

LITTLEHAMPTON HARBOUR BOARD

Statement of Accounts

for Year Ended 31 March 2020

LITTLEHAMPTON HARBOUR BOARD

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LITTLEHAMPTON HARBOUR BOARD

Board Information for the Year Ended 31st March 2020

Chairman

Mr P Bush

Members

Cllr R Elkins (Vice Chairman)

Cllr I Buckland (10th June to 9th July 2019)

Mr T Drennan

Mr B Goodhew

Cllr S Haywood (appointed 2nd September 2019)

Mrs J Mockridge

Mr R O'Callaghan

Mr K Roberts (resigned 18th February 2020))

Mr R Spencer

Cllr B Turner (appointed 2nd September 2019)

Cllr Dr J. M. M. Walsh (resigned 2nd March 2020)

Harbour Manager

M Johnson

Responsible Financial Officer (R.F.O.)

C. Braby, Treasurer

Clerk to the Board

Mrs J Brooker

Auditors

PKF Littlejohn LLP
1 Westferry Circus, Canary Wharf, London E14 4HD

LITTLEHAMPTON HARBOUR BOARD EXPLANTORY FOREWORD TO THE 2019/20 ACCOUNTS

Financial Results for the year ended 31st March 2020

The final outcome for the year was a surplus of £25,216 to be compared with a surplus of £15,426 in 2018/19. This gain however masks a number of significant variances both up and down between the two years.

When the 2019/20 Budget was presented to Board Members in December 2018, it contained a proposed charge to the precept of £20,000 to set up an infra structure repair reserve. However, in the event, Members voted to increase this reserve to £40,000, thus increasing the proposed precept from £262,012 to £282,012. At the close of the year we would have expected to carry forward this sum into 2020/21. Unfortunately as is frequently the case events have conspired to frustrate this objective. First of all the necessity to carry out the removal of the shingle build up at the harbour entrance not once in the year but twice has meant an over spend against budget of £35,000. In addition the need to carry out urgent repairs to the West Works including the replacement of a king pile, (originally forecast to cost £40,000 but now thought to be nearer £25,000), meant the retention of this reserve was not possible. In the event, the commencement of the West Works contract was delayed until the beginning of May so the carried forward surplus for the year should fund the cost.

Performance compared with last year

Operating Income increased over last year in total by £12,000. Commercial income was ahead of last year by £19,000 of which commercial shipping accounted for £9,000, commercial rents £4,000 and work boat income £6,000. Leisure income was also up this year by £12,000; sale of supplies for contractual work generated an additional £6,000 whilst sale of fuel to contracting vessels operating in the harbour produced a further £6,000. This was offset by a once off insurance recovery last year of £16,000 to cover the cost of removing sunken vessels from the navigational channels.

Other Income: Last year saw once off Income relating to back rent arising from the rent review on Railway Wharf, (£10,250).

Operating Expenses were down on last year by £28,000 this was a net figure after taking into account a number of variances both up and down, of significance were;

Employee costs up on last year by £33,000;

Annual CPI uplift £3,400

Increase in contractual hours £2,358

Pilotage allowances up by £1,718

Regrading of Marine Staff £5,101

Cover for long term sickness £9,229

Overtime up by £2,895, (3rd party contracts and sickness cover)

NI up by £2,051

Pension contributions up by £6,716

Legal and Professional Fees drop this year by £40,000;

HRO spend down by £15,000

Section 31 down by £9,000

Sheet Piling Survey in 18/19 £15,000

Repairs and Maintenance decrease this year £15,000;

Premises down this year by £32,000 (Old Customs House damp issues)

Harbour Structures up by £7,000 (UMA Wharf and West Pier)

Navigational up by £10,000, (dredging up by £25,000 but removal of wrecks and debris down by £14,000)

Training costs drop over last year by £9,000, (Model Ship Course)

Capital Costs- There were no capital purchases in 2018/19

LITTLEHAMPTON HARBOUR BOARD

Income and Expenditure Account for Year Ended 31st March 2020

	2020 £	2020 £	2019 £
INCOME			
Commercial Harbour Dues	20,488		21,256
Pilotage Service	37,590		28,052
Footbridge	26,937		26,937
Commercial Rents	165,525		171,608
Chargeable Services	61,660		38,807
Harbour Dues-Leisure Craft	65,941		63,251
Moorings	78,879		86,216
Income from Investments	1,115		560
Deferred Loan Income	-		-
Asset Disposal	-		-
Miscellaneous Income	320		19,037
Local Authority Precepts	282,012		292,852
TOTAL INCOME		740,467	748,576
EXPENDITURE			
Employee costs	296,195		262,794
Accounting, Admin and Audit	18,498		18,557
Legal and Professional Fees	44,801		84,414
Repairs and Maintenance-Premises	12,713		44,224
Repairs and Maintenance-Moorings	277		669
Repairs and Maintenance-Harbour Structures	7,407		531
Repairs and Maintenance-Navigational	49,326		39,186
Repairs and Maintenance-Boats and Vehicles	20,973		15,818
Equipment Hire	2,937		3,613
Rent and Rates	8,978		8,987
Light and Heat	3,373		3,810
Printing and Stationery	5,192		4,803
Insurance	34,824		36,080
IT services	14,008		12,230
Telephone	1,835		1,349
Training and Conferences	4,691		13,410
Other administration expense	10,028		12,436
Recoverable Costs	2,266		3,473
Bank and Credit Card charges	4,133		3,958
Capital Expenditure	12,432		0
Loan Repayments	160,364		162,808
TOTAL EXPENDITURE		715,251	733,150
		25,216	15,426
INCOME LESS EXPENDITURE			
GENERAL FUND ANALYSIS			
Income for the Year		740,467	748,576
Expenditure for the Year		(715,251)	(733,150)
Transfer to/from Earmarked Reserves		-	-
Transfer to Reserves		25,216	15,426


