

Romsey Town Council

Financial Statements

For the year ended 31 March 2016

Romsey Town Council

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31 March 2016

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Romsey Town Council

Council Information

31 March 2016

(Information current at 19th July 2016)

Mayor

Cllr J. Parker

Councillors

Cllr N. Bailey
Cllr D. Baverstock
Cllr M. Bramley
Cllr J. Burgess
Cllr J. Burnage
Cllr M. Cooper
Cllr M. Curtis
Cllr K. Dunleavy
Cllr M. Greggains
Cllr I. Hibberd
Cllr P. Hurst
Cllr N. Nicholson
Cllr J. Ray
Cllr I. Richards

Clerk to the Council

Judith Giles

Auditors

BDO LLP
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL

Internal Auditors

Auditing Solutions Limited
Clackerbrook Farm
46 The Common
Bromham
Chippenham
Wiltshire
SN15 2JJ

Romsey Town Council
Statement of Accounting Policies
31 March 2016

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.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

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, operational properties and other operational assets are reported in notes to the accounts at current insurance values where available as approximating to the lower of net current replacement cost and net 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 a nominal value only.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Stocks and Work in Progress

Stocks held for resale, where significant (generally in excess of £1,000), 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 council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

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.

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

Romsey Town Council
Statement of Accounting Policies
31 March 2016

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.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those 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 was due at 31st March 2016 and any change in contribution rates as a result of that valuation will take effect from 1st April 2017.

Romsey Town Council
Income and Expenditure Account
31 March 2016

	Notes	2016 £	2015 £
INCOME			
Precept on District Council		193,767	187,310
Loan\Grants for Town Hall Major Repairs		99,500	250
Capital Receipts & Grants		-	11,300
Interest and Investment Income	1	83	93
Allotments		2,577	2,451
Tourism		15,884	22,468
Youth Activities		-	94
Town Hall		85,374	85,194
Establishment/General Administration		37	204
Civic		100	117
Other Grants and Donations		-	327
Mayors Charity		-	6,552
War Horse Statue Project		26,846	36,575
Christmas Events		6,292	1,850
		430,460	354,785
EXPENDITURE			
Establishment/General Administration		87,641	82,899
Town Hall Major Repairs		129,696	-
Election Expenses		17,833	-
Capital Expenditure	8	12,555	45,726
Loan Interest and Capital Repayments		2,476	-
Operational Expenditure:			
Allotments		1,796	2,196
Tourism		18,432	19,195
Youth Activities		-	1,940
Planning and Development		-	6,089
Town Hall		140,156	164,618
Civic		3,049	7,031
Environmental		1,309	2,195
War Horse Statue		13,948	4,350
Mayors Charity		4,955	4,816
Grants -other		3,323	3,924
Destination Romsey		-	754
Christmas Events		9,891	9,933
		447,060	355,666
General Fund			
Balance at 01 April 2015		91,664	106,834
Add: Total Income		430,460	354,785
		522,124	461,619
Deduct: Total Expenditure		447,060	355,666
		75,064	105,953
Transfer from/(to) Earmarked Reserves	12	31,323	(14,289)
General Reserve Balance at 31 March 2016		106,387	91,664

The notes on pages 8 to 11 form part of these statements.

Romsey Town Council

Balance Sheet

31 March 2016

	Notes	2016 £	2016 £	2015 £
Current Assets				
Stock		1,253		1,576
Debtors and prepayments	9	11,329		10,164
Cash at bank and in hand		155,689		176,050
		<u>168,271</u>		<u>187,790</u>
Current Liabilities				
Creditors and income in advance	10	<u>(14,641)</u>		<u>(17,560)</u>
Net Current Assets			<u>153,630</u>	<u>170,230</u>
Total Assets Less Current Liabilities			<u>153,630</u>	<u>170,230</u>
Total Assets Less Liabilities			<u>153,630</u>	<u>170,230</u>
Capital and Reserves				
Earmarked Reserves	12		47,243	78,566
General Reserve			106,387	91,664
			<u>153,630</u>	<u>170,230</u>

Signed:

Cllr J. Parker
Mayor

.....

Judith Giles
Responsible Financial Officer

Date:

.....

The notes on pages 8 to 11 form part of these statements.

Romsey Town Council

Notes to the Accounts

31 March 2016

1 Interest and Investment Income

	2016	2015
	£	£
Interest Income - General Funds	83	93
	<u>83</u>	<u>93</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 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
The Cranfield Trust	Office	8,400	Repairing
The Registrars	Office	4,500	Non-Repairing

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
NONE			

4 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:

	2016	2015
	£	£
Recruitment	43	-
Other Advertising	-	2,065
Publicity	766	1,312
Council Newsletter	3,354	3,819
Web Site	-	20
	<u>4,163</u>	<u>7,216</u>

5 General Power of Competence

With effect from 17th November 2015 Romsey Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 17th November 2015 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

Romsey Town Council

Notes to the Accounts

31 March 2016

6 Pensions

For the year of account the council's contributions equal 13.10% of employees' pensionable pay, plus a lump sum of £4,400.

