

FOLKESTONE TOWN COUNCIL

Statement of Accounts

2016 - 2017

Period 1 April 2016 – 31 March 2017

Folkestone Town Council

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Folkestone Town Council

Council Information (2016/17)

Town Mayor

Cllr M Salmon

Councillors

Cllr E Arnold

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 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 2017

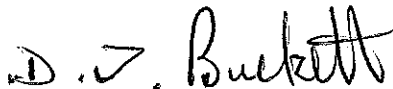
I certify that I have examined the Statement of Accounts and associated accounting notes on pages 4 to 12 of Folkestone Town Council, which have been prepared by the Responsible Financial Officer in accordance with the Accounts and Audit (England) Regulations 2011 and CIPFA Accounting Guidance Notes 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 2017 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: 9 May 2017

**Income and Expenditure Account
for the Period ended 31 March 2017**

	2016/17	Notes	2015/16
INCOME	£		£
Precept on District Council	666,735		581,830
Bank and Investment Interest	486		1,435
Allotments	9,893		7,989
Rental Receipts	16,040		15,740
Property Tax Base Grant	29,193		83,408
Funding for Museum/Heritage	1,173,081		117,431
Other	16,272		30,425
	-----		-----
	1,911,700		838,258
	-----		-----
 EXPENDITURE			
Employees/Administration	309,132	4 and 6	284,581
Democratic Costs	0	13	32,171
Civic and Ceremonial	40,597		20,926
Premises	82,751	3	79,154
Services	287,539	2 and 5	241,549
Fees	10,677		4,406
Museum/Heritage	1,282,718		123,810
	-----		-----
	2,013,414		786,597
	-----		-----

GENERAL FUND

	2016/17	2015/16
	£	£
Balance as at 1 April	82,619	88,294
Add: Total Income	1,911,700	838,258
Deduct: Total Expenditure	2,013,414	786,597
	<u>(19,095)</u>	<u>139,955</u>
Transfer (to)/from Reserves and Provisions:		
New Services	3,733	
Museum/Heritage	96,032	
Tourism	(550)	
Folk. Community Coastal Team	5,000	
War Memorial Maint.	2,935	
Ward Grants	(3,774)	
Town Grants	8,483	
FTC Elections	(10,200)	
Armed Forces' Day	4,936	
Salt Bins	(182)	
Flowerbeds & Planters	2,276	
CCTV Maintenance	32,610	
Christmas Lights/Events	(2,046)	
Outstanding Invoices	(250)	(57,336)
	139,003	
General Reserve Balance at 31 March	<u>119,908</u>	<u>82,619</u>


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

Balance Sheet as at 31 March 2017

Fixed Assets	Notes	2016 / 17		2015 / 16	
		£	£	£	£
Freehold Land and Buildings		700,000		700,000	
Vehicles and Equipment	1(ii)	190,051		185,611	
Community Assets	7	2,301,504	3,191,555	335,004	1,220,615
			<u>3,191,555</u>		<u>1,220,615</u>
Current Assets					
Sundry Debtors	1(iv)	0		0	
HM Revenue & Customs - VAT		98,048		13,393	
Prepayments		24,549		11,256	
Current Bank Account		149,057		462,473	
Deposit Bank Account		300,000		0	
Petty Cash		500		500	
Corporate Credit Card		1,500			
Short Term Investments		0	573,654	550,000	1,037,622
Current Liabilities					
Sundry Creditors	1(iv)	5,872		24,812	
Receipts in Advance	9	726		351,727	
Accruals	9	13,385	19,983	5,700	382,239
Net Current Assets			<u>553,671</u>		<u>655,383</u>
Long Term Liabilities					
PWLB Outstanding Loan for Office Building	1(v)	396,304	396,304	415,717	415,717
Net Assets			<u>3,348,922</u>		<u>1,460,281</u>

