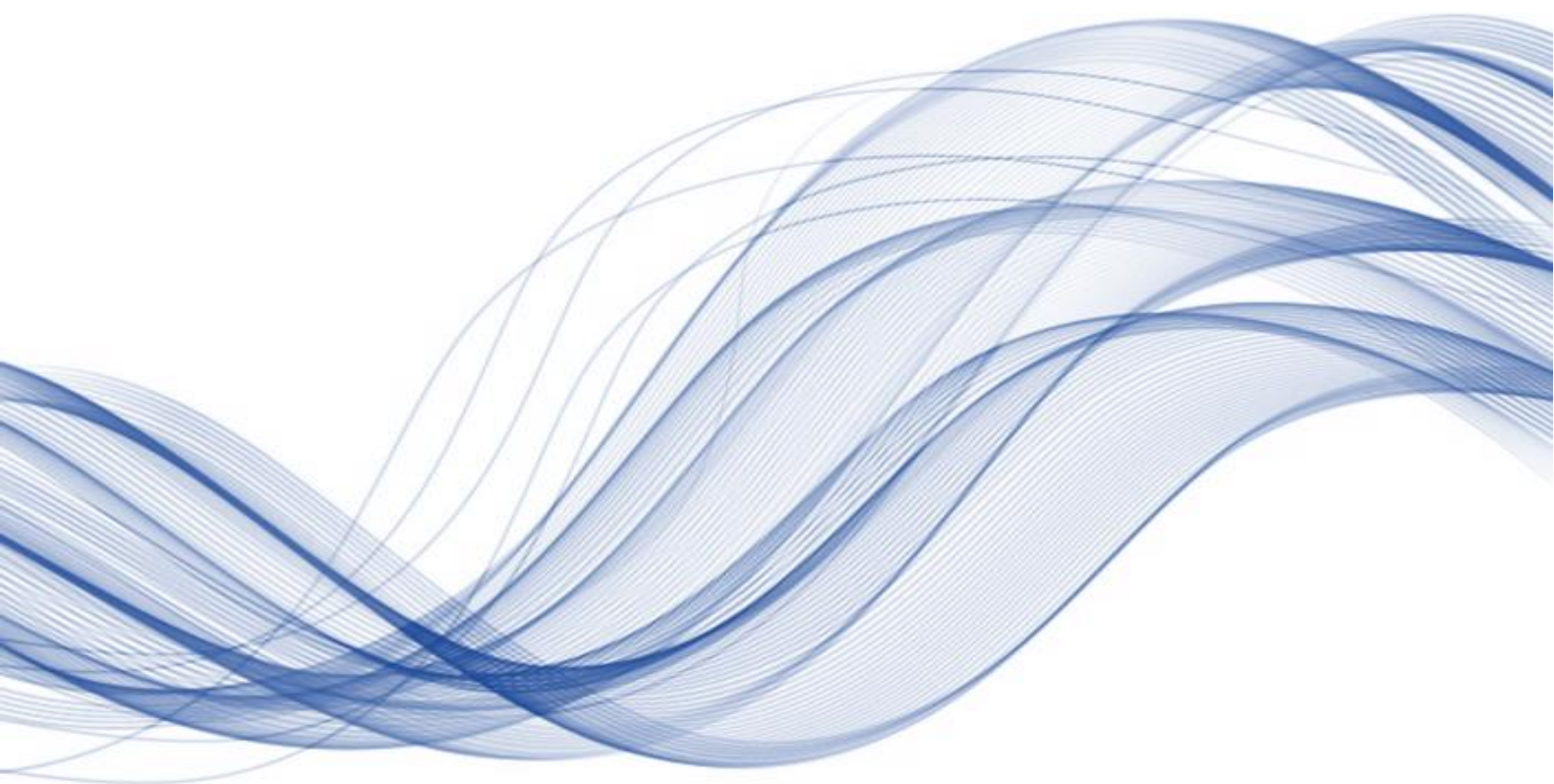




Witham
town council

Annual Accounts

Financial Year 2019/20



Supporting Statement of Responsibilities

Witham Town Council is required to make arrangements for the proper administration of its financial affairs and ensure that it appoints a Responsible Financial Officer with direct accountability for its overall administrative functions in accordance with the Local Government Act 1972 (S151). In addition to this, Members and Officers of the Council are under a duty to:

- Ensure that value for money is obtained for all business transactions.
- Ensure that public money is under appropriate safeguarding measures.
- Ensure that an appropriate system of internal control is in force and monitored for effectiveness.

