

**COTTENHAM PARISH COUNCIL**

**ACCOUNTS FOR THE YEAR  
ENDED 31ST MARCH 2018**

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**COTTENHAM PARISH COUNCIL**

**INCOME AND EXPENDITURE ACCOUNT  
for the year ended 31 March 2018**

<b>Summary</b>	<b><u>2018</u></b>	<b><u>2017</u></b>
Income	374,961.35	291,557.32
Expenditure	351,405.51	264,295.95
Net increase in total reserves *	<u>23,555.84</u>	<u>27,261.37</u>
Reserves b/f	<u>583,405.93</u>	<u>556,144.56</u>
Reserves c/f	<u><b>606,961.77</b></u>	<u><b>583,405.93</b></u>

*\* This is the total increase in overall reserves, before re-allocation between reserves in note 8.*

**COTTENHAM PARISH COUNCIL****INCOME AND EXPENDITURE ACCOUNT  
for the year ended 31 March 2018****Income**

	<u>2018</u>	<u>2017</u>
<b>Precept</b>	324,289.00	206,939.00
<b>Grants for Capital Projects</b>		
<b>Recreation ground rentals</b>		
Pre-school building	6,219.80	6,219.80
Sports & Social Club	10,400.00	10,400.00
Club room bookings (Pavilion)	343.50	224.00
Cambridge Kids Club	10,687.04	5,243.52
Cricket Club	1,125.60	1,020.00
Football Clubs	3,128.00	2,960.00
After School Club	-	6,194.84
Village Hall Rentals	1,196.00	1,705.17
Aerobics Instructors	928.00	1,150.00
Cottenham Day Centre	475.00	1,225.00
Bowls Club	263.81	180.00
Town Ground Rent	275.50	330.60
Green / rec hire	1,039.10	1,920.50
Rugby club	320.00	333.33
<b>Other Income</b>		
S106 Payments Open Space	3,131.78	32,494.55
S106 Payments Community Facilities	529.16	4,784.88
Received from Church & Causeways	3,000.00	3,000.00
Groundworks grant towards Neighbourhood plan	5,602.00	-
Sponsorship	-	225.00
Cottenham Festival income	-	291.67
Skate park	100.00	
Recouped Utility Costs	277.65	2,757.32
Bank interest Received	1,630.41	1,794.81
Other income	-	163.33
	<u><u>374,961.35</u></u>	<u><u>291,557.32</u></u>

**COTTENHAM PARISH COUNCIL****INCOME AND EXPENDITURE ACCOUNT  
for the year ended 31 March 2018****Expenses**

	Note	<u>2018</u>	<u>2017</u>
<b>Personnel &amp; Expenses</b>			
Staff costs		52,265.50	47,945.00
Clerk's and members expenses		124.47	233.26
Training		256.40	711.23
<b>Office and Administration</b>			
Postage & Stationery		913.79	1,176.34
Insurance		3,357.80	3,320.93
Telephone/Elec/Oil/Water		8,229.88	6,865.63
Office Rent		2,600.00	2,600.00
Hire of rooms		-	103.60
Rates		5,359.00	8,145.01
Equipment Hire		300.00	
Computer costs		262.99	557.29
Website costs		115.00	80.00
<b>Legal and professional</b>			
Legal, Professional & Consultancy		24,487.58	4,444.00
Auditing Fees and year-end accounts		1,361.00	2,010.00
Subscriptions		930.15	164.00
<b>Outside Services</b>			
Groundsman contract		32,956.60	30,434.86
Fen Reeves		140.00	-
Bus Shelters		-	100.00
Tree Works		2,281.40	100.00
<b>Other Facilities costs</b>			
Other Rec Ground expenses	2	16,488.24	19,834.34
Old Rec Ground Broad Lane		105.00	-
Changing room running costs		7,264.75	6,355.29
Village hall cleaning		341.14	583.72
Village Hall Running Costs		7,507.93	7,323.78
<b>Donations</b>			
Section 137 expenditure	3	8,000.00	5,200.00
Xmas concerts		1,898.40	832.00
Donations/Grants		3,100.00	3,476.00
Community Chest		2,450.00	287.50

