



CREWKERNE TOWN COUNCIL

INCOME & EXPENDITURE

ACCOUNT

&

BALANCE SHEET

2011 / 2012

CREWKERNE TOWN COUNCIL

ACCOUNTS

2011 / 2012

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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 2012.

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 2012 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 28th May 2012.

..... **Mayor of Crewkerne**

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

CREWKERNE TOWN COUNCIL
INCOME & EXPENDITURE ACCOUNT
&
BALANCE SHEET

2011 / 2012

AUDITOR'S REPORT
to the Members
of CREWKERNE TOWN COUNCIL

On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements 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 Moore Stephens, 30 Gay Street, Bath BA1 2PA

INCOME & EXPENDITURE ACCOUNT

Year Ended
31/3/2011

Year Ended
31/3/2012

INCOME

7,500.00	Aqua Centre	1,000.00	Pg 10
240.00	Allotments	246.00	
5,847.55	Bank Gross Interest	5,990.66	
88,773.00	Capital Projects	32,043.00	Pg 10
0.00	Cemetery Re-imburement from JBC	22,313.87	
0.00	Diamond Jubilee Celebrations	4,841.00	
513.00	Grants	500.00	Pg 11
1,631.94	Grounds Maintenance	1,079.66	Pg 10
0.00	Mayor's Charity	955.00	
368.40	Miscellaneous	4,530.79	
303,096.00	Precept	303,096.00	
2,020.99	Projects	295.00	Pg 10
1,727.00	Taxi Licensing	596.50	
2,281.90	Salaries & Wages Re-imburement from JBC	13,936.20	
5,532.47	Town Hall	4,761.78	Pg 11
6,632.63	Victoria Hall	7,392.58	Pg 11
2,800.44	War Mem Comm Trust Contribution	2,870.73	
9,000.00	West One	9,000.00	
<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>	
437,965.32	TOTAL INCOME	415,448.77	
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EXPENDITURE

22,627.46	Aqua Centre	8,458.78	Pg 10
154,863.64	Capital Projects	57,456.75	Pg 10
0.00	Cemetery Administration & Maintenance	22,305.32	
0.00	Diamond Jubilee Celebrations	1,541.55	
25,659.10	General Administration	46,497.26	Pg 9
14,985.00	Grants	14,770.00	Pg 11
34,105.77	Grounds Maintenance	21,767.08	Pg 10
30,000.00	Joint Burial Committee	30,000.00	
3,887.63	Projects	960.00	Pg 10
3,251.27	S. 137 Payments	2,540.84	Pg 12
116,142.97	Salaries & Wages	129,677.13	
372.58	Taxi Licensing	360.33	
2,695.50	Town Green Costs	0.00	
27,116.06	Town Hall	32,543.57	Pg 11
0.00	Transferred Services from SCC/SSDC	14,000.00	
13,079.59	Victoria Hall	7,297.74	Pg 11
3,435.97	War Memorial Grounds	2,431.23	Pg 11
1,379.77	West One	155.63	
<hr style="border-top: 1px dashed black;"/>		<hr style="border-top: 1px dashed black;"/>	
453,602.31	TOTAL EXPENDITURE	392,763.22	
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(15,636.99) Net surplus / (deficit) 22,685.55 Pg 6

CONSOLIDATED BALANCE SHEET

31/3/2011	As at	31/3/2012
	CURRENT ASSETS	
483,037.59	Investments	519,992.06
8,633.06	VAT Recoverable	2,167.85
51,311.38	Debtors	43,572.30
1,616.92	Payment in Advance	2,223.90
40,176.89	Cash in Hand & at Bank	39,369.75
-----		-----
584,775.84		607,325.86
-----		-----
584,775.84	TOTAL ASSETS	607,325.86
-----		-----
	CURRENT LIABILITIES	
4,938.14	Creditors	4,802.61
0.00	Receipts in Advance	0.00
-----		-----
(4,938.14)		(4,802.61)
-----		-----
579,837.70	TOTAL ASSETS LESS CURRENT LIABILITIES	602,523.25
-----		-----
579,837.70	NET ASSETS	602,523.25
-----		-----
	Represented By:	
	Revenue Account Balance	
87,067.15	General Fund	78,529.25
107,370.55	Earmarked Reserves	160,850.00
353,745.00	Capital Receipts Unapplied	328,335.00
31,655.00	Interest on Capital Receipts	34,809.00
-----		-----
579,837.70		602,523.25
-----		-----
595,474.69	Opening balance 1/4/2011	579,837.70
(15,636.99)	Surplus / (Deficit) for year	22,685.55
579,837.70	Balance as at 31 st March 2012	602,523.25

