

FOLKESTONE TOWN COUNCIL

Statement of Accounts

2015 - 2016

Period 1 April 2015 – 31 March 2016

Folkestone Town Council

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Folkestone Town Council

Council Information (2015/16)

Town Mayor

Cllr E Arnold

Councillors

Cllr A Berry
Cllr D Brook
Cllr J Collier
Cllr B Copping
Cllr P Gane
Cllr C Jeffrey
Cllr M Lawes
Cllr N Jones
Cllr D Monk
Cllr C Sacre
Cllr M Salmon
Cllr R Theobald
Cllr R Wallace
Cllr S Wallace
Cllr P West
Cllr R West
Cllr R Wheeler

Clerk to the Council

Jennifer Childs

Auditors

PKF Littlejohn LLP

Internal Auditor

David Buckett

Folkestone Town Council

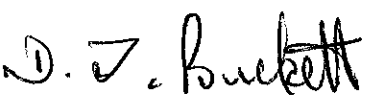
Internal Auditor's Report to the Council on the Accounts for the Year ended 31 March 2016

I certify that I have examined the Statement of Accounts and associated accounting notes on pages 4 to 12 of Folkestone Town Council, which have been prepared by the Responsible Financial Officer in accordance with the Accounts and Audit (England) Regulations 2011 and CIPFA Accounting Guidance Notes for Local Councils.

I have carried out an examination in accordance with relevant auditing standards, and my agreed audit programme. I have had due regard to the internal audit obligations and responsibilities as set out in the council's annual return.

The audit included examination, on a test basis, of evidence relevant to the amounts and disclosures in the Statement of Accounts, sufficient to give reasonable assurance that the financial statements are free from material misstatement.

In my opinion, the Statements of Accounts present fairly the financial position of Folkestone Town Council as at 31st March 2016 and its Income and Expenditure for the year then ended in accordance with the requirements of the Accounts and Audit (England) Regulations 2011 and CIPFA Accounting Guidance Notes for Local Councils.

Signature: 

**D.J.Buckett CPFA, DMS
1 Champion Court Cottages
Sharsted Hill
Newnham
Sittingbourne
Kent
ME9 OJX**

Date: 10 May 2016

**Income and Expenditure Account
for the Period ended 31 March 2016**

	2015/16	Notes	2014/15
INCOME	£		£
Precept on District Council	581,830		573,640
Bank and Investment Interest	1,435		1,388
Allotments	7,989		8,939
Rental Receipts	15,740		18,334
Property Tax Base Grant	83,408		97,682
Funding for Museum/Heritage	117,431		11,643
Contribution to CCTV Service	0		150,350
Other	30,425		28,807
	-----		-----
	838,258		890,783
	-----		-----
 EXPENDITURE			
Employees/Administration	284,581	4 and 6	268,761
Democratic Costs	32,171	13	0
Civic and Ceremonial	20,926		17,416
Premises	79,154	3	84,456
Services	241,549	2 and 5	249,082
Fees	4,406		2,606
Museum/Heritage	123,810		15,215
	-----		-----
	786,597		637,536
	-----		-----

GENERAL FUND

	2015/16	2014/15
	£	£
Balance as at 1 April	88,294	103,295
Add: Total Income	838,258	890,783
Deduct: Total Expenditure	786,597	637,536
	<u>139,955</u>	<u>356,542</u>
Transfer (to)/from Reserves and Provisions:		
New Services Reserve	(13,507)	
Tree Planting Reserve	1,455	
Museum/Heritage Reserve	(67,360)	
Tourism Reserve	815	
Folk. Community Coastal Team	(5,000)	
Prov. for War Memorial Maint.	210	
Prov. for Signs & Notice Boards	4,013	
Ward Grants Reserve	(6,925)	
Town Grants Reserve	(2,834)	
FTC Elections Reserve	18,974	
Armed Forces' Day Reserve	3,369	
Prov. for Salt Bins	(350)	
Prov. for Flowerbeds & Planters	(225)	
Prov. for Normandy Veterans	120	
Prov. for Folkestone Initiatives	6,701	
Prov. for CCTV Maintenance	6,710	
Prov. for Outstanding Invoices	(3,502)	(268,248)
	<u>82,619</u>	<u>88,294</u>
General Reserve Balance at 31 March		

The notes on Pages 8 to 12 form part of these accounts.

