



CREWKERNE TOWN COUNCIL

INCOME & EXPENDITURE

ACCOUNT

&

BALANCE SHEET

2016 / 2017

CREWKERNE TOWN COUNCIL

ACCOUNTS

2016 / 2017

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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 2017.

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 2017 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 26th June 2017.

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

CREWKERNE TOWN COUNCIL
INCOME & EXPENDITURE ACCOUNT
&
BALANCE SHEET

2016 / 2017

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
31/03/2016

Year Ended
31/03/2017

INCOME

1,545.09	Aqua Centre	1,344.71	Pg 10
241.00	Allotments	294.25	
1,377.04	Bank Gross Interest	834.46	
26,276.66	Cemetery re-imburement from JBC excluding Salaries	25,288.96	
800.00	Events	3,198.84	
16,614.46	George Reynolds Centre	6,257.86	Pg 12
5,023.39	Grounds Maintenance	23.39	Pg 11
8,603.53	Henhayes Car Park	8,601.22	
0.00	Insurance Claim Refund	4,405.79	
9.90	Miscellaneous	111.20	
298,105.00	Precept	316,523.00	
26,370.00	Central Government Grant Allocation	25,020.00	
14,692.00	Projects	71,865.00	Pg 12
24,932.03	Salaries & Wages Re-charged	27,318.14	
4,373.69	Town Hall	4,369.44	Pg 11
2,777.00	Transferred Services from SCC/SSDC	2,758.00	Pg 11
7,450.68	Victoria Hall	6,620.02	Pg 11
2,885.63	War Memorial Commemoration Trust	2,948.34	
-----		-----	
442,077.10	TOTAL INCOME	507,782.62	
=====		=====	

EXPENDITURE

5,597.82	Aqua Centre	22,483.21	Pg 10
26,908.30	Cemetery Administration & Maintenance	25,106.45	
300.00	Events	5,862.69	
38,420.14	General Administration	38,462.63	Pg 10
18,787.70	George Reynolds Centre	4,207.80	Pg 12
7,824.14	Grants	11,200.00	Pg 11
32,591.10	Grounds Maintenance	54,485.68	Pg 11
1,004.80	Invest for Crewkerne's Future	0.00	
37,440.00	Joint Burial Committee	38,293.00	
28,902.73	Projects	99,962.70	Pg 12
164,789.77	Salaries & Wages	190,126.06	
26,914.37	Town Hall	43,410.30	Pg 11
34,681.11	Transferred Services from SCC/SSDC	34,900.53	Pg 11
14,752.68	Victoria Hall	12,557.04	Pg 11
4,153.42	War Memorial Grounds	5,105.97	Pg 12
-----		-----	
443,068.08	TOTAL EXPENDITURE	586,164.06	
=====		=====	
(990.98)	Net surplus/(deficit)	(78,381.44)	Pg 6

CONSOLIDATED BALANCE SHEET

31/03/2016	As at	31/03/2017
	CURRENT ASSETS	
221,459.08	Investments	100,197.84
2,090.08	VAT Recoverable	2,472.75
14,856.93	Debtors	16,097.24
2,978.66	Payment in Advance	9,489.72
89,017.89	Cash in Hand & at Bank	123,974.48
-----		-----
330,402.64		252,232.03
-----		-----
330,402.64	TOTAL ASSETS	252,232.03
-----		-----
	CURRENT LIABILITIES	
12,692.22	Creditors	12,528.14
113.83	Receipts in Advance	488.74
-----		-----
(12,806.05)		(13,016.88)
-----		-----
317,596.59	TOTAL ASSETS LESS CURRENT LIABILITIES	239,215.15
-----		-----
317,596.59	NET ASSETS	239,215.15
=====		=====
	Represented By:	
	Revenue Account Balance	
132,410.52	General Fund	111,077.79
185,186.07	Earmarked Reserves	Pg 10 128,137.36
0.00	Capital Receipts Unapplied	
0.00	Interest on Capital Receipts	
-----		-----
317,596.59		239,215.15
=====		=====
318,587.57	Opening Balance 01/04/2016	317,596.59
(990.98)	Surplus/(Deficit) for year	Pg 5 (78,381.44)
317,596.59	Balance as at 31 st March 2017	239,215.15

