Annual Report for the year ended 30 April 2012

Index to the Financial Statements

	Page
Comparison of budget with actual expenditure	1 and 2
Audit report	3
Balance sheet	4
General revenue account	5 and 6
Roads account	7
Notes to the financial statements	8 to 11
For information only	Page
Analysis of general expenses	12
Analysis of parish contributions	13
Recapitulation – 2012/13	14
Land and property asset register	15

Connétable's Report

Parish of St Clément

I have the honour to present the Annual Accounts of the Parish of St Clément for the year ended April 30, 2012.

Net expenditure amounted to £709,850 compared to the approved budget of £724,220 leaving £14,370 to be transferred to the Accumulated Fund from which the contributions to charities and organisations are paid.

The Tresor expenses were up because of the additional labour costs required during the Sexton's long term sick leave, Parish Hall expenditure mainly because of the unexpected requirement of a new circuit board and General Expenses due the increase in numbers attending the Senior Citizen Christmas lunches and a rise in bank charges,

On the positive side, the Roads Account produced a saving of just under £5,500 (compared to a deficit of £11,034 last year) and Sundry Receipts were up by £16,680 because of increased hire of the Parish Hall and significantly more speeding fines.

Looking ahead it needs to be noted that a surveyors report has indicated that some £142,000 will need to be spent on the fabric of the Church over the next 10 years. The significant expenditure will commence in 2016/17 so it will be sensible to start to add to Church and Rectory Maintenance Fund next year (2013/14) to be ready for this.

In the current year an access route will need to be created for hearses to approach the new cemetery. I am therefore asking that £10,000 be added to the Cemetery Maintenance Fund to allow this essential work to be undertaken.

Up to now the grant to charities and other organisations has been paid from the Accumulated Fund. This is not, in the long term sustainable, therefore, as I mentioned last year, I am recommending that this item of expenditure be shown "above the line".

To meet the estimated expenditure (less anticipated receipts) of the Parish for the year ended April 30, 2013 I shall be requesting that the rate per quarter be raised to .86p from the current .84p. This represents a 2.4% increase. The cost of living figure at March 2012 was 4.7% and no increase was made last year.

In closing I once again would like to thank most sincerely members of the Municipality and staff for the wonderful support they continue to offer me, but more importantly for the excellent service they, and others, including members of the Community Support Team, the Social Committee and the Magazine team, provide for the Parishioners of St Clément.

Len Norman

Connétable

10 July, 2012

Comparison of budget with actual expenditure for the year ended 30 April 2012

	Budget	Actual	Budget
	Year	Year	Year
	30.4.12	30.4.12	30.4.13
Tarana (Park Indian	£	£	£
Tresor (Parish church expenses)			
Wages, equipment, pension contributions and social security	34,000	38,252	44,300
Church and Rectory Upkeep	15,000	15,000	15,000
Death in Service Pension	7,000	7,000	7,000
	50.000		
Establishment and general	56,000	60,252	66,300
Salaries and social security	161,900	160 010	100 100
Pension contributions – Standard		162,213	163,100
Pension contributions – Pre 1987 debt	20,400 4,020	20,390	18,600
Telephone	2,200	4,048	4,250
Printing, advertising and stationery	6,500	2,213 6,447	2,450
Postage	6,500	5,952	7,000 6,500
Insurance	5,550	CONTRACTOR CONTRACTOR	
Computer maintenance costs	6,500	5,556 6,673	6,000
Parish Hall expenditure	27,750	33,758	6,300
General expenses	10,500	12,850	29,500 14,500
Refuse collection	313,850	313,827	332,341
	010,000	010,027	332,341
Administration	565,670	573,937	590,541
Etat Civil and Registrar's fees	100		
Assessment committee	100	35	100
Supervisory committee expenses	2,600	2,600	2,600
Honorary Police costs	4,500	4,204	4,400
Audit and accountancy	35,000	36,584	35,000
Legal fees	6,300	6,300	6,400
Public Election Law	3,500	-	3,500
Rate Law expenses	9,350	5,975	4,000
	7,000	7,332	8,000
	68,350	63,030	64,000
Requettes			
Cemetery Maintenance Fund	10,000	10,000	10,000
Property and Road Maintenance Fund	26,000	26,000	
Her Majesty's Diamond Jubilee celebrations	5,000	5,000	-
Charitable grants	-	-	11,500
Part-time youth worker	-	-	10,500
	41,000	41,000	32,000
Expenditure carried forward (page 2)	724 020	700.040	750.011
Enperiantare darried forward (page 2)	731,020	738,219	752,841

