

CONSTABLES OF ST PETER PORT
Financial Statements
For the financial year ended 31 December 2023



CONSTABLES OF ST PETER PORT
Annual Report and Financial Statements
for the year ended 31 December 2023

Contents

Constables' Responsibilities Statement	2
Independent Auditor's Report	3
Profit and Loss Account	7
Balance Sheet	8
Notes to the Financial Statements	9
Detailed Profit and Loss Account	13

CONSTABLES OF ST PETER PORT
CONSTABLES' RESPONSIBILITIES STATEMENT
for the year ended 31 December 2023

The Constables present this annual report and the audited financial statements of the Parish of St Peter Port ("Parish") for the financial year ended 31 December 2023.

The Constables have prepared the financial statements on the going concern basis. The financial statements have been prepared in compliance with FRS102 - Section 1A - Small Entities. This is the Financial Reporting Standard applicable to small entities in the United Kingdom and Republic of Ireland.

The Constables office is located at Lefebvre Street, St Peter Port, Guernsey, GY1 2JS.

Constables

Mrs Diane E Mitchell

Mr Ken Acott

Mrs Zoe Lihou (left office 12/08/2024), Mr Dennis Le Moignan (left office 29/10/2021), Mr Ben Nicholls (took office 01/01/2022 left office 31/12/2022), Mrs J Tasker (took office 01/01/2023 left office 03/05/2024)

Douzeniers

A full list of Douzeniers can be found on the Parish website <https://www.stpeterport.gg/parish/douzeniers>.

Constables' Responsibilities

The Constables acknowledge responsibility for:

- a) ensuring the Douzaine keeps accounting records in accordance with the States of Guernsey Parochial Administration Ordinance, 2013.
- b) preparing financial statements in line with generally accepted accounting standards which give a true and fair view of the state of affairs of the Douzaine in compliance with the requirements of the States of Guernsey Parochial Administration Ordinance, 2013.

Disclosure of information to auditor

Each of the persons who are Constables at the date of approval of this report confirms that:

- * So far as they are aware, there is no relevant audit information of which the entity's auditor is unaware; and
- * They have taken all the steps that they ought to have taken in their role in order to make themselves aware of any relevant audit information and to establish that the entity's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with applicable laws.

Independent auditor

Lince Salisbury Limited have expressed their willingness to continue in office.

Approved by the Constables

This report was approved by order of the Constables and signed on behalf of The Constables of St Peter Port by:

Signed by:

Constable 79DD44A...

CONSTABLES OF ST PETER PORT
INDEPENDENT AUDITOR'S REPORT TO THE CONSTABLES OF ST PETER PORT
for the year ended 31 December 2023

Report on the audit of the financial statements

Qualified opinion

We have audited the financial statements of the Parish of St. Peter Port Constables Account (the 'Parish') for the year ended 31 December 2023 which comprise the profit and loss account, the statement of financial position and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, except for the effects of the matter described in the basis for qualified opinion paragraph, the financial statements:

- give a true and fair view of the state of the Parish's affairs as at 31 December 2023 and of its result for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Small Entities; and
- have been prepared in accordance with the requirements of the Parochial Administration Ordinance, 2013.

Basis for qualified opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of financial statements section of our report. We are independent of the Parish in accordance with the ethical requirements that are relevant to our audit of the financial statements, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

As stated in note 3 to the financial statements, the Parish owns certain land and properties. No amount has been included in the financial statements in respect of the value of these freehold properties which is not in accordance with FRS 102 Section 1AC.12 "Fixed Assets" which requires freehold properties to be included in the financial statements at either cost or valuation. We are unable to quantify the financial effect of this departure, which understates the carrying value of freehold properties in the statement of financial position.

As stated in note 10 to the financial statements, the Parish operates a defined benefit pension scheme. The statement of financial position does not include any liability for the defined benefit obligation of the scheme other than any amount relating to the current period, which is not in accordance with the FRS 102 Section 1AC.27 - 29.

