

**Melton Parish Council**  
**Annual Accounts Year Ended 31st March 2008**  
**Balance Reconciliation**

	Vat Excl	Vat	Vat Inc	Vat Inc
<b>Balance as at 1st April 2007 [2006]</b>			£68,694.52	£69,376.23
Total Receipts				
Precept			£27,600.00	
Other income	£3,477.58			£40,772.02
- VAT on Receipts		£33.51		
- VAT Reclaimed on Payments		£4,951.28		
- VAT Repayment from 2006/7		1427.23	£9,889.60	
Total Payments				
Staff Costs			£14,587.79	
Capital & Interest repayments			£292.59	
Other expenses	£36,410.38			
- VAT on Payments		£4,984.79		£41,453.73
Loss on redemption of 5% treasury stock	£197.36		£41,592.53	
<b>Year-end Balance of Budget</b>			<b>£49,711.21</b>	<b>£68,694.52</b>
 <b>CUMULATIVE FUNDS REPRESENTED BY [at 31st MARCH 2008] [2007]</b>				
Current Account			£4,535.41	£6,117.26
Less Unpresented Cheques			-£1,225.84	£589.46
Add Unpresented receipts			£2,710.11	£0.00
Deposit Account			£43,691.53	£48,260.47
Savings 5.5% Treasury Stock 2008			£0.00	£14,906.25
<b>BALANCE C/Fwd</b>			<b>£49,711.21</b>	<b>£68,694.52</b>

The accounts represent fairly the financial position of the authority as at 31st March 2008 and reflect its receipts and payments during the year

Signed: .....  
**Responsible Financial Officer**

Date: **08/05/2008**

I certify that the accounts were formally approved at the Council Meeting on

Signed: .....  
**Chairman**

Date: **08/05/2008**

**Melton Parish Council**  
**Year Ended 31st March 2008**  
**Bank Reconciliation**

Balance per Bank Statements	£	£	£
<b>Deposit Account</b>			
Statement Balance 11/2/08			£ 56,691.53
<b>Less o/s transactions</b>			
04 March 2008	£ 3,000.00		
12 March 2008	£ 8,000.00		
12 March 2008	£ 2,000.00	£ 13,000.00	
<b>Balance</b>		<b>31 March 2008</b>	<b><u>£ 43,691.53</u></b>
<b>Current Account</b>			
Statement Balance 31/3/08			£ 4,535.41
<b>Add o/s pay-ins</b>			
VAT			£ 2,710.11
<b>Less unrepresented payments</b>			
DirDeb Suffolk ACRE	£ 25.00		
101799 Clerk	£ 924.23		
101802 Margery Miller	£ 24.90		
101803 Viking Direct	£ 99.37		
DirDeb KeConnect	£ 24.99		
101804 Lindos Centre	£ 70.50		
101805 Lindos Psychotherapy Centre	£ 56.85		
		<u>£ 1,225.84</u>	
<b>Cash at Bank</b>			<b><u>£ 6,019.68</u></b>
<b>GRAND TOTALS AS AT 31st March 2008</b>			<b><u>£ 49,711.21</u></b>

Signed: .....  
**Responsible Financial Officer** **Date: 08/05/2008**

Signed: .....  
**Chairman** **Date: 08/05/2008**

Melton Parish Council  
Annual Accounts Year Ended 31st March 2008  
Income & Expenditure

