

**PARISH OF ST MARTIN
ACCOUNTS
FOR THE YEAR ENDED
30 APRIL 2016**

PARISH OF ST MARTIN
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FOR THE YEAR ENDED 30 APRIL 2016

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Alex Picot
chartered accountants

95-97 Halkett Place
St. Helier, Jersey
Channel Islands JE1 1BX

INDEPENDENT AUDITOR'S REPORT TO THE PRINCIPALS AND ELECTORS OF THE PARISH OF ST MARTIN

We have audited the financial statements of the Parish of St Martin for the year ended 30 April 2016 on pages 2 to 12. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the principals and electors of the Parish, as a body. Our audit work has been undertaken so that we might state to the Parish's principals and electors those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Parish and the principals and electors of that Parish as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Connétable and auditors

The Connétable is responsible for the preparation of the accounts in accordance with applicable law and the Parish's own accounting policies. In preparing these accounts the Connétable is required to select suitable accounting policies and apply them consistently, make judgements and estimates that are reasonable and prudent and prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Parish will continue in operation.

The Connétable is responsible for keeping proper accounting records which show with reasonable accuracy at any time the financial position of the Parish. The Connétable, together with the Procureurs du Bien Publique, is also responsible for safeguarding the assets of the Parish and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Our responsibility is to audit and express an opinion on the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

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

Scope of the audit opinion

An audit includes obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Parish's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Parish; and the overall presentation of the accounts.

In addition, we read the financial and non-financial information issued with the accounts to identify material inconsistencies with the accounts and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view, in accordance with the Parish's own accounting policies, of the Parish's affairs as at 30 April 2016 and of its income and expenditure for the year then ended; and
- have been properly prepared in accordance with applicable law.

**PARISH OF ST MARTIN
SUMMARY OF BALANCES AT 30 APRIL 2016**

	Note	2016		2015	
		£	£	£	£
CURRENT ASSETS					
Sundry debtors and prepayments			8,652		12,476
Cash at bank and in hand			476,665		493,648
			485,317		506,124
CREDITORS: Amounts falling due within one year					
Driving licences prepaid	5	13,918		14,255	
Sundry creditors and accruals	6	54,556		44,843	
			68,474		59,098
NET CURRENT ASSETS					
			416,843		447,026
CREDITORS: Amounts falling due after more than one year					
Driving licences prepaid	5		29,993		40,347
			<u>£386,850</u>		<u>£406,679</u>
BALANCES IN HAND					
General Account (page 6)			209,681		183,257
Reserve Fund	7		144,818		159,660
Parish Depot Fund	8		2,509		-
Parish Vehicle Reserve Fund	8		11,385		28,762
Church Bell Reserve Fund	8		-		10,000
Car Park Reserve Fund	8		18,457		25,000
			<u>£386,850</u>		<u>£406,679</u>

..... CONNÉTABLE

..... PROCUREUR

..... 2016

PARISH OF ST MARTIN
SUMMARY OF CAPITAL BALANCES AND FUNDING AT 30 APRIL 2016

	Note	2016 £	2015 £
Sheltered Housing - Le Court Clos			
Capital expenditure to date		2,729,397	2,729,397
Debtors		1,084	1,088
Cash at bank		175,452	68,602
		<u>£2,905,933</u>	<u>£2,799,087</u>
Loan finance	10	-	49,746
Rents received less running costs and loan interest- cumulative		1,665,259	1,508,726
Creditors		445	386
Donations		515,000	515,000
Initial funding received		725,229	725,229
		<u>£2,905,933</u>	<u>£2,799,087</u>
Rectory refurbishment			
Capital expenditure to date		551,454	551,454
Cash at bank		-	4,583
Rental deposit		5,000	5,000
		<u>£556,454</u>	<u>£561,037</u>
Loan finance		136,129	180,160
Rents received less running costs - cumulative		115,325	71,294
Donation		300,000	300,000
Rental deposit		5,000	5,000
Creditors		-	4,583
		<u>£556,454</u>	<u>£561,037</u>

