PARISH OF ST OUEN ACCOUNTS AT 30 APRIL 2024

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FOR THE YEAR ENDED 30 APRIL 2024

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1st Floor, The Le Gallais Building 6 Minden Place, St Helier Jersey JE2 4WQ

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

Opinion

We have audited the accounts of the Parish of St Ouen (the "Parish") for the year ended 30 April 2024 which comprise the General Income and Expenditure Account, the Roads Income and Expenditure Account, the Summary of Balances and notes to the accounts, including a summary of significant accounting policies. The accounts have been prepared in accordance with the accounting policies set out therein.

In our opinion, the accounts for the year ended 30 April 2024 have been prepared in accordance with the accounting policies as set out on page 9.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)). Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the Parish in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter – basis of accounting

Without modifying our opinion, we draw attention to note 1 to the accounts, which describes the basis of accounting. The accounts are prepared for the purpose of presentation to the Parish Assembly, together with estimates of the funds required by the Parish, in accordance with Rates (Jersey) Law 2005. As a result, the accounts may not be suitable for another purpose.

Conclusions relating to going concern

In auditing the accounts, we have concluded that the Connétable's use of the going concern basis of accounting in the preparation of the accounts is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Parish's ability to continue as a going concern for a period of at least twelve months from when the accounts are authorised for issue.

Our responsibilities and the responsibilities of the Connétable with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information presented other than the accounts and our auditor's report thereon. The Connétable is responsible for the other information. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the accounts themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.



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INDEPENDENT AUDITOR'S REPORT TO THE PRINCIPALS AND ELECTORS OF THE PARISH OF ST OUEN (CONTINUED)

Responsibilities of the Connétable

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 accounts 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 Public, 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.

In preparing the accounts, the Connétable is responsible for assessing the parish's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's responsibilities for the audit of the accounts

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

Explanation as to what extent the audit was considered capable of detecting irregularities, including fraud:

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

During our audit we assessed the risk of material misstatement of the accounts as a result of noncompliance with relevant laws and regulations (irregularities), including fraud. Based on our understanding of the parish and its environment, together with discussion with senior management where appropriate, we were able to identify those laws and regulations which would have a direct effect on the accounts as well as those which may have an effect on amounts in the accounts, for instance through the imposition of fines or litigation. These included, but were not limited to Rates (Jersey) Law 2005 as well as general legislation applicable to a Parish's activity, such as Employment Law, Health and Safety Regulation and Data Protection requirements. The risks arising from these laws and regulations were discussed amongst the audit engagement team, including consideration as to how and where fraud might occur.

Based on our assessment, the Engagement Partner ensured that the audit engagement team was composed appropriately with suitable competence and capabilities in order to allow identification and recognition of non-compliance with laws and regulations. The risks identified were communicated to all engagement team members who remained alert during the course of the audit for any indication of irregularities, including fraud.



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INDEPENDENT AUDITOR'S REPORT TO THE PRINCIPALS AND ELECTORS OF THE PARISH OF ST OUEN (CONTINUED)

Auditor's responsibilities for the audit of the accounts (continued)

Our procedures in response to the risks identified included the following:

- Enquiry of management, including consideration of known or suspected instances of noncompliance with laws and regulation or fraud;
- Review all available minutes of meetings held by those charged with governance;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- In common with all audits carried out under the ISAs(UK), we carried out procedures in response to the threat of management override, including those considering the appropriateness of journal entries and judgements made in making accounting estimates;
- Review for any changes to activities which the parish undertakes;

There are inherent limitations in the audit procedures above and, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the accounts, the less likely we would become aware of it. In addition, the risk of not detecting material misstatement due to fraud is higher than detecting one resulting from error, as fraud may involve deliberate concealment by, for example forgery, collusion or intentional misrepresentations. We are not responsible for preventing non-compliance and cannot be expected to detect all non-compliance with laws and regulations.

A further description of our responsibilities for the audit of the accounts is located on the Financial Reporting Council's website at: <u>www.frc.org.uk/auditorsresponsibilities</u>. This description forms part of our auditor's report.