<b>Local Projects</b>			
Play Area		5,127.59	3,812.48
Memorial and open spaces		908.20	460.38
Kingfisher Way		2,075.00	7,120.00
CALF - Cricket strips		-	9,296.00
CALF - OS Fitness kit on Rec/Broadlane		-	1,713.13
Cottenham Festival costs		-	1,444.16
Tenison Manor		397.60	1,365.82
WARG Field		220.00	1,574.04
Neighbourhood plan		4,827.50	-
Highways		414.35	635.00
Capital Projects - expenditure	1	22,771.25	57,720.71
Footway Lighting		1,129.85	1,140.90
Crowlands Manor		1,833.33	3,707.40
Youth Provision		8,163.00	9,728.95
<b>Financial Costs</b>			
Loan repayments including interest	4	6,116.38	6,116.38
Bank charges		98.40	121.42
<b>Other</b>			
Village Green Maintenance		1,498.19	
Phone box		448.00	
Gazebo		191.66	
Rampton Reflective Studs		2,000.00	
Aluminium Goal Posts		2,471.67	
All Saints Church Grant		16,000.00	
Path to the Pavilion		12,137.54	
VH/Nursery Pre apps		330.00	
Misc purchases		341.48	909.56
Bad Debt Write Off		203.50	4,545.84
<b>Committed expenditure (accrued in balance sheet, not yet spent)</b>			
Committed - Pavements Project		30,000.00	
Committed - Dissenters CIO fencing		20,604.00	
Committed - Land purchase / fencing 60 Lambs Lane		15,000.00	
Committed - CCC Improvement project		13,000.00	
<b>Total Expenditure</b>		<b>351,405.51</b>	<b>264,295.95</b>

## COTTENHAM PARISH COUNCIL

### BALANCE SHEET

As at 31 March 2018

	Note	<u>2018</u>	<u>2017</u>
<b>Assets</b>			
Debtors and prepayments	5	9,194.15	10,136.45
VAT Recoverable		1,312.72	1,925.69
Cash at Bank and in hand		697,071.79	593,263.62
		<u>707,578.66</u>	<u>605,325.76</u>
<b>Liabilities</b>			
Creditors	6a	16,781.73	21,316.78
Accruals - committed funds	6b	78,604.00	
Other creditors	6c	4,500.00	
Taxation		731.16	603.05
		<u>100,616.89</u>	<u>21,919.83</u>
<b>Net Assets</b>	7	<u>606,961.77</u>	<u>583,405.93</u>
Hall/nursery reserve	8	400,000.00	
General reserve	8	100,000.00	100,000.00
S106 reserves (see note)	8	75,708.99	188,765.77
Neighbourhood Plan	8	2,862.50	
Other reserve	8	28,390.28	294,640.16
<b>Total reserves</b>		<u>606,961.77</u>	<u>583,405.93</u>
		-	-

