

HALEWOOD TOWN COUNCIL

STATEMENT OF ACCOUNTS

REVENUE ACCOUNT

FOR THE YEAR

2014-2015

AND BALANCE SHEET

AS AT

31 MARCH 2015



**HALEWOOD TOWN COUNCIL**

**Explanatory Foreword**

The Town Council’s Accounts for the year 2014-2015 are set out in the following pages.

They consist of:-

* The Revenue Account covering all income and expenditure of the Town Council
* The Balance Sheet which sets out the financial position of the Town Council as at 31 March 2015.

In England, the Audit Commission Act 1998, and subsequent legislation, principally the Accounts &Audit (England) Regulations 2011, S|I 2011/817, govern the accounting and audit practices and financial management of Councils.

‘Proper Practices’ have statutory weight and effect; in England, the source of these practices is the contained in ‘Governance and Accountability in Local Councils – A Practitioners’ Guide (England)

These accounts have been drawn up in line with ‘proper practices’ as defined and, having a gross expenditure of £200,000 or more, an account of income and expenditure and statement of balances has been prepared in accordance with the Accounts & Audit (England) Regulations 2011, S|I 2011/817.

**HALEWOOD TOWN COUNCIL**

**THE REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2015**

**2013/14 Cost Centre Gross Income Net**

**Net Expenditure Expenditure**

**Expenditure**

**£ £ £ £**

97,658 Arncliffe Centre **137,797 44,198 93,599**

 26,028 Hollies Community Centre **58,850 31,413 27,437**

 3,220 Power of Competence Payments **2,620 2,620** Note 1

 9,632 Grants under Other Act  **8,175 8,175** Note 1

 2,804 Parks & Open Spaces  **4,121 4,121**

 25,525 Insurances **17,701 17,701**

 142,504 Town Council Administration **143,749 168 143,581**

 **307,371** **NET COST OF SERVICES 373,013 75,779 297,234**

650 Less Bank Interest Received  **468** Note 2

 *306,721* ***296,766***

 28,316 Plus Transfer to Earmarked Reserves  **34,861**

 335,037 Amount to be met by Precept **331,627**

 268,703 Precept on District Council 278,234

 75,317 CTRS Grant 69,597 **347,831**

 8,983 Contribution (from) to Reserves for the Year **16,204**

 Revenue Account Balance

 52,752 Balance at the beginning of the year  **61,735**

 8,983 Surplus/(Loss) for the Year  **16,204**

 **61,735** Balance at the end of the year  **77,939**

**Notes on the Revenue Account**

1. **Power of Competence Payments and Grants under Other Acts**

Sections 1-8 of the Localism Act 2011 contains the power for local authorities, subject to satisfying qualifying criteria, ‘to do anything that individuals may lawfully do, as long as they don’t break other laws’. By resolution of Halewood Town Council at its meeting held on 15th November 2012 (Minute 87) Members of Halewood Town Council resolved to confirm that it met the eligibility criteria and intent to use the Power.

Using the Power of Competence, payments totalling **£2,620** were made in the year ending 31st March 2015. Grants made using powers conferred by other Acts in the year ending 31st March 2015 totalled £**8,175.**

1. **Interest**

The interest figure arises from the investment of precept monies prior to the money being required to fund current expenditure.

1. **Publicity**

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. In 2014-2015 this expenditure (with 2013-2014 figures in brackets, were as follows:-

Annual Report - **£ 2,436** (£ 1,980)

General Advertising - **£ 780** (£ 1,050)

(Newsletter/Adverts)

1. **Staffing**

During 2014-2015 the Council employed an average of 10 permanent staff, and also casual non-permanent staff. All permanent staff are paid on nationally agreed pay scales for Local Government workers and casual non-permanent staff are paid at the Living Wage. No officer received salary in excess of £50,000 in the year.

1. **Further Information**

Further information about the accounts is available, on request, from Halewood Town Council, The Arncliffe Sports and Community Centre, Arncliffe Road, Halewood L25 9PA.

Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised in the Town Council’s buildings other public places throughout Halewood.

