

Ruspidge & Soudley Parish Council

Annual Financial Report

**For the year ending
31st March 2024**

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Ruspidge & Soudley Parish Council

The Council

Chairman

Mrs. J. Smith

Treasurer

Mr. N. Snell

Members

Mr. W. Acland

Mr. T. Matthews

Ms. H. Medcraft

Mr. D.N. Bagwell-Johnston

Mrs. L. Griffiths

Clerk of the Council

Mr. R. J. Dowding

Council Office

Rheola House

Belle Vue Centre

Cinderford

GL14 2AB

Telephone: 01594 825 343

Email: info@clerkrspc.co.uk

Auditor

PKF Littlejohn LLP

(appointed by Smaller Authorities' Audit Appointments
for six years from 2023/24 to 2028/29)

Explanatory Foreword

The Clerk of the Council, as the Council's Responsible Financial Officer, has prepared this Report to enable the report and accounts to be approved by Council, subject to audit, at the Annual Meeting in May.

Mrs. Shirley Fowler, of Highnam, Gloucestershire, who has significant experience auditing other parish councils, was appointed as the Council's independent auditor in February, 2015.

The inspection period for the exercise of public rights of the 2023/24 Accounts is the 17th June, 2024 to 26th July, 2024. The necessary notices will be published within the Parish advising the public of their rights to inspect and make notes of the accounts, and of their right to object to the accounts if so desired.

The Council's statement of accounts for the year ending 31st March, 2024 is set out within this Report and consists of the following statements:

The Receipt & Payment Account

The Council is required to complete the Annual Governance and Accountability Return (AGAR) basic review, with supporting reports and details, as requested, including explanation of variances and earmarked reserves.

The Receipts and Payments account and earmarked reserves are included in this report together with end of year comparison figures as per the completed AGAR for the external auditors.

The Supporting Notes

These provide further information in support of the accounts and shows some detail of the activities of the Council during the year under report.

Statement of Responsibilities

The Responsibilities of the Council

The Council shall ensure the implementation for the proper administration of its financial affairs as per Section 151 of the LGA 1972. The Clerk is appointed the Responsible Financial Officer for the Council. The Council is required to manage its financial affairs to secure economic, efficient and effective use of its resources and to safeguard its assets.

To meet these requirements the Council at its meeting in April, 2024, adopted Financial Regulations for the Council which incorporate the responsibilities of the Responsible Financial Officer.

The audit regime also places a responsibility on the Council as a body corporate, requiring the completion of a Statement of Assurance that the Council has scrutinised its own financial affairs and activities. This Statement of Assurance forms part of the audit proceedings.

The responsibilities of the Responsible Financial Officer

The responsibilities of the Responsible Financial Officer are:

- adopting accounting policies as required by both legislation and best practice
- the day to day maintenance of the Council's financial accounts
- the preparation of the Council's accounts for audit
- ensuring that the Council has adequate insurance cover for both public liability and its assets
- measures for the prevention and detection of fraud and any other irregularity

The role of the Honorary Treasurer

To prevent and detect fraudulent activity an independent Member of the Council is appointed as the Honorary Treasurer who conducts a rolling audit of the account on a monthly basis. Prior to the presentation of the accounts for payment at the meetings of the Council the respective invoices, ledger entries, bank statements, cheques and BACS payments are examined by the Hon. Treasurer for correctness and a verbal report is given to Council by the Hon. Treasurer to this effect. This report is recorded within the Minutes of each meeting. Furthermore, the Clerk, as the Responsible Financial Officer prepares a report for each meeting of the Council which includes all items for payment, records all income and gives a reconciliation of the account to coincide with the monthly bank statements.

The role of the Internal Auditor

The Council requires the appointment of an internal auditor who is totally independent of the Council and its individual members. The internal auditor applies the tests as set out in Appendix 8 of the Practitioners' Guide Governance and Accountability in Local Councils.

Certificate by the Responsible Financial Officer (RFO)

I hereby certify that the statement of accounts for the year ending 31st March 2024, as required by the Accounts and Audit Regulations 2015, are set out within this Report.

I further certify that the statement of accounts presents fairly the financial position of Ruspidge and Soudley Parish Council at the year ending 31st March 2024.

Signed:

A handwritten signature in black ink, appearing to read 'R J Dowding', with a long horizontal flourish extending to the right.