Use of our report

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.

24 July 2024

Alex Picot Chartered Accountants

GENERAL ACCOUNT

FOR THE YEAR ENDED 30 APRIL 2024

EXPENDITURE	lote	Estimates 2024 £	Actual 2024 £	Actual 2023 £
PARISH ADMINISTRATION Salaries, social security and pension				
contributions	8	159,000	159,026	150,273
PECRS deficit repayments	-	8,956	8,956	8,692
Printing and stationery		4,000	3,070	3,521
Notices		2,300	1,380	1,988
Assessment Committee		2,500	2,500	2,500
Connétable's expenses		2,000	2,000	2,000
Honorary Police		25,000	27,957	27,423
Comité des Connétables Audit and accountancy		11,670 16,025	11,300 16,025	10,580 15,120
Postage and telephone		7,000	9,184	6,219
Insurance		5,500	6,688	5,189
Computer expenses		18,800	22,773	14,434
Sundry and unforeseen expenses		3,000	4,582	6,832
Hospitality		3,500	6,576	3,307
Election Expense - net		-	-	357
Professional fees		9,000	9,406	-
Rate collection expenses		500	88	327
Data protection Bank charges		2,750 7,000	1,173 7,565	2,625 6,263
Dalik charges		7,000		0,205
		288,501	300,249	267,650
CHARITABLE DONATIONS AND GRANTS				
St Ouen's Youth & Community Centre		10,000	10,000	15,000
1 st St Ouen Scout Group		1,000	1,000	1,000
Le Gris Ventre		1,000	1,000	-
St Ouen's Football Club		1,000	1,000	1,000
St Ouen's Youth Club		1,000	1,000	1,000
Vinchelez Sports Club Leoville Sports & Miniature Rifle Club		1,000 1,000	1,000 1,000	1,000 1,000
St. George's Church Club		1,000	1,000	1,000
Other charitable donations and grants	2	19,000	19,000	19,000
		36,000	36,000	40,000
REFUSE COLLECTION AND KERBSIDE RECYCLING				
Wages, social security and pension contributions	8	201,000	186,355	157,238
Motor expenses and sundries		67,000	66,158	50,546
		268,000	252,513	207,784
MAINTENANCE AND IMPROVEMENT OF				
PARISH PROPERTY				
Parish Hall - Cleaning costs		13,000	11,724	12,019
Parish - General upkeep and maintenance		42,000	48,235	46,753
Church - Trésor - expenditure (net of rent - £1,688))	65,000	61,137	69,265
- employment costs	8	1,000	4,198	703
Village upkeep		3,000	3,817	3,006
Clos Hacquoil upkeep		7,000	8,984	9,395
Fosse au Bois/Parish Hall garage upkeep and maintenan	ce	1,500	8,139	1,431
Recreation field maintenance		1,500	1,400	1,055
		134,000	147,634	143,627
Balance carried forward		726,501	736,396	659,061

The notes on pages 9 to 12 form part of these accounts Independent Auditor's Report - pages 1 to 3

GENERAL ACCOUNT

FOR THE YEAR ENDED 30 APRIL 2024

EXPENDITURE - continued	Note	Estimates 2024 £	Actual 2024 £	Actual 2023 £
Balance brought forward		726,501	736,396	659,061
Balance brought for ward				
YOUTH OFFICER		22,000	22,000	22,000
STREET LIGHTING		6,400	6,505	6,973
ROADS VOTE (page 6)		30,000	38,972	14,678
EXPENDITURE FOR THE YEAR EXCLUDING SPECIAL VOTES	G	784,901	803,873	702,712
SPECIAL VOTES Vehicle replacement fund Homes for the Elderly – repayment of loan Roads Reserve Fund Property Maintenance Fund Liberation Westernbury Music Festival Coronation	4 4 4	20,000 - 5,000 5,000 - - -	20,000 - 5,000 5,000 - 4,912 3,631	20,000 22,500 10,000 1,000 3,583
Platinum Jubilee		30,000	- 38,543	(1,561)
TOTAL EXPENDITURE FOR THE YEAR		<u>£814,901</u>	£842,416	£758,234