Comparison of budget with actual expenditure for the year ended 30 April 2012

The state of the s				
		Budget	Actual	Budget
		Year	Year	Year
	Notes	30.4.12	30.4.12	30.4.13
		£	£	£
Expenditure brought forward (page 1)		731,020	738,219	752,841
Roads account				
Road repairs and cleaning		133,000	128,262	130,500
Street lighting and upkeep		9,000	9,073	10,000
		142,000	137,335	140,500
Less: Income from driving licences etc		(67,000)	(67,814)	(55,000)
		75,000	69,521	85,500
Total expenditure		806,020	807,740	838,341
Bad debts and allowances				
Bad debts		1,500	1,492	1,750
Allowances and refunds		500	397	500
		2,000	1,889	2,250
Total expenditure including Bad debts and				
allowances		808,020	809,629	840,591
Less income				
Sundry receipts		27,000	43,680	35,000
St Christopher's School rent		52,600	52,604	54,313
Social Security Administration Refund		4,200	3,495	3,300
		724,220	709,850	747,978
Increase / (Decrease) in Accumulated Fund		-	14,370	-
Rates	6	724,220	724,220	747,978

INDEPENDENT AUDITORS' REPORT TO THE PARISHIONERS OF LA PAROISSE DE SAINT CLEMENT

We have audited the financial statements which comprise the balance sheet, the general revenue account, the roads account and the related notes.

Respective responsibilities of Connétable and auditors

The Connétable is responsible for preparing the annual report and the financial statements in accordance with applicable law and the Parish's own accounting policies. In preparing these financial statements, the Connétable is required to select suitable accounting policies and then apply them consistently and make judgements and estimates that are reasonable and prudent. The Connétable is also required to state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Parish will continue in operation.

The Connétable is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Parish. The Connétable is also responsible for safeguarding the assets of the Parish and hence for taking reasonable steps for the prevention and detection of fraud, error and non compliance with laws and regulations.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing ("ISA") (UK and Ireland) issued by the Auditing Practices Board. This report, including the opinion, has been prepared for and only for the Parishioners of La Paroisse De Saint Clement as a body and for no other purpose. We do not, in giving this opinion, accept or assume responsibility for any other purpose or to any other person to whom this report is shown or in to whose hands it may come save where expressly agreed by our prior consent in writing.

We report to you our opinion as to whether the financial statements are properly prepared in accordance with the Parish's own accounting policies. We also report to you if, in our opinion, if the Parish has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read the other information contained in the Annual Report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing ("ISA") (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Connétable in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Parish's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements for the year ended 30 April 2012 are properly prepared in accordance with the Parish's own accounting policies.

PricewaterhouseCoopers CI LLP Chartered Accountants Jersey, Channel Islands 2012

Balance sheet at 30 April 2012

		201:	2	2011	
	Notes	£	£	£	£
Accumulated fund assets:					
Current assets					
Rates outstanding	2	6,905		3,097	
Debtors and Prepayments	4	20,052		23,227	
Deposit accounts		521,075		515,296	
Current accounts – interest bearing		143,000		158,961	
Cash in hand		3,258		2,810	
			694,290		703,391
Less:					
Current liabilities				9	
Creditors: amounts falling due within one year	5	(46,380)		(38,470)	
Deferred driving license income	11	(81,020)		(94,524)	
Rent deposit	*****************	(5,000)		(5,000)	
			(132,400)		(137,994)
Net assets			561,890 ,		565,397
Financed by:					
Property and Road Maintenance Fund	3	39,826		14,506	
Cemetery Maintenance Fund	3	23,763		16,062	
Church and Rectory Maintenance Fund	3	41,032		75,117	
Youth Worker Fund	3	,		10,500	
Peter Barton Fund	3	2,624		2,239	
Accumulated Fund	3	449,795		446,973	
Diamond Jubilee Fund	3	4,850			
			561,890		565,397