Mr. R. J. Dowding

Dated: 30th April 2024

Bank Reconciliation

As at 31st March 2024

Opening Balance 1 st April 2023	£ 115,085.29	
Receipts in the year 2023/24	<u>+64,176.28</u>	
Total	179,261.57	
Payments in the year (incl. VAT)	<u>-72,418.77</u>	
Balance at 31 st March 2024	106,842.80	£ 106,842.80
Lloyds Treasurer Account No. 00968395	£ 946.69	
Lloyds Instant Access Account No. 02360831	43,556.78	
Unity Current Account No. 20473057	924.00	
Unity Instant Access Account No. 20473060	<u>61,415.33</u>	
Total	106,842.80	£ 106,842.80

I certify the above figures represent all transactions for the financial year 2023/24



Mr. R. J. Dowding

Annual Expenditure (payments) Sheet

		Clerk (RD) Payment								
Budget		£16,000.00					£900.00	£4,700.00	£3,360.00	£3,800.00
Month	Total	VAT	Salary	NI/PAYE	NEST	Tel/Mob/B.B.	Grass Cut	St. Cleaning	Play Areas	
April	£3,249.70	£205.05	£1,127.55	£99.34	£46.06	£60.08	£580.00	£279.51	£84.00	
May	£5,418.24	£374.78	£1,181.84	£160.72	£53.43	£56.84	£966.00	£279.51	£481.50	
June	£10,985.43	£469.15	£1,170.83	£141.65	£51.51	£73.92	£610.00	£279.51	£929.49	
July	£4,220.96	£196.65	£1,161.91	£135.52	£50.55	£78.58	£640.00	£279.51	£84.00	
August	£8,404.98	£327.58	£1,148.86	£126.01	£49.11	£88.66	£580.00	£279.51	£481.50	
September	£5,224.30	£420.98	£1,184.08	£150.95	£52.95	£115.60	£878.00	£279.51	£134.95	
October	£7,088.83	£763.91	£1,166.27	£138.68	£51.03	£111.52	£580.00	£279.51	£2,369.71	
November	£4,787.79	£413.57	£1,163.46	£125.81	£49.11	£70.06	£1,180.00	£279.51	£397.50	
December	£7,050.40	£19.08	£1,619.67	£452.86	£99.05	£69.12	£0.00	£279.51	£0.00	
January	£5,003.02	£880.15	£1,264.95	£107.83	£55.35	£68.99	£1,170.00	£279.51	£84.00	
February	£2,568.52	£43.90	£1,217.81	£154.97	£55.35	£68.99	£0.00	£279.51	£84.00	
March	£8,409.18	£192.96	£1,217.61	£155.17	£55.35	£69.01	£0.00	£279.51	£2,410.63	
Total Paid	£72,411.35	£4,307.76	£14,624.84	£1,949.51	£668.85	£931.37	£7,184.00	£3,354.12	£7,541.28	
Budget Balance				-£1,243.20		-£31.37	-£2,484.00	£5.88	-£3,741.28	
Budget		£3,100.00	£100.00	£80.00	£700.00	£2,500.00	£100.00	£2,000.00	£10,500.00	
Month		Dog Waste	Stationary	Petty Cash	Copier	F.F. Grass Cut	Viewpoint	Rent/S.Charge	Miscellaneous	
April		£192.00	£0.00	£0.00	£112.36	£196.00	£0.00	£0.00	£225.75	
May		£208.00	£0.00	£0.00	£0.00	£0.00	£0.00	£402.00	£1,211.62	
June		£260.00	£0.00	£0.00	£0.00	£268.00	£0.00	£442.20	£5,662.27	
July		£208.00	£0.00	£0.00	£118.36	£180.00	£0.00	£18.00	£527.88	
August		£260.00	£0.00	£0.00	£0.00	£296.00	£0.00	£0.00	£266.19	
September		£208.00	£0.00	£0.00	£0.00	£0.00	£0.00	£224.13	£1,503.15	
October		£208.00	£0.00	£0.00	£105.86	£268.00	£0.00	£442.20	£232.14	
November		£260.00	£0.00	£0.00	£0.00	£268.00	£0.00	£22.50	£516.27	
December		£208.00	£0.00	£0.00	£0.00	£0.00	£0.00	£18.00	£3,613.11	
January		£208.00	£0.00	£0.00	£112.31	£0.00	£0.00	£464.70	£257.23	
February		£260.00	£76.21	£0.00	£0.00	£0.00	£0.00	£22.50	£263.28	
March		£208.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£278.94	
Total Paid		£2,688.00	£76.21	£0.00	£448.89	£1,476.00	£0.00	£2,056.23	£14,557.83	
Budget Balance		£412.00	£23.79	£80.00	£251.11	£1,024.00	£100.00	-£56.23	-£4,057.83	
Budget		£9,500.00	£1,000.00	£0.00	£300.00	£2,000.00				
Month		S.137	Other Grants	S.106	MUGA & Etc	B.R.Trail				
April		£0.00	£42.00	£0.00	£0.00	£0.00				
May		£0.00	£42.00	£0.00	£0.00	£0.00				
June		£250.00	£42.00	£0.00	£109.90	£225.00				
July		£500.00	£42.00	£0.00	£0.00	£0.00				
August		£4,250.00	£42.00	£0.00	£0.00	£209.56				
September		£0.00	£42.00	£0.00	£0.00	£30.00				
October		£0.00	£42.00	£0.00	£0.00	£330.00				
November		£0.00	£42.00	£0.00	£0.00	£0.00				
December		£630.00	£42.00	£0.00	£0.00	£0.00				
January		£0.00	£0.00	£0.00	£0.00	£50.00				
February		£0.00	£42.00	£0.00	£0.00	£0.00				
March		£3,500.00	£42.00	£0.00	£0.00	£0.00				
Total Paid		£9,130.00	£462.00	£0.00	£109.90	£844.56				
Budget Balance		£370.00	£538.00	£0.00	£190.10	£1,155.44				
Gross EXP	£72,411.35		precept	£54,890.00						
minus VAT	£4,307.76		Net EXP	£68,103.59						
Net EXP	£68,103.59		Over Spend	£13,213.59	from Reserve					

