

Shinfield Parish Council

**Financial statements (unaudited) for the year ended
31 March 2021**

Shinfield Parish Council

Notes to the financial statements for the year ended 31 March 2021

1. Accounting policies

The Council's accounts are prepared in accordance with the guidance for local councils as set out in the Practitioners' Guide to Governance and Accountability, which is regarded as proper accounting practice for these purposes. These financial statements (from which the statutory accounts are prepared) are therefore prepared on the accruals basis but do not include the value of fixed assets or indebtedness in respect of loans to purchase those assets.

2. Administration Income

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Precept support grant	-	1,704
Interest on bank deposits	7,572	9,510
Annual loan repayment from Shinfield Tennis Club	-	3,000
Other income	142	600
	7,714	14,814

3. Pension scheme contributions

The Council's staff are members of the Royal County of Berkshire Superannuation Scheme or the Government's NEST scheme. Employer contributions are included in staff costs.

4. Grants to community organisations

The Council has made grants to various organisations providing facilities for the community, under its legislative powers, as follows:

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
<u>Grants</u>		
Community-based voluntary organisations	15,278	24,671
Grazeley Hall refurbishment	-	30,000
Local primary and junior schools, for prizes	400	500
	15,678	55,171

5. Capital expenditure

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Purchased freehold of Parish Hall	-	160,000
New Community Centre construction	1,452,636	169,825
New Pavilion at Spencers Wood	729,392	-
Building new website	16,095	-
New benches, notice boards and other street furniture	7,467	3,061
New surface at Kendal Avenue playground	10,870	-
Fencing and gates, Spencers Wood recreation ground	10,645	-
Office equipment	1,300	-
	2,228,405	332,886

The new community centre is being built in partnership with Wokingham Borough Council on land adjacent to the Parish Hall. Shinfield Parish Council is making a financial contribution to the scheme and has built up an earmarked reserve accordingly.

Notes to the financial statements for the year ended 31 March 2021 (continued)

6. Fixed assets

The Council has fixed assets as follows:

	£
<u>Operational buildings</u>	
Shinfield Parish Hall and adjacent land	637,942
Shinfield Community Centre, expenditure on construction to date	1,452,636
Ryeish Pavilion	241,060
Spencers Wood Pavilion	<u>729,392</u>
	3,061,030
<u>Other land and buildings</u>	
Community land at nominal value	11
Former Royal British Legion hall (on 125-year lease; see Note 5), nominal value	1
War memorial	<u>1</u>
	3,061,043
<u>Other operational assets</u>	
Play equipment, skate park, street furniture and office equipment and fittings	<u>400,464</u>
	3,461,507
Shinfield Tennis Club loan, amount outstanding	<u>6,000</u>
	<u>3,467,507</u>

7. Reserves

The movements on earmarked reserves during the year were as follows:

	<u>B/fwd</u>	<u>Released</u>	<u>Increased</u>	<u>C/fwd</u>
	£	£	£	£
Community Infrastructure Levy	918,167	-398,600	81,493	601,060
Elections	4,000	-	-	4,000
Bus shelters	7,500	-7,500	-	-
Play area future maintenance	10,005	-10,005	-	-
Spencers Wood Pavilion	263,286	-263,286	-	-
Millworth Lane facilities upgrade	40,000	-	-	40,000
Pride in our Parish	18,000	-	16,000	34,000
New website	20,000	-10,000	-	10,000
Youth initiatives	11,000	-	-	11,000
Planning issues	11,000	-	14,000	25,000
Future maintenance on premises	-	-	30,966	30,966
New Community Centre	-	-	50,000	50,000
Highways improvements	52,000	-	-	52,000
	<u>1,354,958</u>	<u>-689,391</u>	<u>192,459</u>	<u>858,026</u>

