

Halewood



Optima Petimus

HALEWOOD TOWN COUNCIL

STATEMENT OF ACCOUNTS

REVENUE ACCOUNT

FOR THE YEAR

2016-2017

AND BALANCE SHEET

AS AT

31 MARCH 2017



HALEWOOD TOWN COUNCIL

Explanatory Foreword

The Town Council's Accounts for the year 2016-2017 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 2017.

The Local Audit and Accountability Act 2014 and the Account & Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with 'proper practices.

'Proper Practices' have statutory weight and effect in England, the source of these practices is the contained in 'Governance and Accountability Smaller Authorities in England – A Practitioners' Guide (England)

As referenced in paragraph 1.8 of the Town Council's Financial Regulations, the Town Manager, as Responsible Financial Officer has prepared these accounts in line with the 'proper practices' as defined and, in accordance with section 151 of the Local Government Act 1972

HALEWOOD TOWN COUNCIL

THE REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2017

2015/16 Net Expenditure (restated) £	Cost Centre	Gross Expenditure £	Income £	Net Expenditure £	
88,981	Arncliffe Centre	145,612	64,612	81,000	
27,818	Hollies Community Centre	72,230	43,585	28,645	
3,388	Power of Competence Payments	5,530		5,530	Note 1
8,370	Grants under Other Acts	5,328		5,328	Note 1
34,510	Parks & Open Spaces	32,701		32,701	
10,333	Insurances	10,054		10,054	
<u>135,469</u>	Town Council Administration	<u>135,769</u>	<u> </u>	<u>135,769</u>	
308,869	NET COST OF SERVICES	407,224	108,197	299,027	
464	<u>Less</u> Bank Interest Received			470	Note 2
<u>308,405</u>				<u>298,557</u>	
<u>23,050</u>	<u>Plus</u> Transfer to Earmarked Reserves			<u>40,000</u>	
331,455	Amount to be met by Precept			338,557	
2,024	<u>Less</u> Committed Reserves 'brought back'			0	
283,876	Precept on District Council		318,215		
<u>58,273</u>	CTRS Grant		51,290	<u>369,505</u>	
12,718	Contribution (from) to Reserves for the Year			30,948	
	<u>Revenue Account Balance</u>				
77,939	Balance at the beginning of the year			90,657	
<u>12,718</u>	Surplus/(Loss) for the Year			<u>30,948</u>	
<u>90,657</u>	Balance at the end of the year			<u>121,605</u>	

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 18th June 2015 (Minute 15) 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 **£5,530** were made in the year ending 31st March 2017. Grants made using powers conferred by other Acts in the year ending 31st March 2017 totalled **£5,328**.

2. Interest

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

3. Publicity

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. In 2016-2017 this expenditure (with 2015-2016 figures in brackets, were as follows:-

Annual Report - **£2,975** (£ 2,975)
General Advertising - **£780** (£ 780)

4. Staffing

During 2016-2017 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 rate determined by the Living Wage Foundation. No officer received salary in excess of £50,000 in the year.

5. 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 or via the Town Council's website

www.halewoodtowncouncil.gov.uk

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 and on the Town Council's website.

HALEWOOD TOWN COUNCIL

BALANCE SHEET AS AT 31 MARCH 2017

31/03/16		31/03/17	
£		£	
(restated)			
	Current Assets		
7,494	Stocks	6,044	Note 1
4,374	Debtors	8,848	Note 2
13,905	Payments in Advance	6,819	Note 3
<u>176,654</u>	Cash in Hand and at Bank	<u>177,422</u>	Note 4
	Roundings	(2)	
202,427		199,131	
	Current Liabilities		
<u>less</u>			
<u>12,811</u>	Sundry Creditors	<u>17,021</u>	Note 5
<u>£189,616</u>		<u>£182,110</u>	
	Represented By:-		
98,959	Specific Reserves	60,505	Note 6
<u>90,657</u>	Revenue Account	<u>121,605</u>	
<u>£189,616</u>		<u>£182,110</u>	

Notes on the Balance Sheet

1. Stocks

	31.03.16	31.03.17
Hollies	3,472	3,194
Arncliffe	<u>4,022</u>	<u>2,850</u>
	7,494	<u>6,044</u>

2. Debtors

	31.03.16	31.03.17
VAT	3,648	6,503
Others	<u>726</u>	<u>2,345</u>
	4,374	8,848

3. Payments in Advance

	31.03.16	31.03.17
Insurance	9,242	0
Repairs/Services	1,716	585
Subscriptions	1,787	1,606
IT Support	710	738
Events/Licences	450	485
Utilities	<u>0</u>	<u>3,405</u>
	13,905	6,819

