



CREWKERNE TOWN COUNCIL

INCOME & EXPENDITURE

ACCOUNT

&

BALANCE SHEET

2013 / 2014

CREWKERNE TOWN COUNCIL

ACCOUNTS

2013 / 2014

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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 2014.

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 2014 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

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

Mrs A Hooper
Responsible Financial Officer

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

Mayor of Crewkerne

These accounts have been approved by resolution of the Town Council at the meeting held on 19th May 2014.

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

CREWKERNE TOWN COUNCIL
INCOME & EXPENDITURE ACCOUNT
&
BALANCE SHEET

2013 / 2014

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
31/03/2013

Year Ended
31/03/2014

INCOME

1,000.00	Aqua Centre	2,056.56	Pg 11
260.00	Allotments	281.75	
3,164.38	Bank Gross Interest	1,798.71	
552,965.11	Capital Projects Adjustment	-42,664.52	Pg 10
10,812.43	Cemetery re-imburement from JBC excluding Salaries	25,124.09	
1,720.46	Diamond Jubilee Celebrations	5.00	
10,000.00	George Reynolds Centre	670.40	
1,141.19	Grounds Maintenance	1,272.04	Pg 10
45.00	Mayor's Charity	0.00	
0.00	Henhayes Car Park	12,824.87	
200.78	Miscellaneous	19.40	
303,093.00	Precept	269,319.00	
0.00	Central Government Grant Allocation	33,775.00	
8,930.00	Projects	9,502.00	Pg 11
203,550.00	Property Sale Proceeds VAT adjustment	2,074.00	
27,384.10	Salaries & Wages Re-charged	23,462.59	
7,241.87	Town Hall	4,676.20	Pg 10
61,000.00	Transferred Services from SCC/SSDC	50,651.50	Pg 9
6,726.39	Victoria Hall	7,502.04	Pg 10
3,118.51	War Memorial Commemoration Trust	4,062.88	
5,264.75	West One	0.00	
-----		-----	
1,207,617.97	TOTAL INCOME	406,413.51	
=====		=====	

EXPENDITURE

11,164.50	Aqua Centre	5,337.17	Pg 11
848,625.20	Capital Projects	37,453.56	Pg 10
11,061.42	Cemetery Administration & Maintenance	24,815.64	
9,326.57	Diamond Jubilee Celebrations	0.00	
150,000.00	Full Loan Repayment	0.00	
41,003.77	General Administration	34,393.60	Pg 9
12,290.00	George Reynolds Centre	2,440.00	
15,056.46	Grants	8,475.00	Pg 10
29,231.68	Grounds Maintenance	33,683.71	Pg 10
0.00	Invest for Crewkerne's Future	1,500.00	
1,000.00	Mayor's Charity	0.00	
30,000.00	Joint Burial Committee	31,100.00	
8,089.74	Projects	8,952.69	Pg 10
151,378.51	Salaries & Wages	156,194.45	
33,240.11	Town Hall	28,445.56	Pg 10
8,288.07	Transferred Services from SCC/SSDC	28,696.71	Pg 9
12,198.56	Victoria Hall	8,112.20	Pg 10
1,667.31	War Memorial Grounds	2,656.69	Pg 11
616.02	West One	0.00	
-----		-----	
1,374,237.92	TOTAL EXPENDITURE	412,256.98	
=====		=====	
(166,619.95)	Net surplus/(deficit)	(5,843.47)	Pg 6

CONSOLIDATED BALANCE SHEET

31/03/2013	As at		31/03/2014
		CURRENT ASSETS	
200,264.66		Investments	230,000.00
2,435.03		VAT Recoverable	6,597.83
65,535.15		Debtors	24,409.48
2,549.93		Payment in Advance	2,604.10
179,378.99		Cash in Hand & at Bank	170,854.28
-----			-----
450,163.76			434,465.69
-----			-----
450,163.76		TOTAL ASSETS	434,465.69
-----			-----
		CURRENT LIABILITIES	
14,260.46		Creditors	4,269.00
0.00		Receipts in Advance	136.86
-----			-----
(14,260.46)			(4,405.86)
-----			-----
435,903.30		TOTAL ASSETS LESS CURRENT LIABILITIES	430,059.83
-----			-----
435,903.30		NET ASSETS	430,059.83
-----			-----
=====			=====
		Represented By:	
		Revenue Account Balance	
189,697.15		General Fund	137,864.89
208,441.15		Earmarked Reserves	259,901.94
10,000.00		Capital Receipts Unapplied	10,000.00
27,765.00		Interest on Capital Receipts	22,293.00
-----			-----
435,903.30			430,059.83
=====			=====
602,523.25		Opening Balance 01/04/2013	435,903.30
(166,619.95)		Surplus/(Deficit) for year	(5,843.47)
435,903.30		Balance as at 31 st March 2014	430,059.83