The financial statements on pages 4 to 11 were approved by the Connétable on 10 July $\,$ 2012

Leonard Norman Connétable

General revenue account for the year ended 30 April 2012

		2012		2011		
	Notes	£	£	£	£	
Income						
Parish rates	6	722,741		719,490		
Rates surcharge		4,341		3,838		
Deposit interest		5,955		6,163		
Hire of Parish Hall		7,130		3,265		
Administration refund	7	3,495		4,335		
Property search fees		3,238		2,820		
St Christopher's School rent		52,604		50,950		
Speeding fines		16,840		7,395		
Other	*****	5,766		5,974		
Total income			822,110		804,230	
Expenditure						
Tresor (Parish Church expenses)			60,252		60,644	
Establishment and general						
Salaries and social security		162,213		159,370		
Pension contributions		20,390		20,127		
Pension contributions - Pre 1987 debt	8	4,048		3,936		
Heat, light, fuel and water		4,900		6,104		
Telephone		2,213		2,171		
Printing, advertising and stationery		6,447		6,112		
Postage		5,952		5,905		
Insurance		5,566		5,587		
Computer expenses		6,673		6,676		
Upkeep of premises				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Garden upkeep		5,013		2,017		
Cleaning		13,027		12,604		
Repairs and renewals		8,716		3,867		
Fixtures and fittings		2,102		1,154		
General expenses (Page 12)		12,850		10,477		
Refuse collection		313,827	***************************************	301,080		
***************************************			573,937		547,187	
Expenditure carried forward (page 6)			634,189		607,831	

General revenue account for the year ended 30 April 2012 (continued)

	2012		2011		
	Notes	£	£	£	£
Expenditure brought forward (page 5)			634,189		607,831
Administration					
Etat-Civil and Registrar's fees		35		55	
Assessment committee		2,600		2,600	
Supervisory committee expenses		4,204		4,313	
Honorary Police costs		36,584		34,129	
Audit and accountancy		6,300		6,200	
Public Election Law		5,975		1,389	
Legal Fees				3,211	
Rate Law expense		7,332		16,430	
	Sold Charles (Marghall and Land	200840000000000000000000000000000000000	63,030		68,327
Roads account					
Amount voted by Parish Assembly		75,000		50,100	
(Surplus)/ deficit on the roads account for the	9	75,000		50,100	
year (page 7)		(5,479)		11,034	
		(0)0/		,	
	-		69,521		61,134
Requettes approved by Parish Assembly					
Parish Hall in bloom competition			-		2,750
Property Maintenance Fund	3		26,000		54,000
Transfer to youth worker fund	3				10,500
Transfer to Cemetery Maintenance fund	3		10,000		8,000
Transfer to Church & Rectory Maintenance Fund	3		-		-
One off requettes					
65 th Liberation Celebrations	3		-		(10,922)
Diamond Jubilee			5,000		-
			41,000		64,328
Total expenditure			807,740		801,620
Surplus for the year	3		14,370		2,610

Continuing operations: all the items dealt with in arriving at the surplus for 2012 and 2011 relate to continuing operations.

The Parish has no material recognised gains and losses other than those included in the deficit above, and therefore no separate statement of total recognised gains and losses has been presented.

There is no difference between the surplus for the year stated above and its historical cost equivalent.