PARISH OF ST MARTIN
GENERAL ACCOUNT - INCOME
FOR THE YEAR ENDED 30 APRIL 2016

	Note	2016		2015	
		£	£	£	£
2015 RATE					
51,644,598 quarters assessed at 1.16p per quarter (2014 – 50,654,308 at 1.12p per quarter)					
			599,077		567,328
Add: Surcharges made			2,187		1,697
Less: Adjustments and non-recoverables		1,898		2,213	
Unpaid balances	2	603		1,430	
			(2,501)		(3,643)
TOTAL RATES RECEIVED			<u>598,763</u>		<u>565,382</u>
SUNDRY INCOME					
Rates arrears (net of refunds and collection charges)		1,321		620	
Rental income		38,204		27,866	
Speeding fines		4,425		3,160	
Deposit interest		289		385	
Other income	3	13,243		14,037	
			<u>57,482</u>		<u>46,068</u>
TOTAL INCOME FOR THE YEAR			<u><u>£656,245</u></u>		<u><u>£611,450</u></u>

PARISH OF ST MARTIN
GENERAL ACCOUNT - EXPENDITURE
FOR THE YEAR ENDED 30 APRIL 2016

	Note	Estimates 2016 £	Actual 2016 £	Actual 2015 £
ADMINISTRATION:				
Telephone and postage		6,700	7,694	6,549
Advertising, printing and stationery		10,500	6,812	9,603
Computer expenses		8,000	8,432	7,008
Comité des Connétables		6,200	6,200	6,175
Sundry expenses		6,600	5,352	4,615
		38,000	34,490	33,950
SALARIES, PENSIONS AND FEES:				
Salaries, pensions and social security		125,300	124,404	122,306
Assessment Committee		2,750	2,750	2,750
Professional fees		12,000	7,148	8,500
Audit fee		5,700	5,700	5,700
Etat Civil		150	37	122
		145,900	140,039	139,378
TRESOR:				
Wages, repairs and maintenance		45,000	41,868	46,355
RECTOR'S ACCOMMODATION ENTITLEMENT				
		15,000	15,000	15,000
CHARITABLE GRANTS				
	4	7,000	7,000	6,500
ROADS ACCOUNT (page 7)				
		115,000	111,879	112,869
REFUSE COLLECTION				
		101,500	101,334	99,342
STREET LIGHTING				
		450	422	441
MAINTENANCE OF PROPERTIES:				
- Public Hall – Upkeep		16,300	14,520	15,402
- Public Hall – Interior and exterior maintenance		7,000	6,942	6,582
- Other properties		29,200	28,141	22,241
- Village Green/Pavilion		6,000	6,482	3,232
- Car Park maintenance		3,000	3,193	1,621
		61,500	59,278	49,078
HONORARY POLICE:				
Operational		22,650	20,324	22,227
Support		16,350	15,537	15,410
Capital		-	-	4,309
		39,000	35,861	41,946
Balance carried forward		568,350	547,171	544,859

PARISH OF ST MARTIN
GENERAL ACCOUNT – EXPENDITURE (CONTINUED)
FOR THE YEAR ENDED 30 APRIL 2016

	Estimates 2016 £	Actual 2016 £	Actual 2015 £
Balance brought forward	568,350	547,171	544,859
RESERVE FUND – allocation for future major expenditure			
Village Green	-	-	20,000
Car Park Reserve Fund	20,000	20,000	25,000
Parish Vehicles Reserve Fund	10,000	10,000	15,000
	30,000	30,000	60,000
CAPITAL REPAYMENT ON FIELD 388	-	-	15,000
TOTAL EXPENDITURE EXCLUDING SPECIAL VOTES	598,350	577,171	619,859
SPECIAL VOTES:			
Youth Centre worker	12,000	12,000	12,000
Parish in Bloom	500	500	500
Battle of Flowers	1,000	1,000	1,000
Senior Citizens Christmas Fund	500	500	1,000
70 th Liberation	-	-	2,463
Old School Development Project	58,000	38,650	-
	72,000	52,650	16,963
TOTAL EXPENDITURE FOR THE YEAR	£670,350	£629,821	£636,822

GENERAL ACCOUNT SUMMARY

	£	£
INCOME (page 4)	656,245	611,450
EXPENDITURE (pages 5 - 6)	629,821	636,822
EXCESS OF INCOME/(EXPENSES) FOR THE YEAR	26,424	(25,372)
ADD: BALANCE IN HAND AT THE BEGINNING OF THE YEAR	183,257	208,629
BALANCE IN HAND AT THE END OF THE YEAR	<u>£209,681</u>	<u>£183,257</u>