The above statement represents fairly the financial position of the authority as at 31st March 2012 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 31st March the following assets were held:	Value £
	Town Hall & Victoria Hall	1,890,000.00
	West One	492,000.00
	Henhayes Pavilion	146,000.00
	Henhayes Store	5,000.00
	Aqua Centre	2,480,000.00
	Bus Shelters	7,000.00
	George Reynolds Centre Work in Progress	57,457.00
	Town Hall/Victoria Hall Furniture/Equipment	39,563.00
	West One Contents/Mosaic	30,000.00
	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 Mt Vehicles	24,577.00
	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>
		5,454,677.00

The basis of valuation of these assets is estimated actual value. (Re-Valued May 2007)

*Community land at nominal value

Movements during the year

a.	During the year the following assets were added:	Book Value £
	Christmas Lights Electrical Hardware	7,212.00
	George Reynolds Centre Work in Progress	57,457.00

b.	During the year the following assets were disposed of:	Book Value £
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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 2011 the following loans were outstanding.

Lender	Rate	Amount £	Completion Date
Public Works Loan Board - Aqua Centre	Fixed 9.125%	28,583.04	October 2019

DEBTORS

The figures indicated below include:

	£	£
Investment Interest	1,107.34	
VAT claim for March 2012	2,167.85	
Outstanding Grant award towards George Reynolds Centre project	32,043.00	
Outstanding Re-imburement towards Cemetery maintenance	10,132.99	
3 Victoria Hall bookings invoices issued for March 2012	<u>288.97</u>	
		<u>45,740.15</u>

The ages of these debts were:	No.	Value	
Less than 3 months old	9	<u>45,740.15</u>	45,740.15

PAYMENT IN ADVANCE

Unexpired agreement with Edge Designs Ltd	153.12
Unexpired maintenance contract with Stannah Lifts Ltd	45.72
Unexpired photocopier lease with Ricoh Capital Plc	98.22
Unexpired LCAS membership	48.07
Unexpired agreement with Kcom	202.19
Unexpired contract with Phs Group Plc	34.88
Unexpired agreement with IAC Ltd	8.86
Unexpired AAT membership	33.32
Unexpired membership with Ellis Whittam Ltd	455.36
Unexpired insurance premium with WPS Insurance Brokers	501.51
Unexpired contract with Coomber Security Systems Ltd	59.03
Unexpired maintenance contract with CDS Integrated Security Systems	536.74
Payment in advance to Initial Textile Services	14.20
Payment in advance to British Telecom	32.68
	<u>2,223.90</u>

CREDITORS

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

Sheet date totalled (*estimated)	£	£
<u>Aqua Centre</u>		
Loan Interest Charges – 17 th Oct 11 to 31 st March 12	<u>1,182.95</u>	1,182.95
<u>Administration</u>		
CUDOS – Mayor’s Charity Event PA system & lighting hire	50.00	
Sparkling Choice – Mayor’s charity event refreshments	44.17	
Footprintz – Copying plans/ Honoured Citizen Certificates	<u>89.50</u>	183.67
<u>Victoria Hall</u>		
British Gas Business – Electricity	<u>277.37</u>	277.37
<u>Grounds Maintenance</u>		
EDF Energy Ltd – Street lighting	*71.54	
British Gas Business – West St Storage electricity	6.91	
British Gas Business – Happy Valley floodlights electricity	56.70	
Three Counties Garage – Van fuel	45.22	
Sign Solutions – Happy Valley sign	<u>99.00</u>	279.37
<u>Town Hall</u>		
E.On - Gas	*550.00	
EDF Energy Ltd	148.32	
J T Southern – Toilets repair	<u>34.00</u>	732.32
<u>Capital Projects</u>		
S E Phillips – Arboricultural report	237.50	
Sign Solutions – George Reynolds Centre site sign	135.00	
Slade Parry – George Reynolds Centre Quantity Surveyor	<u>1,500.00</u>	1,872.50
<u>Diamond Jubilee Celebrations</u>		
Lyme Media & Events Ltd – Licensed premises advert	118.80	
Mrs A Roffey – Diamond Jubilee bunting fabric	<u>155.63</u>	274.43
	Total	<u>4,802.61</u>

