



WEST CLANDON PARISH COUNCIL

Chairman: Mr Terence Patrick , Stoney Royd, Woodstock, West Clandon, Guildford, GU4 7UJ

Clerk: Mr John Stone, Hunters End, Lime Grove, West Clandon, Guildford GU4 7UT
01483 385187: westclandon@talktalk.net www.westclandon.org.uk

Mrs Emma Prince,
 BDO Stoy Hayward, Chartered Accountants,
 Arcadia House,
 Maritime Walk,
 Ocean Village,
 Southampton, SO14 3TL

25th June 2017

Dear Mrs Prince,

Audit for the year ended 31 March 2017

Enclosed is the annual return for the year ended 31 March 2017 together with our bank reconciliation. We would like to make the following comments on variances to assist in your external audit.

	Box	Mar-16	Mar-17	Diff	Comment on significant variances	Calculation
Other receipts	3	15503	28358	12855	This year the Council took over the running of the Village Hall for which it is custodian trustee. Expenditure was repaid in year resulting in additional income (and expenditure) of £5763. Grant income was £19911 compared with £13058 in the previous year.	£15503 +£5763 +£19911 -£13058 =£12616
Staff costs	4	4381	5948	1567	During 15/16 an accrual of for a late payment of £1397 was reversed. The £5948 now reflects the current annual pay rate.	
Other payments	6	24404	37964	13560	As in box 3 above the increase reflects the additional expenditure of £5763 on the Village Hall (VH) the differences in the major projects undertaken during the year. The most significant were: 15/16 Repairs to Playground (RP) and New Play Equipment (NPE) 16/17 Car Park Extension (CPE), Variable Message Sign (VMS), Refurb Stage Curtains (RSC)	£24404 +£5763 (VH) -£5477 (RP) -£12000 (NPE) +£19961 (CPE) +3665 (VMS) +1890 (RSC) =£38206
Total Fixed Assets	9	62366	67632		The Mar 16 Figure was revised to £63768 during the audit process (see my response to your request for supplementary information last year) Assets valued at £ 3864 were added to the asset register during 16/17	£63768 +£3864 =£67632

Box 7&8 Reconciliation

	£	£
Box 8 as per Bank Reconciliation		55967
Plus VAT receivable at 31 st March 2017	630	
Less VAT payable at 31 st March 2017	(223)	
Less Accrual for RBL Rent prepaid	(450)	
Less Accrual for Tennis Club subs for 17/18 prepaid	(592)	
Box 7 Balance carried forward		55332

Box 7 Reserves,

This shows a sum of £55332
Included in this figure is the residue of funds raised from Residents' contributions designated for the maintenance of War Memorials in West Clandon (£2693)

Also included are funds collected and accumulated by the Tennis Court Management designated for the upkeep and repairs to the village tennis court (£11116)

Making a general fund balance of £41523

It is the policy of the Parish Council to hold a minimum of £25,000 for contingencies. The remainder has been accumulated to enable us to make major repairs or replacements to play equipment and other assets, meet the challenges of new regulations including provision of the Localism Act and to contribute to other village amenities and projects. In the current year we are likely to incur significant costs associated with the development of the Local Plan.

Yours sincerely,

John Stone
Clerk to West Clandon Parish Council.