PARISH OF ST MARTIN
ROADS ACCOUNT
FOR THE YEAR ENDED 30 APRIL 2016

	Note	2016		2015	
		£	£	£	£
EXPENDITURE					
Resurfacing and re-instatement of roads			68,232		87,854
Other expenditure (including drains expenditure)			46,581		34,048
Road cleaning contract			24,625		24,100
			<u>139,438</u>		<u>146,002</u>
Less: INCOME					
PERMITS AND LICENCES					
Driving licences	5	20,611		20,067	
Firearm certificates		415		421	
Scaffolding permits		100		150	
			<u>21,126</u>		<u>20,638</u>
FINES - proportion retained by the Parish		5,833		11,895	
SUNDRY INCOME		600		600	
			<u>27,559</u>		<u>33,133</u>
NET EXPENDITURE FOR THE YEAR					
Charged to General Account (page 5)			<u>£111,879</u>		<u>£112,869</u>
ESTIMATE			<u>£115,000</u>		<u>£120,000</u>

PARISH OF ST MARTIN
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 APRIL 2016

1. ACCOUNTING POLICIES

1.1 Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with accounting principles selected by the Parish.

1.2 Fixed assets

Land and buildings owned by the Parish are not reflected in the balance sheet but are listed in Note 12. No depreciation is provided on buildings and the cost of repairs and maintenance, where appropriate, is charged to General Account in the year of expenditure.

Motor vehicles and Furniture, fittings & equipment are charged to General Account in the year of acquisition.

1.3 Income

All income is brought into account on a receipts basis except:-

- Income from driving licences is apportioned over the period of the licence.
- Rental income which is accounted for on an accruals basis.

1.4 Expenditure

All expenditure is accounted for on an accruals basis.

1.5 Reserve Fund

The Reserve Funds have been established to equalise the effect of exceptional expenses over successive years.

2. UNPAID BALANCES

	2016	2015
Balance of recoverable rates	<u>£603</u>	<u>£1,430</u>
Percentage of total (adjusted) cash receivable	<u>0.10%</u>	<u>0.25%</u>

3. OTHER INCOME

	2016	2015
	£	£
Dog licences (less stray dog expenditure)	2,661	2,132
Hire of Public Hall	1,954	1,432
Property investigations	2,000	1,833
Sunday trading permits	810	1,210
Sundry receipts	418	2,030
Fees for the administration of the Sheltered Housing and H Trust	5,400	5,400
	<u>£13,243</u>	<u>£14,037</u>

PARISH OF ST MARTIN

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30 APRIL 2016

4. CHARITABLE GRANTS

	2016	2015
	£	£
Headway	500	500
Jersey Age Concern	300	300
Jersey Association of Carers	300	300
Jersey Hospice Care	-	400
Jersey Mencap	-	500
The Samaritans (Jersey)	200	200
The Shelter Trust	-	200
Citizens Advice Bureau	-	300
Eyecon (formerly Jersey Blind Society)	500	200
Care Homes/ Nursing Homes for Motor Neurone Disease	500	500
CLIC Sargent	400	400
Salvation Army	300	200
Jersey Stroke Association	400	400
Diabetes Jersey	300	300
Jersey Riding for Disabled	300	300
Lions Club (Maison des Landes)	300	300
Jersey Multiple Sclerosis Society	300	300
Parkinson's Disease Society in the United Kingdom – Jersey Branch	300	300
Jersey Association for Spina Bifida and Hydrocephalus	300	300
Silkworth Lodge	300	300
Mind Jersey	400	-
Donna Annand Melanoma Charity	300	-
Les Amis	400	-
After Breast Cancer	400	-
	<u>£7,000</u>	<u>£6,500</u>

5. DRIVING LICENCES

	2016		2015	
	£	£	£	£
Total receipts		9,920		10,014
Add: Deferred income brought forward		54,602		64,655
		64,522		74,669
Less: Deferred income carried forward				
- Due within one year	13,918		14,255	
- Due within two to eight years	29,993		40,347	
		43,911		54,602
Driving licence income for the year		<u>£20,611</u>		<u>£20,067</u>

6. CREDITORS

	2016	2015
Sundry creditors	<u>£54,556</u>	<u>£44,843</u>

PARISH OF ST MARTIN
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 APRIL 2016

7. RESERVE FUND

	£
Balance at 1 May 2015	159,660
Add: Bank deposit interest	402
Less: Former St Martin's School expenditure	(15,244)
Balance at 30 April 2016	<u>£144,818</u>