The above statement represents fairly the financial position of the authority as at 31st March 2014 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
	Henhayes Pavilion	146,000
	Henhayes Store	5,000
	Aqua Centre	2,480,000
	Bus Shelters	11,570
	George Reynolds Centre	980,000
	Town Hall/Victoria Hall Furniture/Equipment	39,563
	George Reynolds Centre Fixtures & Fittings	10,000
	West One Mosaic	20,000
	Civic Regalia	5,500
	'Crewkerne' Locomotive Nameplate	30,000
	Christmas Lights	11,100
	Christmas Lights Electrical Hardware	7,212
	Paintings/Works of Art	6,000
	Playground Equipment	77,197
	MUGA & Floodlighting	72,000
	Grounds Maintenance Vehicles	27,886
	Open Spaces Machinery/Equipment	8,136
	Street Fixtures & Fittings	23,370
	Market Umbrellas	4,750
	Parcel Of Amenity Land at Bincombe Lane	16,332
	Henhayes Recreation Ground	*1
	Bincombe Nature Reserve	*1
	Barn Street Recreation Ground	*1
	Happy Valley	*1
	Southmead Crescent Playground	*1
	CCTV Equipment	<u>30,000</u>
	TOTAL ASSETS	5,901,621

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 £
	Open Spaces Machinery/Equipment	2,972
	Market Umbrellas	4,750
	Trailer	1,959
	Christmas Lights	2,100
	Bus Shelter	4,570
b.	During the year the following assets were disposed of:	Book Value £
	Open Spaces Machinery/Equipment	300
	Christmas Lights	1,000

LEASES

At the year end the following leases were in operation

Leasor	Purpose	Annual Lease Payable	Year of Expiry
Ricoh Capital Plc	Ricoh Photocopier	£924.96	2018
Carina Properties Ltd	Public Toilet Block	1.00	2070
South Somerset District Council	West St Storage Block	750.00	2019

BORROWINGS

As at the close of business on 31st March 2014 the following loans were outstanding.

Lender	Rate	Amount £	Completion Date
Public Works Loan Board - Aqua Centre	Fixed 9.125%	23,222.79	October 2019

DEBTORS

The figures indicated below include:

Investment Interest		117.21	
VAT claim for February 2014 and March 2014		6,597.83	
Outstanding Re-imbusement towards Cemetery maintenance		18,549.39	
Outstanding Contribution towards Cemetery maintenance		350.00	
Outstanding repayment of temporary loan		5,000.00	
4 Victoria Hall bookings		<u>392.88</u>	
			<u>31,007.31</u>

The ages of these debts were:	No.	Value
Less than 3 months old	9	26,007.31
Over 6 months old	1	5,000.00

PAYMENT IN ADVANCE

Unexpired agreement with Edge Designs Ltd	153.53
Unexpired maintenance contract with Stannah Lifts Ltd	48.64
Unexpired photocopier lease with Ricoh UK Ltd	152.35
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	54.70
Unexpired membership with Ellis Whittam Ltd	462.12
Unexpired insurance premium with WPS Insurance Brokers	507.71
Unexpired agreement with Iris Business Software Ltd	148.85
Payment in advance to The Performing Rights Society	344.36
Payment in advance for a Mayor's civic event	15.00
Payment in advance to British Telecom	<u>35.60</u>
	<u>2,604.10</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)	£	£
Active Learning & Skills – Youth Service Provision	1,076.58	
Bradforde Building Supplies Ltd – Grounds & Cemetery maintenance	298.67	
I Bremer – Town Hall boiler service	175.00	
British Gas Business – West St Storage electricity	18.50	
British Gas Business – Town Hall electricity*	350.24	
British Gas Business – Town Hall gas*	305.13	
British Gas Business – Public Toilets electricity*	127.75	
British Gas Business – Happy Valley floodlights*	40.00	
Crewkerne Horticultural – Grounds maintenance	14.16	
E.On – Victoria Hall electricity*	149.18	
EDF Energy – Street lighting*	82.97	
James Hardware Ltd – Town Hall, Grounds & Cemetery maintenance	59.94	
Paperchase Recycling – Cemetery maintenance	29.00	
Public Works Loan Board – Aqua Centre loan interest	966.39	
Ricoh UK Ltd – Photocopier lease	36.13	
Somerset PFA – Subscription	10.00	
Swaffield JH – Vehicle maintenance & mower fuel	147.64	
T Mobile – Groundstaff mobile phones	44.07	
Three Counties Garage – Vehicle & mower fuel	130.07	
Trade UK – Flowerbeds maintenance	78.17	
Yarcombe Woodland Products – Gate & fixings	<u>129.41</u>	
		<u>4,269.00</u>