ROADS ACCOUNT

FOR THE YEAR ENDED 30 APRIL 2024

			2024		2023
EXPENDITURE	Note	£	£	£	£
Resurfacing, re-instatement and maintenance of roads Wages, materials and sundries Cleaning Expenditure on public footpaths		15,238 44,399 11,110 71,376		10,674 27,074 5,972	
INCOME			142,123		43,720
Firearms Driving licences Fines - proportion retained by Parish Grant receivable for public footpaths	3	890 25,832 5,053 71,376		1,565 21,787 5,690 -	
			103,151		29,042
NET EXPENDITURE FOR THE YEAR transferred to General Account (page 5)			£38,972		£14,678

GENERAL ACCOUNT

FOR THE YEAR ENDED 30 APRIL 2024

		2024		2023
INCOME	£	£	£	£
RATES Rates for the year 2023 57,207,888 quarters at 1.26p per quarter (2022 – 56,401,050 quarters at 1.15p per quarter)		720,819		648,612
Unpaid balances	(1,076)		(1,239)	
Adjustments, allowances and non-recoverables	(1,944)		(207)	
		(3,020)		(1,446)
		717,799		647,166
RATE SURCHARGES APPLIED		6,801		2,390
RATE ARREARS AND SURCHARGES RECEIVED		803		3,677
RETENTION OF ISLAND WIDE RATE SURCHARGE		5,103		1,709
SUNDRY INCOME Hire of Parish Hall Bank deposit interest Sundry income Dog licences Management fee – Homes	8,899 53,220 5,231 6,700 37,286	111,336 £841,842	6,586 25,158 9,880 7,090 35,081	 £ <u>738,737</u>

GENERAL ACCOUNT - SUMMARY FOR THE YEAR ENDED 30 APRIL 2024

	Estimates 2024 £	2024 £	2023 £
INCOME (page 7)	814,819	841,842	738,737
EXPENDITURE (page 5)	(814,901)	(842,416)	(758,234)
SURPLUS/(DEFICIT) FOR THE YEAR	(82)	(574)	(19,497)
BALANCE BROUGHT FORWARD	595,028	595,028	614,525
BALANCE CARRIED FORWARD	£594,946	£594,454	£595,028

SUMMARY OF BALANCES AT 30 APRIL 2024

	Note	£	2024 £	£	2023 £
CURRENT ASSETS Debtors and prepayments Grant receivable for expenditure on public Cash at bank and in hand		-	69,065 71,376 946,409	_	41,772 - 939,739
			1,086,850		981,511
CREDITORS: Amounts falling due within one year Sundry creditors and accruals Funds held re A Le Boutillier Bequest		89,131 104,754		52,405 -	
			193,885		52,405
NET CURRENT ASSETS			892,965		929,106
DEFERRED INCOME Driving licences Rates in advance	3		83,798 32,479 <u>£776,688</u>		91,074 32,385 <u>£805,647</u>
GENERAL ACCOUNT (page 7)			594,454		595,028
VEHICLE REPLACEMENT FUND	4		104,845		123,656
ROADS RESERVE FUND	4		47,495		58,333
PROPERTY MAINTENANCE FUND	4		24,512		28,630
CHURCHYARD MAINTENANCE FUND	4		5,382		
			£776,688		£805,647

Approved by the Connétable on 23 July 2024

R Honeycombe

..... Connétable

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 APRIL 2024

1. ACCOUNTING POLICIES

1.1 **Basis of accounting**

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

1.2 Income

The Parish rates are brought into account on a receipts basis. Income from ten year driving licences is apportioned over the period of the licence. Other income, including bank deposit interest, is credited when it is received.

1.3 Expenditure

Expenditure is accounted for on an accruals basis.

1.4 Parish Freehold Property

Land and buildings belonging to the Parish are not reflected in the balance sheet but are listed in note 5.

