

Witham Town Council

Annual Accounts

2017/2018



NEWLAND STREET

WITHAM

ESSEX

CM8 2FE

01376 520627

www.witham.gov.uk



Statement of Responsibilities for the Statement of Accounts

The Town Council is required :-

- To make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this Council the Responsible Finance Officer is the Town Clerk.
- To manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Finance Officer is responsible for:-

- The preparation of the Council's statement of accounts that will present fairly the financial position of the Town Council as at the close of business on the 31st March 2018.

In preparing this statement of accounts, as the Responsible Financial Officer the Town Clerk has:-

- Selected suitable accounting policies and then applied them consistently.
- Made judgements and estimates that are reasonable and prudent
- Taken reasonable steps for the prevention and detection of fraud and other irregularities
- Complied with the Code of Practice on Local Authority Accounting

Mark Squire
Town Clerk and Responsible Financial Officer 2017-2018

**WITHAM TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2018**

2016/2017 Income and Expenditure	Note	2017/2018 Income and Expenditure
£		£
<u>INCOME</u>		
422,556		455,232
49,743	1	33,162
4,795	2	8,083
2,855		1,091
0		195
7,225	3	4,682
6,301		6,602
88,122		62,884
9,266		8,782
410		290
423		746
0		225
600		2,300
2,585		0
5,196	4	4,955
<u>600,077</u>		<u>589,229</u>
<u>EXPENDITURE</u>		
COMMUNITY COMMITTEE		
0		462
0		47
14,065	5	54,360
6,877		5,368
18,776	6	7,458
10,000		10,000
3,079		1,495
80,247		58,058
32,026		32,242
9,186		10,549
1,614		1,893
24,768	4	24,047
600		820
191		800
87,152	7	108,700
<u>288,581</u>		<u>316,299</u>
ENVIRONMENT COMMITTEE		
22,555	7	22,410
21,725		12,003
7,181		6,241
2,132		1,225
328		2,332
0		1,315
65,030		65,864
596		0
7,788		7,363
12,490		11,264
87,152	7	108,700
<u>226,977</u>		<u>238,717</u>

Bath

CCTV 40k
Town Hall 23k
64k

Bath

Anna

Electra

Cover

2016/2017 Income and Expenditure	Note	2017/2018 Income and Expenditure
POLICY & RESOURCES COMMITTEE		
100		100
0		0
1,610		1,828
0		2,500
10,400	3	4,320
8,161		8,512
0		600
0		300
43,576	7	54,350
<u>63,847</u>		<u>72,510</u>
COMMITTEE TOTAL		

£579,405 Totals

£627,526

GENERAL FUND ANALYSIS

285,763	Opening Balance	334,322
600,077	Plus: income for the year	589,229
<u>885,840</u>		<u>923,551</u>
579,405	Less: expenditure for the year	627,526
<u>306,435</u>		<u>296,025</u>
27,887	Transfers to/From Reserves/Mayors Fund	-42,774
<u>334,322</u>	Closing Balance	<u>253,251</u>

Witham Town Council

Balance Sheet as at - 31st March 2018

<u>31st March 2017</u>		<u>Note</u>	<u>31st March 2018</u>
Current Assets			
6,922	Debtors	8	312
10,803	VAT Control Account		24,794
0	Prepayments	9	200
5,586	Stock	10	6,687
34,844	Current Bank Account	11	48,563
30,011	Working Fund	11	55,021
3,076	Mayor's Fund	11	3,439
<u>293,833</u>	Fixed Term Deposit	11	220,028
385,075			<u>359,044</u>
<u>385,075</u>	Total Assets		<u>359,044</u>
Current Liabilities			
612	Creditors	12	5518
<u>0</u>	Receipts in Advance	13	<u>7360</u>
612			12,878
<u>384,463</u>	Total Assets Less Current Liabilities		<u>346,166</u>
Represented By			
<u>334,322</u>	General Reserves		<u>253,251</u>
5,040	EMR -Puppet Festival	4	2,948
325	EMR- Community Day		678
0	EMR- Community Safety/CCTV		10,000
3,000	EMR -CCTV		6,000
2,000	EMR-Town Park Bandstand		4,000
3,000	EMR- Vehicle Replacement Fund		11,600
9,000	EMR- Equipment Replacement		13,000
15,000	EMR- Major Repairs & Renewals		15,000
0	EMR-Town Hall Development		10,000
6,500	EMR- Election Expenses		13,050
3,200	EMR-Members Allowance		3,200
3,076	Reserve - Mayors Appeal		3,439
<u>384,463</u>			<u>346,166</u>