The notes on pages 6-9 form part of these accounts

LITTLEHAMPTON HARBOUR BOARD

Balance Sheet as at 31st March 2020

	Note	2020 £	2020 £	2019 £
LONG TERM ASSETS				
INVESTMENTS AT COST		-	-	
CURRENT ASSETS				
DEBTORS	3	16,534		16,142
CASH AT BANK & IN HAND		105,632		94,519
PUBLIC SECTOR INVESTMENT FUND		15,934		50,336
TOTAL ASSETS			138,100	160,987
CURRENT LIABILITIES				
CREDITORS	4		70,799	118,912
CONTINGENT LIABILITIES			-	-
NET ASSETS			67,301	42,085
REPRESENTED BY				
GENERAL FUND	8		35,000	35,000
EARMARKED RESERVES	6		32,301	7,085
			67,301	42,085

The above statement represents fairly the financial position of the Board as at 31st March 2020 and reflects its income and expenditure during the year.

Signed: 
 Chairperson

22nd JUNE 2020
 Date

Signed: 
 Responsible Financial Officer

14th MAY 2020
 Date

The notes on pages 5-7 form part of these accounts

LITTLEHAMPTON HARBOUR BOARD

Notes to the Accounts 2019/2020

1 Fixed Assets

	Operational Freehold Land and Buildings	Vehicles and Equipment	Infrastructure Assets	Commercial Assets	Total
	£	£	£	£	£
At 1 April 2019	1,812,550	427,019	6,813,875	198,354	9,251,798
Revaluation	-	-	-	-	-
Additions	-	12,432	-	-	12,432
Disposal	-	-	-	-	-
At 31 March 2020	1,812,550	439,451	6,813,875	198,354	9,264,230

As part of the Littlehampton Town Flood Defence works carried out on behalf of the Environment Agency, Arun Parade, Nelson Steps and the Pier Road retaining wall were completely rebuilt during 2015. All these assets were treated as disposals and the new structures treated as additions and were valued at insurance rebuild cost. Ownership of these assets is currently under review with the Environment Agency and Arun District Council

Fixed Assets owned by the Board include the following

Operational Land & Buildings

Harbour Offices & Toilets
Land at Town Quay
Workshops & Land
Customs House & Land
Land at Railway Wharf

Vehicles & Equipment

Multi Purpose Pilot & Work Boat
Tools & Equipment
Office Furniture
Telephone system
Work boat
2 Vehicles (1 due for disposal)
Patrol Rib

Infrastructure Assets

West Beach Groyne
West Pier
West Training Wall
East Pier
East Training Wall (Dicker Works)
Town Quay (Piling & Capping)
Railway Wharf (Piling and capping)
UMA Wharf (Piling and capping)
Lighthouse
East Navigation Light and Pile

Commercial Assets

Pier Road Pontoons
Town Quay Pontoon
Dukes Wharf Pontoons
Workshop Pontoons
Access Gangways Workshop/
Town Quay/Dukes Wharf
Scrubbing Piles

LITTLEHAMPTON HARBOUR BOARD

Notes to the Accounts 2019/2020

	2020	2019
	£	£
2		
<i>Borrowings</i>		
The Board's borrowings as at 31 March 2020		
West Sussex County Council	235,500	251,200
Public Works Loan Board	722,219	814,769
	957,719	1,065,969
Analysis of Loans by maturity		
Maturing in		
0-5 years	34,654	46,872
5-10 years	531,565	605,397
10-15 years	235,500	-
after 15 years	156,000	413,700
	957,719	1,065,969
3		
<i>Debtors</i>		
Trade Debtors (net of potential bad debt reserve)	10,709	14,876
V A T Recoverable	3,230	-
Prepayments	2,559	1,243
PayPal	36	23
	16,534	16,142
4		
<i>Creditors and Accrued Expenses</i>		
Trade Creditors	39,420	28,629
Credit Card	1,098	-
Accrued Expense	30,281	84,987
VAT	-	5,296
	70,799	118,912

LITTLEHAMPTON HARBOUR BOARD

Notes to the Accounts 2018/2019

5 *Pension Costs*

In 2019/2020 the Board paid employer's contributions of £38,961, (31,987), representing 19.3% (19.3%) of employees' pensionable pay into West Sussex County Council Pension Fund, which provides members with defined benefits based on pay and service. The contribution rate is determined by the Fund's actuary, Hymans Robertson, based on triennial actuarial valuations, the latest such review was in March 2020 which has set the rate for the next 3 years (2020/21 18.3%, 2021/22 18.% and 2022/23 at 18.0%). Under pensions regulations, contribution rates are set to meet 100% of the overall liabilities of the Fund.

Further information can be found in West Sussex County Council Pension Fund Annual Report which is available on request from County Hall, Chichester.

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Notes to the Accounts 2019/2020

6 Reserves

General Reserves	£
Opening Reserve as at April 2019	35,000
Transfers In 2019/20 Operating Surplus	25,216
Transfers out 2019/20 to Earmarked Reserves	<u>(25,216)</u>
Closing Reserve as at 31st March 2020	35,000
Earmarked Reserves	
Opening Reserve as at April 2019	7,085
Transfer from General Reserve	<u>25,216</u>
Closing Earmarked Reserves as at 31st March 2020	32,301
Total Reserves as at 31st March 2020	<u><u>67,301</u></u>