**HALEWOOD TOWN COUNCIL**

**BALANCE SHEET AS AT 31 MARCH 2015**

**Restated**

**31/03/14 31/03/15**

 **£ £**

 **Current Assets**

 6,285 Stocks  **6,746** Note 1

 5,975 Debtors  **4,258** Note 2

 6,197 Payments in Advance  **3,612** Note 3

132,255 Cash in Hand and at Bank  **157,904** Note 4

150,712 **172,520**

**less** **Current Liabilities**

 15,928 Sundry Creditors  **11,115** Note 5

 £134,784  **£161,405**

 **Represented By:-**

 73,006 Specific Reserves  **83,466** Note 6

 61,735 Revenue Account **77,939**

 43 Chairman’s Account  **0**

 £134,784 **£161,405**

**Notes on the Balance Sheet**

1. **Stocks**

**31.03.14 31.03.15**

Hollies 3,468 **3,643**

Arncliffe 2,817  **3,103**

 6,285 **6,746**

1. **Debtors**

**31.03.14 31.03.15**

VAT 3,740 **3,797**

Others 2,235  **461**

 5,975 **4,258**

1. **Payments in Advance**

**31.03.14 31.03.15**

Water Charges 1,473 **0**

Utility Services 806  **0**

Rates 1,346  **0**

Repairs/Services 0  **553**

Subscriptions 1,652  **1,791**

IT Support 700  **995**

Events/Licences 220  **273**

 6,197  **3,612**

1. **Cash in Hand and at Bank.**

**31.03.14 31.03.15**

*Bank Balances*

Investment A/C 120,000 **155,000**

Current A/C 1,585  **3,164**

Deposit A/C 9,570  **1,804**

Wages A/C 332  **0**

Chairman’s A/C 43  **0**

Cash In Transit 1,542 **0**

 133,072 **159,968**

Less un-presented cheques

Current 1,585 **3,164**

Wages 332  **0**

 131,155 **156,804**

plus cash in hand 1,100 **1,100** (floats)

 132,255  **157,904**

1. **Sundry Creditors**

**31.03.14 31.03.15**

Audit Comm/Int Audit 1,000 **3,100**

Cash Creditors 4,965  **1,679**

KMBC Fees 2,984  **2,025**

Utilities /Services 6,979  **4,311**

 15,928 **11,115**

1. **Specific Reserves**

The Council allocated a further £34,861, in 2014-2015, to Specific Reserves in addition to virements totalling £19,290. Expenditure incurred against these reserves during the year, and the balances carried forward was as follows:-

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Narrative** | **ACTUAL Balance Available as At 1/4/2014**  | **2014-2015 Specific reserve Increases** | **2014-2015 Specific Reserve Virements** | **2014-2015 Virements from Operational budgets** | **2014-2015 Specific Reserve Expenditure** | **Current Total Available as at 31/03/2015** |
|  |  |  |  |  |  |  |  |
| 1 | Playgrounds/General) |  £ 12,176.76  |  £ -  |  |  |  £ -  |  **£ 12,176.76**  |
| 2 | VAT not reclaimable |  £ 7,787.31  |  £ -  |  |  | -£ 428.57  |  **£ 8,215.88**  |
| 3 | Merseyside Pension Fund Res. | -£ 377.36  |  £ -  |  |  £ 377.36  |  £ 1,678.98  | **-£ 1,678.98**  |
| 4 | Festive  |  £ 1,545.60  |  £ 3,000.00  |  £ 2,605.48  |  |  £ 6,356.20  |  **£ 794.88**  |
| 5 | Exchange Visits |  £ 628.44  |  £ -  |  |  |  £ -  |  **£ 628.44**  |
| 6 | Synthetic Surface Sinking Fund |  £ 41,644.97  |  £ -  | -£ 2,605.48  |  |  £ -  |  **£ 39,039.49**  |
| 7 | Technology & IT Replacement Fund |  £ 729.58  |  £ 1,000.00  |  £ 2,800.00  |  |  |  **£ 4,529.58**  |
| 8 | Town Council Elections |  £ 7,147.98  |  £ 1,000.00  |  |  |  £ -  |  **£ 8,147.98**  |
| 9 | Community Centres - Special Work |  £ 322.44  |  £ 26,861.00  |  |  £ 13,503.42  |  £ 36,020.26  |  **£ 4,666.60**  |
| 10 | New Hutte Woods Restoration Project |  £ -  |  £ -  |  |  |  £ -  |  **£ -**  |
| 11 | Local Business Development Reserve |  £ 800.00  |  £ -  | -£ 800.00  |  |  £ -  |  **£ -**  |
| 12 | Marketing & Promotion | -£ 12.57  |  £ 1,000.00  |  |  |  £ -  |  **£ 987.43**  |
| 13 | Staff Uniforms & Personal Equipment |  £ 614.10  |  £ -  |  |  |  £ 64.56  |  **£ 549.54**  |
| 14 | Food Project |  |  £ 2,000.00  | -£ 2,000.00  |  |  £ -  | **£ -** |
| 15 | RLPO Concert |  |  |  |  £ 5,408.85  |  |  **£ 5,408.85**  |
|  |  |  |  |  |  |  |  |
|  |  |  **£ 73,007.25**  |  £ 34,861.00  |  £ -  |  £ 19,289.63  |  £ 43,691.43  |  **£ 83,466.45**  |

