



CREWKERNE TOWN COUNCIL

INCOME & EXPENDITURE

ACCOUNT

&

BALANCE SHEET

2012 / 2013

CREWKERNE TOWN COUNCIL

ACCOUNTS

2012 / 2013

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INTRODUCTION

The Town Council is required:

*to make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has responsibility for the administration of those affairs. In this Council, the officer is the Town Clerk.

*to manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Clerk is responsible for the preparation of the Council's Statement of Accounts which, in terms of the CIPFA/NALC Code of Practice on Town and Parish Council Accounting (the code), is required to present fairly the financial position of the Council at the accounting date and its income and expenditure for the year ended 31st March 2013.

In preparing this Statement of Accounts, the Clerk has sought to select suitable accounting policies and apply them consistently, make judgements and estimates that are reasonable and prudent and comply with the code. The Clerk has also kept proper accounting records which are up to date, and in accordance with requirements by the Audit Commission the Council has undertaken a review of the measures for the prevention and detection of fraud and other irregularities.

The Council's financial accounts for the year ended 31st March 2013 are set out on the following pages with explanatory notes where required. These accounts include figures for the Town Council. The accounts are prepared under regulations of the Accounts and Audit (England) Regulations 2011 and published subject to External Audit.

Signed.....Date.....

Mrs J Warner
Town Clerk and Responsible Financial Officer

These accounts have been approved by resolution of the Town Council at the meeting held on 20th May 2013.

Signed.....Date.....

Mayor of Crewkerne

Crewkerne Town Council
Town Hall,
Market Square,
Crewkerne, Somerset.TA18 7LN

CREWKERNE TOWN COUNCIL
INCOME & EXPENDITURE ACCOUNT
&
BALANCE SHEET

2012 / 2013

AUDITOR'S REPORT
to the Members
of CREWKERNE TOWN COUNCIL

On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Auditor is based at Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol BS1 6FT.

INCOME & EXPENDITURE ACCOUNT

Year Ended
31/03/2012

Year Ended
31/03/2013

INCOME

1,000.00	Aqua Centre	1,000.00	Pg 10
246.00	Allotments	260.00	
5,990.66	Bank Gross Interest	3,164.38	
32,043.00	Capital Projects	552,965.11	Pg 10
22,313.87	Cemetery re-imburement from JBC excluding Salaries	10,812.43	
4,841.00	Diamond Jubilee Celebrations	1,720.46	
0.00	George Reynolds Centre	10,000.00	
500.00	Grants	0.00	
1,079.66	Grounds Maintenance	1,141.19	Pg 10
955.00	Mayor's Charity	45.00	
4,530.79	Miscellaneous	200.78	
303,096.00	Precept	303,093.00	
295.00	Projects	8,930.00	Pg 10
0.00	Net Property Sale Proceeds	203,550.00	Pg 11
596.50	Taxi Licensing	0.00	
13,936.20	Salaries & Wages Re-charged	27,384.10	
4,761.78	Town Hall	7,241.87	Pg 11
0.00	Transferred Services from SCC/SSDC	61,000.00	
7,392.58	Victoria Hall	6,726.39	Pg 11
2,870.73	War Memorial Commemoration Trust Contribution	3,118.51	
9,000.00	West One	5,264.75	
-----		-----	
415,448.77	TOTAL INCOME	1,207,617.97	
=====		=====	