Balance Sheet as at 31 March 2016

Fixed Assets	Notes	2015 / 16		2014 / 15	
		£	£	£	£
Freehold Land and Buildings		700,000		700,000	
Vehicles and Equipment	1(ii)	185,611		175,461	
Community Assets	7	335,004	1,220,615	335,004	1,210,465
			<u>1,220,615</u>		<u>1,210,465</u>
Current Assets					
Sundry Debtors	1(iv)	0		0	
HM Revenue & Customs - VAT		13,393		10,766	
Prepayments		11,256		0	
Current Bank Account		462,473		17,001	
Petty Cash		500		500	
Short Term Investments		550,000	1,037,622	650,000	678,267
			<u>1,037,622</u>		<u>678,267</u>
Current Liabilities					
Sundry Creditors	1(iv)	24,812		56,157	
Receipts in Advance	9	351,727		0	
Accruals	9	5,700	382,239	18,389	74,546
			<u>382,239</u>		<u>74,546</u>
Net Current Assets			<u>655,383</u>		<u>603,721</u>
Long Term Liabilities					
PWLB Outstanding Loan for Office Building	1(v)	415,717	415,717	434,223	434,223
			<u>415,717</u>		<u>434,223</u>
Net Assets			<u>1,460,281</u>		<u>1,379,963</u>

	Notes	2015 / 16		2014 / 15	
		£	£	£	£
Represented by:					
Fixed Asset Restatement Account	7		1,220,615		1,210,465
PWLB Outstanding Loan for Office Building			(415,717)		(434,223)
Capital Receipts Reserve	1(iii)		0		0
Earmarked Reserves and Provisions:-	1(vii)				
New Services Reserve			109,225		95,717
Tile Kiln Lane Balancing Pond Maintenance			1,000		1,000
Tree Planting Reserve			273		1,728
Tourism Reserve			4,185		5,000
Museum/Heritage Reserve			293,044		225,684
Folkestone Community Coastal Team			5,000		0
Ward Grants Reserve			6,925		0
Town Grants Reserve			12,699		9,865
FTC Elections Reserve			0		18,974
Armed Forces' Day Reserve			4,936		8,305
Maintenance of War Memorial			2,935		3,145
Signs & Notice Boards			0		4,013
Salt Bins			6,131		5,781
Flowerbeds			7,325		7,100
Anti-Litter Campaign			2,000		2,000
Normandy Veterans' Event			0		120
PWRR Freedom March			0		0
Folkestone Initiatives			0		6,701
CCTV Maintenance			110,866		117,576
Outstanding Invoices			6,220		2,718
General Reserve			82,619		88,294
			<u>1,460,281</u>		<u>1,379,963</u>

The statement of accounts represents fairly the financial position of the Council as at 31 March 2016 and reflects its Income and Expenditure for the year.


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Town Mayor

Date: 16.6.16.....


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Jennifer Childs MiLCM, IIMC, CiLCA
Responsible Financial Officer

Date: 16/06/16.....

Notes to the Accounts 31 March 2016

1. Statement of Accounting Policies

These accounts cover the Town Council's full year of operations for the period 1st April 2015 – 31st March 2016.

i) 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 local Council. As a consequence the latest accounting policies, as set out in the Guide and so far as they apply to this Council, have been adopted for the Council's Statement of Accounts.

ii) Fixed Assets

Assets in the balance sheet for 2015/16 are valued on the following basis:

Land and Buildings	purchase price (June 2011)
Furniture and Equipment	purchase price where known (or estimated value)
Statutory Allotments	actual cost
Civic Regalia	professional valuation 2006
Statue and Memorial	insurance valuation 2013
Folkestone Collection	insurance valuation 2013

iii) Capital Receipts

Capital receipts arising from the disposal of fixed assets are taken to the Capital Receipts Reserve until such time as they are used to finance new capital expenditure.

iv) Debtors and Creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the guide. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

v) PWLB Loan

In March 2011 the Council borrowed £500,000 from the Public Works Loans Board for the purchase of permanent office accommodation. Repayments of £39,301 (including interest) were made in 2015/16. The current outstanding capital amount is £415,717.

vi) Leases

The Council has no commitments under finance leases. Rentals payable under operating leases or contract hire agreements are charged to revenue on an accruals basis.

vii) Reserves and Provisions

The Council has arranged for appropriate reserves and provisions as shown below:-

