



CREWKERNE TOWN COUNCIL

INCOME & EXPENDITURE

ACCOUNT

&

BALANCE SHEET

2015 / 2016

CREWKERNE TOWN COUNCIL

ACCOUNTS

2015 / 2016

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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 Town Clerk is the Responsible Financial Officer (RFO).

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

The RFO 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 31 March 2016.

In preparing this Statement of Accounts, the RFO 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 RFO 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 31 March 2016 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.....

Peter Davidson
Town Clerk & Responsible Financial Officer

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

Mayor of Crewkerne

These accounts have been approved by resolution of the Town Council at the meeting held on 27th June 2016.

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

CREWKERNE TOWN COUNCIL
INCOME & EXPENDITURE ACCOUNT
&
BALANCE SHEET

2015 / 2016

AUDITOR'S REPORT
to the Members
of CREWKERNE TOWN COUNCIL

The auditor's report will appear here in due course.

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

INCOME & EXPENDITURE ACCOUNT

Year Ended
31/03/2015

Year Ended
31/03/2016

INCOME

1,766.23	Aqua Centre	1,545.09	Pg 10
285.33	Allotments	241.00	
1,784.40	Bank Gross Interest	1,377.04	
21,829.24	Cemetery re-imburement from JBC excluding Salaries	26,276.66	
0.00	Events	800.00	
15,557.50	George Reynolds Centre	16,614.46	Pg 12
223.02	Grounds Maintenance	5,023.39	Pg 10
6,010.46	Henhayes Car Park	8,603.53	
41.00	Miscellaneous	9.90	
279,567.00	Precept	298,105.00	
32,895.00	Central Government Grant Allocation	26,370.00	
23,788.90	Projects	14,692.00	Pg 11
24,733.02	Salaries & Wages Re-charged	24,932.03	
7,033.02	Town Hall	4,373.69	Pg 11
6,574.25	Transferred Services from SCC/SSDC	2,777.00	Pg 10
7,938.16	Victoria Hall	7,450.68	Pg 11
3,061.86	War Memorial Commemoration Trust	2,885.63	
5,000.00	Youth Town Council	0.00	
-----		-----	
438,088.39	TOTAL INCOME	442,077.10	
=====		=====	

EXPENDITURE

13,474.95	Aqua Centre	5,597.82	Pg 10
49,268.02	Capital Projects	0.00	Pg 10
27,753.42	Cemetery Administration & Maintenance	26,908.30	
0.00	Events	300.00	
34,612.54	General Administration	38,420.14	Pg 10
7,549.76	George Reynolds Centre	18,787.70	Pg 12
7,951.80	Grants	7,824.14	Pg 11
59,746.14	Grounds Maintenance	32,591.10	Pg 10
1,062.00	Invest for Crewkerne's Future	1,004.80	
32,220.00	Joint Burial Committee	37,440.00	
50,107.24	Projects	28,902.73	Pg 11
171,387.95	Salaries & Wages	164,789.77	
32,747.49	Town Hall	26,914.37	Pg 11
41,399.13	Transferred Services from SCC/SSDC	34,681.11	Pg 10
16,703.99	Victoria Hall	14,752.68	Pg 11
3,516.41	War Memorial Grounds	4,153.42	Pg 11
59.81	Youth Town Council	0.00	
-----		-----	
549,560.65	TOTAL EXPENDITURE	443,068.08	
=====		=====	
(111,472.26)	Net surplus/(deficit)	(990.98)	Pg 6