EXPENDITURE

8,458.78	Aqua Centre	11,164.50	Pg 10
57,456.75	Capital Projects	848,625.20	Pg 10
22,305.32	Cemetery Administration & Maintenance	11,061.42	
1,541.55	Diamond Jubilee Celebrations	9,326.57	
0.00	Full Loan Repayment	150,000.00	
46,497.26	General Administration	41,003.77	Pg 9
0.00	George Reynolds Centre	12,290.00	
14,770.00	Grants	15,056.46	Pg 10
21,767.08	Grounds Maintenance	29,231.68	Pg 10
0.00	Mayor's Charity	1,000.00	
30,000.00	Joint Burial Committee	30,000.00	
960.00	Projects	8,089.74	Pg 10
2,540.84	S. 137 Payments	0.00	
129,677.13	Salaries & Wages	151,378.51	
360.33	Taxi Licensing	0.00	
32,543.57	Town Hall	33,240.11	Pg 11
14,000.00	Transferred Services from SCC/SSDC	8,288.07	
7,297.74	Victoria Hall	12,198.56	Pg 11
2,431.23	War Memorial Grounds	1,667.31	Pg 10
155.63	West One	616.02	
-----		-----	
392,763.22	TOTAL EXPENDITURE	1,374,237.92	
=====		=====	
22,685.55	Net surplus/(deficit)	(166,619.95)	Pg 6

CONSOLIDATED BALANCE SHEET

31/03/2012	As at		31/03/2013
		CURRENT ASSETS	
519,992.06		Investments	200,264.66
2,167.85		VAT Recoverable	2,435.03
43,572.30		Debtors	65,535.15
2,223.90		Payment in Advance	2,549.93
39,369.75		Cash in Hand & at Bank	179,378.99
-----			-----
607,325.86			450,163.76
-----			-----
607,325.86		TOTAL ASSETS	450,163.76
-----			-----
		CURRENT LIABILITIES	
4,802.61		Creditors	14,260.46
0.00		Receipts in Advance	0.00
(4,802.61)			-----
-----			(14,260.46)
-----			-----
602,523.25		TOTAL ASSETS LESS CURRENT LIABILITIES	435,903.30
-----			-----
602,523.25		NET ASSETS	435,903.30
-----			-----
=====			=====
		Represented By:	
		Revenue Account Balance	
78,529.25		General Fund	189,697.15
160,850.00		Earmarked Reserves	208,441.15
328,335.00		Capital Receipts Unapplied	10,000.00
34,809.00		Interest on Capital Receipts	27,765.00
-----			-----
602,523.25			435,903.30
=====			=====
579,837.70		Opening Balance 01/04/2012	602,523.25
22,685.55		Surplus/(Deficit) for year	Pg 5 (166,619.95)
602,523.25		Balance as at 31 st March 2013	435,903.30

The above statement represents fairly the financial position of the authority as at 31st March 2013 and reflects its income and expenditure during the year.

Signed.....

Mayor

Responsible Financial Officer

Date.....

**NOTES TO THE INCOME AND EXPENDITURE
AND BALANCE SHEET**

1. Statement of Accounting Policies

The general principles adopted in the preparation of these accounts are those recommended by the Chartered Institute of Public Finance and Accountancy applicable to Parish and Town Councils with a budgeted income for the year (and the two immediately preceding years) of less than £6,500,000 and more than £200,000. They are compiled on an accruals basis of accounting. This means that the amounts due to or from the Council in respect of the financial year but not settled at the year end are brought into the accounts. The amounts so included are actual or estimated for each line of income and expenditure and any difference between the actual figures and the estimates is reflected in the accounts of the following year.

2.Assets - land, buildings, vehicles, plant and equipment with a value of more than £1,000.

a.	At 31 st March the following assets were held:	Value £
	Town Hall & Victoria Hall	1,890,000.00
	Henhayes Pavilion	146,000.00
	Henhayes Store	5,000.00
	Aqua Centre	2,480,000.00
	Bus Shelters	7,000.00
	George Reynolds Centre	980,000.00
	Town Hall/Victoria Hall Furniture/Equipment	39,563.00
	George Reynolds Centre Fixtures & Fittings	10,000.00
	West One Mosaic	20,000.00
	Civic Regalia	5,500.00
	'Crewkerne' Locomotive Nameplate	30,000.00
	Christmas Lights	10,000.00
	Christmas Lights Electrical Hardware	7,212.00
	Paintings/Works of Art	6,000.00
	Playground Equipment	77,197.00
	MUGA & Floodlighting	72,000.00
	Grounds Maintenance Vehicles	25,927.00
	Open Spaces Machinery/Equipment	5,464.00
	Street Fixtures & Fittings	23,370.00
	Parcel Of Amenity Land at Bincombe Lane	16,332.00
	Henhayes Recreation Ground	*1.00
	Bincombe Nature Reserve	*1.00
	Barn Street Recreation Ground	*1.00
	Happy Valley	*1.00
	Southmead Crescent Playground	*1.00
	CCTV Equipment	<u>30,000.00</u>
	TOTAL ASSETS	5,886,570.00