more transfered
Parks

The above statement represents fairly the financial position of the Town Council as at 31st March 2018 and reflects its Income and Expenditure during the year.

Signed _____ Date: 14/5/2018
Chairman Michael Chapman
Policy & Resources Committee

Signed _____ Date: 14th May 2018
Responsible Paul Jones
Financial Officer

**WITHAM TOWN COUNCIL
SUPPORTING STATEMENT
31ST MARCH 2018**

Note	<u>VALUE</u>	<u>TOTAL</u>
1 <u>LOCALISM FUND</u> Entitlement received under the local council tax support scheme.		<u>£33,162</u>
2 <u>COUNCIL TAX COLLECTION FUND SURPLUS</u> Allocation of the estimated surplus on the Council Tax Collection Fund which has been reallocated by Braintree District Council.		<u>£8,083</u>
3 <u>TOWN MAYOR'S APPEAL</u> The Town Mayor's Appeal figures represent the figures as at the end of the financial year. The final proceeds will be allocated at the end of the Mayor's term of Office. During the year of account, the Town Mayor, Cllr JoAnn Williams agreed to share the final proceeds of her appeal between two charities - 'Little Havens Hospice' and 'Witham Operatic Workshop'.		<u>£4,682</u>
4 <u>WITHAM INTERNATIONAL PUPPET FESTIVAL</u> Witham Town Council assumed responsibility for the running of the Witham International Puppet Festival in 2008.	INCOME EXPENSE	<u>£4,955</u> <u>£24,047</u>
5 <u>CCTV</u> The CCTV system in the Town Centre was replaced and upgraded at a cost of £40,834. CCTV has now been allocated to the Community Committee.		<u>£54,360</u>
6 <u>COMMUNITY GRANT AID</u> During the year of account the following payments have been made under this budget		
Witham Carnival Association	£3,800.00	
Boys Brigade and Girls Association - Youth Hub	£2,500.00	
Revitalise	£708.00	
Allstars Majorettes	£450.00	
		<u>£7,458</u>
7 <u>SALARIES AND PENSIONS</u> The Salaries bill for the year of account is a part of Administration/Central Services costs (see appendix E) and has been split between committees. For administrative staff salaries and pension costs are shared between Committees as a proportion of estimated workload 40% equally for the Community and Environment Committees with 20% for the Policy and Resources Committee. Pensions for open spaces staff are recorded under the Environment Committee.		
8 <u>DEBTORS</u> See Appendix A.		<u>£312</u>
9 <u>PREPAYMENTS</u> See Appendix A.		<u>£200</u>
10 <u>STOCK</u> Stock comprises solely items bought and sold in the Tourist Information Centre.		<u>£6,687</u>
11 <u>BANK - CASH AND INVESTMENT RECONCILIATION</u> See Appendix B.		
12 <u>CREDITORS</u> See Appendix A.		<u>£5,518</u>
13 <u>RECEIPTS IN ADVANCE</u> See Appendix A.		<u>£7,360</u>

APPENDIX A

Witham Town Council

Year End 31.3.18

Debtors

			A/C	Inv no	
14.3.18	CO OP	Hall Hire	100	395	£164.00
23.3.18	Witham & Countryside Society	Hall Hire	100	421	£33.50
27.3.18	Alexander Technique	Hall Hire	100	422	£114.80
		Total			£312.30