CONSOLIDATED BALANCE SHEET

31/03/2015	As at		31/03/2016
		CURRENT ASSETS	
200,240.53		Investments	221,459.08
2,177.28		VAT Recoverable	2,090.08
32,419.92		Debtors	14,856.93
2,204.06		Payment in Advance	2,978.66
91,876.83		Cash in Hand & at Bank	89,017.89
-----			-----
328,918.62			330,402.64
-----			-----
328,918.62		TOTAL ASSETS	330,402.64
-----			-----
		CURRENT LIABILITIES	
10,211.44		Creditors	12,692.22
119.61		Receipts in Advance	113.83
-----			-----
(10,331.05)			(12,806.05)
-----			-----
318,587.57		TOTAL ASSETS LESS CURRENT LIABILITIES	317,596.59
-----			-----
318,587.57		NET ASSETS	317,596.59
-----			-----
		Represented By:	
		Revenue Account Balance	
114,342.63		General Fund	132,410.52
204,244.94		Earmarked Reserves	185,186.07
0.00		Capital Receipts Unapplied	0.00
0.00		Interest on Capital Receipts	0.00
-----			-----
318,587.57			317,596.59
=====			=====
430,059.83		Opening Balance 01/04/2015	318,587.57
(111,472.26)		Surplus/(Deficit) for year	(990.98)
318,587.57		Balance as at 31 st March 2016	317,596.59

The above statement represents fairly the financial position of the authority as at 31st March 2016 and reflects its income and expenditure during the year.

Signed.....

Mayor

Date.....

.....

Responsible Financial Officer

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**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 £100.

a.	At 31 st March the following assets were held:	Value £
	Town Hall & Victoria Hall	1,890,000
	Henhayes Store	5,000
	Aqua Centre	2,480,000
	Bus Shelters	11,570
	George Reynolds Centre	980,000
	Town Hall/Victoria Hall Furniture/Equipment	39,469
	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/Fencing	82,440
	MUGA & Floodlighting	72,000
	Grounds Maintenance Vehicles & Equipment	40,204
	Open Spaces Machinery/Equipment	11,123
	Street Fixtures & Fittings including War Memorial Plaque	33,606
	Market Umbrellas/Gazebos	6,200
	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
	Pithers Court	*1
	CCTV Equipment	<u>30,000</u>
	TOTAL ASSETS	5,787,762

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	905
	Town Hall/Victoria Hall Furniture/Equipment	521
	Street Fixtures & Fittings	1,434
	Pithers Court	*1
b.	During the year the following assets were disposed of:	Book Value £
	Open Spaces Machinery/Equipment	169
	Town Hall/Victoria Hall Furniture/Equipment	615
	Street Fixtures & Fittings	200
	Playground Equipment	10,000

LEASES

At the year end the following leases were in operation

Leasor	Purpose	Annual Lease Payable	Year of Expiry
Ricoh Capital Plc	Ricoh Photocopier	924.28	2018
Carina Properties Ltd	Public Toilet Block	1.00	2070
South Somerset District Council	West St Storage Block	950.00	2019

BORROWINGS

As at the close of business on 31st March 2016 the following loans were outstanding.

Lender	Rate	Amount £	Completion Date
Public Works Loan Board - Aqua Centre	Fixed 9.125%	16,815.29	October 2019

DEBTORS

The figures indicated below include:

Outstanding rent for George Reynolds Centre	5,500.00
VAT claim for March 2016	2,090.08
Outstanding Re-imbusement towards Cemetery maintenance	8,999.64
1 Chamber Hire	15.00
3 Victoria Hall bookings	<u>342.29</u>

16,947.01

The ages of these debts were:	No.	Value
Less than 3 months old	6	11,447.01
More than 3 months old	1	5,500.00

PAYMENT IN ADVANCE

Unexpired agreement with Edge Designs Ltd	207.39
Unexpired maintenance contract with Stannah Lifts Ltd	51.54
Unexpired agreement with M.C.S.	18.86
Unexpired contract with PHS Group Plc	35.88
Unexpired agreement with Eclipse Internet	202.19
Unexpired membership with Ellis Whittam Ltd	329.18
Unexpired insurance with Ellis Whittam Ltd	18.29
Unexpired insurance premium with WPS Insurance Brokers	152.96
Unexpired insurance premium with WPS Insurance Brokers	411.73
Unexpired agreement with Iris Business Software Ltd	149.15
Unexpired agreement with CDS Integrated Security Systems Ltd	563.58
Unexpired agreement with Coomber Security Systems Ltd	63.75
Unexpired agreement with South Somerset District Council	183.65
Unexpired agreement with South Somerset District Council	7.69
Unexpired agreement with Zurich Management Services	47.63
Unexpired agreement with Somerset PFA	9.99
Unexpired agreement with S W Comms	306.28
Unexpired agreement with Atlantic Vision	27.61
Payment in advance to Post Office	149.79
Payment in advance to British Telecom	<u>41.52</u>