The above statement represents fairly the financial position of the authority as at 31st March 2017 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 £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	20,530
	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	6,001
	Playground Equipment/Fencing	82,732
	Skatepark Equipment	81,100
	MUGA & Floodlighting	72,000
	Grounds Maintenance Vehicles & Equipment	57,454
	Open Spaces Machinery/Equipment	9,217
	Street Fixtures & Fittings including War Memorial Plaque	28,000
	Market Umbrellas/Gazebos	6,533
	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	5,860,287

**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	5,617
	Grounds Maintenance Vehicles & Equipment	17,250
	Town Hall/Victoria Hall Furniture/Equipment	3,810
	Street Fixtures & Fittings	839
	Market Umbrellas/Gazebos	333
	Skatepark Equipment	81,100
	Play Equipment	289

	During the year the following assets were disposed of:	Book Value £
	Open Spaces Machinery/Equipment	4,586
	Town Hall/Victoria Hall Furniture/Equipment	500

Following a review of the assets, the total value has been restated with a reduction in value of 31,680
 This follows the recommendation from the Internal Auditor that only individual items with a value over £100 be included on the Asset Register and corrects inconsistencies with the 2015/16 Asset Register

31,680

LEASES

At the year end the following leases were in operation

Leasor	Purpose	Annual Lease Payable	Year of Expiry
Ricoh Capital Plc	Ricoh Photocopier	837.88	2022
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 2017 the following loans were outstanding.

Lender	Rate	Amount £	Completion Date
Public Works Loan Board - Aqua Centre	Fixed 9.125%	13,156.36	October 2019

DEBTORS

The figures indicated below include:

Outstanding rent for George Reynolds Centre	3,450.00
VAT claim for March 2016	2,472.75
Outstanding Re-imbusement towards Cemetery maintenance	12,369.00
3 Victoria Hall bookings	<u>278.24</u>
	<u>18,569.99</u>

The ages of these debts were:

	No.	Value
Less than 3 months old	8	18,569.99
More than 3 months old	0	0.00

PAYMENT IN ADVANCE

Unexpired agreement with Edge Designs Ltd	215.68
Unexpired maintenance contract with Hoistaway	270.77
Unexpired contract with PHS Group Plc	36.70
Unexpired agreement with Kcom	202.75
Unexpired membership with Ellis Whittam Ltd	330.08
Unexpired insurance with Ellis Whittam Ltd	18.95
Unexpired insurance premium with WPS Insurance Brokers	68.75
Unexpired insurance premium with WPS Insurance Brokers	679.04
Unexpired agreement with Iris Business Software Ltd	159.99
Unexpired agreement with CDS Integrated Security Systems Ltd	565.12
Unexpired agreement with Coomber Security Systems Ltd	65.20
Unexpired agreement with South Somerset District Council	184.15
Unexpired agreement with Somerset PFA	10.01
Unexpired agreement with S W Comms	307.12
Unexpired agreement with Atlantic Vision	9.20
Unexpired agreement with Atlantic Vision	17.68
Payment in advance to DVLA	153.54
Payment in advance to Rotary Club of Crewkerne District	1,000.00
Payment in advance to Speedwell Club	500.00
Payment in advance to Severalls Bowling Club	300.00
Payment in advance to Crewkerne Local Information Cent	445.00
Payment in advance to Henhayes Centre	1,500.00
Payment in advance to CUDOS	500.00
Payment in advance to Crewkerne Heritage Centre	1,500.00
Payment in advance to Tea Dance Group	150.00
Payment in advance to Craner D	<u>300.00</u>