COTTENHAM PARISH COUNCIL

NOTES TO THE ACCOUNTS  
for the year ended 31 March 2018

1 - Long Term assets - assessment value

	<u>2018</u>	<u>2017</u>
Village Hall	428,000.00	428,000.00
Ladybirds Building	499,000.00	499,000.00
Ladybirds Extension	incl above	incl above
New changing rooms	640,000.00	640,000.00
Skate park	75,000.00	75,000.00
Groundsmans Buildings 1 & 2		
Rec Ground shed	3,000.00	3,000.00
Rec ground container	3,000.00	3,000.00
Village Sign	5,000.00	5,000.00
Village Pound walls	32,602.00	32,602.00
Bus shelter - Victory Way	1,000.00	1,000.00
Bus shelter - Green	3,000.00	3,000.00
Bus shelter - Histon Road x 2	6,000.00	6,000.00
Bus shelter - High St	3,000.00	3,000.00
Land (total)		
Sports Equipment Container at Rec	1,300.00	1,300.00
Oil Tank at Rec	1,500.00	1,500.00
Replacement Play Equipment		
Play equipment Slide Mound		
Play equipment Gravity Bowl		
Play equipment Spinner		
Play equipment Wobble board		
Play equipment Roll & rope		
Play equipment Burma bridge		
Play equipment Wavy bars		
Play equipment Combo 6		
Play equipment Log walk	72,000.00	72,000.00
Play equipment Inclusive orbit		
Play equipment Lakeland table x 3		
Play equipment Mega swing		
Play equipment 4m activity net		
Play equipment Cradle swing		
Play equipment Toddler climbing frame		
Play equipment Pony see-saw		
Play equipment Play train		
Play equipment Spring motorbike		
Play Area - Litter bins		
Play Area - Benches	600.00	600.00
Play Area - Cycle stands		
Mobile goalposts	6,000.00	
Athletics boom	205.00	205.00
Benches x 2 (Mahogany)	2,600.00	2,600.00
War memorial	66,000.00	66,000.00
Graveyard memorial	4,000.00	4,000.00
Phone Box - Denmark Road	-	-
Pavillion kitchen equipment	1,000.00	1,000.00
Pavillion furniture	1,400.00	1,400.00
Pavillion CCTV	6,800.00	6,800.00
Land		
Recreation Ground 1st field (part of KGV) ~2.4 hA	-	-
Recreation Ground 2nd field (part KGV) ~0.36 hA	-	-
Recreation Ground 2nd field (via Beazer) 0.36 hA	-	-
Recreation Ground 3rd field (lease from CCC) ~4.4 hA	-	-
WARG Field ~0.6hA	-	-
The Pound (public car park)	-	-
Fen Reeves community wood	-	-
Old Village Green (Broad Lane Recreation Ground)	-	-
The Pond	-	-
Village Green 0.59hA	-	-
Town Ground (agricultural let) ~2.1 hA	-	-
Open Space -Brenda Gautrey Way 0.63 hA	-	-
Open Space - Coolidge Gardens 0.27 hA	-	-
Open Space - Dunstal Field 0.17 hA	-	-
Open Space - Tenison Manor 0.33 hA	-	-
Open Space - Victory Way 0.24 hA	-	-
Smithy Fen Landing Stage (amenity let) ~0.05hA	-	-
Office equipment		
- shelving	200.00	200.00
- tables x 6	600.00	600.00
- chairs x 15	750.00	750.00

- clerk's laptop	300.00	300.00
- RFO's laptop	300.00	300.00
- assistant's laptop	300.00	300.00
- printer	500.00	500.00
- projector	100.00	100.00
- projector screen	100.00	100.00
- filing cabinets x 5	500.00	500.00
- window blinds x 2	100.00	100.00

<b>Total assessed asset value</b>	<b><u>1,865,757.00</u></b>	<b><u>1,859,757.00</u></b>
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<b>2 - Other Recreation ground expenses</b>	<b><u>2018</u></b>	<b><u>2017</u></b>
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Rec Ground Building Repairs and maintenance	10,000.32	10,843.78
Rec Ground General Costs	6,487.92	8,990.56
	<b><u>16,488.24</u></b>	<b><u>19,834.34</u></b>

<b>3- S137 and Donations</b>	<b><u>2018</u></b>	<b><u>2017</u></b>
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Mobile Warden	S137 1,500.00	1,500.00
Ladybirds	S137	900.00
Summer Reading challenge	S137	150.00
Baptist Church	S137	150.00
Fen Edge Family Festival grants	s145 1,500.00	
Primary School grants	s145 5,000.00	
Fen Edge Twinning	s145	500.00
Primary school	s145	2,000.00
	<b><u>8,000.00</u></b>	<b><u>5,200.00</u></b>

<b>4 - Loan Repayments - Public Works Loan Board</b>	<b><u>2018</u></b>	<b><u>2017</u></b>
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Balance b/f from previous year	11,084.60	15,998.90
Interest added in year	794.68	1,202.08
Payments made in year	- 6,116.38	- 6,116.38
<b>Balance c/f to next year</b>	<b><u>5,762.90</u></b>	<b><u>11,084.60</u></b>

<b>5 - Debtors</b>		
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Baby Clinic	124.20	124.20
Bowls Club	180.00	180.00
Colts Football	1,993.20	1,776.00
Cosworth	-	100.00
Cottenham Community Land Trust	90.00	-
CUFC	1,680.00	1,776.00
CUSSC	3,120.00	3,120.00
Day Centre	-	120.00
Helena Haramis	-	30.00
Jane Williams	110.40	110.40
John Thurston Amusements	-	244.20
John Lawson Circus	-	360.00
Katherine Barnwell	-	180.00
Luke Chapman	90.00	-
Ladybirds	-	1,637.65
Overpower Fitness	86.40	-
Sharon Amiss-Gallant	-	180.00
South Cambs DC	165.00	198.00