Otherwise we believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Constables' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

CONSTABLES OF ST PETER PORT
INDEPENDENT AUDITOR'S REPORT TO THE CONSTABLES OF ST PETER PORT
for the year ended 31 December 2023

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 entity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

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

Other information

The Constables are responsible for the other information. The other information comprises the Constables' responsibilities statement. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements 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 there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

Matters on which we are required to report by exception

Except for the matters described in the Basis for qualified audit opinion section of our report, in the light of the knowledge and understanding of the Parish and its environment obtained in the course of the audit, we have not identified material misstatements in the Constables' Report.

We have nothing to report in respect of the following matters, in our opinion:

- Proper accounting records have not been kept; or
- The financial statements are not in agreement with the accounting records; or
- We have not received all the information and explanations we require for our audit.

Responsibilities of Constables

The Constables are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Constables are 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 unless the Constables either intend to cease operations, or have no realistic alternative but to do so.

CONSTABLES OF ST PETER PORT**INDEPENDENT AUDITOR'S REPORT TO THE CONSTABLES OF ST PETER PORT (continued)
for the year ended 31 December 2023****Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements 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 financial statements.

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:

- As part of the audit we gained an understanding of the legal and regulatory framework applicable to the Parish and the environment in which it operates, by reviewing relevant legislation, including The Parochial Administration Ordinance, 2013, as well as guidance issued from relevant accounting institutions, and considered the risk of acts by the Parish that were contrary to applicable laws and regulations, including fraud, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.
- We tailored our audit programmes to include:
- A review of the parish's documentation and records in order to obtain sufficient and appropriate audit evidence to support our opinion.
- making enquiries and reviewing correspondence of the Constables as to whether there had been any non-compliance with laws and regulations.
- a review of internal documentation, including minutes, policies and procedures and an assessment of the efficacy of such documentation.
- enquiries of the Constables about their own identification assessment of the risk of irregularities.
- review of all opening balances and comparison to the prior year financial statements.
- The engagement partner assessed the appropriateness of the engagement team to identify or recognise non-compliance with laws and regulations, and details of those matters about non-compliance with laws and regulations and fraud that were communicated to the engagement team.
- We performed our audit work within a reasonable timeframe of the year end, corresponding to the Parish's requirement to file financial statements.
- There are inherent limitations in the audit procedures described above and, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it. We did not identify any material misstatements relating to irregularities, including fraud. As in all of our audits, we also addressed the risk of management override of internal controls, including testing journals and evaluating whether there was evidence of bias by the officials that represented a risk of material misstatement due to fraud.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website. This description forms part of our auditor's report.

CONSTABLES OF ST PETER PORT
INDEPENDENT AUDITOR'S REPORT TO THE CONSTABLES OF ST PETER PORT (continued)
for the year ended 31 December 2023

Use of our report

This report is made solely to the Constables as a body. Our audit work has been undertaken so that we might state to the Constables 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 Constables as a body for our audit work, for this report, or for the opinions we have formed.



Lince Salisbury Limited

Avenue House, St Julian's Avenue, St. Peter Port
GUERNSEY
GY1 1WA

Date: 17 February 2025

CONSTABLES OF ST PETER PORT
PROFIT AND LOSS ACCOUNT
for the year ended 31 December 2023

	2023	2022
	£	£
Revenue	1,321,046	1,447,692
Parish costs	(966,203)	(917,086)
Administrative expenses	(423,869)	(388,191)
Other operating costs	(190,856)	(146,074)
Operating deficit	(259,882)	(3,659)
Tax on loss	0	0
Deficit for the financial year	(259,882)	(3,659)

CONSTABLES OF ST PETER PORT
STATEMENT OF FINANCIAL POSITION
for the year ended 31 December 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	3	2,232	3,488
		<u>2,232</u>	<u>3,488</u>
Current assets			
Debtors	4	36,261	46,646
Cash at bank and in hand	5	873,150	1,114,785
		<u>909,411</u>	<u>1,161,431</u>
Creditors: amounts falling due within one year	6	(132,705)	(126,099)
Net current assets		<u>776,706</u>	<u>1,035,332</u>
Total assets less current liabilities		<u>778,938</u>	<u>1,038,820</u>
Net assets		<u>778,938</u>	<u>1,038,820</u>

Represented by:

Reserves

778,938

1,038,820

Approved by the Douzaine and signed on its behalf by:

Signed by:

Diane Mitchell

841AA29179DD44A.....