EARMARKED RESERVES

Opening Balance at 01.04.2013	208,441.15
Additions during the year	+86,244.87
Less amount utilised within the year	-34,784.08
Balance at the year end	259,901.94

Balances of Earmarked Reserves as at 31st March 2014 were:

	Balance at 01/04/13	Additions in year	Used in year	Balance at 31/03/14
Town Centre Security CCTV	3,435.68	0.00	1,996.00	1,439.68
Active Lifestyle Centre	25,400.64	0.00	0.00	25,400.64
V/H Equipment Provision	8,130.00	0.00	0.00	8,130.00
Election Expenses	1,612.75	0.00	0.00	1,612.75
Gd Mt Barn St Treework	500.00	0.00	0.00	500.00
Tennis Courts Upgrade	2,556.43	0.00	0.00	2,556.43
GRC Legal Costs	1,792.00	0.00	1,792.00	0.00
Henhayes Playground Project	34,550.00	16,000.00	1,250.00	49,300.00
Unspent Town Green Costs	21,304.50	0.00	10,500.00	10,804.50
Henhayes Temp Car Park Income	4,474.00	12,824.87	0.00	17,298.87
Trf Services Youth Service	63,500.00	10,500.00	7,083.93	66,916.07
Trf Services Contingencies	10,523.00	0.00	0.00	10,523.00
Trf Services Public Toilets	0.00	36,020.00	0.00	36,020.00
Invest for Crewkerne's Future	21,000.00	0.00	7,000.00	14,000.00
Grants	500.00	0.00	0.00	500.00
WMG Severalls Hall	3,000.00	950.00	0.00	3,950.00
Mayor's Civic Regalia	1,000.00	0.00	0.00	1,000.00
War Memorial Grounds Project	0.00	1,000.00	0.00	1,000.00
Aqua Centre Roof Repair	0.00	6,000.00	0.00	6,000.00
Gd Mt New Vehicle	0.00	2,950.00	0.00	2,950.00
Salaries – Martock Parish Council	5,162.15	0.00	5,162.15	0.00
	208,441.15	86,244.87	34,784.08	259,901.94

BREAKDOWN OF INCOME & EXPENDITURE HEADINGS

GENERAL ADMINISTRATION EXPENDITURE					
12/13		13/14		12/13	13/14
453.88	Stationery	468.15		205.50	Refreshments 140.95
1,233.52	Telephone	1,359.50		75.13	Office Equipment 16.66
1,902.36	Photocopier	1,752.47		902.87	Mayor's Civic Expenses 1,380.15
1,172.36	Season Tickets	1,176.66		3,432.65	Professional Subscriptions 3,431.05
573.27	Postage	567.26		1,872.02	Audit Fees 2,639.98
1,822.35	Advertising	1,709.55		11,373.34	Insurance 11,496.29
413.29	Miscellaneous	317.85		9,272.77	Legal Fees 1,798.00
0.00	Election Expenses	0.00		1,596.50	Newsletters 959.00
3,103.62	Computers	3,149.88		209.90	Members Course Fees 220.00
1,343.44	Staff Training & Exp	1,810.20		45.00	Bank Chaps Fees 0.00
0.00	Re-Valuation Costs	0.00		41,003.77	Total Administration 34,393.60

TRANSFERRED SERVICES FROM SCC/SSDC INCOME			TRANSFERRED SERVICES FROM SCC/SSDC EXPENDITURE		
12/13		13/14	12/13		13/14
61,000.00	Youth Service Grant	7,500.00	6,200.00	Youth Service Provision	13,565.83
	Wed Market Stall Fees	3,131.50	2,088.07	Youth Prov Venue Hire	5,000.00
	Wed Market Grant	6,000.00	0.00	Wednesday Market	8,184.56
	Public Toilets Trf Fund	34,020.00	0.00	Public Toilets	1,946.32
61,000.00	Total to Inc & Exp	50,651.50	8,288.07	Total to Inc & Exp	28,696.71

CAPITAL PROJECTS INCOME ADJUSTMENT			CAPITAL PROJECTS EXPENDITURE		
12/13		13/14	12/13		13/14
552,965.11	G Reynolds Ctre Proj*	-42,664.52	848,625.20	G Reynolds Ctre Project	37,453.56
552,965.11	Total to Inc & Exp*	-42,664.52	848,625.20	Total to Inc & Exp	37,453.56

*This figure is made up of Section 106 monies of £40,350.91 to provide an additional mini pitch that will not now be received within the next accounting period and also £2,313.61 which has been written off because the debtor concerned has gone into liquidation.