The basis of valuation of these assets is estimated actual value. (Re-Valued May 2007 except George Reynolds Centre valued December 2012)

*Community land at nominal value

Movements during the year

a.	During the year the following assets were added	Book Value £
	George Reynolds Centre	922,543.00
	George Reynolds Centre Fixtures & Fittings	10,000.00
	Trailer	1,350.00
b.	During the year the following assets were disposed of:	Book Value £
	West One	492,000.00
	West One Contents/Fixtures & Fittings	10,000.00

LEASES

At the year end the following leases were in operation

Leasor	Purpose	Annual Lease Payable	Year of Expiry
Ricoh Capital Plc	Ricoh Photocopier	1,230.00	2014

BORROWINGS

As at the close of business on 31st March 2013 the following loans were outstanding.

Lender	Rate	Amount £	Completion Date
Public Works Loan Board - Aqua Centre	Fixed 9.125%	26,022.41	October 2019

DEBTORS

£

£

The figures indicated below include:

Investment Interest	117.53
VAT claim for March 2013	2,435.03
Outstanding Re-imburement towards Cemetery maintenance	7,860.17
1 Town Hall Council Chamber booking	14.50
Outstanding Grants awards towards George Reynolds Centre project	40,350.91
Outstanding Grant award towards new Bus Shelter	4,570.00
Outstanding Re-imburement for services during GRC construction	2,313.61
Outstanding repayment of temporary loan	10,000.00
3 Victoria Hall bookings	<u>308.43</u>

67,970.18

The ages of these debts were:	No.	Value
Less than 3 months old	10	65,656.57
Between 3 and 6 months old	1	*2,313.61

*This company has gone into liquidation and action has been taken to recover the debt

PAYMENT IN ADVANCE

Unexpired agreement with Edge Designs Ltd	153.54
Unexpired maintenance contract with Stannah Lifts Ltd	47.41
Unexpired photocopier lease with Ricoh Capital Plc	99.34
Unexpired LCAS membership	31.58
Unexpired agreement with Kcom	202.75
Unexpired contract with PHS Group Plc	34.98
Payment in advance to CSYAL	411.93
Unexpired AAT membership	53.45
Unexpired membership with Ellis Whittam Ltd	440.11
Unexpired insurance premium with WPS Insurance Brokers	499.81
Unexpired maintenance contract with CDS Integrated Security Systems	538.21
Payment in advance to British Telecom	<u>36.82</u>

2,549.93**CREDITORS**

Invoices for supplies received before the end of the financial year and payable within twelve months of the Balance

Sheet date totalled (*estimated)	£	£
All Floors of Crewkerne Ltd – flooring in George Reynolds Centre	9,584.59	
Bradford's Building Supplies Ltd – Grounds maintenance	4.84	
British Gas Business – Victoria Hall gas	27.57	
British Gas Business – Town Hall electricity*	420.00	
British Gas Business – Town Hall gas*	400.00	
British Gas Business – Victoria Hall electricity	613.23	
EDF Energy – Street lighting	82.32	
Highwood – Cemetery mower repair	145.75	
J T Southern Ltd – Aqua Centre air conditioning repair	420.00	
James Hardware Ltd – Town Hall & Grounds maintenance	56.20	
Lift West Ltd – Cemetery cherry picker hire	132.00	
MAS Seeds Ltd – Bulbs & seeds	283.33	
Mole Valley Farmers Ltd – Grass seed	69.90	
Public Works Loan Board – Aqua Centre loan interest	1,082.89	
SSDC – Playgrounds inspections 2012/13	318.00	
J H Swaffield & Sons – Vehicle repair	10.75	
T Mobile – Groundstaff mobile phones	35.94	
Three Counties Garage – Vehicle fuel	150.53	
Yarcombe Woodland Products Ltd – 2 benches	<u>422.62</u>	