2. OTHER CHARITABLE DONATIONS AND GRANTS

AND GRANTS	2024 £	2023 £
Acorn	600	600
Age Concern Jersey	400	400
Autism Jersey	350	350
Beresford Street Kitchen	400	400
Brook Jersey	350	350
Citizen's Advice	400	400
Community Savings	400	400
Dementia Jersey	750	750
Diabetes Jersey	350	350
Family Nursing and Home Care	4,000	4,000
Grace Trust Jersey	750	500
Headway (Jersey)	350	350
Jersey Association of Carers	-	350
Jersey Deaf Society	500	750
Jersey Heart Support Group	500	500
Jersey Hospice Care	4,000	4,000
Jersey MS Oxygen	350	350
Jersey Scout Association	350	-
Macmillan Cancer Support Jersey	600	600
Maison des Landes	1,950	1,950
Meals on Wheels	350	350
Relate	350	350
Samaritans	600	600
Shelter Trust	350	350
	£19,000	£19,000

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 APRIL 2024

3. INCOME - DRIVING LICENCES

4.

INCO	ME - DRIVING	LICENCES				
			£	2024 £	£	2023 £
Total r Add: [receipts during t Deferred income	the year brought forward		20,458 91,074		20,410 99,126
				111,532		119,536
Less:	Due within one	ne carried forward e year o to eight years	17,430 66,368		16,845 74,229	
				83,798		91,074
	g licence income Expenses	e		27,734 1,902		28,462 6,675
Roads	Account			£25,832		£21,787
RESE	RVES					
VEHI	CLE REPLACEM	IENT FUND		2024 £		2023 £
Vote f Purcha Purcha	ce brought forwa rom General Acc ase of mower ase of tractor an ase of refuse lor	count nd related equipment		123,656 20,000 (4,725) (24,086) (10,000)		103,656 20,000 - - -
Baland	ce carried forwa	rd		£104,845		£123,656
ROAD	S RESERVE FU	IND		2024 £		2023 £
Vote f Cost o			g Le Mont	58,333 5,000 - (15,838) -		57,621 10,000 (4,506) - (4,782)
	ce carried forwa	rd		£47,495		£58,333
PROP	ERTY MAINTE	NANCE FUND		2024 £		2023 £
Transf Repair Redec	oration of rates	l Account and rates office office and entrance		28,630 5,000 (9,118)		41,600 1,000 (13,970)
Baland	ce carried forwa	ra		£24,512		£28,630
	CHYARD MATE	ITENANCE FUND		2024 £		2023 £
CHUR						
Balanc	ce brought forwa is on funerals	ard		- 5,382		-

Independent Auditor's Report - pages 1 to 3

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 APRIL 2024

5. LAND AND BUILDINGS

Parish Hall and sheds (Insured value £6,450,000) Rectory (Insured value £1,541,265) Clos du Mahaut (Homes for the Elderly) (Insured value £6,052,019) Jardin de la Rue (Homes for the Elderly) (Insured value £4,973,830) Fosse au Bois and other Sheds (Insured value £1,539,631) Parish Church and cemetery and car park area Car park and land at rear of Parish Hall Le Clos Hacquoil (Insured value £159,440) Land at Les Charrieres

6. **GOVERNMENT OF JERSEY PUBLIC EMPLOYEES CONTRIBUTORY RETIREMENT SCHEME**

Pension costs

Certain employees of the Parish are members of the Public Employees Pension Fund ('PEPF'), which includes the Public Employees Contributory Retirement Scheme ('PECRS') and a career average revalued earnings (CARE) section known as the Public Employees' Pension Scheme (PEPS). The PECRS, whilst a final salary scheme, is not a conventional defined benefit scheme as the employer is not responsible for meeting any ongoing deficiency in the scheme. The PEPS is a career average revalued earnings scheme, but is not a conventional defined benefit scheme as the employer is not responsible for meeting any past service deficiency in the scheme. The pension funds are therefore accounted for as defined contribution schemes.