9489.72

CREDITORS

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

	£	£
Sheet date totalled (*estimated)		
1&1 Internet - Website	33.96	
A&C Signwork – Mayors Expenses	89.10	
Active Learning & Skills – Youth Service Provision	1,239.57	
Bilbys – Mayors expenses	78.34	
Bradfords – Grounds Maintenance	124.84	
Bremer Ian – Town Hall Maintenance	125.00	
British Gas Business – Town Hall Electricity	157.67	
British Gas Business- Victorial Hall Electricity	75.21	
British Gas Business – Cemetery Chapel electricity	33.93	
British Gas Business – Town Hall Gas	180.32	
Countrywide Farmers Plc – Grounds Maintenance	16.65	
Cowie J - Expenses	37.70	
CUDOS – Mayors expenses	30.00	
Drainaway (S.W.) Services – GRC Maintenance	40.00	
EDF Energy Ltd – Happy Valley Streetlights electricity	68.53	
EDF Energy Ltd – Henhayes Streetlights electricity	50.85	
EDF Energy Ltd – Middle Path Streetlights electricity	56.36	
Edmonds Flooring – GRC Maintenance	250.00	
EE – Mobile Telephones	51.89	
Fern Garden Tree Services – Grounds Maintenance	1,260.00	
FMC (South West) Ltd – GRC Maintenance	344.00	
G.A.Helliar & Son Ltd – Office Cleaning	224.00	
Glen Cleaning Group Ltd – Public Toilets	646.62	
Groves Nurseries – Grounds Maintenance	80.06	
HM Revenue & Customs – Tax & NI Contributions	2,729.50	
Initial Textile Services – Town Hall Maintenance	18.62	
Inno Fire & Security – Town Hall Maintenance	45.00	
Iris Business Software Ltd – Payroll Software	17.50	
James Hardware – Grounds Maintenance	51.10	
Lloyds Bank – Bank charges	15.36	
Loxston Groundcare Ltd – Vehicle Mainenance	37.50	
Mole Valley Farmers Ltd –Grounds Maintenance	88.46	
Paperchase Recycling – Cemetery Maintenance	119.00	
Phs Group Plc – Town Hall Maintenance	74.33	
Public Works Loan Board – Aqua Centre Loan	544.48	
Samson Office Supplies – Stationery	38.52	
SCC Pension Fund – Pension Contributions	2,660.01	
Screwfix Direct – Grounds Maintenance	133.33	
Southern Communications – Telephone & Broadband	112.36	
Swaffield J.H. – Vehicle repair	38.00	
Swaffield J.H. – Fuel	14.06	
WS Retail Ltd T/A CC Stores - Fuel	117.73	
Yarcombe Woodland Products – Materials for open spaces	119.18	
Yeovil Locksmiths – New lock	259.50	
		<u>12,528.14</u>

RECEIPTS IN ADVANCE

Crewkerne Leisure Management – Buildings Insurance	344.72	
C S Y A L – Buildings Insurance	144.02	<u>488.74</u>

EARMARKED RESERVES

Opening Balance at 01.04.2016	185,186.07
Additions during the year	+ 103,826.64
Less amount utilised within the year	- 160,875.35
Balance at the year end	128,137.36

Balances of Earmarked Reserves as at 31st March 2017 were:

	Balance at 01/04/16	Additions in year	Used in year	Balance at 31/03/17
Town Centre Security CCTV	1,769.68			1,769.68
Active Lifestyle Centre	25,400.64		25,400.64	0.00
Election Expenses	869.34			869.34
Gd Mt Barn St Treework	320.00		320.00	0.00
Tennis Courts Upgrade	4,356.43			4,356.43
Henhayes Playground Project	8,027.38		8,027.38	0.00
Trf Services Youth Service	35,710.16	5,261.50	11,959.96	29,011.70
Trf Services Contingencies	10,523.00		10,523.00	0.00
Trf Services Public Toilets	15,879.88	5,261.50	6,440.09	14,701.29
Invest for Crewkerne's Future	19,942.53		10,562.69	9,379.84
WMG Severalls Hall	3,932.69		3,932.69	0.00
Mayor's Civic Regalia	575.50		575.50	0.00
Aqua Centre Roof Repair	24,500.00	25,400.64	3,035.50	46,865.14
Bincombe	843.75			843.75
Youth Town Council	4,940.19			4,940.19
Playgrounds	10,400.00			10,400.00
New Skate Park	17,194.90	62,903.00	80,097.90	0.00
Barn Street Rec.ground	0.00	5,000.00		5,000.00
	185,186.07	103,826.64	160,875.35	128,137.36

BREAKDOWN OF INCOME & EXPENDITURE HEADINGS

GENERAL ADMINISTRATION EXPENDITURE					
15/16		16/17		15/16	16/17
510.24	Stationery	373.72	192.03	Refreshments	186.65
1,733.46	Telephone	1,903.92	133.28	Office Equipment	225.97
1,289.80	Photocopier	1,465.07	2,562.11	Mayor's Civic Expenses	2,892.61
962.18	Season Tickets	1,415.69	2,924.51	Professional Subscriptions	2,913.74
696.25	Postage	861.70	1,893.65	Audit Fees	1,585.52
3,778.80	Advertising	0.00	13,291.33	Insurance	12,238.56
174.65	Miscellaneous	99.89	650.85	Legal Fees	495.00
1,643.41	Election Expenses	0.00	1,862.40	Newsletters	3,904.60
2,031.64	Computers	6,497.77	125.20	Members Course Fees	100.00
0.00	Website	324.91	0.00	Bank Fees	55.36
1,964.35	Staff Training & Exp	921.95	38,420.14	Total Administration	38,462.63

AQUA CENTRE INCOME		AQUA CENTRE EXPENDITURE			
15/16		16/17		15/16	16/17
1,000.00	Rent	1,000.00	4,972.82	Loan Repayment	4,956.08
545.09	Reimburse for insurance	344.71	625.00	Maintenance	17,527.13
1,545.09	Total to Inc & Exp	1,344.71	5,597.82	Total to Inc & Exp	22,483.21

TRANSFERRED SERVICES FROM SCC/SSDC INCOME			TRANSFERRED SERVICES FROM SCC/SSDC EXPENDITURE		
15/16		16/17	15/16		16/17
2,697.00	Market Stall Fees	2,758.00	15,148.84	Youth Service Provision	13,199.53
80.00	Public Toilets Re-charge	0.00	6,000.00	Youth Prov Venue Hire	7,500.00
			553.34	Wednesday Market	1,257.93
			12,978.93	Public Toilets	12,943.07
2,777.00	Total to Inc & Exp	2,758.00	34,681.11	Total to Inc & Exp	34,900.53

GROUNDS MAINTENANCE INCOME			GROUNDS MAINTENANCE EXPENDITURE		
15/16		16/17	15/16		16/17
5,023.39	Wayleaves	23.39	5,253.64	Grounds maintenance	6,021.95
			6,796.44	Open Spaces	13,781.21
			5,409.16	Playgrounds	4,041.21
			1,046.52	Bins	328.00
			1,783.00	West St Storage	1,939.42
			2,364.60	Vehicle	2,480.27
			2,109.55	Ride on Mower	19,265.53
			1,131.35	Street Lighting	422.51
			905.09	Equipment	6,205.58
			5,791.75	Cemetery W'shop Roof	0.00
5,023.39	Total to Inc & Exp	23.39	32,591.10	Total to Inc & Exp	54,485.68