14,260.46

EARMARKED RESERVES

Opening Balance at 01.04.2012	160,850.00
Additions during the year	+ 101,268.58
Less amount utilised within the year	<u>-53,677.43</u>
Balance at the year end	208,441.15

Balances of Earmarked Reserves as at 31st March 2013 were:

	Balance at 01/04/12	Additions in year	Used in year	Balance at 31/03/13
Town Centre Security CCTV	5,606.68	0.00	2,171.00	3,435.68
Active Lifestyle Centre	25,400.64	0.00	0.00	25,400.64
Bincombe Maintenance	500.00	0.00	500.00	0.00
T/H Christmas Lighting	932.00	0.00	932.00	0.00
V/H Equipment Provision	8,130.00	0.00	0.00	8,130.00
T/H Interior Maintenance	3,100.00	0.00	3,100.00	0.00
Tennis Club Funds	187.43	0.00	187.43	0.00
Election Expenses	1,612.75	0.00	0.00	1,612.75
Computer Hardware	1,165.00	0.00	1,165.00	0.00
Gd Mt Barn St Treework	500.00	0.00	0.00	500.00
G Reynolds Centre – SCC Grant	10,000.00	0.00	10,000.00	0.00
V/Hall External Maintenance	903.00	0.00	903.00	0.00
Tennis Courts Upgrade	1,500.00	1,056.43	0.00	2,556.43
West One Maintenance	1,800.00	0.00	1,800.00	0.00
Town Crier Biennial Event	333.00	0.00	333.00	0.00
GRC Legal Costs	3,332.00	0.00	1,540.00	1,792.00
Henhayes Playground Project	14,500.00	20,050.00	0.00	34,550.00
Unspent Town Green Costs	31,804.50	0.00	10,500.00	21,304.50
Henhayes Temp Car Park Income	4,474.00	0.00	0.00	4,474.00
Crewkerne in Bloom	250.00	0.00	250.00	0.00
Salaries – Queen’s visit	2,000.00	0.00	2,000.00	0.00
Trf Services Youth Service	1,000.00	62,500.00	0.00	63,500.00
Trf Services Contingencies	13,536.00	0.00	3,013.00	10,523.00
G Reynolds Centre Contingency	5,300.00	0.00	5,300.00	0.00
Invest for Crewkerne’s Future	10,500.00	10,500.00	0.00	21,000.00
Grants	500.00	0.00	0.00	500.00
Gd Mt Playgrounds	5,300.00	0.00	5,300.00	0.00
WMG Severalls Hall	2,000.00	1,000.00	0.00	3,000.00
War Memorial Grounds	439.00	0.00	439.00	0.00
Diamond Jubilee Celebrations	3,289.00	0.00	3,289.00	0.00
Mayor’s Charity	955.00	0.00	955.00	0.00
Mayor’s Civic Regalia	0.00	1,000.00	0.00	1,000.00
Salaries – Martock Parish Council	0.00	5,162.15	0.00	5,162.15
	160,850.00	101,268.58	53,677.43	208,441.15

