

Waltham Abbey Town Council

Financial Statements

For the year ended 31 March 2011

Waltham Abbey Town Council

Table of Contents

31 March 2011

| | Page |
|---|-------------|
| Table of Contents..... | 2 |
| Council Information..... | 3 |
| Statement of Responsibilities..... | 4 |
| Statement of Accounting Policies..... | 5 |
| Income and Expenditure Account..... | 7 |
| Statement of Movement in Reserves..... | 8 |
| Balance Sheet..... | 9 |
| Cash Flow Statement..... | 10 |
| Notes to the Accounts..... | 11 |
| 1 Other Costs Analysis..... | 11 |
| 2 Interest Payable and Similar Charges..... | 11 |
| 3 Interest and Investment Income..... | 12 |
| 4 Agency Work..... | 12 |
| 5 Related Party Transactions..... | 12 |
| 6 Audit Fees..... | 13 |
| 7 S.137 Expenditure..... | 13 |
| 8 Members' Allowances..... | 13 |
| 9 Employees..... | 13 |
| 10 Pension Costs..... | 13 |
| 11 Tangible Fixed Assets..... | 14 |
| 12 Financing of Capital Expenditure..... | 15 |
| 13 Information on Assets Held..... | 15 |
| 14 Stocks..... | 16 |
| 15 Debtors..... | 16 |
| 16 Creditors and Accrued Expenses..... | 16 |
| 17 Long Term Liabilities..... | 17 |
| 18 Deferred Grants..... | 17 |
| 19 Capital Financing Account..... | 18 |
| 20 Earmarked Reserves..... | 18 |
| 21 Capital Commitments..... | 18 |
| 22 Contingent Liabilities..... | 18 |
| 23 Reconciliation of Revenue Cash Flow..... | 19 |
| 24 Movement in Cash..... | 19 |
| 25 Reconciliation of Net Funds/Debt..... | 19 |
| 26 Post Balance Sheet Events..... | 20 |
| Appendices..... | 21 |

Waltham Abbey Town Council

Council Information

31 March 2011

(Information current at 27th June 2011)

Mayor

Cllr A. P. Watts

Councillors

Cllr Mrs E. A. Webster (Deputy Mayor)

Cllr M. Fitch

Cllr Mrs R. Gadsby

Cllr R. K. James

Cllr Mrs H. Kane

Cllr Mrs J. Lea

Cllr Mrs L. A. Mitchell MBE

Cllr S. C. Pryde

Cllr Mrs S - A. Stavrou

Cllr J. Wyatt

Town Clerk & Chief Financial Officer

Mrs K. R. Richmond BA (Hons) FILCM AICB

Auditors

Audit Commission

2nd Floor

Aspinall House

Aspinall Close

Middlebrook

Bolton

BL6 6QQ

Internal Auditors

Auditing Solutions Limited

The Offices

Griffin Farm

Bowden Hill

Lacock

Chippenham

Wiltshire

SN15 2PP

Waltham Abbey Town Council

Statement of Responsibilities

31 March 2011

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk & Chief Financial Officer, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Financial Statements in accordance with "Part 4 of the Practitioners' Guide to the Accounts and Audit Regulations 2010 (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2011 and its income and expenditure for the year then ended.

In preparing the Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I hereby certify that the Financial Statements for the year ended 31 March 2011 required by the Accounts and Audit Regulations 2010 (as amended) are set out in the following pages.

I further certify that the Financial Statements present a true and fair view of the financial position of Waltham Abbey Town Council at 31 March 2011, and its income and expenditure for the year ended 31 March 2011.

Signed:

Mrs K. R. Richmond BA (Hons) FILCM AICB- Town Clerk & Chief Financial Officer

Date:

Waltham Abbey Town Council
Statement of Accounting Policies
31 March 2011

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

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 above the council de-minimis (currently £1,000) is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority, and the services it provides, for a period of more than one year.

In accordance with FRSSE depreciation is provided on all operational buildings (but not land), as well as other assets.