**SUPPORTING NOTES THE ACCOUNTING STATEMENTS**

**Fixed Assets**

1. The Town Council incurred expenditure on acquiring assets during the year. Significantly, festive lighting at a cost of approximately £3,420 and a new gas burner rage for the Arncliffe Centre at a cost of £1,320.
2. Fixed Assets owned by the Council include The Arncliffe Sports and Community Centre, Hollies Hall and sundry office equipment. During 2014-2015 a major refurbishment of Hollies Hall took place funded from Specific Reserves. Additional Specific reserve funding was also used for the purchase of new furniture for Hollies hall and the Arncliffe Sports and Community Centre.
3. In line with recommendations from the Internal Auditor, a professional valuation of the Arncliffe Sports and Community Centre and of Hollies Hall took place in January 2015. Values confirmed as at 1st April 2015 were confirmed at £ 1,199,100 and £1,128,000 respectively.
4. Parks, play areas and public spaces are held on long leases from Knowsley Metropolitan Borough Council and are treated as community assets with nil value.
5. There were no capital receipts arising from the disposal of fixed assets during the year and the Council has no commitment under Finance Leases. Rental payable under operating leases are charged to revenue on an accrual basis.

**Debtors and Creditors**

The revenue accounts of the Council are maintained on an accruals basis in accordance with the code. That is, sums due to or from the Council during the financial year are included whether or not the cash has actually been received or paid in the financial year. There is no exception to this and the policy is applied consistently each year. Therefore, it will not have a material effect upon the year’s accounts or on the Council’s annual budget.

**Stocks and Work in Progress**

Bar stocks etc., held in the Community Centres are valued at cost. Other stocks were of minimal value. There is no work in progress as at 31/3/2015.

**Pensions**

The pensions 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 equalled 19.7 % of employee’s pensionable pay in 2014-15, plus a contribution of £9,100 for this year towards the overall pension deficit.

**Statement of Responsibilities for the Statement of Accounts**

**The Council’s responsibilities**

The Council is required to:-

* Make arrangements for the proper administration of its financial affairs.
* Ensure that one of its officers has the responsibility for the administration of these affairs as Responsible Financial Officer. At Halewood Town Council, that officer is the Town Manager, and
* Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Town Manager’s responsibilities**

The Town Manager is responsible for the preparation of the Council’s statement of accounts in accordance with the aforementioned legislation and guidance and to present fairly the financial position of the authority at the accounting date and its income and expenditure for the year (ended March 2015).

**In preparing the Statement of accounts, the Town Manager has:-**

* Kept properaccounting records which were up to date, and
* Taken reasonable steps for the prevention and detection of fraud and other irregularities.

**The Town Manager & Chairman of the Town Council’s Certificate**

I hereby certify that the Statement of Accounts for the year ended 31 March 2015 required by legislation are set out in the foregoing pages.

I further certify that the Statement of Accounts presents fairly the financial position of Halewood Town Council at 31 March 2015, and its income and expenditure for the year ended 31 March 2015.

**George MacKenzie (Town Manager) Cllr C Rose (Deputy Chair of the Town**

 **Council)**

Date…………………………………………. Date………………………………………..