BREAKDOWN OF INCOME & EXPENDITURE HEADINGS

GENERAL ADMINISTRATION EXPENDITURE						
11/12		12/13		11/12	12/13	
547.15	Stationery	453.88		188.70	Refreshments	205.50
1,059.70	Telephone	1,233.52		68.31	Office Equipment	75.13
1,761.91	Photocopier	1,902.36		847.80	Mayor’s Civic Expenses	902.87
916.66	Season Tickets	1,172.36		2,888.16	Professional Subscriptions	3,432.65
486.56	Postage	573.27		1,928.55	Audit Fees	1,872.02
796.90	Advertising	1,822.35		10,737.78	Insurance	11,373.34
412.36	Miscellaneous	413.29		18,621.00	Legal Fees	9,272.77
1,671.83	Election Expenses	0.00		1,083.00	Newsletters	1,596.50
1,305.67	Computers	3,103.62		260.00	Members Course Fees	209.90
1,271.06	Staff Training & Exp	1,343.44		46,888.10	Total Administration	41,003.77
0.00	Re-Valuation Costs	0.00		390.84	Less S 137 Payments	0.00
35.00	Bank Chaps Fees	45.00		46,497.26	Total to Inc & Exp	41,003.77

AQUA CENTRE INCOME			AQUA CENTRE EXPENDITURE		
11/12		12/13	11/12		12/13
1,000.00	Rent	1,000.00	5,014.78	Loan Charges	5,011.66
			3,444.00	Exterior Maintenance	6,152.84
1,000.00	Total to Inc & Exp	1,000.00	8,458.78	Total to Inc & Exp	11,164.50

PROJECTS INCOME			PROJECTS EXPENDITURE		
11/12		12/13	11/12		12/13
45.00	Junior Town Crier Comp	60.00	85.00	Junior Town Crier Comp	30.00
0.00	Bincombe leaflet	300.00	0.00	Town Crier Competition	312.48
0.00	SCC Bus Shelter	4,570.00	0.00	Bus Shelter	4,570.00
0.00	SCC Henhayes Project	4,000.00	0.00	Aq Ctre bike rack/bin store	3,177.26
250.00	Crewkerne in Bloom		875.00	Henhayes Lighting	0.00
295.00	Total to Inc & Exp	8,930.00	960.00	Total to Inc & Exp	8,089.74

CAPITAL PROJECTS INCOME			CAPITAL PROJECTS EXPENDITURE		
11/12		12/13	11/12		12/13
32,043.00	G Reynolds Ctre Project	552,965.11	57,456.75	G Reynolds Ctre Project	848,625.20
32,043.00	Total to Inc & Exp	552,965.11	57,456.75	Total to Inc & Exp	848,625.20

GROUNDS MAINTENANCE INCOME			GROUNDS MAINTENANCE EXPENDITURE		
11/12		12/13	11/12		12/13
22.16	Wayleaves	22.46	3,217.19	Grounds maintenance	4,442.54
154.00	Sports Club Rent	162.00	9,649.23	Open Spaces	11,178.26
903.50	Miscellaneous	956.73	160.00	Sports Pavilion	0.00
			1,557.25	Playgrounds	6,468.23
			579.90	Bins	0.00
			1,680.15	West St Storage	1,518.31
			2,181.18	Vehicle	2,475.23
			2,332.22	Ride on Mower	1,323.39
			409.96	Street Lighting	475.72
			0.00	Horticultural Contingency	0.00
			0.00	Tree Planting	0.00
			0.00	Equipment	1,350.00
1,079.66	Total to Inc & Exp	1,141.19	21,767.08	Total to Inc & Exp	29,231.68

WAR MEMORIAL GROUNDS EXPENDITURE					
11/12		12/13	11/12		12/13
342.77	Water	153.44	0.00	Tennis Courts Equip/Mt	67.49
1,000.00	Bowling Green Mt	1,000.00	0.00	Allotments	41.38
0.00	Severalls Hall	0.00	239.00	Hedging Lang Road	390.00
849.46	Miscellaneous	15.00	2,431.23	Total to Inc & Exp	1,667.31