Fixed Assets are included in the balance sheet at valuations current on 31st March 2009 together with subsequent acquisitions and enhancements at cost, in accordance with para. 4.40 of the guide.

Disposals of fixed assets are reported in the Income and Expenditure Account and, in accordance with the guide, the net book value of asset disposals is reversed out to the Capital Financing Account in order not to constitute a charge to the council's revenue reserves.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated

vehicles and equipment are depreciated over 5 years at 20% per annum straight line

play equipment is depreciated over 10 years at 10% per annum straight line

infrastructure assets are depreciated over 10 years at 10% per annum straight line

Community assets are not depreciated

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

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.

Waltham Abbey Town Council
Statement of Accounting Policies
31 March 2011

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 revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. 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. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

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.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 17.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

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 is due at 31st March 2013 and any change in contribution rates as a result of that valuation will take effect from 1st April 2014.

Waltham Abbey Town Council
Income and Expenditure Account
31 March 2011

| | Notes | 2011 | 2010 |
|---|-------|---------------|-----------------|
| | | £ | (Restated) £ |
| Income | | | |
| Precept on District Council | | 770,355 | 748,387 |
| Grants Receivable | | 17,000 | 15,000 |
| Rents Receivable, Interest & Investment Income | | 174 | 154 |
| Charges made for Services | | 403,138 | 402,687 |
| Other Income | | 15,798 | 12,979 |
| Total Income | | 1,206,465 | 1,179,207 |
| Expenditure | | | |
| Direct Service Costs: | | | |
| Salaries & Wages | | (360,179) | (363,029) |
| Grant-aid Expenditure | | (5,995) | (6,299) |
| Other Costs | 1 | (331,171) | (336,977) |
| Democratic, Management & Civic Costs: | | | |
| Salaries & Wages | | (247,607) | (231,157) |
| Other Costs | 1 | (171,279) | (205,580) |
| Total Expenditure | | (1,116,231) | (1,143,042) |
| Excess of Income over Expenditure for the year. | | 90,234 | 36,165 |
| Exceptional Items | | | |
| (Loss)/Profit on the disposal of fixed assets | | - | 3,000 |
| Net Operating Surplus for Year | | 90,234 | 39,165 |
| STATUTORY CHARGES & REVERSALS | | | |
| Statutory Charge for Capital (i.e. Loan Capital Repaid) | | (25,456) | (34,083) |
| Capital Expenditure charged to revenue | 12 | (21,585) | (5,235) |
| Reverse carrying value of assets disposed of | | - | 8,000 |
| Transfer from/(to) Earmarked Reserves | 20 | 22,729 | (1,545) |
| Surplus for the Year to General Fund | | 65,922 | 3,302 |

The council had no other recognisable gains and/or losses during the year.

The notes on pages 11 to 20 form part of these statements.

Waltham Abbey Town Council
Statement of Movement in Reserves
31 March 2011

| Reserve | Purpose of Reserve | Notes | 2011 £ | Net Movement in Year £ | 2010 £ |
|---------------------------|--|--------------|-------------------|---|-------------------|
| Capital Financing Account | Store of capital resources set aside to purchase fixed assets | 19 | 811,132 | (14,499) | 825,631 |
| Usable Capital Receipts | Proceeds of fixed assets sales available to meet future capital investment | | 3,000 | - | 3,000 |
| Earmarked Reserves | Amounts set aside from revenue to meet general and specific future expenditure | 20 | 26,239 | (22,730) | 48,969 |
| General Fund | Resources available to meet future running costs | | 90,657 | 65,922 | 24,735 |
| Total | | | 931,028 | 28,693 | 902,335 |

The notes on pages 11 to 20 form part of these statements.