	2006 - 07		2007 - 08	
	Budget	Actual	Budget	Actual
<b>INCOME</b>				
<b>Council's Own Resources</b>				
Tennis Courts	£1,000	£185	£250	£ 191
Hire of Football Pitches	£1,200	£950	£1,250	£ 1,200
Stock Interest (redeemed 09/07)	£800	£413	£824	£ -
Bank Interest	£800	£1,484	£1,600	£ 1,831
SCDC Recycling Credits	£200	£120	£250	£ 250
Miscellaneous Income		£5	£0	£ 5
<b>Income - Council's Own Resources</b>	<b>£4,000</b>	<b>£3,157</b>	<b>£4,174</b>	<b>£ 3,478</b>
<b>Council Tax Precept</b>	<b>£27,600</b>	<b>£27,600</b>	<b>£27,600</b>	<b>£ 27,600</b>
<b>Total Income - Council's Own Resources</b>	<b>£31,600</b>	<b>£30,757</b>	<b>£31,774</b>	<b>£ 31,078</b>
<b>EXPENDITURE</b>				
<b>Expenditure - Council's Own Resources</b>				
<b>Administration &amp; Staffing</b>				
Clerk's salary, NI & Expenses	£7,900	£11,586	£8,200	£ 13,528
Temporary Clerk's Salary & Expenses	£0	£0	£0	£ -
Assistant Clerk's Salary & Expenses	£5,000		£4,300	
Sub - Total: Salaries NI & Expenses	<b>£12,900</b>	<b>£11,586</b>	<b>£12,500</b>	<b>£ 13,528</b>
Rent of Office Space	£6,700	£1,100	£3,450	£ 3,485
Administration, Computer & Audit [2006/7 inc Clerks Gratuity £6614]	£2,700	£11,430	£1,900	
Postage			£	£ 138
Stationery			£	£ 723
Computer/Telephone			£	£ 994
Audit			£	£ 390
Hire of Meeting Space			£	£ 952
Sub - Total: Administration Computer & Audit	<b>£22,300</b>	<b>£24,116</b>	<b>£17,850</b>	<b>£ 20,211</b>
Subscriptions [ACRE SALC SLCC etc]	£100	£583	£900	£ 868
Councillor's Expenses	£150		£650	£ 315
Training Expenses	£0	£150	£1,000	
Councillor Training			£	£ 573
Clerk Training			£	£ 415
Election Costs	£0	£0	£500	£ 108
	<b>£250</b>	<b>£733</b>	<b>£3,050</b>	<b>£ 2,278</b>
<b>Total Expenditure - Administration &amp; Staffing</b>	<b>£22,550</b>	<b>£24,849</b>	<b>£20,900</b>	<b>£ 22,489</b>
<b>Communication</b>				
Website/Domain Name Hosting	£0	£392	£100	£ 52
Further Development	£0		£400	£ 242
<b>Total Expenditure - Communication</b>	<b>£0</b>	<b>£392</b>	<b>£500</b>	<b>£ 294</b>
<b>Finance &amp; Risk Management Committee</b>				
Insurance	£1,100	£1,083	£1,100	£ 1,780
PWLB Loan Repayment (NB expires in 2013)	£300	£293	£293	£ 293
PWLB Loan Repayment - tennis court (Assumes 10 years)			£	£ -
PWLB Loan Repayment - pavilion (Assumes 40 years)			£	£ -
Lease of Land [SCDC]	£30	£26	£26	£ 26
<b>Total Expenditure - Finance &amp; Risk Management Committee</b>	<b>£1,430</b>	<b>£1,402</b>	<b>£1,419</b>	<b>£ 2,099</b>
<b>Grants and Contributions to Local Organisations [S137]</b>				
One-off Grants	£600	£770	£500	£ 500
Annual Regular Grants - BPR	£1,000	£2,000	£1,000	£ 1,000
- Melton Messenger			£1,000	£ 1,000
<b>Total Expenditure - Grants &amp; Contributions</b>	<b>£1,600</b>	<b>£2,770</b>	<b>£2,500</b>	<b>£ 2,500</b>
<b>Employment Committee</b>				
Other	£0	£0	£0	£ -
<b>Total</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£ -</b>
<b>Local Transport Rep</b>				
Melton Messenger articles for LTR				
Transport Rep's Expenses	£0	£249	£50	£ 211
<b>Total Expenditure - Local Transport Rep</b>	<b>£0</b>	<b>£249</b>	<b>£50</b>	<b>£ 211</b>
<b>Planning Committee</b>				
Other	£0	£0	£0	£ -
<b>Total Expenditure - Planning Committee</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£ -</b>