	Notes	2016 / 17		2015 / 16	
		£	£	£	£
Represented by:					
Fixed Asset Restatement Account	7		3,191,555		1,220,615
PWLB Outstanding Loan for Office Building			(396,304)		(415,717)
Capital Receipts Reserve	1(iii)		0		0
Earmarked Reserves and Provisions:-	1(vii)				
New Services			105,492		109,225
Tile Kiln Lane Balancing Pond Maintenance			1,000		1,000
Tree Planting			273		273
Tourism			4,735		4,185
Museum/Heritage			197,013		293,044
Folkestone Community Coastal Team			0		5,000
Ward Grants			10,699		6,925
Town Grants			4,216		12,699
FTC Elections			10,200		0
Armed Forces' Day			0		4,936
Maintenance of Memorials			0		2,935
Salt Bins			6,313		6,131
Flowerbeds			5,049		7,325
Anti-Litter Campaign			2,000		2,000
CCTV Maintenance			78,257		110,866
Christmas Lights/Events			2,046		0
Outstanding Invoices			6,470		6,220
General Reserve			119,908		82,619
			<u>3,348,922</u>		<u>1,460,281</u>

The statement of accounts represents fairly the financial position of the Council as at 31 March 2017 and reflects its Income and Expenditure for the year.


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Town Mayor


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Jennifer Childs MLCM, IIMC, CiLCA
Responsible Financial Officer

Date: 15/6/17.....

Date: 15/6/17.....

Notes to the Accounts **31 March 2017**

1. Statement of Accounting Policies

These accounts cover the Town Council's full year of operations for the period 1st April 2016 – 31st March 2017.

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 2016/17 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 2016/17. The current outstanding capital amount is £396,304.

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	£119,908	For unforeseen expenditure and emergencies
New Services	£105,492	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	£273	For new and replacement trees
Tourism	£4,735	For the establishment of a tourism service
Museum/Heritage	£197,013	Lottery funding, internal and external contributions towards the development of a Museum/Heritage Centre
Ward Grants	£10,699	For ward grants awarded by individual Councillors
Town Grants	£4,216	For town grants awarded by the Council
FTC Elections	£10,200	For fees relating to Town Council elections
Salt Bins	£6,313	For additional salt bins in Folkestone
Leas Flowerbeds	£5,049	For the establishment and enhancement of flowerbeds and planters in and around The Leas
Anti-Litter Campaign	£2,000	For an Anti-Litter Educational Campaign
CCTV Maintenance	£78,257	For the maintenance of CCTV cameras and equipment
Christmas Lights/Events	£2,046	For Christmas lights and events
Outstanding Invoices	£6,470	Provision for late invoices relating to works and services carried out prior to April 2015

viii) *Investment Income*

Investment income/bank interest for 2016/17 was £486.

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

Council as tenant

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

4. Publicity

	2016/17	2015/16
	£	£
Recruitment Advertising	1,832	0
Publicity	0	0
Other	0	0
	<hr/>	<hr/>
	1,832	0
	<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 £7.42 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.

	2016/17
	£
The theoretical amount available for this purpose was (30,992 x £7.42)	<u>229,961</u>

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

Town Grant	Hi Kent (Lip Reading Classes)	£1,000
Town Grant	Folkestone Rainbow Centre (Winter Shelter Project)	£2,500
Town Grant	Folkestone Parkrun (Defibrillator for Leas/Town Centre)	£1,500
Ward Grant	Kent Refugee Action Network (Educational Support)	£300
Ward Grant	Paula White (Memorial Bench – Marjorie White)	£500
Ward Grant	Castle Hill Primary School (Memorial – Nick Adams)	£329
Ward Grant	Skill Horizons (Conservation of Wildlife Area)	£450
TOTAL		£6,579

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

	2017 £ Value	2016 £ 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	11,650	9,550
Office Machinery	1,520	1,520
Office Furniture	38,590	36,250
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	9,290
	<hr/> 190,051	<hr/> 185,611
<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 (Museum/Heritage)	2,000,000	33,500
	<hr/> 2,301,504	<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**2016/17**

	£
Trade Creditors	5,872
Accruals and Deferred Income	14,111

10. Charitable Funds

	Balance at 01/04/2016	Contribution to fund	Payments	Balance at 31/03/2017
	£	£	£	£
Mayoress's Charitable Funds	2,196	12,082	10,885	3,393

	Balance at 01/04/2016	Contribution to fund	Payments	Balance at 31/03/2017
	£	£	£	£
Mayor's Christmas Fund	2,918	9,090	8,040	3,968

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 2017

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 2016/17 did not include any expenditure in respect of external training for Councillors.