8. OTHER RESERVE FUNDS

	Parish Depot £	Parish Vehicle £	Church Bell £	Car Park £
Balance at 1 May 2015	-	28,762	10,000	25,000
Transfer from General Account	-	10,000	-	20,000
Transfer between Funds	10,000	-	(10,000)	-
Proceeds from sale of Parish vehicle	-	3,905	-	-
Expenditure	(7,491)	(31,282)	-	(26,543)
At 30 April 2016	<u>£2,509</u>	<u>£11,385</u>	<u>£ -</u>	<u>£18,457</u>

9. SHELTERED HOUSING

LE COURT CLOS

	2016 £	2015 £
Income		
Rents received	197,256	197,298
Bank interest received	56	35
	<u>197,312</u>	<u>197,333</u>
Expenditure		
Insurance	2,397	2,607
Garden and landscaping	4,103	2,803
Maintenance and repairs	28,734	16,314
Power and water	852	1,131
Administration charges	4,200	4,200
Grant for facilities for the elderly and disabled	-	13,767
Sundry expenses	359	245
	<u>40,645</u>	<u>41,067</u>
Loan interest charged	134	2,816
	<u>40,779</u>	<u>43,883</u>
Surplus –utilised as follows:-	156,533	153,450
Donations	-	45,000
Applied to the loan and Fund	(49,746)	(198,450)
Surplus for the year	<u>£106,787</u>	<u>£ -</u>

During the year ended 30 April 2015, the Parish received donations of £45,000 from the H Trust specifically towards Le Court Clos which was used to repay capital of the loan.

PARISH OF ST MARTIN
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 APRIL 2016

10. SHELTERED HOUSING – LOAN FINANCE

	2016	2015
HSBC Bank PLC	<u>£ -</u>	<u>£49,746</u>

The Parish formalised an agreement with HSBC Bank plc for a loan account facility of £1,975,000. The terms of the facility were:

- interest was charged at 1.5% above the HSBC Bank base rate,
- security was by way of a Registered Promissory Note in the sum of £1,975,000 attaching to St Martin’s Sheltered Housing, La Longue Rue, St Martin,
- all sums owing in respect of the facility were at all times repayable on demand, subject to monthly payments of £12,000, with the final repayment made in September 2015.

The Parish had entered into a subsidy agreement over the term of the loan with the States of Jersey whereby the Parish bears the cost of loan interest charged to a level of 4% per annum on the capital outstanding and the States of Jersey any interest charged above the 4% rate.

11. PENSION COSTS

Certain employees of the Parish are members of the Public Employees Contributory Retirement Scheme (‘PECRS’), which is a defined benefit pension scheme, open to employees of several employers in the Island of Jersey. The assets are held separately from those of the Parish. Contribution rates are determined by an independent actuary so as to spread the costs of providing benefits over the members’ expected service lives.

Salaries and emoluments include pension contributions for staff to this scheme amounting to £18,509 (2015: £18,310). Since the Parish is unable to readily identify its share of the underlying assets and liabilities of the PECRS, being a multi-employer scheme under Financial Reporting Standard 17 ‘Retirement Benefits’ (‘FRS 17’), contributions to the scheme will continue to be accounted for as if they were contributions to a defined contribution scheme.

The most recent actuarial valuation was performed at 31 December 2013. The main purposes of the valuation are to review the operations of the scheme, to report on its financial condition, and to confirm the adequacy of the contributions to support the scheme benefits. The valuation showed that there is a surplus in the present scheme at the valuation date of £92.7 million.

However, in addition the Parish also has a liability to meet its share of the pre-1987 debt, as do all participating employers. This arose from the restructuring of the PECRS arrangements with effect from 1 January 1988. The PECRS Council of Management formally determined the pre-1987 liability in September 2005 and in January 2006 the Parish was advised of the repayment schedule to meet the liability, which was deemed to have taken effect from January 2002. The PECRS actuary advised that the Parish’s share of the liability was to be serviced by the payment of a monthly sum, starting in April 2006 and continuing until December 2083. The monthly sum, which includes repayment of interest, £202 from January 2015 and was increased to £204 from January 2016, is an amount calculated by the actuary, but approximating changes in pay of the PECRS membership.