Prepayments

15.1.18	Braintree District Council	Temporary Traffic Regulation Order for High Street Road Closure for September 2018 Puppet Festival	A/C 110		£200.00
		Total			£200.00

Creditors

	Braintree District Council	Annual Town Park Toilet Maintenance	A/C 500		£5,517.80
		Total			£5,517.80

Receipts in Advance

23.2.18	WPS Insurance	Repairs to Chipping Hill Wall	A/C 560		£7,060.00
19.3.18	Acacia Business Services	Donations -Puppet Festival September 2018	560		£100.00
22.3.18	Witham Chamber of Commerce	Donations -Puppet Festival September 2018	560		£200.00
		Total			£7,360.00

APPENDIX B

Witham Town Council 2017/2018

Bank - Cash and Investment Reconciliation as at 31 March 2018

			<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>				
1	31/03/2018	Current Account		80,994.50
2	31/03/2018	Working Fund		55,020.78
3	30/03/2018	Mayors Appeal		3,438.70
4	31/03/2018	Fixed Deposit		30,000.00
4	31/03/2018	Fixed Deposit		120,000.00
4	31/03/2018	Fixed Deposit		50,027.73
4	31/03/2018	Fixed Deposit		20,000.00
				359,481.71
<u>Other Cash & Bank Balances</u>				
			Cashbook Suspense	0.00
				0.00
				359,481.71
<u>Unpresented Payments</u>				
1	20/12/2017	9766		20.00
1	14/03/2018	9880		56.40
1	14/03/2018	9872		1,208.93
1	14/03/2018	9870		8.00
1	19/03/2018	9883		1,320.00
1	19/03/2018	9886		120.60
1	19/03/2018	9887		54.25
1	19/03/2018	9890		50.00
1	30/03/2018	9895		11,628.75
1	30/03/2018	9896		2,390.16
1	30/03/2018	9898		567.63
1	30/03/2018	9899		69.70
1	30/03/2018	9900		129.00
1	30/03/2018	9901		42.00
1	30/03/2018	9902		1,128.00
1	30/03/2018	9903		70.00
1	30/03/2018	9904		86.52
1	30/03/2018	9905		471.85
1	30/03/2018	9906		24.00
1	30/03/2018	9907		229.00
1	30/03/2018	9908		156.00
1	30/03/2018	9909		221.52
1	30/03/2018	9910		42.22
1	30/03/2018	9912		90.42
1	30/03/2018	9913		756.89
1	30/03/2018	9914		50.66
1	30/03/2018	9915		839.18
1	30/03/2018	9916		161.50
1	30/03/2018	9917		40.03
1	20/03/2018	9893		5,422.84

Witham Town Council 2017/2018

Bank - Cash and Investment Reconciliation as at 31 March 2018

	<u>Account Description</u>	<u>Balance</u>	
1	29/03/2018 9894	5,334.01	
			32,790.06
			<hr/>
			326,691.65
	<u>Receipts not on Bank Statement</u>		
1	27/03/2018	15.00	
1	27/03/2018	34.20	
1	29/03/2018	228.50	
1	28/03/2018	40.00	
1	29/03/2018	40.84	
			358.54
			<hr/>
	Closing Balance		327,050.19
	<u>All Cash & Bank Accounts</u>		<hr/>
	Current Bank Account		48,562.98
	Working Fund		55,020.78
	Mayor's Fund		3,438.70
	Fixed Term Deposit		220,027.73
	Other Cash & Bank Balances		0.00
	Total Cash & Bank Balances		<hr/> 327,050.19 <hr/>