EARMARKED RESERVES

Opening Balance at 01.04.2011	107,370.55
Additions during the year	+ 66,943.00
Less amount utilised within the year	<u>-13,463.55</u>
Balance at the year end	160,850.00

Balances of Earmarked Reserves as at 31st March 2012 were:

	Balance at 01/04/11	Additions in year	Used in year	Balance at 31/03/12
Town Centre Security CCTV	6,727.23	0.00	1,120.55	5,606.68
Active Lifestyle Centre	25,400.64	0.00	0.00	25,400.64
Bincombe Maintenance	500.00	0.00	0.00	500.00
T/H Christmas Lighting	932.00	0.00	0.00	932.00
V/H Equipment Provision	8,130.00	0.00	0.00	8,130.00
T/H Interior Maintenance	3,100.00	0.00	0.00	3,100.00
Tennis Club Funds	187.43	0.00	0.00	187.43
Election Expenses	1,612.75	0.00	0.00	1,612.75
Computer Hardware	900.00	600.00	335.00	1,165.00
Gd Mt Barn St Treework	500.00	0.00	0.00	500.00
G Reynolds Centre – SCC Grant	10,000.00	0.00	0.00	10,000.00
V/Hall External Maintenance	903.00	0.00	0.00	903.00
Tennis Courts Maintenance	1,000.00	500.00	0.00	1,500.00
West One Maintenance	1,000.00	800.00	0.00	1,800.00
Town Crier Biennial Event	333.00	0.00	0.00	333.00
GRC Legal Costs	1,840.00	3,000.00	1,508.00	3,332.00
Henhayes Playground Project	2,000.00	12,500.00	0.00	14,500.00
Unspent Town Green Costs	42,304.50	0.00	10,500.00	31,804.50
Henhayes Temp Car Park Income	0.00	4,474.00	0.00	4,474.00
Crewkerne in Bloom	0.00	250.00	0.00	250.00
Salaries – Queen's visit	0.00	2,000.00	0.00	2,000.00
Trf Services Youth Service	0.00	1,000.00	0.00	1,000.00
Trf Services Contingencies	0.00	13,536.00	0.00	13,536.00
G Reynolds Centre Contingency	0.00	5,300.00	0.00	5,300.00
Invest for Crewkerne's Future	0.00	10,500.00	0.00	10,500.00
Grants	0.00	500.00	0.00	500.00
Gd Mt Playgrounds	0.00	5,300.00	0.00	5,300.00
WMG Severalls Hall	0.00	2,000.00	0.00	2,000.00
War Memorial Grounds	0.00	439.00	0.00	439.00
Diamond Jubilee Celebrations	0.00	3,289.00	0.00	3,289.00
Mayor's Charity	0.00	955.00	0.00	955.00
	107,370.55	66,943.00	13,463.00	160,850.00