Roads account for the year ended 30 April 2012

, and , and a second of the second	20)12	2011	
	£	£	£	£
Income:				
Amount voted by Parish Assembly for the year				
Upkeep of the by-roads	133,000		105,100	
Street lighting	9,000		10,000	
	142,000		115,100	
Less: Income from driving licences etc		(67,000)		(65,000)
		75,000		50,100
Firearm certificates	825		315	
Motor driving licences	56,082		57,109	
Dog licences	3,695		3,460	
Parking Fines	7,213		7,410	
		67,814		68,294
Expenditure				
Cleaning by-roads	2,203		6,063	
Wages, pension contributions and social security	65,317		40,606	
Repairs to by-roads	36,177		46,929	
Street lighting – electricity and upkeep	9,073		8,958	
Sundry expenses	12,052		9,807	
Rental – Parish Shed	7,920		7,430	
Driving licence expenses	4,593		9,635	***************************************
		137,335		129,428
Surplus/ (Deficit) for the year carried to general revenue)			
account (Page 6)		5,479		(11,034)

Notes to the financial statements for the year ended 30 April 2012

1 Principal accounting policies

The financial statements are prepared in accordance with the historical cost convention and the accounting policies selected by the Parish. A summary of the more important accounting policies, which have been applied consistently, is set out below.

Fixed assets

It is the policy of the Parish not to capitalise fixed assets. All such expenditure is written off in the year in which it is incurred.

Income and expenditure

The Parish Rates are brought into account for assessments up to 31 December 2011. Rent, deposit interest and sundry income are accounted for on an accruals basis.

During the year ending 30 April 2009 driving licences that had been last renewed during the year ended 30 April 2004 were required to be renewed and this income is being credited to the general revenue account over the licence period of ten years (note 11). This was a one off treatment as a result of the change in the driving licence. For all drivers licence income received after 30 April 2009 this is recognised on a receipts basis.

Expenditure is accounted for on an accruals basis.

Bad debts

A specific provision is made against all debts relating to rates over two years in arrears.

Cash flow statement

The Parish is exempt from producing a cash flow statement as required by Financial Reporting Standard No. 1 (Cash Flow Statements - Revised 1996), on the grounds that it is a small enterprise.

Maintenance Funds

It is Parish policy to set aside funds for property and road maintenance, repairs to the church and rectory, and also repairs to the cemetery. These funds are to be held for future repair and refurbishment of property and roads, repair of the church and rectory, and repair of the cemetery, and may be increased subject to agreement with the Parish Assembly. The transfers to these funds, approved by the Parish Assembly are reflected as transfers to reserves in the general revenue account.

Notes to the financial statements for the year ended 30 April 2012

2 Rates outstanding

	2012	2011
	£	£
Rates outstanding	6,905	3,097

3 Summary of Fund Balances

At 30 April 2012	449,795	39,826	41,032	23,763	-	2,624	4,850	561,890
Charitable contributions	(11,500)	-	-	-		-	-	(11,500)
Surplus for the year	14,370		-	-	-	-	-	14,370
Utilised funds	-	(695)	(34,118)	(2,299)	(10,500)	(345)	(150)	(48,107)
Contribution	-	26,000	-	10,000	-	730	5,000	41,730
Transfers during the year	(48)	15	33	•	-	5	=	
Balance brought forward	446,973	14,506	75,117	16,062	10,500	2,239		565,397
	Accumulated Fund £	Property & Roads Maintenance Fund £	Church & Rectory Maintenance Fund £	Cemetery Maintenance Fund £	Youth Worker Fund £	Peter Barton Fund £	Diamond Jubilee Fund £	Total £

4 Debtors and Prepayments

	20,052	23,227
Other debtors	5,927	4,091
St Christopher's School backdated rent	14,125	19,136
	£	£
	2012	2011

5 Creditors: amounts falling due within one year

	2012	2011
	£	£
Bus Shelter Donation	2	5,000
Social security contributions	1,867	1,693
Audit	6,300	6,200
Rates received in advance	20,486	17.569
Trade creditors	17,664	7,570
Community Support Team Donations	63	438
	46,380	38,470

Notes to the financial statements for the year ended 30 April 2012

6 Rates

	2011/20	12	2010/ 2011		
	Quarters		Quarters		
	at 0.84p	£	at 0.84p	£	
	96 946 667	704.000			
THE RESIDENCE OF THE PROPERTY	86,216,667	724,220	85,598,034	719,024	
Less					
Bad debts, allowances and refunds:					
Bad debts	(1,492)		(1,320)		
Allowances and refunds	(397)		(141)		
Add					
Collection of bad debts	410		1,927		
		(1,479)		466	
		722,741		719,490	

For the year ended 30 April 2012 rates were payable to the parish at a rate of 0.84p per quarter. In addition an island wide rate was levied. The island wide rate was collected by the parish and passed directly to the States of Jersey. The total collected for the island wide rate was £601,042 bringing total rates payable for the parish (parish rates and island wide rates) to £1,325,785.

