 March 2023	Floating Islands	500.00	0.00

c) The following assets were held as at 31 March 2023:

	Original Cost (£)
Allotments	9,658.68
Community Asset	852.00
Emergency Equipment	5,529.09
Land	1.00
Lindfield Pond	4,846.20
Office Equipment	10,254.16
Office Fixture	4,585.02
Office Furniture	4,954.18
Office Miscellaneous	731.17
Office Software	1,750.00
Outdoor Equipment Tools & Machinery	3,360.21
Property	343,098.00
Public Toilets	33,000.00
Reference Material	221.99
Safety Equipment	11,041.20
Street Furniture	81,480.03
Wilderness Field	<u>2,602.00</u>
TOTAL	517,957.93

d) The following expenditure was incurred during the year maintaining assets:

	£
Allotments:	
20 May 2022	Tree Surgery Works
	1,700.00
20 June 2022	Removal of Limb: Scots Pine
	250.00
2 March 2023	Leak on Pipework: Water Tank
	90.00
Maintenance of Clock Tower House:	
13 June 2022	Attend to Basin Hot Tap: Toilet First Floor
	75.00
19 July 2022	Supply/Installation Replacement Emergency Light (Kitchen)
	89.00
26 July 2022	Maintenance of Air Conditioning Units
	338.26
2 February 2022	Maintenance of Air Conditioning Units
	338.26
Maintenance of Denmans Lane Public Toilets:	
20 May 2022	Lime Tree Pollarding
	250.00
1 July 2022	Leak in Service Area
	101.95
3 February 2023	Removal of Lime Tree
	300.00
16 March 2023	Supply/Installation of Radar lock Set
	365.00
Streetlighting:	
16 August 2022	Lighting Repairs: Column 1, Francis Road
	97.75
13 December 2022	Lighting Repairs: Column 4, Francis Road
	86.25
1 March 2023	Lighting Repairs: Column 4, Francis Road
	295.00
Wilderness Field:	
1 July 2022	Meadow Cutting (Cut 1 of 2)
	1,200.00
4 August 2022	Meadow Cutting (Cut 2 of 2)
	1,200.00

Festive Lighting:

No expenditure was incurred.

BORROWINGS

As at 31 March 2023 the following loan was outstanding:

Public Works Loan Board:

Amount borrowed	300,000
Principal loan repaid to date	<u>200,000</u>
	<u>£100,000</u>

Interest paid to date: £49,610.00

LEASES

As at 31 March 2023 the following leases/hire agreements were in operation:

Lessor	Purpose	Amount Payable	Year of Expiry
BNP Paribas Leasing Solutions Limited	Photocopier	£259.99 plus VAT per quarter	2025

DEBTS OUTSTANDING

At 31 March 2023 there were the following debts outstanding and due to the Council.

	Number	Value (£)
HMRC VAT Refund	1	1,746.12
Less than 3 months old	1	406.25
3 – 6 months old	0	0.00
6-9 months old	0	0.00
9-12 months old	0	0.00

ADVERTISING AND PUBLICITY

The following costs were incurred in the year:

	£
Advertisement: Lighting of the Platinum Jubilee Beacon	125.00
Annual Report: Lindfield Life July 2022 Edition	625.00
Statutory Notices TRO: Mid Sussex Times and www.haywardsheath today.co.uk	336.00
Advertisement for Autumn Clean Lindfield Life Sep 2022 Edition	125.00
Newsletter: Lindfield Life October 2022 Edition	500.00
Advertisement for Village Festival Night: Lindfield Life Dec 2022	50.00
Promotion of Role of Councillor: Lindfield Life Dec 2022	125.00
Newsletter: Lindfield Life January 2023 Edition	500.00
Public Consultation: Business Plan 14 January 2023	60.80
Spring Clean Article: Lindfield Life March 2023 Edition	125.00
Newsletter: Lindfield Life March 2023 Edition	125.00
Council Elections: Lindfield Life March 2023 Edition	125.00
Stallholder Fee: Lindfield village Day 3 June 2023	25.00

AGENCY WORK

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

CONTINGENT LIABILITIES**Scrase Steam Flood Defences**

The Directors of the Lindfield Enterprise Park Limited informed all Shareholders including Lindfield Parish Council that deterioration of the embankment was identified during or before March 2019.

PENSIONS

During the year, the Council made a total contribution of £12,368 to the West Sussex County Council LGPS.

GENERAL FUND AS AT 31 MARCH 2023

Opening Balance as at 1 April 2022	197,665
Add: Net surplus	<u>-18,983</u>
General Fund as at 31 March 2023	£178,682

Signed

(Chairman)

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(Responsible Financial Officer)

Date: 2023