**Melton Parish Council**  
**Annual Accounts Year Ended 31st March 2008**  
**Income & Expenditure**

	2006 - 07		2007 - 08	
	Budget	Actual	Budget	Actual
<b>Recreation Committee</b>				
Park Warden's Wages	£1,500	£1,060	£1,600	£ 1,060
Playing Field & Pavilion Maintenance		£5,975		
Repair Roof			£	256
Repair Side Extn Roof			£	447
Replace Shutters			£	70
Goalpost Securing Post			£	85
Repair Damaged Gate			£	38
Reverse Gate			£	808
External Painting of Pavilion			£	329
Water Rates			£	260
Park Warden Expenses			£	33
First Aid Kit & Accident Book			£	156
Marking Pitches			£	30
Fire Service			£	385
Mole Service			£	295
Weed & Feed Pitch - Annual			£	2,548
Annual Maintenance Contract SBPM			£	89
Materials			£	1,531
Grass Cutting - Annual			£	427
All Weather Pitch Maintenance				
Hedge Cutting				
Electrical Service & Supply			£	39
Topographical Survey			£	1,370
Sub - Total: Playing Field & Pavilion Maintenance	<b>£1,500</b>	<b>£7,035</b>	<b>£1,600</b>	<b>£ 10,256</b>
Tennis Court Maintenance	£8,200	£127	£3,000	
Weekiller			£	74
Refurbishment			£	-
Sub - Total: Tennis Court Maintenance	<b>£8,200</b>	<b>£127</b>	<b>£3,000</b>	<b>£ 74</b>
Play Area Maintenance		£89	£200	
New ladder for Play Equipment & Chain restrictors				
New Wet Pour Surfaces under play equipment			£	7,984
New net for shooting ring			£	147
RoSPA inspection - annual				
Sub - Total: Play Area Maintenance	<b>£0</b>	<b>£89</b>	<b>£200</b>	<b>£ 8,131</b>
Woodland Maintenance [Tree Surgery]	£1,500	£350	£550	
Lopping of Tress			£	1,544
Hedge Cutting			£	347
Woodland Survey			£	2,349
Pond Maintenance	£0		£0	-
Sub - Total: Woodland Maintenance	<b>£1,500</b>	<b>£350</b>	<b>£550</b>	<b>£ 4,240</b>
<b>Total Expenditure - Recreation Committee</b>	<b>£11,200</b>	<b>£7,601</b>	<b>£5,350</b>	<b>£ 22,701</b>
<b>Village Facilities</b>				
Pages for young people in Melton Messenger				
Melton Car Park Project				
Melton Messenger Articles				
Bus Shelter Maintenance	£500	£771	£500	£ 50
Additional Dog Waste Bins	£0	£211	£500	
Additional Litter Bins				
Additional Grit Bins			£	173
Village Sign/Notice Board: Purchase & Maintenance	£0		£100	£ 774
Seats/Picnic Tables: Purchase & Maintenance	£0	£923	£100	
<b>Total Expenditure - Village Facilities</b>	<b>£500</b>	<b>£1,905</b>	<b>£1,200</b>	<b>£ 997</b>
<b>Miscellaneous</b>				
Quality Parish Scheme	£0		£0	
Strategic Local Partnership	£0		£0	
Market Towns Initiative			£0	
Sundry	£200	£73	£200	
<b>Total Expenditure - Miscellaneous</b>	<b>£200</b>	<b>£73</b>	<b>£200</b>	<b>£ -</b>
<b>Total Expenditure - funded by Council's Own Resources</b>	<b>£37,480</b>	<b>£39,241</b>	<b>£32,119</b>	<b>£ 51,291</b>

Melton Parish Council  
Annual Accounts Year Ended 31st March 2008  
Income & Expenditure

**Excess of Income over Expenditure**

*Repair pavilion roof*  
*Repair side pavilion roof*  
*Pavilion Painting External*  
*Tennis court refurbishment*  
*New play equipment ladder*  
*Wet pour play surface*  
*Woodland survey*  
*New dog waste bins*  
*Young people pages in Messenger*  
*Topographical survey*

*To draw down from reserves for items agreed by council 2007/8*

*To drawdown from reserves to meet shortfall in revenue inc/exp*

2006 - 07		2007 - 08	
Budget	Actual	Budget	Actual
<b>(£5,880)</b>	<b>(£8,484)</b>	<b>(£345)</b>	<b>(£20,213)</b>
		£	256
		£	-
		£	808
		£	-
		£	-
		£	7,984
		£	2,349
		£	-
		£	-
		£	1,370
		£	12,767
<b>£5,880</b>	<b>£8,484</b>	<b>£345</b>	<b>£ 7,446</b>