Waltham Abbey Town Council

Balance Sheet

31 March 2011

| | Notes | 2011 £ | 2011 £ | 2010 £ |
|--|-------|------------------|----------------|------------------|
| Fixed Assets | | | | |
| Tangible Fixed Assets | 11 | | 1,534,439 | 1,477,452 |
| Current Assets | | | | |
| Stock | 14 | 7,817 | | 8,897 |
| Debtors and prepayments | 15 | 154,273 | | 37,300 |
| Cash at bank and in hand | | <u>112,977</u> | | <u>155,098</u> |
| | | 275,067 | | 201,295 |
| Current Liabilities | | | | |
| Current Portion of Long Term Borrowings | | (27,098) | | (25,456) |
| Creditors and income in advance | 16 | <u>(151,971)</u> | | <u>(116,141)</u> |
| Net Current Assets | | | 95,998 | 59,698 |
| Total Assets Less Current Liabilities | | | 1,630,438 | 1,537,150 |
| Long Term Liabilities | | | | |
| Long-term borrowing | 17 | | (532,642) | (559,740) |
| Deferred Grants | 18 | | (166,767) | (75,075) |
| Total Assets Less Liabilities | | | <u>931,028</u> | <u>902,335</u> |
| Capital and Reserves | | | | |
| Capital Financing Account | 19 | | 811,132 | 825,631 |
| Usable Capital Receipts Reserve | | | 3,000 | 3,000 |
| Earmarked Reserves | 20 | | 26,239 | 48,969 |
| General Reserve | | | <u>90,657</u> | <u>24,735</u> |
| | | | <u>931,028</u> | <u>902,335</u> |

The Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2011, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 27th June 2011 .

Signed:

Cllr A. P. Watts
Mayor

.....

Mrs K. R. Richmond BA (Hons) FILCM AICB
Responsible Financial Officer

Date:

.....

The notes on pages 11 to 20 form part of these statements.

Waltham Abbey Town Council

Cash Flow Statement

31 March 2011

| | Notes | 2011 £ | 2011 £ | 2010 £ |
|---|-------|-----------|-----------------|---------------|
| REVENUE ACTIVITIES | | | | |
| <i>Cash outflows</i> | | | | |
| Paid to and on behalf of employees | | (607,200) | | (597,291) |
| Other operating payments | | (528,894) | | (514,796) |
| | | | (1,136,094) | (1,112,087) |
| <i>Cash inflows</i> | | | | |
| Precept on District Council | | 770,355 | | 748,387 |
| Cash received for services | | 372,147 | | 440,897 |
| Revenue grants received | | 17,000 | | 15,000 |
| | | | 1,159,502 | 1,204,284 |
| Net cash inflow from Revenue Activities | 23 | | 23,408 | 92,197 |
| SERVICING OF FINANCE | | | | |
| <i>Cash outflows</i> | | | | |
| Interest paid | | (31,433) | | (32,971) |
| Interest element of Finance Lease/HP Installments | | - | | (2,039) |
| <i>Cash inflows</i> | | | | |
| Interest received | | 173 | | 153 |
| Investment Income | | 1 | | 1 |
| | | | (31,259) | (34,856) |
| Net cash (outflow) from Servicing of Finance | | | (31,259) | (34,856) |
| CAPITAL ACTIVITIES | | | | |
| <i>Cash outflows</i> | | | | |
| Purchase of fixed assets | | (84,833) | | (35,462) |
| <i>Cash inflows</i> | | | | |
| Sale of fixed assets | | - | | 11,000 |
| Capital grant received | | 76,020 | | 15,395 |
| | | | (8,813) | (9,067) |
| Net cash (outflow) from Capital Activities | | | (8,813) | (9,067) |
| Net cash (outflow)/inflow before Financing | | | (16,664) | 48,274 |
| FINANCING AND LIQUID RESOURCES | | | | |
| <i>Cash outflows</i> | | | | |
| Loan repayments made | | | (25,457) | (23,918) |
| Hire Purchase and Lease repayments made | | | - | (10,165) |
| | | | (25,457) | (34,083) |
| Net cash (outflow) from financing and liquid resources | | | (25,457) | (34,083) |
| (Decrease)/Increase in cash | 24 | | (42,121) | 14,191 |

The notes on pages 11 to 20 form part of these statements.