2978.65

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	1,149.08	
Active Learning & Skills – School Outreach Project	395.00	
Aspen Services – Victoria Hall Maintenance	122.50	
B&Q – Grounds Maintenance	47.32	
Bradford's - Grounds Maintenance	28.59	
British Gas – West St. Storage Electricity	6.62	
British Gas – Public Toilets	173.47	
British Gas – Victoria Hall Gas	2.48	
British Gas – Town Hall Electricity*	300.30	
Countrywide Farmers – Grounds Maintenance	31.45	
E O N – Town Hall Gas	197.32	
E O N – Happy Valley Floodlights Electricity	8.04	
EDF Energy – Cemetery Chapel Electricity	217.60	
EDF Energy – Happy Valley Streetlights Electricity*	32.59	
EDF Energy – Middle Path Streetlights Electricity	45.17	
EDF Energy – Henhayes Streetlights Electricity*	24.56	
EE – Mobile Telephones	47.92	
Fern Garden Tree Services – Grounds Maintenance	120.00	

Glen Cleaning Group – Public Toilets Cleaning	646.62
P Hewitt – Travel Expenses	40.86
HMRC – Tax & NI Contributions	2,149.82
Initial Textile Services – Town Hall Maintenance	17.18
Iris Business Software – Payroll Software	17.50
James Hardware – Grounds Maintenance	31.55
Knight Electrical – Street Light Repair	471.21
M.C.S. – Computer Support	30.70
Mark Pike Groundworks – Cemetery Grounds Maintenance	126.60
NALC - Subscription	17.00
Paperchase Recycling – Cemetery Maintenance	80.00
Petty Cash	26.47
PHS Group – Town Hall Maintenance	67.65
Harold Poole – Maintenance Town Hall/Severalls Hall	459.85
Public Works Loan Board – Aqua Centre Loan	700.12
Ricoh UK Ltd - Administration	316.72
SCC Pension Fund – Pension Contributions	2,334.21
Screwfix Direct – Cemetery Maintenance	14.16
SSDC – Ground Maintenance	318.00
J.H.Swaffield – Mower Fuel	44.60
Symonds & Sampson – Insurance Revaluation	1,750.00
W S Retail Ltd - Fuel	64.10
Yarcombe Woodland Products – Grounds Maintenance	17.29
	<u>12,692.22</u>

EARMARKED RESERVES

Opening Balance at 01.04.2015	204,244.94
Additions during the year	+60,606.00
Less amount utilised within the year	<u>-79,664.87</u>
Balance at the year end	185,186.07

Balances of Earmarked Reserves as at 31st March 2016 were:

	Balance at 01/04/15	Additions in year	Used in year	Balance at 31/03/16
Town Centre Security CCTV	1,769.68			1,769.68
Active Lifestyle Centre	25,400.64			25,400.64
Election Expenses	2,062.75		1,193.41	869.34
Gd Mt Barn St Treework	500.00		180.00	320.00
Tennis Courts Upgrade	3,356.43	1,000.00		4,356.43
Henhayes Playground Project	7,793.33	27,129.00	26,894.95	8,027.38
Trf Services Youth Service	52,145.92		16,435.76	35,710.16
Trf Services Contingencies	10,523.00			10,523.00
Trf Services Public Toilets	22,385.83		6,505.95	15,879.88
Invest for Crewkerne's Future	36,247.33		16,304.80	19,942.53
WMG Severalls Hall	3,932.69			3,932.69
Mayor's Civic Regalia	575.50			575.50
Aqua Centre Roof Repair	8,600.00	15,900.00		24,500.00
Bincombe	843.75			843.75
Youth Town Council	4,940.19			4,940.19
Playgrounds	10,400.00			10,400.00
New Skate Park	617.90	16,577.00		17,194.90
Salaries - Contingency	10,900		10,900	0.00
GRC – New Ventilation	1,250.00		1,250.00	0.00
	204,244.94	60,606.00	79,664.87	185,186.07