Constable

Date: 17 February 2025

CONSTABLES OF ST PETER PORT
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2023

1. Accounting policies

In the opinion of the Constables, the financial statements give a true and fair view of the state of the Parish's affairs at 31 December 2023 and of its results for the financial year then ended. The principal accounting policies are summarised below. They have all been applied consistently throughout the financial year and to the preceding financial year.

General information and basis of accounting

In accordance with the Parochial Administration Ordinance, 2013, all Parish accounts (including account of charitable funds) held by or in the name of the Constables, Churchwardens or Committees of the Parish must be scrutinised each year and financial statements prepared. These financial statements have been prepared under the historical cost convention, as modified for the revaluation of freehold investment property and in accordance with Section 1A of Financial Reporting Standard 102, the financial reporting standard applicable in the UK and Republic of Ireland.

The account for Public Improvements, where the source of income is derived from dog licences is also reflected in these accounts. Expenditure is authorised for what is viewed by the Douzaine as a benefit to the Parish.

Similarly, the accounts of The St Peter Port Churchwardens, who are responsible for the repairs of the Parish Church, where the source of income is derived from Parish Remede, and the account of the St Peter Port Floral Committee is also reflected in these accounts.

Expenditure is authorised for what is viewed by the Douzaine as of benefit to the Parish.

The financial statements have been prepared in order to show the Parish of St Peter Port how the annual rates are spent. The principal accounting policies which the Constables have adopted are set out below.

Turnover

Parochial rates and all other income and expenditure have been included in the financial statements on an accruals basis.

Employee benefits

Defined benefit schemes

The Parish operates a defined benefit pension scheme for past employees. These financial statements do not take account of liabilities to pay pensions and other benefits that fall due after the end of the year and no separate fund is maintained by the Parish to meet these obligations. No formal actuarial valuation has taken place and no reasonable estimate made for the total liability as at the end of the year.

CONSTABLES OF ST PETER PORT
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 December 2023

Tangible fixed assets

Tangible fixed assets are stated at cost or valuation, net of depreciation and any provision for impairment. Depreciation is provided on all tangible fixed assets, other than investment property and freehold land, at rates calculated to write off the cost or valuation, less estimated residual value, of each asset on a straight-line or reducing balance basis over its expected useful life, as follows:

Vehicles	25% reducing balance
Fixtures and fittings	25% reducing balance
Office equipment	5 years straight line

Residual value represents the estimated amount which would currently be obtained from disposal of an asset, after deducting estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

Impairment of assets

Assets, other than those measured at fair value, are assessed for indicators of impairment at each Statement of Financial Position date. If there is objective evidence of impairment, an impairment loss is recognised in the Profit and Loss Account.

Investment property

The Parish owns certain land and properties but no amount has been included in the financial statements in respect of the value of these properties. Where any assets derive an income or have incurred expenditure, such amounts are recorded in the Profit and Loss account in these financial statements.

Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours and measured at amortised cost. Deposits with a term of more than 24 hours and less than 90 days are reflected as term deposits.

Financial instruments

The entity only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities including trade and other debtors and creditors.