Waltham Abbey Town Council

Notes to the Accounts

31 March 2011

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

| | 2011 | 2010 |
|--|----------------|----------------|
| | £ | £ |
| Theatres & Public Entertainment | 49,013 | 34,603 |
| Community Centres | 7,105 | 6,592 |
| Indoor Sports & Recreation Facilities | 90,341 | 99,343 |
| Outdoor Sports & Recreation Facilities | 79,173 | 73,478 |
| Community Parks & Open Spaces | 4,090 | 3,166 |
| Allotments | 1,914 | 2,026 |
| Visitor Information | 28,318 | 34,307 |
| Visitor Centres | - | 3 |
| Cemeteries | 21,245 | 24,678 |
| Public Conveniences | 5,064 | 5,036 |
| Market Undertakings | 6,058 | 8,511 |
| Promotion & Marketing of the Area | 26,378 | 32,353 |
| Community Development | 18,467 | 19,180 |
| Less: Grant-aid Expenditure | (5,995) | (6,299) |
| Total | 331,171 | 336,977 |

Democratic, Management & Civic Costs

| | 2011 | 2010 |
|--|----------------|----------------|
| | £ | £ |
| Corporate Management | 134,690 | 163,932 |
| Democratic Representation & Management | 3,045 | 4,497 |
| Mayors Allowance | 3,000 | 2,860 |
| Interest Payable | 30,544 | 34,291 |
| Total | 171,279 | 205,580 |

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest Payable and Similar Charges

| | 2011 | 2010 |
|--|---------------|---------------|
| | £ | £ |
| External Interest Charges - Loans | 30,544 | 32,252 |
| External Interest Charges - Lease/H.P. | - | 2,039 |
| | 30,544 | 34,291 |

Waltham Abbey Town Council

Notes to the Accounts

31 March 2011

3 Interest and Investment Income

| | 2011 | 2010 |
|---------------------------------|-------------|-------------|
| | £ | £ |
| Interest Income - General Funds | 173 | 153 |
| Investment Income | 1 | 1 |
| | <hr/> <hr/> | <hr/> <hr/> |
| | 174 | 154 |

4 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.

5 Related Party Transactions

The council is required to disclose material transactions with related parties – bodies that have the potential to control or influence the council or to be controlled or influenced by the council. Disclosure of these transactions allows readers to assess the extent to which the council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's freedom to bargain with the council at arms length.

Related parties include:

Central Government

The council's operations are controlled by statutes passed by Central Government. All transactions with Central Government arise as a result of some of those statutes but do not, in the opinion of the council, require to be disclosed here.

Principal Authorities

The District/Borough Council collects this council's Precept and remits the same to the council under statutory provisions. The Precept is disclosed separately elsewhere in these accounts.

The County Council administers the Pension Fund of which certain of the council's staff are members. Details of amounts payable to the fund are disclosed at note 10.

Agency arrangements with other authorities are disclosed at note 4.

The council has the following funding arrangements in place with other authorities to secure the continued operation of certain services:

The council received £20,000 partnership funding towards the running of the TIC from Epping Forest District Council.

Members of the council

Members have direct control over the council's financial and operating policies. During the year no members have undertaken any declarable, material transactions with the council, nor the council with any member. Details of such transactions (if any) are recorded in the Register of Members' Interests, open to public inspection at the council's offices.

Members represent the council on various organisations. Appointments are reviewed annually, unless a specific termination date applies to the term of office. None of these appointments places a Member in a position to exert undue influence or control.

Officers of the Council

Other than their contracts of employment, no material transactions have been made during the year between the council and any officer.

Other Organisations

The council awards grants to support a number of voluntary or charitable bodies. It does not attempt to exert control or influence as a result of such grants.