Shinfield Parish Council 2020/2021

Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Income Summary	
27,589	Community Centre Venue Hire	(106)
27,589	Sub Total	(106)
	Operating Income	
532,124	Parish Council administration	7,714
0	Precept	459,100
0	CIL	81,493
1,000	Ryeish Pavilion & sports pitch	668
18,189	Spencers Wood Pavilion	38,494
0	Street furniture & open spaces	514
4,125	Allotments	5,840
2,536	Deardon Field	2,512
0	Millworth Recreation Grd	60
163,218	New Community Centre	1,452,635
748,781	Total Income	2,048,924
	Running Costs	
145,902	Parish Council administration	163,473
30,627	Shinfield Parish Hall	21,763
1,082	Ryeish Pavilion & sports pitch	926
11,985	Spencers Wood Pavilion	764,615
3,876	Playgrounds	16,106
41,737	Street furniture & open spaces	39,010
9,162	Allotments	6,762
2,555	Deardon Field	2,512
5,369	Youth Services	7,956
36,207	Facilities Management	41,838
0	Millworth Recreation Grd	4,000
329,825	New Community Centre	1,454,387
1,875	Feasibility of New/Extended Co	10,133
6,146	Communications	22,433
2,567	Community development	16,580
1,329	Street lighting	2,555
12,731	Planning reviews	10,867
55,171	Community Grants	15,678
698,147	Total Expenditure	2,601,592
	General Fund Analysis	
279,912	Opening Balance	255,736
748,781	Plus : Income for Year	2,048,924
1,028,693		2,304,660
698,147	Less : Expenditure for Year	2,601,592
330,546		(296,932)
74,810	Transfers TO / FROM Reserves	(496,932)
255,736	Closing Balance	200,000

Balance Sheet as at 31/03/2021

31st March 2020

31st March 2021

Current Assets

76,028	Debtors	0
418	Sales Ledger Debtors	340,451
10,658	VAT Control A/c	41,034
9,148	Prepayments	12,047
6,000	Loan	6,000
598,182	Lloyds TSB Current A/c	282,679
350	Petty Cash	111
900,000	National Savings Bank deposit	500,000
31,035	Royal Bank of Scotland	0
1,631,819		

1,182,323

1,631,819 Total Assets**1,182,323**

Current Liabilities

6,000	Loan provision	6,000
12,362	Creditors	5,822
0	Payroll Holding Account	967
0	Other Creditors	21,230
2,613	Accruals	1,300
0	Income in advance	87,279
150	Damage Deposits Held	0
0	Allotment Key Deposits	321
0	WBC - Sales of Waste Bags	1,379

21,125

124,297

1,610,694 Total Assets Less Current Liabilities**1,058,026**

Represented By

255,736	General Reserves	200,000
20,000	New Website	10,000
0	Repairs and Renewals	30,966
0	New Community Centre SPC	50,000
4,000	Elections	4,000
52,000	Highways Improvement	52,000
7,500	Bus shelters (new)	0
10,005	Playground future maintenance	0
40,000	Millworth Lane Upgrade	40,000
918,167	Community Infrastructure Levy	601,060
263,286	Spencers Wood Community Facili	0

06/05/2021

Shinfield Parish Council 2020/2021

14:04

Balance Sheet as at 31/03/2021

31st March 2020

31st March 2021

18,000 Pride in Our Parish

34,000

11,000 Youth Initiatives

11,000

11,000 General Planning Matters

25,000

1,610,694

1,058,026

The above statement represents fairly the financial position of the authority as at 31/03/2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2021
Shinfield Parish Council 2020/2021

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>
1	Balances brought forward	1,560,060	1,610,694	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	412,500	459,100	Total amount of Precept income received in the year
3	Total other receipts	336,281	1,589,824	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	136,085	157,869	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
5	Loan interest/Capital repayments	126	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	561,936	2,443,723	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	1,610,694	1,058,026	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	1,529,567	782,790	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	1,393,319	3,467,507	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	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

Shinfield Parish Council
Year ended 31 March 2021
Annual return review

B3

<u>Box</u>		<u>2020</u>	<u>2021</u>	<u>Variances</u>		<u>Commentary on variances</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>%</u>	
1	Balances brought forward	1,560,061	1,610,695			
2	Precept	412,500	459,100	46,600	11.3%	No comment required
3	Other income	336,281	1,589,824	1,253,543	372.8%	Community Infrastructure Levy receipts lower -23,317 Section 106 receipts higher, Community Centre 1,289,417 Community Halls income less, closed due to Covid & Community Centre construction work -36,585 Contribution from Pre-School for replacement Spencers Wood Pavilion 29,194 Tennis Club loan repayment deferred -3,000 Precept support grant lower -1,704 All other variances (net) -462
						1,253,543
4	Staff costs	136,211	157,870	21,659	15.9%	Deputy Clerk appointed
5	Loan interest & repayments	0	0	0		Not applicable
6	Other expenditure	561,936	2,443,722	1,881,786	334.9%	Expenditure variances over 2020 for new Community Centre Design competition ceased in 2020 -82,948 Parish Hall lease bought out in 2020 -160,000 Construction work commenced in 2021 1,368,950 Professional fees higher 928 Planning application fees 8,258 Parish Hall running costs lower, being closed -8,864 Replacement of Spencers Wood Pavilion in 2021 Construction cost incurred 690,542 Fitting out, furniture & fittings 24,225 Professional fees 14,625 Grounds and other maintenance higher 4,302 Play area maintenance & running costs higher 12,229 Pride in Our Parish expenditure in 2020 -6,967