4. Cash in Hand and at Bank.

	31.03.16	31.03.17
<i>Bank Balances</i>		
Investment A/C	165,000	160,000
Current A/C	2,227	1,686
Deposit A/C	10,616	16,043
Wages A/C	344	272
Cash in Transit	<u>0</u>	<u>279</u>
	178,187	178,280
Less un-presented cheques		
Current	2,289	1,686
Wages	<u>344</u>	<u>272</u>
	175,554	176,322
plus cash in hand	<u>1,100</u>	<u>1,100</u> (floats)
	<u>176,654</u>	<u>177,422</u>

5. Sundry Creditors

	31.03.16	31.03.17
Int. / Ext. Audit	1,000	1,380
Cash Creditors	0	0
Security /alarms	0	4,119
Utilities /Services	5,250	4,888
Repairs	2,641	2,224
Parks & Open Spaces	2,935	3,156
Misc	<u>985</u>	<u>1,254</u>
	12,811	17,021

6. Specific Reserves

The Council allocated a further £40,000 in 2016-2017 to Specific Reserves. Additionally, an aggregate of a further £52,228 external funding was successfully applied for; expenditure incurred against these reserves during the year, and the balances carried forward was as follows:-

Specific Reserves 2016-2017

<u>No</u>	<u>Narrative</u>	<u>Balance Available as At 31/3/2016</u>	<u>2016-2017 Specific Reserve Increases</u>	<u>In year virements</u>	<u>2016-2017 Specific Reserve Expenditure</u>		
1	Playgrounds/General)	£ 8,476.76	£ -	-£ 4,222.80	£ 1,583.00	£	2,670.96
2	VAT not reclaimable Merseyside Pension Fund	£ 8,215.88	£ -			£	8,215.88
3	Fund	£ -	£ -			£	-
4	Festive	£ 162.38	£ 4,000.00		£ 4,360.15	-£	197.77
5	Exchange Visits	£ 628.44	£ -		£ 45.00	£	583.44
6	Synthetic Surface Sinking Fund	£ 9,039.49	£ 11,000.00	-£ 2,512.00	£ 30,176.88	£	17,350.61
7	Technology & IT Replacement Fund	£ 5,529.58	£ -		£ 3,336.00	£	2,193.58
8	Town Council Elections	£ 10,468.71	£ -			£	10,468.71
9	Community Centres - Special Work	£ 8,272.60	£ 23,500.00		£ 30,615.00	£	1,157.60
10	Business Development	£ -	£ -			£	-
11	Marketing & Promotion	£ 1,987.43	£ -		£ 1,410.00	£	577.43
12	PPE / Staff Uniforms	£ 218.24	£ -		£ 196.90	£	21.34
13		£ -	£ -			£	-
14	RLPO Support for Children and Families	£ 8,496.74	£ -		-£ 875.07	£	9,371.81
15		£ 7,463.00	£ 1,500.00		£ 1,207.11	£	7,755.89
		£ 98,959.25	£ 40,000.00	-£ 6,734.80	£ 72,054.97	£	60,169.48
EXTERNAL FUNDING		Total funds			Expenditure		
16	Elwyn Gardens		£ 10,000.00	£ 2,512.00	£ 12,292.40	£	219.60
17	Hollies Playground		£ 42,228.00	£ 4,222.80	£ 46,335.00	£	115.80
		£ -	£ 52,228.00	£ 6,734.80	£ 58,627.40	£	335.40
GRAND TOTALS		£ 98,959.25	£ 92,228.00	£ -	£ 130,682.37	£	60,504.88

SUPPORTING NOTES THE ACCOUNTING STATEMENTS

Fixed Assets

1. Fixed Assets owned by the Council include The Arncliffe Sports and Community Centre, Hollies Hall and sundry office equipment.
2. During 2016 – 2017, the Town Council incurred significant expenditure on urgent repairs to plant and equipment at the Arncliffe Sports and Community Centre and at Hollies Hall (£20,425); on the complete replacement of the nine year old synthetic playing surface at the rear of the Arncliffe Sports and Community Centre (£30,026) and on security improvements at both the Arncliffe Sports and Community Centre and at Hollies Hall (£9,100).
3. With the exception of Elwyn Gardens, which is owned by the Town Council, various parks, play areas and public open spaces are held on long leases from Knowsley Metropolitan Borough Council; they are treated as community assets with nil value. In partnership with First Ark Group, external funding of £52,228 was secured during 2016-2017 to refurbish Elwyn Gardens and undertake the complete replacement of the play equipment at Hollies Road Children's Playground.
4. 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 31st March 2017.

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 2016-17, plus a contribution of £9,900 for this year towards the overall pension deficit.

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, as 'Responsible Financial Officer', 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 2016).

In preparing the Statement of Accounts, the Town Manager has:-

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

The Town Manager & Chairperson of the Town Council's Certificate

I hereby certify that the Statement of Accounts for the year ended 31 March 2017 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 2017, and its income and expenditure for the year ended 31 March 2017.

George MacKenzie
Town Manager
Responsible Financial Officer

Date: 18th May 2017

Cllr C Harris
Chairperson of the Town Council

Date: 18th May 2017