Waltham Abbey Town Council

Notes to the Accounts

31 March 2011

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

| | 2011 | 2010 |
|-----------------------------------|--------------|---------------|
| | £ | £ |
| Fees for statutory audit services | 3,000 | 14,500 |
| Total fees | <u>3,000</u> | <u>14,500</u> |

7 S.137 Expenditure

8 Members' Allowances

| | 2011 | 2010 |
|--|--------------|--------------|
| | £ | £ |
| Members of Council have been paid the following allowances for the year: | | |
| Mayors Allowance | 3,000 | 2,860 |
| | <u>3,000</u> | <u>2,860</u> |

Other than the Mayor none of the total of 11 elected members claimed allowances to which they were entitled. Co-opted members are not entitled to claim allowances.

9 Employees

The average weekly number of employees during the year was as follows:

| | 2011 | 2010 |
|-----------|---------------|---------------|
| | Number | Number |
| Full-time | 11 | 13 |
| Part-time | 16 | 15 |
| Temporary | 7 | 13 |
| | <u>34</u> | <u>41</u> |

All staff are paid in accordance with nationally agreed pay scales.

One officer received a salary in excess of £50,000

10 Pension Costs

The council participates in the Essex County Council Pension Fund. The Essex County Council Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2011 was £53,856 (31 March 2010 - £65,322).

The most recent actuarial valuation available was carried out as at 31st March 2010, and the council's contribution rate is confirmed as being 14.30% of employees' pensionable pay with effect from 1st April 2011 (year ended 31 March 2011 – 15.40%).

The accounting standard, Financial Reporting Standard 17 (FRS17): "Retirement Benefits", for schemes such as Essex County Council Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

Waltham Abbey Town Council

Notes to the Accounts

31 March 2011

11 Tangible Fixed Assets

| | Operational Freehold Land and Buildings | Operational Leasehold Land and Buildings | Vehicles and Equipment | Infra- structure Assets | Community Assets | Assets in the course of construction | Total |
|-----------------------|--|---|-----------------------------------|--|-----------------------------|---|--------------|
| Cost | £ | £ | £ | £ | £ | £ | £ |
| At 31 March 2010 | 1,321,993 | 132,140 | 381,522 | 84,944 | 5 | 14,698 | 1,935,302 |
| Additions | - | - | 29,851 | 121,387 | - | (6,500) | 144,738 |
| | 1,321,993 | 132,140 | 411,373 | 206,331 | 5 | 8,198 | 2,080,040 |
| Depreciation | | | | | | | |
| At 31 March 2010 | (108,230) | (33,161) | (277,726) | (38,733) | - | - | (457,850) |
| Charged for the year | (23,290) | (6,039) | (37,788) | (20,634) | - | - | (87,751) |
| | (131,520) | (39,200) | (315,514) | (59,367) | - | - | (545,601) |
| Net Book Value | | | | | | | |
| At 31 March 2011 | 1,190,473 | 92,940 | 95,859 | 146,964 | 5 | 8,198 | 1,534,439 |
| At 31 March 2010 | 1,213,763 | 98,979 | 103,796 | 46,211 | 5 | 14,698 | 1,477,452 |

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Assets Held under Finance Agreements

| | 2011 £ | 2010 £ |
|---|-------------------|-------------------|
| Value as at 31 March 2010 | - | 8,000 |
| Additions to assets held under finance lease/hire purchase agreements | - | - |
| Assets held under finance lease/hire purchase agreements disposed of | - | - |
| Assets no longer subject to finance lease/hire purchase agreements | - | (8,000) |
| Depreciation Charged in Year | - | - |
| Value as at 31 March 2011 | - | - |

Waltham Abbey Town Council

Notes to the Accounts

31 March 2011

12 Financing of Capital Expenditure

| | 2011 | 2010 |
|--|----------------|---------------|
| | £ | £ |
| The following capital expenditure during the year: | | |
| Fixed Assets Purchased | 144,738 | 30,125 |
| | <u>144,738</u> | <u>30,125</u> |
| was financed by: | | |
| Capital Grants | 123,153 | 24,890 |
| Revenue: | | |
| from Capital Projects Reserve | 21,585 | 5,235 |
| | <u>144,738</u> | <u>30,125</u> |