Financial assets and liabilities are offset and the net amount reported in the Statement of Financial Position when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

CONSTABLES OF ST PETER PORT
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 December 2023

2. Employees

	2023	2022
	Number	Number
Monthly average number of persons employed during the year	4	4

3. Tangible assets

	Vehicles	Fixtures and fittings	Office equipment	Total
	£	£	£	£
Cost				
At 01 January 2023	10,500	29,814	3,300	43,614
At 31 December 2023	10,500	29,814	3,300	43,614
Accumulated depreciation				
At 01 January 2023	9,908	27,578	2,640	40,126
Charge for the financial year	148	448	660	1,256
At 31 December 2023	10,056	28,026	3,300	41,382
Net book value				
At 31 December 2023	444	1,788	0	2,232
At 31 December 2022	592	2,236	660	3,488

The Parish owns certain land and properties but no amount has been included in the financial statements in respect of the value of these properties. Where any assets derive an income or have incurred expenditure, such amounts are recorded in the Profit and Loss account in these financial statements.

4. Debtors

	2023	2022
	£	£
Trade debtors	33,513	37,484
Other debtors	2,748	9,162
	36,261	46,646

Other debtors include prepayments.

CONSTABLES OF ST PETER PORT
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 December 2023

5. Cash and cash equivalents

	2023	2022
	£	£
Cash at bank and in hand	516,548	464,783
Short-term deposits	356,602	650,002
	873,150	1,114,785

6. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	56,447	22,958
Other taxation and social security	8,590	16,297
Other creditors	67,668	86,844
	132,705	126,099

7. Events after the Balance Sheet date

There have been no events after the balance sheet date affecting the office since the financial year.

CONSTABLES OF ST PETER PORT
DETAILED PROFIT AND LOSS ACCOUNT
for the year ended 31 December 2023

	Note	2023 £	2022 £
Revenue	1		
Rates, rents and other income		1,321,046	1,447,692
Operational expenses			
Parish operations	2	(966,203)	(917,086)
Administrative expenses			
Wages and salaries		(203,511)	(206,468)
Employers NI		(13,861)	(13,870)
Pensions		(7,640)	(9,307)
Travel and subsistence		(3,800)	(3,800)
General office		(22,082)	(22,829)
Rent		(18,609)	(13,706)
Caretaker and Cleaning		(6,618)	(9,408)
Computer expenses		(47,555)	(30,952)
Internet, telephone and fax		(4,729)	(3,034)
Bank charges		(6,801)	(7,171)
Subscriptions		(81)	(251)
Insurance		(28,189)	(21,840)
Depreciation		(1,255)	(1,416)
Motor expenses		(1,704)	(3,832)
Repairs and maintenance		(8,952)	(4,802)
Donations		(5,021)	(6,950)
Accountancy fees		(14,899)	(10,944)
Legal and professional fees		(5,570)	(5,497)
Advertising and PR		(8,571)	4,348
Staff entertainment		(2,286)	(1,546)
General		(50)	(600)
Cadastre		(12,085)	(14,316)
		(423,869)	(388,191)
Other expenses			
Non-General account charges	3	(190,856)	(146,074)
Deficit		(259,882)	(3,659)

CONSTABLES OF ST PETER PORT
DETAILED PROFIT AND LOSS ACCOUNT (continued)
for the year ended 31 December 2023

1. Revenue

	2023	2022
	£	£
Refuse rates	816,356	743,123
Occupiers' rates	252,243	532,430
Rental income	129,154	116,153
Other income	123,293	55,986
	<u>1,321,046</u>	<u>1,447,692</u>

2. Operational expenses - Parish operations

	2023	2022
	£	£
Refuse Collection & Disposal - Contractor	(806,395)	(757,880)
Street Lighting	(106,086)	(106,107)
Public needs - States Maintenance Contract	(784)	0
Outdoor caretaking & general maintenance	(47,539)	(37,205)
Grants to Schools	0	(4,006)
Parochial Cemeteries - States Contract	(5,399)	(11,888)
	<u>(966,203)</u>	<u>(917,086)</u>

3. Other operating expenses - Non-General account charges

	2023	2022
	£	£
Public Improvements	(4,097)	(2,465)
Floral Committee	(102,277)	(101,364)
Churchwardens	(84,482)	(42,245)
	<u>(190,856)</u>	<u>(146,074)</u>