MOVEMENTS IN RESERVES 2017/2018							
COMMITTEE	EARMARKED FUNDS DESCRIPTION	OPENING	MOVEMENT DATE	AMOUNT	MOVEMENT DATE	AMOUNT	CLOSING
		BALANCE 1st April 2017					BALANCE 31st March 2018
COMMUNITY	Puppet Festival	£5,040			31.3.18	-£2,092	£2,948
	Community Day	£325			31.3.18	£353	£678
	CCTV	£3,000			31.3.18	£3,000	£6,000
	Community Safety/CCTV	£0			31.3.18	£10,000	£10,000
ENVIRONMENT	Town Park Bandstand	£2,000			31.3.18	£2,000	£4,000
	Vehicle Replacement Fund	£3,000			31.3.18	£8,600	£11,600
	Equipment Replacement	£9,000			31.3.18	£4,000	£13,000
POLICY & RESOURCES	Election Expenses	£6,500	19.1.18	-£6,178	31.3.18	£12,728	£13,050
	Members Allowance	£3,200					£3,200
	Major Repairs & Renewals	£15,000					£15,000
	Town Hall Development	£0			31.3.18	£10,000	£10,000
	Sub total	£47,065		-£6,178		£48,589	£89,476
MAYORS APPEAL		£3,076			31.3.18	£363	£3,439
	Sub total	£50,141		-£6,178		£48,952	£92,915
GENERAL RESERVES		£334,322			31.3.18	£48,559	£253,251
	TOTAL	£384,463					£346,166

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Litter Bins	0.00		0.00
321 EMR- Community Day	325.00	353.01	678.01
325 EMR - Youth Engagement DO NOTU	0.00		0.00
330 EMR - Puppet Festival	5,039.93	-2,091.81	2,948.12
333 EMR - Community Safety /CCTV	0.00	10,000.00	10,000.00
335 EMR - CCTV	3,000.00	3,000.00	6,000.00
336 EMR - Town Park Bandstand	2,000.00	2,000.00	4,000.00
340 Maldon Road Town Park DO NOT	0.00		0.00
345 EMR - Vehicle Replacement Fund	3,000.00	8,600.00	11,600.00
346 EMR - Equipment Replacement	9,000.00	4,000.00	13,000.00
350 EMR - Car Park Key Deposits DO	0.00		0.00
355 EMR - Major Repairs & Renewals	15,000.00		15,000.00
356 EMR - Town Hall Development	0.00	10,000.00	10,000.00
357 EMR -Chipping Hill Wall	0.00	0.00	0.00
360 EMR - Election Expenses	6,500.00	6,550.00	13,050.00
361 EMR - Members Allowance	3,200.00		3,200.00
390 Reserve - Mayor's Appeal	3,076.06	362.64	3,438.70
	50,140.99	42,773.84	92,914.83

Budget Estimates for Year 2017-2018 To 31st March 2018

Committee / Accounts Cost Head	Budget 2017-2018		Actual 31.3.18	
	Exp	Inc	Exp	Inc
Central Services / Administration				
Salaries, Tax, National Insurance	143500		138,551	
Pensions	28000		27,661	
Town Hall	30000		29,108	
Travel Expenses	600		250	
Gas	3200		1,375	1,825
Electricity	3400		4,935	1,536
Repairs and Renewals	2000		31,956	
Photocopying	2000		1,890	
Postage	2000		1,149	
Stationery	1600		938	
Office Equipment	3800		4,130	
Website	2000		245	
Telephone / fax	3000		3,694	
Insurance	8500		7,135	
Sundry receipts		1500		195
Sundry expenses	3000		8,581	
Audit & Legal	3000		1,832	
Affiliation fees	3000		2,960	
Members - conferences and training	1100		1,526	
Staff - conferences and training	1100		2,699	
Car park licence		8783		8,782
Payroll charges	650		534	
Petty cash	620		600	
Total Admin	246070	10283	271,760	8,977
Proportioned across Committees				
Community Committee (40%)	98428	4113.2	108,700	3,591
Environment Committee (40%)	98428	4113.2	108,700	3,591
Policy and Resources Committee (20%)	49214	2056.6	54,350	1,795

Boiler breakdown incurred additional costs
 Repair works to historic listed Town Hall & replacement boiler

Witham South election charges