Section 106 Account Summary

A summary of the contribution(s) received from residential development(s) is given below. Such money is ringfenced for application as agreed under the terms of the Section 106 Agreement.

Since 2011/12 the Parish Council is required to provide invoices to claim payments from the Forest of Dean District Council for S.106 Agreements.

Therefore, monies received from S.106 are no longer kept in a stand-a-alone account.

Ruspidge S.106 balance at 31st March, 2024

Adult Youth Recreation Contribution, available for the development at Land off Peacock Lane, under planning reference **P0711/00/FUL** currently stands at **£28,994.64**

Petty Cash Account

With the provision of a debit card for the sole use of council payments, there has been no need this year to take money from the petty cash float.

However, it is prudent to keep the float for emergency payments.

All debit card payments are included in the relevant cash ledger sheet and on the blue financial sheet distributed to councillors at each meeting.

Petty Cash Register 2023/24 - Float £80.00									
Refunds	Postage	Viewpoint Assistance	Chairman Allowance	Office Admin	Misc	BRT	VAT		Refund to Clerk
1st payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
2nd payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
3rd payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

I confirm that the Petty Cash Float brought forward is £80.00



Mr. R.J. Dowding
Clerk and RFO

Asset Register

The Nest Swing remains in storage but is not on insurance.

Wheelchair Roundabout was removed in 2023.

	Year Acquired	Asset	Declared Value	Definition of Asset
A	2001 2006/7	Play equipment, Soudley +2 bay junior swings	119,150	Children's play area
	1998	Play equipment, Woodlands View		Children's play area
	2002 2016	Play equipment, Ruspidge Nest Swing		Children's play area
	2019	Assault course unit		Children's play area
<i>Insurance Definition - Street Furniture</i>				
B	2001	Hod-boy wood carving	85,071	Public amenity
C	2021	Cullimore bridge		Public footbridge
D	2003	Youth shelter, Ruspidge		Public amenity
E	2004/5/6	3x bus shelters		Public amenity
F	2010	Youth shelter, Soudley		Public amenity
G	2017	VAS signs		Public safety
H	2024	ANPR Camera		Public Safety
<i>Insurance Definition - Sports Equipment</i>				
I	2011	Outdoor gym, Ruspidge	20,809	Public amenity
J	2017	RWT cabins	32,282	Public amenity
K		Ground surfaces	26,214	Public amenity
L		War memorial	40,000	Public amenity
	2000	Land at Soudley Valley Park	979	Recreational land
	2002	Public seat at junction of St. White's / Ruspidge Rd	343	Public amenity
	2005	2x notice boards	1,100	Public information
	2008	Multi-use games area (MUGA)	52,000	Public amenity
	2009	Life size wooden carving of adult on Blue Rock Trail	10,000	Public amenity
<i>Note: The items listed within this box are not included in the council's insurance</i>				

The basis of valuation of all assets is the historic cost or insurance value.

Total of assets for Annual Financial Report & Audit Return 387,948

L	Unknown	Ruspidge playing fields	Nominal £1.00	Recreational land
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Receipt/Payment Comparison

Income and Expenditure comparison –

Statement of Accounts as per the Audit Annual Return.