	<b><u>7,639.20</u></b>	<b><u>10,136.45</u></b>
	- 1,554.95	-

<b>6a - Creditors</b>		
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	<b><u>2018</u></b>	<b><u>2017</u></b>
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A J King	3,920.00	3,115.48
Anglia Water	153.34	
Argenta Tree Surveys	521.40	
BCS	67.20	67.20
Bridgeman Maintenance	285.00	
Birketts	990.00	900.00
Browns of Burwell	1,322.58	472.29
Calor	591.78	
Cambs County Council	1,129.85	
CB Creative Ltd	468.00	
Cheffins		300.00
Chubb Electronic Security	925.75	907.61
Connections Bus Project		2,445.00
CSA - Cleaning	47.88	-



CUSSC		1,080.00	1,130.00
Debbie Seabright		9.97	23.59
Green And Purple Ltd		60.00	60.00
Jo Brook		2.58	-
John Slater		420.00	-
Lowther Forestry		-	8,544.00
MD Contractors		360.00	-
Nick West		1,589.63	1,300.88
Peter Boyden		-	14.97
PHS Group Plc		-	24.00
Sam McManners		9.99	11.76
Southern Electric		549.19	-
Staples		124.56	-
Travis Perkins		115.27	-
Accrual for pension DD not taken		37.76	-
Audit accrual and year-end accounts preparation		2,000.00	2,000.00
		<u>16,781.73</u>	<u>21,316.78</u>
		-	-
		<u>2018</u>	<u>2017</u>
<b>6b - Committed funds</b>			
Committed - Pavements Project		30,000.00	-
Committed - Dissenters CIO fencing		20,604.00	-
Committed - Land purchase / fencing 60 Lambs Lane		15,000.00	-
Committed - CCC Improvement project		13,000.00	-
		<u>78,604.00</u>	<u>-</u>
		-	-
		<u>2018</u>	<u>2017</u>
<b>6c - Other creditors</b>			
Cottenham CLT Limited grant		4,500.00	-
		<u>4,500.00</u>	<u>-</u>
		-	-
		<u>2018</u>	<u>2017</u>
<b>7 - Accumulated Surplus</b>			
		<u>2018</u>	<u>2017</u>
Surplus b/f from previous year	See Reserves Note for detail	583,405.93	556,144.56
Net increase / (decrease) in reserves	See Reserves Note for detail	23,555.84	27,261.37
<b>Surplus c/f to next year</b>		<u>606,961.77</u>	<u>583,405.93</u>
		-	-

2017/18	2017/18	2017/18	2017/18	2017/18	2017/18	2017/18	2017/18	2017/18	2017/18
<u>General reserve</u>	<u>Current yr surplus</u>	<u>s106 Community Facilities Fund</u>	<u>s106 Open Spaces Fund</u>	<u>s106 Public Art Fund</u>	<u>Neighbourhood Plan</u>	<u>Hall/nursery</u>	<u>Other Reserve</u>		<u>Total</u>
Opening reserves 2016/7									583,405.93
In-year surplus before viring / transfers									23,555.84
Transfers between reserves (net = zero)									-
									-
<b>Reserve balances carried forward 2017/18</b>									<b>606,961.77</b>

#### Commentary on reserves

The General Reserve Fund remains untouched at £100,000.

We have created a £400,000 Hall/Nursery Fund to help fund initial work on the Village Hall & Nursery

Our s106 Open Space Fund still has about £71,345 after investing £64,000 in:

completing the pavilion (retention costs)  
 providing a hard pathway to the Sports Pavilion,  
 providing mobile goalposts,  
 funding a replacement fence at the Dissenters's Cemetery  
 acquiring land at the corner of the Rec access road

Our s106 Public Art Fund has £4,364 after investing £16,000 in:

new altar rails at All Saints' Church

Our s106 Community Facilities Fund is currently empty following:

allocation of £13,000 to the Community Centre project, and  
 transferring the residual approximate £20,000 balance into the Hall / Nursery Fund