It is the Parish’s accounting policy not to account for Fixed Assets or Long-term Liabilities. Therefore the above mentioned gross pension liability for the pre-1987 debt and the related charge have not been recorded in the financial statements at 30 April 2016. The Parish has agreed to meet this liability through an established repayment schedule, which would be in place even if the Parish has no participating members at the time. Under this schedule, payments made including interest incurred will be charged to the General Account in the year they are paid. In view of the agreed schedule the Connetable and Procureurs believe that the Parish is able to continue to meet all of its obligations as they fall due. Under the agreed scheme the Parish has the option to repay the full liability at any time.

PARISH OF ST MARTIN
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 APRIL 2016

12. PARISH PROPERTIES

Properties owned by the Parish are:

- The Parish Church
- The Parish Rectory, coach house and garage
- St Martin's Public Hall
- La Retraite à l'Est
- La Retraite à l'Ouest
- The Parish Depot
- Field 388
- The Village Green Pavilion
- Former St Martin's School
- Maison Scolaithe

13. GOODS AND SERVICES TAX

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 Goods and Services Tax (GST).

GST does not apply to the supply of goods and 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 purpose.

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.

14. CONTINGENT LIABILITY

The contingent liability relates to the IT States Computer Link. In the event of a claim the Parish is liable for the first £4,161 of the cost of the claim.

PARISH OF ST MARTIN
CHARITABLE FUNDS
FOR THE YEAR ENDING 30 APRIL 2016

	2016	2015
TOTAL FUNDS HELD	<u>£54,422</u>	<u>£50,831</u>

The above balance of £54,422 represents the total of the following Charitable Funds:

- Don Barreau
- Don Bisson
- Don Gruchy
- Clos des Pauvres
- Westaway

Parishioners facing financial hardship may apply for assistance from the above charitable funds.

Please contact the Parish Secretary for further details.

**PARISH OF ST MARTIN
GENERAL ACCOUNT - ESTIMATES
FOR THE YEAR ENDING 30 APRIL 2017**

Estimates 2015/16	Actual 2015/16		Estimates 2016/17
£	£		£
		ADMINISTRATION	
6,700	7,694	Telephone and postage	7,500
10,500	6,812	Advertising, printing and stationery	10,000
8,000	8,432	Computer expenses	21,650
6,200	6,200	Comité des Connétables	6,250
6,600	5,352	Sundry expenses	7,500
38,000	34,490		52,900
		SALARIES, PENSIONS AND FEES	
125,300	124,404	Salaries, pensions and social security	127,000
2,750	2,750	Assessment Committee	2,750
12,000	7,148	Professional and legal fees	10,000
5,700	5,700	Audit fee	5,800
150	37	Etat Civil	100
145,900	140,039		145,650
45,000	41,868	TRESOR Wages, repairs and maintenance	51,000
15,000	15,000	RECTOR'S ACCOMMODATION ENTITLEMENT	15,000
7,000	7,000	CHARITABLE GRANTS	7,000
115,000	111,879	ROADS ACCOUNT	100,000
101,500	101,334	REFUSE COLLECTION	106,600
450	422	STREET LIGHTING	450
		MAINTENANCE OF PROPERTIES	
16,300	14,520	Public Hall upkeep	15,800
7,000	6,942	Public Hall – Interior and exterior maintenance	17,000
29,200	28,141	Other properties and equipment	22,500
6,000	6,482	Village Green	7,000
3,000	3,193	Car Park maintenance	2,750
61,500	59,278		65,050
		HONORARY POLICE	
22,650	20,324	Operational	21,500
16,350	15,537	Support	17,000
-	-	Capital - equipment	500
39,000	35,861		39,000
		RESERVE FUNDS	
-	-	Depot and Barn Reserve Fund	20,000
20,000	20,000	Car Park Reserve Fund	21,000
10,000	10,000	Parish Vehicles Reserve Fund	5,000
-	-	Church Projects Reserve Fund	13,500
-	-	Former St Martin's School Reserve Fund	36,000
30,000	30,000		95,500
598,350	577,171	EXPENDITURE EXCLUDING SPECIAL VOTES	678,150
		SPECIAL VOTE	
12,000	12,000	Youth Centre Worker	12,000
500	500	Parish in Bloom	500
1,000	1,000	Battle of Flowers	1,000
500	500	Senior Citizens Christmas Fund	500
58,000	38,650	Old School Development Project	-
-	-	Petanque terrain shelter	1,500
72,000	52,650		15,500
£670,350	£629,821	ESTIMATED EXPENDITURE FOR THE YEAR	£693,650