Existing employees in the PECRS will transfer into PEPS on 1 January 2019 with the exception of members who are within 7 years of their normal retirement age on 31 December 2018 who will have the option to remain in PECRS. Contributions to the Scheme are at the rate of:

- 16% of salary in respect of each employee who is a member of the PECRS.
- 16% of pensionable earnings in respect of each employee who is an active member of the PEPS depending on length of service.

Salaries and emoluments in the general account include pension contributions for staff to this scheme amounting to £44,604 (2023 - £40,513).

The Parish also has a liability to meet its share of the pre-1987 debt of the PECRS, 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 February 2006 and continuing until December 2083. Initially the monthly sum, which includes repayment of interest, was set at \pounds 366 and increases each January to an amount calculated by the actuary, but approximating to rises equal to the increase in pay of the PECRS membership. The monthly sum with effect from 1 January 2023 was \pounds 735 and from January 2024 was \pounds 769.

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 accounts at 30 April 2024. 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 Constable and Procurers 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.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 APRIL 2024

7. CONTINGENT LIABILITY

The Parish has entered into an agreement with The Government of Jersey relating to the Government IT Computer Link. In the event of a claim by The Government of Jersey against the Parish of St Ouen, the Parish is liable for the first $\pounds 4,362$ of the claim.

8. WAGES, SOCIAL SECURITY AND PENSION COSTS

Included in these accounts are wages, social security and pension costs relating to Parish employees. These costs are allocated to the various cost centres in the Parish based on the time spent by these employees in each of these areas. An analysis of these allocations is set out below:

	2024 £	2023 £
Parish administration	159,026	150,273
Refuse collection	185,505	157,238
Village upkeep	3,817	2,606
Homes for the Elderly	5,325	3,689
Parish Hall – general upkeep and maintenance	22,263	22,297
Trésor	4,198	703
Clos Hacquoil Upkeep	7,864	6,600
Roads	37,743	20,967
Recreation field	1,000	655
	£426,741	£365,028

CHARITY ACCOUNTS

FOR THE YEAR ENDED 30 APRIL 2024

Charity Account	2024	2023
Balance brought forward at 1 May 2023 and at 30 April 2024	<u>_£1,846</u>	£1,846
Don Barreau	2024	2023
Balance brought forward at 1 May 2023 and at 30 April 2024	£283	£283
Don Westaway	2024	2023
Balance brought forward at 1 May 2023 and At 30 April 2024	£1,116	_£1,116
<u>Don Gruchy</u>	2024 £	2023 £
Balance brought forward at 1 May 2023 Field rents received Rates Interest		
Balance brought forward at 1 May 2023 Field rents received Rates	31,523 5,677 (49)	£ 28,199 5,661 (44)
Balance brought forward at 1 May 2023 Field rents received Rates Interest Expenses paid for beneficiaries Payments made to beneficiaries	£ 31,523 5,677 (49) 460 (4,250)	£ 28,199 5,661 (44) 187 (2,480)
Balance brought forward at 1 May 2023 Field rents received Rates Interest Expenses paid for beneficiaries Payments made to beneficiaries Balance carried forward at 30 April 2024	£ 31,523 5,677 (49) 460 (4,250) <u>£33,361</u> 2024	£ 28,199 5,661 (44) 187 (2,480) £31,523

ISLAND WIDE RATE

During the year the Parish was responsible for the collection of the Island Wide rate from the Parishioners of St Ouen and for payment of the sums collected to the Government of Jersey.

Set out below is a summary of the collections:

Island Wide Rate		£
2023 Island Wide Rate		541,189
Adjustments Non recoverable Outstanding	(24) (1,717) (771)	
		(2,512)
		538,677
Balance to Government of Jersey - paid - payable	538,217 460	
		(538,677)
		<u>£ -</u>
Surcharge		
2023 Net surcharge Less: Outstanding and non-recoverable		5,175 (72)
Balance retained as contribution towards collection costs		£5,103

The above summary is for information purposes only and does not form part of the audited accounts of the Parish.