	2022/23	20223/24
	£	£
1. Balances brought forward as at 1st April <i>(Treasurers, Reserves)</i>	135,170	135,170
2. (+) Annual precept	49,030	54,890
3. (+) Total other receipts	17,918	9,286
4. (-) Staff costs	15,490	17,243
5. (-) Loan interest/capital repayments	.nil	.nil
6. (-) Total other payments*	71,543	55,175
7. (=) Balances carried forward * Must equal (1+2+3) – (4+5+6)	115,085	106,843
8. Total cash & Investments	115,085	106,843
9. Total fixed assets	357,631	387,948
10. Total borrowings	.nil	.nil

** To comply with the audit requirements these figures reflect the Plusnet D/D and any other payments presented by year end but approved by the council in April's expenditure.*

Supporting Notes

1. General

- 1.1 The credit balance carried forward at 31st March, 2024 is **£ 106,842.80**
The financial year end balance of £ 106,842.80 includes reserves in respect of:

Summary of earmarked reserves:	Thousands
Blue Rock Trail – Contingency	8,500
Blue Rock Trail – Wood Carving ('Nearly There' Sculpture)	1,000
Cullimore Bridge – Contingency	500
Election Costs (Estimated Figure)	3,500
Woodland View Play Area – Legal/Administration Fees	2,000
Clerk Long – Term Sick Leave	15,000
MUGA (PC's Self-Insurance)	3,000
VAS Maintenance Contract – Paid Every Three Years (Renewal due in 2026 Estimated Cost 3,000)	1,000
CCTV Ruspidge Recreation	4,000
TOTAL	38,500

- 1.2 VAT payments and claims made during the financial year under report:

VAT Payments made in the financial year 23/24 **4,307.76**

VAT Reclaimed in the financial year 23/24

Outstanding from 2022/23 financial year, 4th quarter. Jan – Mar	383.63
1 st quarter. April – June	1,048.98
2nd quarter. July – September	945.21
3rd quarter. October – December	<u>1,196.56</u>
Total of VAT Reclaimed in the financial year 23/24	3,574.38

4th quarter. Outstanding, Jan – March 1,117.01

At the time of writing this report, I can confirm that payment of the 4th quarter has been received in April 2024 and will be covered under the 2024/25 financial report.

2. Income

- 2.1 The Council undertakes grass cutting under agency arrangements on behalf of the County Council.
- 2.2 The Council also undertakes street cleaning on behalf of the District Council.
- 2.3 The Income and Expenditure Summary Sheets for the year are on pages 6 and 7.
- 2.4 Agency receipts are listed in the Income Summary on page 7.

3. Expenditure

- 3.1 A salary based on the NALC recommended hourly rate is paid to the Clerk. PAYE and NIC are deducted at source. Payment is also made to NEST pension scheme.
- 3.2 Under Section 137 of the LGA 1972, as amended, the Council approved the following grants:

General Grant Applications

Grants for eligible local groups, clubs and voluntary organisations, considered by Council through two funding rounds in the year.

Round One.

April – June, applications reviewed and grants awarded at the July PC meeting.

Earlybirds Playgroup (New fencing)	500.00
1 st Ruspidge Brownie (Running & hall rental costs)	500.00
St Johns Church (Grass Cutting)	250.00

Round One Total **£ 1,250.00**

Round Two.

Oct – Dec, applications reviewed and grants awarded at the January PC meeting.

No 'Round Two' grant applications were received from eligible local groups, clubs and voluntary organisations.

Round Two Total **£ 0.00**

Central Grant applications.

Organisations eligible for central grants are: Ruspidge Memorial Hall Committee, Soudley Village Hall and Recreation Ground Committee, Ruspidge Welfare Trust Committee. Central Grants will be considered throughout the year.

Ruspidge Memorial Hall

King's Coronation & Hall Centenary	250.00
Repairs to RMH's roof with Biffa	3,500.00
RMH Bi-monthly Newsletter	125.00

Soudley Village Hall

Handrail Soudley bridge	3,500.00
Fireworks	500.00
Soudley Bugle	130.00

Central Grant Payments Total **£ 8,005.00**

Section 137 Grants.

Total payments made in the year **£ 9,255.00**

3.3 Other grants made by the Council were:

Ruspidge Welfare Trust

Play area weekly inspections **£ 504.00**

3.4 Blue Rock Trail - Expenditure incurred during the year under report in maintenance and further development of the Blue Rock Trail:

Maintenance work **£ 844.56**

3.6 No Cllrs. travelling expenses claimed during the period of this report.

3.7 Chairman's Allowance - no payments were made under the Chairman's Allowance.

3.8 There are no outstanding loans either by, or to, the Council.

3.9 The Council has a lease agreement with Konica Minolta Ltd for a photocopier, located at the Parish Council's office.

- 3.10 A non-repairing tenancy agreement exists with Cinderford Town Council in respect of the Council's office in Room 31, Rheola House, Belle Vue Centre, Cinderford. Rent payable is **£530** per quarter inc V.A.T. The Council is not party to any other tenancy agreements.
- 3.11 **As Trustee of the Ruspidge Welfare Trust, the Council is responsible for the financial management of the Trust.**

-End at 3.11-