General Reserve	£82,619	For unforeseen expenditure and emergencies
New Services Reserve	£109,225	Sums set aside for Folkestone Town Council initiatives and services transferred from the District Council
Tile Kiln Lane Balancing Pond Maintenance	£1,000	For essential maintenance to the balancing pond at Tile Kiln Lane Allotments site
Tree Planting Reserve	£273	For new and replacement trees
Tourism Reserve	£4,185	For the establishment of a tourism service
Museum/Heritage Reserve	£293,044	Lottery funding, internal and external contributions towards the development of a Museum/Heritage Centre
Folk. Community Coastal Team	£5,000	For projects within the coastal community
Ward Grants Reserve	£6,925	For ward grants awarded by individual Councillors
Town Grants Reserve	£12,699	For town grants awarded by the Council
Armed Forces' Day	£4,936	For annual Armed Forces' events
Maintenance of War Memorial	£2,935	Provision for maintaining and cleaning the War Memorial
Salt Bins	£6,131	Provision for additional salt bins in Folkestone
Flowerbeds	£7,325	Provision for establishment and enhancement of flowerbeds and planters
Anti-Litter Campaign	£2,000	Provision for an Anti-Litter Educational Campaign
CCTV Maintenance	£110,866	Provision for the maintenance of CCTV cameras and equipment
Outstanding Invoices	£6,220	Provision for works and services carried out prior to April 2014, for which invoices have not yet been received

viii) Investment Income

Investment income for 2015/16 was £1,435.

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
Silver Screen Cinema	The Town Hall	£12,000	Non-Repairing

Council as tenant

Landlord	Property	Rent p.a.	Repairing/ Non-Repairing
N/A			

4. Publicity

	2015/16	2014/15
	£	£
Recruitment Advertising	0	754
Publicity	0	0
Other	0	0
	<hr/>	<hr/>
	0	754
	<hr/>	<hr/>

5. S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the product of £7.36 per head on the electoral roll in any one year for the benefit of the people in its area on activities or projects not specifically authorised by other powers.

	2015/16
	£
The theoretical amount available for this purpose was (30,992 x £7.36)	<u>228,101</u>

The following expenditure was incurred under this power during the year:

Town Grant	Folkestone Rainbow Centre (Winter Shelter)	£2,500
Town Grant	Our Place Our Time (Youth Work)	£500
Town Grant	Future Foundry CIC (Student Makers Markets)	£1,000
Town Grant	Skill Horizons (Kent Sheds Project)	£1,866
Ward Grant	Folkestone Youth Project (Youth Resources)	£250
Ward Grant	Fur & Feather Wildlife Trust (Wildlife Rescue)	£200
Ward Grant	Folkestone Rescue (Buoyancy Aids)	£500
Ward Grant	1 st Castle Hill Rainbows (New Rainbows Unit)	£300
TOTAL		£7,116

6. Pensions

For the year of account the Council's contributions equal 18.8% of employees' pensionable pay. These contributions are likely to change in future years as a result of the Actuary's regular pension reviews and any Government changes.

The employers' pension costs are charged to the Kent Superannuation Fund accounts in respect of qualifying employees and are equal to the contributions paid to the scheme for these employees.

Contributions to the Kent Superannuation Fund are determined by the fund's actuary and are set to meet 100% of the liabilities of that fund, in accordance with relevant Government regulations.

7. Fixed Assets

	2016 £ Value	2015 £ Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
The Old Town Hall, Folkestone	700,000	700,000
	<hr/> 700,000	<hr/> 700,000
<u>Vehicles and Equipment</u>		
Computer Equipment	9,550	9,150
Office Machinery	1,520	1,220
Office Furniture	36,250	34,100
Street Furniture	26,750	26,750
Speed Watch Equipment	2,251	2,251
CCTV Equipment	70,000	70,000
Christmas Lights	30,000	30,000
Other	9,290	1,990
	<hr/> 185,611	<hr/> 175,461
<u>Community Assets</u>		
Allotment Land (2 sites)	2	2
Council Regalia and Artefacts	117,596	117,596
William Harvey Statue	124,833	124,833
War Memorial	59,073	59,073
The Folkestone Collection (Partial)	33,500	33,500
	<hr/> 335,004	<hr/> 335,004

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1). The contra-entry is reflected in a Fixed Asset Restatement Account.

8. Fixed Assets - Disposals

During the year there were no disposals

9. Creditors and accrued expenses**2015/16**

	£
Trade Creditors	24,812
Accruals and Deferred Income	357,427

10. Charitable Funds

	Balance at 01/04/2015 £	Contribution to fund £	Payments £	Balance at 31/03/2016 £
Mayoress's Charitable Funds	5,540	2,949	6,293	2,196

	Balance at 01/04/2015 £	Contribution to fund £	Payments £	Balance at 31/03/2016 £
Mayor's Christmas Fund	3,925	8,443	9,450	2,918

The Town Mayor of Folkestone raises funds for charitable purposes during his/her term of office. The funds are held by the council in separate accounts and disbursed at the Mayor's discretion.

11. Capital Commitments

The Council was not committed to any capital expenditure at 31 March 2016

12. Contingent Liabilities

The Council is not aware of any other contingent liabilities at the date of these accounts.

13. Democratic Costs

Democratic costs for 2015/16 included £582 in respect of external training for Councillors.