TOWN HALL INCOME			TOWN HALL EXPENDITURE		
15/16		16/17	15/16		16/17
165.00	Chamber Hire	105.00	9,505.27	Business Rates & Utilities	9,599.14
4,158.69	Service Charge	4,214.44	2,733.14	Maintenance/Repairs	18,607.21
50.00	Burial Ctee Office Rent	50.00	66.50	Misc/Hanging Baskets	46.63
			727.92	Fire Alarm Equip/Mt	458.75
			731.21	CCTV Maintenance	749.21
			6,177.83	Front Office Contribution	6,239.61
			378.00	Christmas trees/Lights	471.02
			6,491.90	Install Christmas lights	7,238.73
			102.60	Cleaning Materials	0.00
4,373.69	Total to Inc & Exp	4,369.44	26,914.37	Total to Inc & Exp	43,410.30

VICTORIA HALL INCOME			VICTORIA HALL EXPENDITURE		
15/16		16/17	15/16		16/17
4,400.18	Hire Charges	3,437.97	5,580.75	Business Rates & Utilities	5,750.84
442.50	Performing Rights	385.39	203.00	Entertainment Licence	180.00
2,575.00	C.U.D.O.S.	2,585.00	765.94	Performing Rights	330.81
33.00	Table & Chair Hire	18.00	4,951.77	Maintenance/Repairs	5,158.71
0.00	Miscellaneous	193.65	3,210.75	Lift Maintenance	1,040.11
			40.47	Cleaning Materials	0.00
			0.00	Equipment	96.57
7,450.68	Total to Inc & Exp	6,620.02	14,752.68	Total to Inc & Exp	12,557.04

GRANTS EXPENDITURE					
15/16		16/17		15/16	16/17
4,824.14	Local Grants	3,500.00		16,000.00	C.S.Y.A.L
1,500.00	Heritage Centre/Museum	1,500.00		23,824.14	Total Grants
1,500.00	The Henhayes Centre	6,200.00		16,000.00	Less C.S.Y.A.L to GRC
				7,824.14	Total to Inc & Exp
					11,200.00

PROJECTS INCOME			PROJECTS EXPENDITURE		
15/16		16/17	15/16		16/17
1,577.00	New Skate park	62,903.00	28,397.23	H/hayes Enhancement Proj	18,619.70
0.00	Henhayes Floodlights	8,000.00	505.50	WMG Enhancement Proj	0.00
12,500.00	H/hayes Enhancement Proj	962.00	0.00	New Skatepark	81,343.00
615.00	South St Car Park entrance	0.00			
14,692.00	Total to Inc & Exp	71,865.00	28,902.73	Total to Inc & Exp	99,962.70

EVENTS INCOME			EVENTS EXPENDITURE		
15/16		16/17	15/16		16/17
800.00	Henhayes Fete	3,026.84	300.00	Henhayes Fete	5,862.69
0.00	Somerset Day Craft Fair	172.00			
800.00	Total to Inc & Exp	3,198.84	300.00	Total to Inc & Exp	5,862.69

WAR MEMORIAL GROUNDS EXPENDITURE						
15/16		16/17		15/16	16/17	
252.40	Water	210.27		17.52	Tennis Courts Equip/Mt	20.70
1,000.00	Bowling Green Mt	1,000.00		15.00	Allotments	5.00
273.50	Severalls Hall	3,695.00		2,595.00	Grounds Maintenance	175.00
				4,153.42	Total to Inc & Exp	5,105.97

GEORGE REYNOLDS CENTRE INCOME			GEORGE REYNOLDS CENTRE EXPENDITURE		
15/16		16/17	15/16		16/17
16,500.00	Rent	22,000.00	1,537.70	Maintenance	4,207.80
114.46	Reimburse for insurance	257.86	16,000.00	Grant	16,000.00
			1,250.00	Ventilation	0.00
16,614.46	Total GRC	22,257.86	18,787.70	Total GRC	20,207.80
0.00	Less Rent contra'd against Grant	16,000.00	0.00	Less Grant contra'd against Rent	16,000.00
16,614.46	Total to Inc & Exp	6,257.86	18,787.70	Total to Inc & Exp	4,207.80

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	2,585.00	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.