Annual return review (continued)

<u>Box</u>	<u>2020</u>	<u>2021</u>	<u>Variances</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>%</u>

Commentary on variances

6	Other expenditure (continued)					Litter collection costs higher	2,532
						Allotment costs lower	-2,400
						Removal of caravan from Millworth site	4,000
						Development of new website	15,922
						Marketing advisory for new Community Centre	14,475
						IT, audit & accounting fees higher	5,447
						Less paid in community grants	-9,213
						Refurbishment grant to Grazeley Village Hall	-30,000
						All other variances (net)	17,269
7	Balances carried forward	1,610,695	1,058,027			See reconciliation to bank balances	B4
		B6				Reserves	
						Community Infrastructure Levy	601,060
						Earmarked reseves	256,966
							858,026
						General fund	200,001
						Balances carried forward per box 7	1,058,027
8	Bank balances	1,529,567	782,790			See overall bank reconciliation	B5
9	Fixed assets & long-term investments	1,393,319	3,467,507	2,074,188	148.9%	Spencers Wood Recreation Ground	
			F1			Old Pavilion demolished	-153,790
						New Pavilion constructed	729,392
						Pavilion fencing & gates	10,645
						Construction work on new Community Centre	1,452,636
						Kendal Road play area surfacing	10,870
						Office equipment	1,300
						New website	16,095
						Benches, noticeboards and signs	7,040
							2,074,188
10	Borrowings	0	0			Not applicable	
11	Controlled charities	No	No			Not applicable	

Shinfield Parish Council 2020/2021**Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2021**Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	1,610,694.07	1,058,025.85
100	Debtors	76,027.62	0.00
102	Sales Ledger Debtors	417.50	340,451.23
105	VAT Control A/c	10,658.44	41,033.90
110	Prepayments	9,148.40	12,047.19
160	Loan	6,000.00	6,000.00
	Less Total Debtors	102,251.96	399,532.32
161	Loan provision	6,000.00	6,000.00
500	Creditors	12,362.18	5,821.57
501	Payroll Holding Account	0.00	966.81
502	Other Creditors	0.00	21,230.23
510	Accruals	2,612.50	1,300.00
560	Income in advance	0.00	87,278.66
561	Damage Deposits Held	150.00	0.00
562	Allotment Key Deposits	0.00	321.00
563	WBC - Sales of Waste Bags	0.00	1,378.52
	Plus Total Creditors	21,124.68	124,296.79
	Equals Total Cash and Bank Accounts	1,529,566.79	782,790.32
200	Lloyds TSB Current A/c	598,182.02	282,678.88
210	Petty Cash	350.00	111.44
212	National Savings Bank deposit	900,000.00	500,000.00
213	Royal Bank of Scotland	31,034.77	0.00
	Total Cash and Bank Accounts	1,529,566.79	782,790.32

Shinfield Parish Council 2020/2021

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2021	Lloyds Bank current account	282,678.88
31/03/2021	Lloyds Business Instant Access	0.00
		0.00
31/03/2021	National Savings Deposit	500,000.00
		0.00
30/09/2020	Royal Bank of Scotland Closed	0.00
31/03/2021	Petty Cash	111.44
30/09/2020	Barclaycard Commercial	0.00
31/03/2021	Barclaycard Commercial	0.00
31/03/2021	TRADE UK	0.00
		782,790.32

Other Cash & Bank Balances

0.00

782,790.32

Receipts not on Bank Statement

0.00

Closing Balance

782,790.32

All Cash & Bank Accounts

1	Lloyds TSB Current A/c	282,678.88
2	Lloyds TSB 30 Day a/c	0.00
3	National Savings Bank deposit	500,000.00
4	Royal Bank of Scotland	0.00
5	Co-op Bank account 8	0.00
6	Petty Cash	111.44
7	Barclaycard Commercial Old	0.00
8	Barclaycard Commercial	0.00
9	Trade UK Limited	0.00
	Other Cash & Bank Balances	0.00
Total Cash & Bank Balances		782,790.32