BREAKDOWN OF INCOME & EXPENDITURE HEADINGS

GENERAL ADMINISTRATION EXPENDITURE					
10/11		11/12		10/11	11/12
463.10	Stationery	547.15	143.41	Refreshments	188.70
1,073.40	Telephone	1,059.70	399.99	Office Equipment	68.31
1,580.24	Photocopier	1,761.91	840.57	Mayor's Civic Expenses	847.80
908.46	Season Tickets	916.66	1,539.92	Professional Subscriptions	2,888.16
453.64	Postage	486.56	1,523.90	Audit Fees	1,928.55
0.00	Advertising	796.90	9,784.62	Insurance	10,737.78
499.30	Miscellaneous	412.36	210.00	Legal Fees	18,621.00
2,537.25	Election Expenses	1,671.83	1,064.50	Newsletters	1,083.00
1,767.65	Computers	1,305.67	20.00	Members Course Fees	260.00
1,480.20	Staff Training & Exp	1,271.06	26,290.15	Total Administration	46,888.10
0.00	Re-Valuation Costs	0.00	631.05	Less S 137 Payments	390.84
0.00	Bank Chaps Fees	35.00	25,659.10	Total to Inc & Exp	46,497.26

AQUA CENTRE INCOME			AQUA CENTRE EXPENDITURE		
10/11		11/12	10/11		11/12
1,000.00	Rent	1,000.00	4,882.92	Loan Charges	5,014.78
6,500.00	CLM Donation - roof		17,744.54	Exterior Maintenance	3,444.00
7,500.00	Total to Inc & Exp	1,000.00	22,627.46	Total to Inc & Exp	8,458.78

PROJECTS INCOME			PROJECTS EXPENDITURE		
10/11		11/12	10/11		11/12
0.00	Junior Town Crier Comp	45.00	0.00	Junior Town Crier Comp	85.00
0.00	Crewkerne in Bloom	250.00	489.00	Crewkerne in Bloom	0.00
150.00	Henhayes Event	0.00	0.00	Henhayes Lighting	875.00
510.99	Town Guide	0.00	566.64	Henhayes Event	0.00
1,360.00	Valuation Off re SRT	0.00	510.99	LIC - Town Guide	0.00
			1,360.00	Valuation Off re SRT	0.00
			250.00	Happy Valley Endeavours	0.00
			1,200.00	Trader's Board	0.00
			4,376.63	Total Projects	960.00
			489.00	Less S 137	0.00
2,020.99	Total to Inc & Exp	295.00	3,887.63	Total to Inc & Exp	960.00

CAPITAL PROJECTS INCOME			CAPITAL PROJECTS EXPENDITURE		
10/11		11/12	10/11		11/12
0.00	G Reynolds Ctre Project	32,043.00	25,190.32	G Reynolds Ctre Project	57,456.75
88,773.00	Happy Valley Project	0.00	129,673.32	Happy Valley Project	0.00
88,773.00	Total to Inc & Exp	32,043.00	154,863.64	Total to Inc & Exp	57,456.75

GROUNDS MAINTENANCE INCOME			GROUNDS MAINTENANCE EXPENDITURE		
10/11		11/12	10/11		11/12
21.87	Wayleaves	22.16	3,046.22	Grounds maintenance	3,217.19
150.00	Sports Club Rent	154.00	5,277.81	Henhayes inc Lucombe Oak	2,041.32
1,460.07	Miscellaneous	903.50	228.06	Sports Pavilion	160.00
			3,999.99	Happy Valley	4,684.14
			2,616.80	Barn Street	818.02
			11,576.76	Playgrounds	1,557.25
			1,390.85	Bins	579.90
			724.07	West St Storage	1,680.15
			2,086.96	Bincombe	2,105.75
			1,654.99	Vehicle	2,181.18
			943.32	Ride on Mower	2,332.22
			743.29	Street Lighting	409.96
			0.00	Horticultural Contingency	0.00
			0.00	Tree Planting	0.00
			34,289.12	Ground Maintenance	21,767.08
			183.35	Less S 137 Payments	0.00
1,631.94	Total to Inc & Exp	1,079.66	34,105.77	Total to Inc & Exp	21,767.08

WAR MEMORIAL GROUNDS EXPENDITURE					
10/11		11/12		10/11	11/12
360.87	Water	342.77		84.90	Tennis Courts Equip/Mt
900.00	Bowling Green Mt	1,000.00		43.20	Horticultural Contingency
0.00	Severalls Hall	0.00		239.00	Hedging Lang Road
1,808.00	Miscellaneous	849.46		3,435.97	Total to Inc & Exp
					2,431.23