In preparing these accounts in conjunction with the Annual Governance and Accountability Return, the Council confirms that it has adhered to the Accounts & Audit Regulations and:

- Put in place effective arrangements for financial management.
- Maintained an adequate system of internal control.
- Took all reasonable steps to assure that there were no matters of actual or potential noncompliance with laws, regulations or proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
- Provided proper opportunity in the year for the exercise of electors rights in accordance with the Accounts & Audit Regulations.
- Carried out an assessment of risks faced by the authority.
- Took all appropriate steps to action any matters raised on audit reports.
- Considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after the year end have a financial impact on the authority and where appropriate, included them in the accounting statements.



James P. Sheehy

Town Clerk & Responsible Financial Officer

Contents

4. [Balance Sheet](#)

Income & Expenditure Reports

- 5. [Budget Reports:](#) (Administration)
- 6. [Budget Reports:](#) (Community Committee)
- 7. [Budget Reports:](#) (Environment Committee)
- 8. [Budget Reports:](#) (Policy & Resources)
- 9. Cash & Reserves Reconciliation
- 10. Total Income & Expenditure Report

Balance Sheet

	Current Assets	
100	Debtors	883
105	VAT Control Account	32,853
110	Prepayments	3,742
120	Stock	9,443
200	Current Bank Account	66,589
230	Fixed Term Deposit	221,508
240	Petty Cash	34
250	Unity Trust Account	61,733
	Total Current Assets	396,785
	Current Liabilities	
500	Creditors	23,382
510	Accruals	1,204
	Total Current Liabilities	24,586
	Total Assets less Current Liabilities	372,199
	Represented by :-	
300	Current Year Fund	-30,975
310	General Reserves	266,483
320	EMR - LED Streetlighting	3,519
321	EMR- Community Day	567
322	EMR - Information Centre	12,295
325	EMR - Riverwalk Cycleways	10,000
330	EMR - Puppet Festival	2,172
333	EMR - Community Safety /CCTV	38,000
335	EMR - Highways Devolution	13,420
345	EMR - Vehicle Replacement Fund	20,200
346	EMR - Equipment Replacement	5,000
355	EMR - Major Repairs & Renewals	4,760
356	EMR - Town Hall Development	23,470
360	EMR - Election Expenses	88
361	EMR - Members Allowance	3,200
	Total Equity	372,199

Income & Expenditure: Administration

Witham Town Council Financial Year 2019/20

Page 1

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration								
1100 Sundry Receipts	15,100	20,702	500	(20,202)			4140.4%	17,268
1110 Car Park Licence	8,782	8,782	8,780	(2)	8,783		200.1%	
2002 Admin-P & R Income 20%	0	0	0	0	1,500		0.0%	
Administration :- Income	23,882	29,484	9,280	(20,204)			317.7%	17,268
4100 NIL	97,656	0	0	0		0	0.0%	
4101 NIL	7,098	0	0	0		0	0.0%	
4105 Admin- LGPS	22,732	37,050	31,350	(5,700)		(5,700)	118.2%	
4106 NIL	4,531	0	0	0	1,500	(1,500)	0.0%	
4110 NIL	35,793	0	0	0		0	0.0%	
4115 Travel Expenses	0	651	600	(51)		(51)	108.5%	
4120 Town Hall	18,389	38,875	35,000	(3,875)		(3,875)	111.1%	1,530
4121 Gas	1,579	1,345	3,395	2,050		2,050	39.6%	
4122 Electricity	3,187	2,726	3,607	881		881	75.6%	
4130 Photocopying	2,047	3,835	2,500	(1,335)		(1,335)	153.4%	
4135 Postage	1,266	640	900	260		260	71.1%	
4140 Stationery	1,575	1,270	1,600	330		330	79.4%	
4145 Admin Team PAYE	0	131,795	148,526	16,731		16,731	88.7%	
4150 Office Equipment	4,936	5,241	4,031	(1,210)		(1,210)	130.0%	
4151 Repairs & Renewals	0	12,133	2,000	(10,133)		(10,133)	606.6%	10,240
4155 Website	245	1,147	2,000	853		853	57.4%	
4160 Telephone/Fax	3,787	4,412	3,183	(1,229)		(1,229)	138.6%	
4165 Insurance	(2,030)	7,703	7,755	52		52	99.3%	
4170 Sundry Expenses	2,832	1,758	1,500	(258)		(258)	117.2%	
4175 Audit & Legal	3,070	11,505	7,795	(3,710)		(3,710)	147.6%	
4180 Affiliation Fees	2,798	2,257	3,050	793		793	74.0%	
4185 Members -Conferencing/Training	539	1,382	2,545	1,163		1,163	54.3%	
4190 Staff -Conferencing/Training	2,350	5,938	2,690	(3,248)		(3,248)	220.8%	
4195 Payroll Charges	530	876	690	(186)		(186)	127.0%	
4200 Petty Cash	620	589	650	61		61	90.7%	
Administration :- Indirect Expenditure	215,531	273,128	265,367	(7,761)	1,500	(9,261)	103.5%	11,770
Net Income over Expenditure	(191,649)	(243,644)	(256,087)	(12,443)				
7000 plus Transfer from EMR	0	11,770						
7001 less Transfer to EMR	0	17,268						
Movement to/(from) Gen Reserve	(191,649)	(249,142)						