GROUNDS MAINTENANCE INCOME			GROUNDS MAINTENANCE EXPENDITURE		
12/13		13/14	12/13		13/14
22.46	Wayleaves	22.76	4,442.54	Grounds maintenance	4,638.08
162.00	Sports Club Rent	0.00	11,178.26	Open Spaces	12,723.54
956.73	Miscellaneous	1,249.28	6,468.23	Playgrounds	2,828.39
			0.00	Bins	1,332.14
			1,518.31	West St Storage	3,125.00
			2,475.23	Vehicle	2,422.07
			1,323.39	Ride on Mower	3,772.45
			475.72	Street Lighting	494.31
			1,350.00	Equipment	2,347.73
1,141.19	Total to Inc & Exp	1,272.04	29,231.68	Total to Inc & Exp	33,683.71

TOWN HALL INCOME			TOWN HALL EXPENDITURE		
12/13		13/14	12/13		13/14
87.00	Chamber Hire	45.00	9,441.93	Business Rates & Utilities	9,051.58
4,669.98	Service Charge	4,581.20	2,042.95	Cleaning Salaries	2,122.13
50.00	Burial Ctee Office Rent	50.00	9,941.33	Maintenance/Repairs	2,443.38
2,434.89	Miscellaneous	0.00	50.00	Misc/Hanging Baskets	99.57
			265.01	Fire Alarm Equip/Mt	374.00
			2,169.53	CCTV Maintenance	2,534.21
			5,985.00	Front Office Contribution	6,044.85
			858.46	Christmas trees/Lights	3,152.23
			4,466.90	Install Christmas lights	4,700.00
			61.95	Cleaning Materials	45.74
			35,283.06	Total Town Hall Costs	30,567.69
			2,042.95	Less Cleaning to Salaries	2,122.13
7,241.87	Total to Inc & Exp	4,676.20	33,240.11	Total to Inc & Exp	28,445.56

VICTORIA HALL INCOME			VICTORIA HALL EXPENDITURE		
12/13		13/14	12/13		13/14
3,992.98	Hire Charges	4,687.16	5,982.07	Business Rates & Utilities	5,418.37
325.41	Performing Rights	355.88	180.00	Entertainment Licence	180.00
2,368.00	C.U.D.O.S.	2,439.00	425.90	Performing Rights	279.55
40.00	Table & Chair Hire	20.00	4,542.93	Maintenance/Repairs	1,208.67
			1,023.86	Lift Maintenance	991.62
			43.80	Cleaning Materials	33.99
			1,315.42	Cleaning Salaries	1,390.23
			13,513.98	Total V/Hall Costs	9,502.43
			1,315.42	Less Cleaning to Salaries	1,390.23
6,726.39	Total to Inc & Exp	7,502.04	12,198.56	Total to Inc & Exp	8,112.20

GRANTS EXPENDITURE					
12/13		13/14		12/13	13/14
5,556.46	Local Grants	5,475.00		1,500.00	The Henhayes Centre
6,500.00	West One	0.00			
1,500.00	Heritage Centre/Museum	1,500.00		15,056.46	Total to Inc & Exp
					8,475.00

AQUA CENTRE INCOME			AQUA CENTRE EXPENDITURE		
12/13		13/14	12/13		13/14
1,000.00	Rent	1,000.00	5,011.66	Loan Charges	4,995.22
	Re-imburse for legionella	250.00	6,152.84	Exterior Maintenance	341.95
	Re-imburse for insurance	806.56			
1,000.00	Total to Inc & Exp	2,056.56	11,164.50	Total to Inc & Exp	5,337.17

PROJECTS INCOME			PROJECTS EXPENDITURE		
12/13		13/14	12/13		13/14
0.00	Aq Ctre bike rack/bin store	8,850.00	0.00	H/hayes Enhancement Proj	1,250.00
0.00	South St Car Park entrance	652.00	3,177.26	Aq Ctre bike rack/bin store	7,177.69
60.00	Junior Town Crier Comp		0.00	Happy Days Activities	225.00
300.00	Bincombe leaflet		0.00	Bincombe leaflet refund	300.00
4,570.00	SCC Bus Shelter		30.00	Junior Town Crier Comp	
4,000.00	SCC Henhayes Project		312.48	Town Crier Competition	
			4,570.00	Bus Shelter	
8,930.00	Total to Inc & Exp	9,502.00	8,089.74	Total to Inc & Exp	8,952.69

WAR MEMORIAL GROUNDS EXPENDITURE					
12/13		13/14	12/13		13/14
153.44	Water	174.06	67.49	Tennis Courts Equip/Mt	22.96
1,000.00	Bowling Green Mt	1,000.00	41.38	Allotments	0.00
0.00	Severalls Hall	50.00	390.00	Hedging Lang Road	244.67
0.00	War Memorial Mt	1,165.00			
15.00	Miscellaneous	0.00	1,667.31	Total to Inc & Exp	2,656.69

TENANCIES

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

Tenant	Property	Rent p.a.	Repairing/non Repairing
C.U.D.O.S.	Victoria Hall	2,439.00	Non
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	Rent free period	Repairing

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.