BREAKDOWN OF INCOME & EXPENDITURE HEADINGS

GENERAL ADMINISTRATION EXPENDITURE					
14/15		15/16		14/15	15/16
457.91	Stationery	510.24		145.36	Refreshments
1,335.78	Telephone	1,733.46		544.48	Office Equipment
1,501.69	Photocopier	1,289.80		2,159.80	Mayor's Civic Expenses
823.33	Season Tickets	962.18		3,076.81	Professional Subscriptions
469.41	Postage	696.25		1,486.73	Audit Fees
774.00	Advertising	3,778.80		12,389.52	Insurance
373.90	Miscellaneous	174.65		0.00	Legal Fees
0.00	Election Expenses	1,643.41		1,641.60	Newsletters
4,991.84	Computers	2,031.64		0.00	Members Course Fees
2,440.38	Staff Training & Exp	1,964.35		34,612.54	Total Administration
					38,420.14

AQUA CENTRE INCOME			AQUA CENTRE EXPENDITURE		
14/15		15/16	14/15		15/16
1,000.00	Rent	1,000.00	4,984.35	Loan Repayment	4,972.82
766.23	Reimburse for insurance	545.09	8,102.72	Maintenance	625.00
			387.88	Zinc Roof Replacement	0.00
1,766.23	Total to Inc & Exp	1,545.09	13,474.95	Total to Inc & Exp	5,597.82

TRANSFERRED SERVICES FROM SCC/SSDC INCOME			TRANSFERRED SERVICES FROM SCC/SSDC EXPENDITURE		
14/15		15/16	14/15		15/16
6,574.25	Market Stall Fees	2,697.00	14,770.15	Youth Service Provision	15,148.84
0.00	Public Toilets Re-charge	80.00	5,661.93	Youth Prov Venue Hire	6,000.00
			4,147.99	Wednesday Market	553.34
			16,819.06	Public Toilets	12,978.93
6,574.25	Total to Inc & Exp	2,777.00	41,399.13	Total to Inc & Exp	34,681.11

CAPITAL PROJECTS INCOME ADJUSTMENT			CAPITAL PROJECTS EXPENDITURE		
14/15		15/16	14/15		15/16
			39,768.02	G Reynolds Ctre Project	0.00
			9,500.00	V/Hall Air Conditioning	0.00
0.00	Total to Inc & Exp	0.00	49,268.02	Total to Inc & Exp	0.00

GROUNDS MAINTENANCE INCOME			GROUNDS MAINTENANCE EXPENDITURE		
14/15		15/16	14/15		15/16
23.07	Wayleaves	5,023.39	4,219.22	Grounds maintenance	5,253.64
199.95	Miscellaneous	0.00	10,982.46	Open Spaces	6,796.44
			14,811.67	Playgrounds	5,409.16
			908.83	Bins	1,046.52
			2,310.06	West St Storage	1,783.00
			19,510.41	Vehicle	2,364.60
			3,951.24	Ride on Mower	2,109.55
			496.84	Street Lighting	1,131.35
			2,555.41	Equipment	905.09
			0.00	Cemetery W'shop Roof	5,791.75
223.02	Total to Inc & Exp	5,023.39	59,746.14	Total to Inc & Exp	32,591.10

TOWN HALL INCOME			TOWN HALL EXPENDITURE		
14/15		15/16	14/15		15/16
60.00	Chamber Hire	165.00	9,329.97	Business Rates & Utilities	9,505.27
4,607.02	Service Charge	4,158.69	2,164.00	Cleaning Salaries	2,133.46
50.00	Burial Ctee Office Rent	50.00	7,202.05	Maintenance/Repairs	2,733.14
321.00	Miscellaneous	0.00	97.90	Misc/Hanging Baskets	66.50
1,995.00	CCTV Upgrade Grant	0.00	283.60	Fire Alarm Equip/Mt	727.92
			2,622.62	CCTV Maintenance	731.21
			6,177.83	Front Office Contribution	6,177.83
			1,332.22	Christmas trees/Lights	378.00
			5,646.39	Install Christmas lights	6,491.90
			54.91	Cleaning Materials	102.60
			34,911.49	Total Town Hall Costs	29,047.83
			2,164.00	Less Cleaning to Salaries	2,133.46
7,033.02	Total to Inc & Exp	4,373.69	32,747.49	Total to Inc & Exp	26,914.37