Income & Expenditure:

Community Committee

26/05/2020

Witham Town Council Financial Year 2019/20

Page 2

10:23

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Community								
1300 Information Sales Income	67,295	56,437	78,750	22,313			71.7%	
1310 Puppet Festival Income	5,392	8,395	0	(8,395)			0.0%	
1320 Christmas Dickensian Event	350	330	320	(10)			103.1%	
1321 Community Day	792	150	0	(150)			0.0%	
Community :- Income	73,829	65,312	79,070	13,758			82.6%	0
4300 NIL	22,894	0	0	0		0	0.0%	
4301 Community Team PAYE/LGPS	0	52,312	61,660	9,348		9,348	84.8%	
4305 NIL	1,775	0	0	0		0	0.0%	
4310 NIL	6,608	0	0	0		0	0.0%	
4315 Town Clock	0	936	936	0		0	100.0%	
4320 Bus Shelters	0	0	5,000	5,000		5,000	0.0%	
4330 Litter Bins	0	40	1,000	960		960	4.0%	
4340 Christmas Decorations	5,369	5,057	8,426	3,369		3,369	60.0%	
4345 Information Sales Expense	58,854	50,306	66,150	15,844		15,844	76.0%	
4355 Information Centre	1,368	5,363	2,000	(3,363)		(3,363)	268.1%	2,705
4360 Community Grant Aid	8,775	10,150	10,000	(150)		(150)	101.5%	
4365 Citizens Advice Bureau	8,400	10,000	9,000	(1,000)		(1,000)	111.1%	
4372 Community Safety/CCTV	20,485	18,893	16,474	(2,419)		(2,419)	114.7%	
4373 Community Special Constables	920	1,295	4,000	2,705		2,705	32.4%	
4375 Other Community Support/Youth	956	2,840	3,000	160		160	94.7%	
4376 NIL	201	0	0	0		0	0.0%	
4377 NIL	13,248	0	0	0		0	0.0%	
4378 Community Day	2,298	937	1,050	113		113	89.2%	
4380 Puppet Festival	24,921	23,685	17,000	(6,685)		(6,685)	139.3%	
4390 Christmas Dickensian Event	332	51	320	269		269	16.0%	
Community :- Indirect Expenditure	177,402	181,866	206,016	24,150	0	24,150	88.3%	2,705
Net Income over Expenditure	(103,573)	(116,553)	(126,946)	(10,393)				
7000 plus Transfer from EMR	0	2,705						
Movement to/(from) Gen Reserve	(103,573)	(113,849)						

Income & Expenditure:

Environment Committee

Witham Town Council Financial Year 2019/20

Page 3

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Environment								
1400 Commemorative Trees	190	300	800	500			37.5%	
Environment :- Income	190	300	800	500			37.5%	0
4400 Operations PAYE/LGPS	51,372	116,744	96,820	(19,924)	(19,924)		120.6%	2,793
4405 NIL	22,849	0	0	0	0		0.0%	
4406 NIL	1,342	0	0	0	0		0.0%	
4410 NIL	14,696	0	0	0	0		0.0%	
4420 Equipment Supplies & Maintenan	14,933	14,239	8,500	(5,739)	(5,739)		167.5%	1,056
4425 Lighting Maintenance & Utility	6,303	24,152	1,800	(22,352)	(22,352)		1341.8%	38,204
4431 Toilet Block - Town Park	7,645	7,689	9,000	1,311	1,311		85.4%	
4432 New Tree Planting	0	1,000	1,000	0	0		100.0%	
4433 Tree Maintenance	0	17,988	17,000	(988)	(988)		105.8%	
4434 NIL	18,745	0	0	0	0		0.0%	
4435 Commemorative Trees	864	378	800	422	422		47.3%	
4436 Dog Bin Maintenance	167	1,539	2,500	961	961		61.6%	
4444 Devolved Services	10,558	0	0	0	0		0.0%	
4445 Open Spaces General	5,719	1,000	1,000	0	0		100.0%	
4446 James Cooke Wood	63	1,000	200	(800)	(800)		500.0%	
4447 River Walk	4,181	668	1,000	333	333		66.8%	
4448 Whetmead LNR	63	993	600	(393)	(393)		165.4%	
4449 Closed Churchyard	36	0	200	200	200		0.0%	
4451 River Walk Extension	0	220	0	(220)	(220)		0.0%	
4452 River Walk Improvements	0	0	2,000	2,000	2,000		0.0%	
4455 Witham in Bloom	11,401	11,464	11,845	381	381		96.8%	
Environment :- Indirect Expenditure	170,937	199,072	154,265	(44,807)	0	(44,807)	129.0%	42,053
Net Income over Expenditure	(170,747)	(198,772)	(153,465)	45,307				
7000 plus Transfer from EMR	0	42,053						
Movement to/(from) Gen Reserve	(170,747)	(156,719)						

