

Congleton Town Council

Financial Statements

For the year ended 31 March 2009

Congleton Town Council

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31 March 2009

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Congleton Town Council

Council Information

31 March 2009

(Information current at 25th June 2009)

Town Mayor

Cllr E. Clarke

Councillors

Cllr D. T. Brown (Deputy Mayor)

Cllr C. R. Anstice

Cllr G. Baxendale

Cllr N. J. Bayley

Cllr Mrs L. Bossons

Cllr R. Boston

Cllr Mrs L. J. Daniels

Cllr G. R. Edwards

Cllr Mrs S. A. Holland

Cllr D. Martin

Cllr P. H. Mason

Cllr L. J. McGarry

Cllr D. Murphy

Cllr D. A. Parker

Cllr P. C. Smith

Cllr A. R. Thwaite

Cllr Mrs J. Whitehurst

Cllr Miss R. K. Williams

Clerk to the Council

Mr Ian J. Fynn

Auditors

The Audit Commission
2nd Floor Aspinall House
Aspinall Close
Middleton
Bolton
Lancashire
BL6 6QQ

Internal Auditors

Auditing Solutions Limited
The Offices Griffin Farm
Bowden Hill Lacock
Chippenham
SN15 2PP

Congleton Town Council
Income and Expenditure Account
31 March 2009

| | Notes | 2009 £ | 2008 £ |
|--|-------|-----------|-----------|
| INCOME | | | |
| Precept on District Council | | 531,625 | 395,000 |
| Capital Grants rec'd not deferred | | 1,596,039 | - |
| Interest and Investment Income | 1 | 9,874 | 18,020 |
| Community & Environment | | 2,973 | 500 |
| Handyman Services | | 105 | - |
| Congleton Town Hall | | 89,118 | - |
| Establishment/General Administration | | 98 | 293 |
| Other Grants Received | | 700 | - |
| Mayors Fundraising Activities | | 15,182 | 4,773 |
| Market Town Initiative | | 62,501 | 235,905 |
| | | 2,308,215 | 654,491 |
| EXPENDITURE | | | |
| Establishment/General Administration | | 145,741 | 114,705 |
| Election Expenses | | - | 38 |
| S137 Expenditure | 4 | 16,186 | 6,528 |
| Capital Expenditure | 8 | 1,641,754 | 2,610 |
| Operational Expenditure: | | | |
| Paddling Pool | | 94,814 | 21,849 |
| Allotments | | 1,524 | 3,323 |
| Community & Environment | | 22,050 | 6,878 |
| Handyman Services | | 21,326 | 23,171 |
| Highways - Footpaths and Lighting | | 5,000 | 250 |
| Congleton Town Hall | | 134,986 | 8,900 |
| Community & Home Safety | | 44,080 | 39,720 |
| Civic Expenses | | 37,962 | 32,978 |
| Other Grants (under specific powers) | | 78,422 | 79,501 |
| Mayors' fundraising activities | | 15,181 | 4,819 |
| Market Town Initiative | | 88,194 | 361,098 |
| Capital Grant - Community Development | | 16,916 | 2,755 |
| | | 2,364,136 | 709,123 |
| General Fund | | | |
| Balance at 01 April 2008 | | 102,808 | 90,759 |
| Add: Total Income | | 2,308,215 | 654,491 |
| | | 2,411,023 | 745,250 |
| Deduct: Total Expenditure | | 2,364,136 | 709,123 |
| | | 46,887 | 36,127 |
| Transfer from Earmarked Reserves | 12 | 81,559 | 66,681 |
| General Reserve Balance at 31 March 2009 | | 128,446 | 102,808 |

The notes on pages 8 to 12 form part of these statements.

Congleton Town Council

Balance Sheet

31 March 2009

| | Notes | 2009 £ | 2009 £ | 2008 £ |
|--|-------|-----------------|----------------|-----------------|
| Current Assets | | | | |
| Stock | | 1,906 | | - |
| Debtors | 9 | 19,795 | | 175,002 |
| Cash at bank and in hand | | <u>253,613</u> | | <u>113,000</u> |
| | | 275,314 | | 288,002 |
| Current Liabilities | | | | |
| Creditors and accrued expenses | 10 | <u>(67,033)</u> | | <u>(23,800)</u> |
| Net Current Assets | | | 208,281 | 264,202 |
| Total Assets Less Current Liabilities | | | | |
| | | | 208,281 | 264,202 |
| | | | <u>208,281</u> | <u>264,202</u> |
| Capital and Reserves | | | | |
| Earmarked Reserves | 12 | | 79,835 | 161,394 |
| General Reserve | | | <u>128,446</u> | <u>102,808</u> |
| | | | 208,281 | 264,202 |

The Financial Statements represent fairly the financial position of the Council as at 31 March 2009, and reflects its Income and Expenditure for the year.

Signed: E. Clarke
Cllr E. Clarke
Town Mayor

Mr Ian J. Fynn
Mr Ian J. Fynn
Responsible Financial Officer

Date: 26/06/09

26/06/09

The notes on pages 8 to 12 form part of these statements.