VICTORIA HALL INCOME			VICTORIA HALL EXPENDITURE		
14/15		15/16	14/15		15/16
4,918.64	Hire Charges	4,400.18	5,596.73	Business Rates & Utilities	5,580.75
507.52	Performing Rights	442.50	180.00	Entertainment Licence	203.00
2,512.00	C.U.D.O.S.	2,575.00	344.36	Performing Rights	765.94
0.00	Table & Chair Hire	33.00	9,691.90	Maintenance/Repairs	4,951.77
			862.98	Lift Maintenance	3,210.75
			28.02	Cleaning Materials	40.47
			1,450.30	Cleaning Salaries	1,412.61
			18,154.29	Total V/Hall Costs	16,165.29
			1,450.30	Less Cleaning to Salaries	1,412.61
7,938.16	Total to Inc & Exp	7,450.68	16,703.99	Total to Inc & Exp	14,752.68

GRANTS EXPENDITURE					
14/15		15/16	14/15		15/16
4,951.80	Local Grants	4,824.14	7,146.90	C.S.Y.A.L	16,000.00
1,500.00	Heritage Centre/Museum	1,500.00	15,098.70	Total Grants	23,824.14
1,500.00	The Henhayes Centre	1,500.00	7,146.90	Less C.S.Y.A.L to GRC	16,000.00
			7,951.80	Total to Inc & Exp	7,824.14

PROJECTS INCOME			PROJECTS EXPENDITURE		
14/15		15/16	14/15		15/16
407.00	Henhayes Fete	0.00	756.55	Fete/Town Crier comp	0.00
617.90	New Skate park	1,577.00	43,200.67	H/hayes Enhancement Proj	28,397.23
7,135.00	WMG Enhancement Proj	0.00	6,080.02	WMG Enhancement Proj	505.50
1,000.00	Grant for Bincombe	0.00	70.00	Crewkerne Town App	0.00
14,629.00	H/hayes Enhancement Proj	12,500.00			
0.00	South St Car Park entrance	615.00			
23,788.90	Total to Inc & Exp	14,692.00	50,107.24	Total to Inc & Exp	28,902.73

EVENTS INCOME			EVENTS EXPENDITURE		
14/15		15/16	14/15		15/16
0.00	Henhayes Fete	800.00	0.00	Henhayes Fete	300.00
0.00	Total to Inc & Exp	800.00	0.00	Total to Inc & Exp	300.00

WAR MEMORIAL GROUNDS EXPENDITURE					
14/15		15/16		14/15	15/16
264.78	Water	252.40		0.00	Tennis Courts Equip/Mt 17.52
1,000.00	Bowling Green Mt	1,000.00		28.49	Allotments 15.00
2,017.31	Severalls Hall	273.50		200.00	Grounds Maintenance 2,595.00
5.83	Severalls Store	0.00			
				3,516.41	Total to Inc & Exp 4,153.42

GEORGE REYNOLDS CENTRE INCOME			GEORGE REYNOLDS CENTRE EXPENDITURE		
14/15		15/16	14/15		15/16
13,908.12	Rent/repayment of loan	16,500.00	402.86	Maintenance	1,537.70
399.38	Reimburse for insurance	114.46	7,146.90	Grant	16,000.00
1,250.00	Ventilation Project	0.00	0.00	Ventilation	1,250.00
15,557.50	Total to Inc & Exp	16,614.46	7,549.76	Total to Inc & Exp	18,787.70

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	2,575.00	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
C.S.Y.A.L.	George Reynolds Centre	22,000	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.