GRANTS INCOME			GRANTS EXPENDITURE		
11/12		12/13	11/12		12/13
500.00	L.I.C	0.00	4,170.00	Local Grants	5,556.46
			10,250.00	West One	6,500.00
			1,500.00	Heritage Centre/Museum	1,500.00
			1,000.00	Henhayes Centre	1,500.00
			16,920.00	Total Grants	15,056.46
			2,150.00	Less S 137 Grants	0.00
500.00	Total to Inc & Exp	0.00	14,770.00	Total to Inc & Exp	15,056.46

TOWN HALL INCOME			TOWN HALL EXPENDITURE		
11/12		12/13	11/12		12/13
72.00	Chamber Hire	87.00	9,353.26	Business Rates & Utilities	9,441.93
4,679.78	Service Charge	4,669.98	2,091.69	Cleaning Salaries	2,042.95
10.00	Burial Ctee Office Rent	50.00	4,126.42	Maintenance/Repairs	9,941.33
	Miscellaneous	2,434.89	100.35	Misc/Hanging Baskets	50.00
			182.37	Fire Alarm Equip/Mt	265.01
			1,122.02	CCTV Maintenance	2,169.53
			5,985.00	Front Office Contribution	5,985.00
			379.20	Christmas trees/Lights	858.46
			4,047.24	Install Christmas lights	4,466.90
			35.10	Cleaning Materials	61.95
			7,212.61	Christmas Lights Hardware	0.00
			34,635.26	Total Town Hall Costs	35,283.06
			2,091.69	Less Cleaning to Salaries	2,042.95
4,761.78	Total to Inc & Exp	7,241.87	32,543.57	Total to Inc & Exp	33,240.11

VICTORIA HALL INCOME			VICTORIA HALL EXPENDITURE		
11/12		12/13	11/12		12/13
4,716.33	Hire Charges	3,992.98	5,040.93	Business Rates & Utilities	5,982.07
391.25	Performing Rights	325.41	180.00	Entertainment Licence	180.00
2,255.00	C.U.D.O.S.	2,368.00	0.00	Equipment	0.00
30.00	Table & Chair Hire	40.00	187.50	Performing Rights	425.90
			620.29	Maintenance/Repairs	4,542.93
			1,228.43	Lift Maintenance	1,023.86
			40.59	Cleaning Materials	43.80
			1,430.73	Cleaning Salaries	1,315.42
			8,728.47	Total V/Hall Costs	13,513.98
			1,430.73	Less Cleaning to Salaries	1,315.42
7,392.58	Total to Inc & Exp	6,726.39	7,297.74	Total to Inc & Exp	12,198.56

PROPERTY SALE PROCEEDS

Details of the sale of the West One Community Centre was as follows:

Sale Price		216,000.00
Add		
Fees paid on account of disbursements		<u>1,110.00</u>
		217,110.00
Less		
Land Registry Fee	210.00	
Professional advice concerning terms of assignment	*420.00	
Selling Agents Fees	*3,888.00	
Professional Legal Fees	*9,006.00	
CHAPS Fee	<u>*36.00</u>	
		13,560.00
Balance received		203,550.00

*These sums include VAT.

TENANCIES

During the year the following tenancies were held:
Town Council as Landlord

Tenant	Property	Rent p.a.	Repairing/non Repairing
West One	West One	*5,250.00	Partial
C.U.D.O.S.	Victoria Hall	2,368.00	Non
Crewkerne Sports Club	Henhayes Sports Pavilion	162.00	Partial
Crewkerne Leisure M'gement	Aqua Centre	1,000.00	Repairing
SSDC	Community Office – Town Hall	Prepaid	Repairing
Joint Burial Committee	Town Hall – Office Rent	50.00	Non
CSYAL	George Reynolds Centre	0.00	Repairing

*This property was sold on 9th November 2012 and this amount represents the rental up to that date.

WAR MEMORIAL GROUNDS CHARITY FUND

The War Memorial Grounds are held in trust to be used as a recreation ground for the benefit of the inhabitants of Crewkerne and the neighbourhood. The income received from the assets held by the Trust are accounted for separately. A copy of these accounts is available at the Town Council offices.