These contributions will increase to 13.10%, plus a lump sum of £4,800, in future years in order to meet future liabilities.

7 Fixed Assets

	2016	2015
	£	£
	Value	Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
Town Hall Building	1,934,520	1,934,520
Allotments Site Garage	4,740	4,740
	<u>1,939,260</u>	<u>1,939,260</u>
<u>Vehicles and Equipment</u>		
Furniture Fixtures and Fittings	25,881	25,881
Computer Equipment	2,426	2,426
P.A. Equipment - Town Hall	4,426	4,426
Smoke Detectors - Town Hall	3,142	3,142
Garden Equipment	1,731	1,731
Mobile Access Tower	1,669	1,669
Film Show Equipment	4,426	4,426
Defibrillator	510	-
	<u>44,211</u>	<u>43,701</u>
<u>Infrastructure Assets</u>		
21 Seats	11,836	11,836
Circular Cornmarket Seat	12,736	12,736
19 Street Lights	14,187	14,187
Town Signs	2,152	2,152
Notice Boards	949	949
Flower Pedestals (2) - Cornmarket	2,100	2,100
Mace Head	4,872	4,872
	<u>48,832</u>	<u>48,832</u>
<u>Community Assets</u>		
Civic Regalia	96,970	96,970
Charter Stone	30,603	30,603
17th Cent. Bronze Tokens	257	257
Land at the side of the Star	1	1
War Horse Statue	61,545	49,500
	<u>189,376</u>	<u>177,331</u>
	<u>2,221,679</u>	<u>2,209,124</u>

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

Romsey Town Council

Notes to the Accounts

31 March 2016

8 Fixed Assets - Additions and Disposals

	2016	2015
	£	£
	Cost	Cost
During the year the following assets were purchased:		
Operational Land and Buildings	-	7,800
Vehicles and Equipment	510	4,426
Infrastructure Assets	-	-
Community Assets	12,045	33,500
Other Assets	-	-
	<u>12,555</u>	<u>45,726</u>

No assets were disposed of during the year.

9 Debtors

	2016	2015
	£	£
Trade Debtors	6,772	2,774
VAT Recoverable	1,306	2,454
Other Debtors	898	4,002
Prepayments	2,353	934
	<u>11,329</u>	<u>10,164</u>

10 Creditors and Accrued Expenses

	2016	2015
	£	£
Trade Creditors	2,711	3,334
Other Creditors	4,818	1,055
Superannuation Payable	-	1,646
Payroll Taxes and Social Security	-	2,216
Accruals	2,909	2,078
Income in Advance	4,203	7,231
	<u>14,641</u>	<u>17,560</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
		£	
Shire Leasing	Dishwasher	1,563	2017

Romsey Town Council

Notes to the Accounts

31 March 2016

12 Earmarked Reserves

	Balance at 01/04/2015	Contribution to reserve	Contribution from reserve	Balance at 31/03/2016
	£	£	£	£
Capital Projects Reserves	-	-	-	-
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	78,566	120,183	(151,506)	47,243
Total Earmarked Reserves	78,566	120,183	(151,506)	47,243

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 2016 are set out in detail at Appendix A.

13 Capital Commitments

The council had no other capital commitments at 31 March 2016 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.

Romsey Town CouncilNotes to the Accounts31st March 2016Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2015</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2016</u>
	£	£	£	£
<u>Earmarked Reserves</u>				
Allotment Fund	2,994	1,070		4,064
Town Hall Maintenance	17,500	5,000	(22,500)	0
Marshalls In Romsey	1,167	100	(324)	943
Romsey Website [formerly Destination Romsey]	1,984	3,900		5,884
Allotment Show	285		(25)	260
War Horse Fund	19,358	26,851	(26,251)	19,959
Christmas Lights	7,098	9,261	(10,662)	5,697
Elections	14,000		(10,833)	3,167
Mayors Charity	5,854		(5,854)	0
Tourism	900		(900)	0
Grant	1,000		(1,000)	0
Markets	3,153			3,153
Town Centre Management	3,273		(157)	3,116
Public Works Loan	0	73,000	(73,000)	0
Neighbourhood Plan	0	1,000		1,000
TOTAL EARMARKED RESERVES	78,566	120,183	(151,506)	47,243