**Melton Parish Council**  
**Annual Accounts Year Ended 31st March 2008**

	31/03/2007	31/03/2008	Variance	Reason
Tennis Courts	£ 185	£ 191	£ 6	
Hire of Football Pitches	£ 950	£ 1,200	£ 250 +/- 10%	Increased Lease Charge
Stock Interest (redeemed 09/07)	£ 413	£ -	£ 413 +/- 10%	Redeemed in 09/07
Bank Interest	£ 1,484	£ 1,831	£ 347 +/- 10%	Higher Reserves
SCDC Recycling Credits	£ 120	£ 250	£ 130 +/- 10%	Higher Grant
Miscellaneous Income	£ 5	£ 5	£ -	
Council Tax Precept	£ 27,600	£ 27,600	£ -	
	<b>£ 30,757</b>	<b>£ 31,078</b>	<b>£ 321</b>	
Clerk's salary, NI & Expenses	£ 11,586	£ 13,528	£ 1,942 +/- 10%	Increased hours
Rent of Office Space	£ 1,100	£ 3,485	£ 2,385 +/- 10%	Full year
Administration, Computer & Audit [2006/7 inc Clerks Gratuity £6614]	£ 11,430	£ -	£ 11,430 +/- 10%	}
Postage		£ 138	£ 138 +/- 10%	}
Stationery		£ 723	£ 723 +/- 10%	} Reflects full year and does not include Clerks Gratuity
Computer/Telephone		£ 994	£ 994 +/- 10%	}
Audit		£ 390	£ 390 +/- 10%	}
Hire of Meeting Space		£ 952	£ 952 +/- 10%	Increased number of council & committee meetings
Subscriptions [ACRE SALC SLCC etc]	£ 583	£ 868	£ 285 +/- 10%	Increased subscriptions to SALC/SLCC + new subs to Suffolk ACRE & SPS
Councillor's Expenses	£ 150	£ 315	£ 165 +/- 10%	New councillors
Training Expenses				
Councillor Training		£ 573	£ 573 +/- 10%	New councillors
Clerk Training		£ 415	£ 415 +/- 10%	CiLCA training & initial training days
Election Costs	£ -	£ 108	£ 108 +/- 10%	May Election
Website/Domain Name Hosting	£ 392	£ 52	£ 340 +/- 10%	2006 included initial development
Further Development	£ -	£ 242	£ 242 +/- 10%	Enhancements to website
Insurance	£ 1,083	£ 1,780	£ 697 +/- 10%	Increased provision for assets & Clerks fidelity
PWLB Loan Repayment (NB expires in 2013)	£ 293	£ 293	£ 0	
Lease of Land [SCDC]	£ 26	£ 26	£ -	
One-off Grants	£ 770	£ 500	£ 270 +/- 10%	}
Annual Regular Grants - BPR	£ 2,000	£ 1,000	£ 1,000 +/- 10%	} Rationalising Grants to three beneficiaries
- Melton Messenger		£ 1,000	£ 1,000 +/- 10%	}
Melton Messenger articles for LTR	£ -	£ -	£ - +/- 10%	
Transport Rep's Expenses	£ 249	£ 211	£ 38 +/- 10%	Reduced circulation costs - use of website/email
Playing Field & Pavilion Maintenance	£ 5,975	£ -	£ 5,975	
Park Warden's Wages	£ 1,060	£ 1,060	£ -	
Repair Roof		£ 256	£ 256 +/- 10%	}
Repair Side Extn Roof		£ -	£ - +/- 10%	}
Replace Shutters		£ 447	£ 447 +/- 10%	}
Goalpost Securing Post		£ 70	£ 70 +/- 10%	}
Repair Damaged Gate		£ 85	£ 85 +/- 10%	}
Reverse Gate		£ 38	£ 38 +/- 10%	}
External Painting of Pavilion		£ 808	£ 808 +/- 10%	}
Water Rates		£ 329	£ 329 +/- 10%	}
Park Warden Expenses		£ 260	£ 260 +/- 10%	}
First Aid Kit & Accident Book		£ 33	£ 33 +/- 10%	} Reflects outstanding work accumulated over a number of years
Marking Pitches		£ 156	£ 156 +/- 10%	}
Fire Service		£ 30	£ 30 +/- 10%	}
Mole Service		£ 385	£ 385 +/- 10%	}
Weed & Feed Pitch - Annual		£ 295	£ 295 +/- 10%	}
Annual Maintenance Contract SBPM		£ 2,548	£ 2,548 +/- 10%	}
Materials		£ 89	£ 89 +/- 10%	}
Grass Cutting - Annual		£ 1,531	£ 1,531 +/- 10%	}
All Weather Pitch Maintenance		£ 427	£ 427 +/- 10%	}