7 Administration of Income Support Payments

On 28 January 2008 Welfare was replaced by Income Support. The Parish administers, on behalf of Social Security, some Income Support payments for which a percentage fee is received.

8 Public Employees Contributory Retirement Scheme

The pension contribution amounting to £28,683 (2011: £29,270) relates to staff who are members of the Public Employees Contributory Retirement Scheme (PECRS). This is a defined benefit pension scheme whose assets are held separately from those of the States of Jersey. Contribution rates are determined by a qualified actuary so as to spread the cost of providing benefits over the members' expected service lines.

Reference should be made to the States of Jersey accounts for the year ended 31 December 2006 for further details of the scheme. Contributions are accounted for within the parish accounts as a defined contribution scheme, as it is a multi employer scheme.

The last published actuarial valuation of the scheme as at 31 December 2007 dated 2 July 2009 indicated that the scheme had a deficit of £63.2m.

As an admitted body to PECRS the parish has been allocated a proportion of the unfunded liabilities of the scheme which arose in the years up to and including 31 December 1986. With effect from 1 February 2006 the parish was required to fund additional annual contributions amounting to £3,192. This figure is subject to adjustments by reference to the percentage increase of the average pensionable earnings of all members of the scheme. The amount contributed this year was £4,048 (2011: £3,936).

Notes to the financial statements for the year ended 30 April 2012

9 Contingent Liability

The Parish of St Clement, along with all of the other Parishes, is party to an agreement whereby the Parish receives access to certain databases within the States of Jersey computer systems. The Parish, along with all of the other Parishes, is liable to pay damages in the event of a security breach which has been estimated to total £100,000, and which would be aggregated out between the Parishes on a pro-rata basis. As at the date of signing the Parish accounts, the Constable is not aware of any security breaches having occurred that would result in a claim for damages being received.

10 Goods and Services Tax

The Goods and Services Tax (Jersey) 2008 was introduced in Jersey on 6 May 2008.

Part 4 of the Goods and Services Tax (Jersey) Law 2007 relates to the Public Sector and interprets "Parish" as any of the 12 parishes of Jersey. The Parish, as a public authority, has special treatment under Regulation 5 of the Goods and Services Tax (Jersey) Regulations 2007. This determines the detail of the application of the Law to the 12 parishes of Jersey. In particular a parish is required to be registered for GST.

GST does not apply to the supply of goods or services by a parish, being a supply that is not in the course of or furtherance of a business. Most of the income is from rates received and is not derived from business activities. Article 53 of the Law requires any GST paid by the Parish to be refunded if it is incurred on supplies or importations that were not for business purposes.

In summary, GST will not be charged by the Parish on the supply of goods and services connected with regulatory functions but GST charges will apply where the Parish provides goods and services in competition with commercial concerns.

11 Deferred Drivers Licence Income

	2012	2011
	£	£
Opening balance	94,524	108,028
Annual released to Roads Account for the year	(13,504)	(13,504)
Closing balance	81,020	94,524

Analysis of general expenses for the year ended 30 April 2012

	2012 £	2011 £
Connétable's expenses	1,000	999
Office sundries	430	467
Funeral expenses - wreathes, notices and donations	117	278
Christmas reception Senior Citizens Christmas dinner	1,360	1,000
Presentations and gifts	6,865	5,701
Travel expenses and transport and towing fees	224	441
	390	300
Bank charges	2,464	1,291
	12,850	10,477