Congleton Town Council
Statement of Accounting Policies
31 March 2009

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

As a consequence the latest accounting policies, as set out in the Guide and so far as they apply to this council, have been adopted for the council's statements of account.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and /or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

Stocks and Work in Progress

Stocks held for resale, where significant, are valued at the lower of cost or net realisable value. Consumable stocks have been treated as an expense when purchased because their value was not material.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the guide. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

VAT

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council has no long term borrowing. Consequently, there were no external loan repayments made in the year.

Leases

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 11

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 12

Interest Income

All interest receipts are credited initially to general funds.

Congleton Town Council
Statement of Accounting Policies
31 March 2009

Pensions

The pension costs that are charged to the council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2010 and any change in contribution rates as a result of that valuation will take effect from 1st April 2011.

Congleton Town Council

Notes to the Accounts

31 March 2009

1 Interest and Investment Income

| | 2009 | 2008 |
|---------------------------------|--------------|---------------|
| | £ | £ |
| Interest Income - General Funds | 9,874 | 18,020 |
| | <u>9,874</u> | <u>18,020</u> |

2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

3 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

| | 2009 | 2008 |
|-------------------------|---------------|--------------|
| | £ | £ |
| Recruitment Advertising | 331 | 156 |
| Other Advertising | 572 | 152 |
| Publicity | - | 2,008 |
| Promotions | 4,381 | 20 |
| Council Newsletter | 4,447 | 2,262 |
| Council Website | 450 | 3,629 |
| | <u>10,181</u> | <u>8,227</u> |

4 S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £5.86 (year ended 31 March 2008 - £5.64) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

| | 2009 | 2008 |
|--|----------------|----------------|
| | £ | £ |
| The total amount of available for this purpose was | <u>125,773</u> | <u>121,051</u> |

Expenditure was incurred for the following purposes:

| | | |
|--------------------------------------|---------------|--------------|
| Subsidised Use of Council Facilities | 302 | - |
| Grants to Voluntary Bodies | 15,884 | 6,528 |
| | <u>16,186</u> | <u>6,528</u> |

It should be noted that grants to bodies such as the Citizen's Advice Bureau are made under other specific legal powers and so are not included in the above figures.

Congleton Town Council

Notes to the Accounts

31 March 2009

5 Tenancies

During the year the following tenancies were held:

Council as landlord

| Tenant | Property | Rent p.a. £ | Repairing / Non-Repairing |
|---------------|-----------------|------------------------|--------------------------------------|
| None | | | |

Council as tenant

| Landlord | Property | Rent p.a. £ | Repairing / Non-Repairing |
|---|-----------------|------------------------|--------------------------------------|
| Congleton Borough Council (Cheshire East Council wef 01/04/09) | Paddling Pool | Peppercorn | Repairing |

6 Pensions

For the year of account the council's contributions equal 17.30% of employees' pensionable pay. These contributions will remain at 17.30% in future years which will provide adequately for known liabilities.

Approved by: Hymans Robertson, Edinburgh
(Actuaries to the Pensions Fund)

Congleton Town Council

Notes to the Accounts

31 March 2009

7 Fixed Assets

| | 2009 £ Value | 2008 £ Value |
|---|--------------------|--------------------|
| At 31 March the following assets were held: | | |
| <u>Freehold Land and Buildings</u> | | |
| Congleton Town Hall & Museum | 1,600,000 | - |
| Hillary Avenue Allotments | 65,000 | - |
| | <u>1,665,000</u> | <u>-</u> |
| <u>Vehicles and Equipment</u> | | |
| Office Furniture and Equipment | - | 19,328 |
| Town Hall Furniture & Equipment | 27,171 | - |
| Paddlingpool Plant Room Equipment | 25,000 | 25,000 |
| Medium Panel Van | 8,500 | 8,500 |
| Sound System | 5,000 | - |
| Computer Equipment | 4,145 | - |
| ITC Computer & Telephone System | 5,000 | - |
| Tourist Information Kiosk & Software | 3,000 | - |
| Christmas Lights | 500 | 500 |
| | <u>78,316</u> | <u>53,328</u> |
| <u>Infrastructure Assets</u> | | |
| Street Furniture | - | 28,000 |
| Welcome to Congleton Roadsigns (7) | 11,200 | - |
| Town Centre Pedestrian Fingerposts (3) | 7,800 | - |
| Public Noticeboards (6) | 6,600 | - |
| Gates & Fences - Riverside Walkway | 35,000 | - |
| | <u>60,600</u> | <u>28,000</u> |
| <u>Community Assets</u> | | |
| Council Artefacts & Regalia | 94,239 | 94,239 |
| War Memorial | 15,000 | 15,000 |
| Ancient Records | 10,000 | 10,000 |
| Tapestry | 5,000 | - |
| Oil Paintings | 1,350 | - |
| Allotment Land - Fol Hollow | - | 1 |
| | <u>125,589</u> | <u>119,240</u> |
| | <u>1,929,505</u> | <u>200,568</u> |

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

Congleton Town Hall and Museum was transferred to the council's ownership on 2nd June 2008 without payment. This transfer has been reflected in these accounts as Expenditure and Grant Income equal to the value at which they were carried in the Borough Council's accounts at the date of transfer.