**Melton Parish Council**  
**Annual Accounts Year Ended 31st March 2008**

Hedge Cutting	£	-	£	-	+/- 10%	}
Electrical Service & Supply	£	39	£	39	+/- 10%	}
Topographical Survey	£	1,370	£	1,370	+/- 10%	}
Tennis Court Maintenance						
Weekiller	£	127	£	74	-£ 53	+/- 10% } Reduced need
Refurbishment	£		£	-	£	- +/- 10%
Play Area Maintenance	£	89	£	-£	89	
New ladder for Play Equipment & Chain restrictors	£		£	-	£	-
New Wet Pour Surfaces under play equipment	£		£	7,984	£	7,984 +/- 10% H&S Requirement to replace play surface
New net for shooting ring	£		£	147	£	147 +/- 10% Replacement for damaged net
RoSPA inspection - annual	£		£	-	£	-
Woodland Maintenance [Tree Surgery]	£	350	£	-£	350	
Lopping of Tress	£		£	1,544	£	1,544 +/- 10% }
Hedge Cutting	£		£	347	£	347 +/- 10% } Reflects emergency work and provision of report for future work
Woodland Survey	£		£	2,349	£	2,349 +/- 10% }
Pond Maintenance	£		£	-	£	-
Pages for young people in Melton Messenger	£	-	£	-	£	-
Melton Car Park Project	£	-	£	-	£	-
Melton Messenger Articles	£	-	£	-	£	-
Bus Shelter Maintenance	£	771	£	50	-£ 721	+/- 10% Changed provision
Additional Dog Waste Bins	£	211	£	-	-£ 211	+/- 10% No provision in 2008
Additional Litter Bins	£	-	£	-	£	-
Additional Grit Bins	£	-	£	173	£	173 +/- 10% New purchase
Village Sign/Notice Board: Purchase & Maintenance	£	-	£	774	£	774 +/- 10% New purchase
Seats/Picnic Tables: Purchase & Maintenance	£	923	£	-	-£ 923	+/- 10% No provision in 2008
Quality Parish Scheme	£	-	£	-	£	-
Strategic Local Partnership	£	-	£	-	£	-
Market Towns Initiative	£	-	£	-	£	-
Sundry	£	73	£	-	-£ 73	+/- 10% No provision in 2008
	<b>£</b>	<b>39,241</b>	<b>£</b>	<b>51,291</b>	<b>£</b>	<b>12,050</b>

**Melton Parish Council**  
**Accounts for Year Ended 31st March 2008**  
**Asset Register**

<b>Asset</b>	<b>Value at Cost [Exc VAT]</b>
Bus Shelters	£9,440.00
 <i>Computer &amp; Other Office Equipment</i>	
Computer	£498.00
Screen	£119.00
Keyboard & Mouse [Cordless]	£36.00
Surge Protected 6 gang socket	£12.50
Software	£590.78
HP OfficeJet All In One	£296.00
Photocopier	£1,400.00
Filing Cabinets [2]	£204.98
Office Chair	£139.95
Telephone	£42.54
DrayTel Vigor 2800 Router	£124.99
4 hole punch	£10.99
Staple extractor	£0.89
Stapler	£5.99
Scissors	£1.99
Tape dispenser	£2.99
First aid kit	£27.99
Accident book	£4.69
sub-total	<u>£3,520.27</u>
Pavillion Contents	£6,170.00
Pavillion	£110,683.00
Play Equipment	£66,807.55
All Weather Playing Area	£42,500.00
Playing Field and Woodland	£1.00
Public Seats	£2,004.27
Motor Mower	£786.00
Tennis Courts	£1.00
Village Sign	£2,254.82
Notice Board	£774.26
Village Pumps [2]	£2.00
Total	<u><u>£244,944.17</u></u>