Analysis of parish contributions for the year ended 30 April 2012

		2012 £	2011 £
Contributions			_
Various charities and organisations as agreed		11,500	11,500
Contributions	Budgeted	Actual	
	2012	2012	
	£	£	
Recommended by the Accounts Committee with the	25.		
Allocation to be agreed by the Connétable and Procureurs			
Du Bien Public	11,500	11,500	
Allocation of 2012 contributions			
Eastern Good Companions		300	
2 nd Jersey Scout Group		510	
9th Greve d' Azette Brownies		600	
Witness Services		500	
Relate			
Le Squez youth Club		1,000	
The Samaritians		1,600	
11 th St Clement Guides		500	
St Clement's Battle of Flowers		500	
St Clement's Sports Club		2,240	
Jersey Association of Carers		900	
Citizens Advice Bureau		500 750	
More than Gold		500	
NSPCC			
No. 100		1,100	
		11,500	
Recapitulation – 2013/2012			
	Foncier	Occupant	Total
	Qrs	Qrs	Qrs
Demostic	10.000.070	10.000.070	04.000 7.10
Domestic Non-domestic	40,669,373	40,669,373	81,388,746
Non-domestic	2,840,008	2.859,308	5,699,316
Total Quarters	43,509,381	40,669,373	86,974,162
Parish Rate			
86,974,162 Qrs @	0.0083	= 721,886	
,,	0.0084	= 730,586	
	0.0085	= 739,280	
	0.0086	= 747,978	
	0.0087	= 756,675	
	0.0007	- 130,013	

PARISH OF ST CLEMENT

ACCOUNTS COMMITTEE ACT

2012

This third day of July in the year two thousand and twelve:-

We, the undersigned, members of the Committee elected by Act of Parish Assembly dated 1 July 2011, for the purpose of examining the Connétable's accounts for the financial year ending 30 April 2012, have this day received a full report of the accounts and financial statements and hereby recommend the adoption of same by the Parish Assembly to be held on Tuesday 17 July 2012.

We have also examined the estimates for the financial year ending 30 April 2012 and support the Connétable in his recommendation that the Parish Rate be adopted at 0.86 pence per quarter

Mrs S A Pearmain - Procureur du Bien Public:
A Perkins - Procureur du Bien Public:
Rev. D Shaw:
R de la Haye – Church Warden:
Mrs E Tucker – Church Warden:
Centenier E Caldeira – Chef de Police:
Deputy G Baudains:
Deputy S Pinel:
M Machon:

Land & Property Asset Register 2012

- 1. The Parish Hall
- 2. The Common Land surrounding the Parish Hall including the car park to the east [currently let to Public Services until 2068]; the gardens to the west; the paddock area to the north and the further grassed area the north of the aforementioned area beyond the old railway bridge [currently used by Public Services for a surface water impounding area]
- 3. The Common Land on the seaside of the Coast Road:
 - i. the triangular grassed area opposite Le Hocg Inn
 - ii. the rectangular grassed area opposite the Parish Hall including the 2000 Wayside Cross
- 4. Le Hocq Tower save for the area of foreshore bordering the Tower on East, south and west, which is owned by the States of Jersey. The Tower is currently leased to the Jersey Heritage Trust for a 25 year period from 1993 to 2018.
- 5. The Quarry at Le Hocq
- 6. The triangular strip of land at Millard's Corner to the east of La Grande Charriere slipway and bordering the Coast Road, together with the benches on this site.
- 7. A triangular piece of land at the junction of La Rue au Blancq and La Grande Route de St Clément
- 8. The Rectory and outbuildings
- 9. The pump in Rue de Causie and the Douet and Lavoirs at:
 - Slate House, La Grande Route de St Clement
 - ii. East of Pontac House Hotel
 - iii. North side of the junction of La Rue de la Blinerie and Victoria Road all being maintained by the National Trust
- Corner of Field 164 bordering La Verte Rue and the Parish footpath including the Millennium Monolith
- 11. Old St Clement Primary School Building
- 12. Don Jeanne Gruchy Clos des Pauvres land off Rue Laurens 4 vergees