Income & Expenditure:

Policy & Resources Committee

26/05/2020

Witham Town Council Financial Year 2019/20

Page 4

10:23

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Policy & Resources								
1500 Hall Hire	4,709	6,683	8,500	1,817			78.6%	
1501 Mayors Appeal Fund	7,263	640	0	(640)			0.0%	640
1510 Interest Received	3,362	1,534	2,800	1,266			54.8%	2
Policy & Resources :- Income	15,334	8,858	11,300	2,442			78.4%	642
4500 Mayor's Appeal Fund	5,149	5,788	0	(5,788)		(5,788)	0.0%	5,788
4505 Civic Receptions	177	20	500	480		480	4.0%	
4510 Christmas Expenses	1,760	2,070	2,185	115		115	94.8%	
4515 Mayor's Allowance	1,610	1,608	1,500	(108)		(108)	107.2%	
4516 Mayors Gift Fund Allowance	125	15	100	85		85	15.0%	
4525 Newsletter & Publications	8,629	8,722	9,200	478		478	94.8%	
4535 Partnership Authority Work	0	0	500	500		500	0.0%	
4536 Town & Neighbourhood Plan	0	70	500	430		430	14.0%	
Policy & Resources :- Indirect Expenditure	17,451	18,294	14,485	(3,809)	0	(3,809)	126.3%	5,788
Net Income over Expenditure	(2,117)	(9,436)	(3,185)	6,251				
7000 plus Transfer from EMR	0	5,788						
7001 less Transfer to EMR	0	642						
Movement to/(from) Gen Reserve	(2,117)	(4,290)						

Cash & Reserves Reconciliation

Witham Town Council Financial Year 2019/20

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2020

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	403,173.31	372,198.78
100	Debtors	1,088.64	883.40
105	VAT Control Account	15,417.36	32,852.66
110	Prepayments	750.00	3,742.00
120	Stock	5,917.17	9,443.02
	Less Total Debtors	23,173.17	46,921.08
500	Creditors	1,867.03	23,382.17
510	Accruals	740.00	1,204.21
560	Receipts in Advance	250.00	0.00
	Plus Total Creditors	2,857.03	24,586.38
	Equals Total Cash and Bank Accounts	382,857.17	349,864.08
200	Current Bank Account	201,679.39	66,589.17
210	Working Fund	55,048.46	0.00
220	Mayor's Fund	5,146.04	0.00
230	Fixed Term Deposit	120,960.00	221,508.11
240	Petty Cash	23.28	33.96
250	Unity Trust Account	0.00	61,732.84
	Total Cash and Bank Accounts	382,857.17	349,864.08

Total Income & Expenditure Report

Witham Town Council Financial Year 2019/20

Income and Expenditure Account for Year Ended 31st March 2020

31st March 2019		31st March 2020
	Income Summary	
500,776	Precept	557,278
<u>500,776</u>	Sub Total	<u>557,278</u>
	Operating Income	
23,882	Administration	29,484
73,829	Community	65,312
190	Environment	300
15,334	Policy & Resources	8,858
24,318	Precept	5,115
<u>638,329</u>	Total Income	<u>666,347</u>
	Running Costs	
215,531	Administration	273,128
177,402	Community	181,866
170,937	Environment	199,072
17,451	Policy & Resources	18,294
0	Earmarked Reserves	24,962
<u>581,321</u>	Total Expenditure	<u>697,322</u>
	General Fund Analysis	
253,251	Opening Balance	294,159
638,329	Plus : Income for Year	666,347
<u>891,580</u>		<u>960,506</u>
581,321	Less : Expenditure for Year	697,322
<u>310,258</u>		<u>263,185</u>
16,099	Transfers TO / FROM Reserves	27,676
<u>294,159</u>	Closing Balance	<u>235,508</u>

Witham Town Council Annual Accounts 2019/20

Copies of this document are available online and can be obtained from the Town Hall by request by emailing assistanttrfo@witham.gov.uk

For all queries concerning accounting statements, please email townclerk@witham.gov.uk