As a result in the significant increase in the value of the council's assets, a revaluation exercise was carried out on the council's behalf and these revised values are reflected above.

Congleton Town Council

Notes to the Accounts

31 March 2009

8 Fixed Assets - Additions and Disposals

| | 2009 | 2008 |
|--|------------------|--------------|
| | £ | £ |
| | Cost | Cost |
| During the year the following assets were purchased: | | |
| Operational Land and Buildings | 1,641,754 | - |
| Vehicles and Equipment | - | 2,610 |
| Infrastructure Assets | - | - |
| Community Assets | - | - |
| | <u>1,641,754</u> | <u>2,610</u> |

During the year the following assets were disposed of:

| | Proceeds | Proceeds |
|--------------------------------|--------------|----------|
| Operational Land and Buildings | - | - |
| Vehicles and Equipment | - | - |
| Infrastructure Assets | - | - |
| Community Assets | 9,082 | - |
| | <u>9,082</u> | <u>-</u> |

9 Debtors

| | 2009 | 2008 |
|-----------------|---------------|----------------|
| | £ | £ |
| Trade Debtors | 15,070 | - |
| VAT Recoverable | 4,725 | 29,362 |
| Other Debtors | - | 225 |
| Accrued Income | - | 145,415 |
| | <u>19,795</u> | <u>175,002</u> |

10 Creditors and Accrued Expenses

| | 2009 | 2008 |
|-----------------------------------|---------------|---------------|
| | £ | £ |
| Trade Creditors | 45,899 | 4,172 |
| Other Creditors | 8,043 | - |
| Payroll Taxes and Social Security | 3,781 | - |
| Accruals | 9,310 | 19,628 |
| | <u>67,033</u> | <u>23,800</u> |

11 Hire Purchase and Lease Obligations

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

| Hire/Lessor | Purpose | Annual Lease/Hire Payable | Year of Expiry |
|-------------------|------------------|---------------------------|----------------|
| | | £ | |
| Pitney Bowes Ltd | Franking Machine | 928 | 2011 |
| Canda Copying Ltd | Photocopier | 1,190 | 2013 |

Congleton Town Council

Notes to the Accounts

31 March 2009

12 Earmarked Reserves

| | Balance at 01/04/2008 | Contribution to reserve | Contribution from reserve | Balance at 31/03/2009 |
|---------------------------------|--------------------------|----------------------------|------------------------------|--------------------------|
| | £ | £ | £ | £ |
| Capital Projects Reserves | 68,985 | 44,000 | (68,717) | 44,268 |
| Asset Renewal Reserves | - | - | - | - |
| Other Earmarked Reserves | 92,409 | 23,888 | (80,730) | 35,567 |
| Total Earmarked Reserves | 161,394 | 67,888 | (149,447) | 79,835 |

The Capital Projects Reserves are credited with amounts equivalent to the interest on capital receipts balances, together with other amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2009 are set out in detail at Appendix A.

13 Capital Commitments

The council had no capital commitments at 31 March 2009 not otherwise provided for in these accounts.

14 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Congleton Town Council

Notes to the Accounts

31st March 2009

Schedule of Earmarked Reserves

| | <u>Balance at</u> <u>01/04/2008</u> | <u>Contribution</u> <u>to reserve</u> | <u>Contribution</u> <u>from reserve</u> | <u>Balance at</u> <u>31/03/2009</u> |
|----------------------------------|--|--|--|--|
| | £ | £ | £ | £ |
| <u>Capital Projects Reserves</u> | | | | |
| Capital Consultancy Fund | | 17,000 | (4,569) | 12,431 |
| Capital Vehicle Fund | | 2,000 | | 2,000 |
| Capital Contingency Fund | 68,985 | 25,000 | (64,148) | 29,837 |
| | <u>68,985</u> | <u>44,000</u> | <u>(68,717)</u> | <u>44,268</u> |
| <u>Other Earmarked Reserves</u> | | | | |
| Elections | 4,900 | | | 4,900 |
| Allotments | 42,410 | 5,000 | (42,410) | 5,000 |
| Crime Prevention/Traffic Calming | 4,279 | | (500) | 3,779 |
| Committed Grants | 22,685 | 12,888 | (22,685) | 12,888 |
| Paddling Pool | 13,135 | | (13,135) | 0 |
| Ancient Treasures | 5,000 | | (2,000) | 3,000 |
| Market Town Initiative | 0 | 1,000 | | 1,000 |
| Shopmobility | 0 | 5,000 | | 5,000 |
| | <u>92,409</u> | <u>23,888</u> | <u>(80,730)</u> | <u>35,567</u> |
| TOTAL EARMARKED RESERVES | <u>161,394</u> | <u>67,888</u> | <u>(149,447)</u> | <u>79,835</u> |