TOWN HALL INCOME			TOWN HALL EXPENDITURE		
10/11		11/12	10/11		11/12
84.00	Chamber Hire	72.00	9,540.76	Business Rates & Utilities	9,353.26
4,410.47	Service Charge	4,679.78	1,969.98	Cleaning Salaries	2,091.69
10.00	Burial Ctee Office Rent	10.00	4,092.21	Maintenance/Repairs	4,126.42
1,000.00	Miscellaneous		110.26	Misc/Hanging Baskets	100.35
28.00	Interview Room Hire		222.94	Fire Alarm Equip/Mt	182.37
			851.14	CCTV Maintenance	1,122.02
			5,908.00	Front Office Contribution	5,985.00
			652.91	Christmas trees/Lights	379.20
			5,769.43	Install Christmas lights	4,047.24
			66.28	Cleaning Materials	35.10
			0.00	Christmas Lights Hardware	7,212.61
			29,183.91	Total Town Hall Costs	34,635.26
			97.87	Less S 137 Payments	0.00
			1,969.98	Less Cleaning to Salaries	2,091.69
5,532.47	Total to Inc & Exp	4,761.78	27,116.06	Total to Inc & Exp	32,543.57

VICTORIA HALL INCOME			VICTORIA HALL EXPENDITURE		
10/11		11/12	10/11		11/12
4,021.67	Hire Charges	4,716.33	1,205.17	Gas/Electricity/Water	1,490.33
355.96	Performing Rights	391.25	180.00	Entertainment Licence	180.00
2,200.00	C.U.D.O.S.	2,255.00	0.00	Equipment	0.00
55.00	Table & Chair Hire	30.00	755.60	Performing Rights	187.50
	Miscellaneous		3,405.53	Rates	3,550.60
			6,811.51	Maintenance/Repairs	620.29
			649.55	Lift Maintenance	1,228.43
			40.00	Miscellaneous	0.00
			32.23	Cleaning Materials	40.59
			1,334.55	Cleaning Salaries	1,430.73
			14,414.14	Total V/Hall Costs	8,728.47
			1,334.55	Less Cleaning to Salaries	1,430.73
6,632.63	Total to Inc & Exp	7,392.58	13,079.59	Total to Inc & Exp	7,297.74

GRANTS INCOME			GRANTS EXPENDITURE		
10/11		11/12	10/11		11/12
513.00	L.I.C	500.00	4,085.00	Local Grants	4,170.00
			10,250.00	West One	10,250.00
			1,500.00	Heritage Centre/Museum	1,500.00
			1,000.00	Henhayes Centre	1,000.00
			16,835.00	Total Grants	16,920.00
			1,850.00	Less S 137 Grants	2,150.00
513.00	Total to Inc & Exp	500.00	14,985.00	Total to Inc & Exp	14,770.00

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	9,000.00	Partial
C.U.D.O.S.	Victoria Hall	2,255.00	Non
Crewkerne Sports Club	Henhayes Sports Pavilion	154.00	Partial
Crewkerne Aqua Centre	Aqua Centre	1,000.00	Repairing
SSDC	Community Office – Town Hall	Prepaid	Repairing
Joint Burial Committee	Town Hall – Office Rent	10.00	Non

SECTION 137 PAYMENTS

Section 137 of the Local Government Act 1972 enables local councils to spend up to the product of £6.44 per elector, as at 1st April in the relevant year, for the benefit of people in the area on activities or projects not specifically authorised by other powers. The total for the current year is £37,004.24. The spending under Section 137 for this council in the year of account was £2,540.84 as follows:

Payee	£
Grants	
Crewkerne Heritage Centre	1,500.00
Crewkerne Twinning Association	150.00
St Margaret's Hospice	500.00
Other Payments	
Honoured Citizenship	93.00
Civic Entertainment & Services	297.84
TOTAL	2,540.84

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.