13 Information on Assets Held

Fixed assets owned by the council include the following:

Freehold Operational Land and Buildings

- Pavilions etc – at 3 recreation grounds
- Cemeteries Lodge & Chapel
- Town Mead Club & Community Centre
- Allotment Sites - 3

Leasehold Operational Land and Buildings

- Town Hall
- Community Centre
- Pavilion etc – at 1 recreation ground

Vehicles and Equipment

- Light Vans\Trucks – 2
- Community Minibuses - 2
- Equipment in Public Halls
- Childrens Play Area Equipment – 2 sites
- Sundry grounds maintenance equipment
- Sundry office equipment

Infrastructure Assets

- Footpath lighting
- Tennis Court Fencing
- Seats, benches and other street furniture

Community Assets

- Recreation grounds and playing fields - 3
- Cemeteries - 2

Waltham Abbey Town Council

Notes to the Accounts

31 March 2011

14 Stocks

| | 2011 | 2010 |
|-------------------|--------------|--------------|
| | £ | £ |
| Community Centres | 7,817 | 8,897 |
| | <u>7,817</u> | <u>8,897</u> |

15 Debtors

| | 2011 | 2010 |
|-----------------------------------|----------------|---------------|
| | £ | £ |
| Debtors - Market | 651 | - |
| Debtors - Cemetery | 9,973 | - |
| Debtors - Recreation Grounds | 4,433 | - |
| Debtors - Town Hall | 3,855 | - |
| Debtors - Town Mead | 26,935 | - |
| Debtors - General | 2,708 | 12,605 |
| Credit balances in Debtors Ledger | 8,277 | 19,896 |
| Bad Debt Provision | (451) | (7,341) |
| Trade Debtors | <u>56,381</u> | <u>25,160</u> |
| VAT Recoverable | 34,598 | 7,756 |
| Other Debtors | - | 940 |
| Prepayments | 17,114 | 335 |
| Accrued Income | 4,297 | 3,109 |
| Capital Debtors | 41,883 | - |
| | <u>154,273</u> | <u>37,300</u> |

16 Creditors and Accrued Expenses

| | 2011 | 2010 |
|-----------------------------------|----------------|----------------|
| | £ | £ |
| Trade Creditors | 24,362 | 19,819 |
| Other Creditors | 12,346 | 5,149 |
| Superannuation Payable | 6,573 | 7,263 |
| Payroll Taxes and Social Security | 11,429 | 10,148 |
| Accruals | 24,822 | 45,909 |
| Income in Advance | 12,533 | 27,853 |
| Capital Creditors | 59,905 | - |
| | <u>151,970</u> | <u>116,141</u> |

Waltham Abbey Town Council

Notes to the Accounts

31 March 2011

17 Long Term Liabilities

| | 2011 | 2010 |
|-------------------------|---------------|---------------|
| | £ | £ |
| Public Works Loan Board | 559,739 | 585,196 |
| | <hr/> 559,739 | <hr/> 585,196 |

The above loans are repayable as follows:

| | 2011 | 2010 |
|---------------------------------|-------------|-------------|
| | £ | £ |
| Within one year | 27,098 | 25,456 |
| From one to two years | 28,852 | 27,098 |
| From two to five years | 98,335 | 92,312 |
| From five to ten years | 103,713 | 118,412 |
| Over ten years | 301,741 | 321,918 |
| | <hr/> | <hr/> |
| Total Loan Commitment | 559,739 | 585,196 |
| Less: Repayable within one year | (27,098) | (25,456) |
| | <hr/> | <hr/> |
| Repayable after one year | 532,641 | 559,740 |

18 Deferred Grants

| | 2011 | 2010 |
|---------------------------------------|---------------|--------------|
| | £ | £ |
| Capital Grants Unapplied | | |
| At 01 April | 8,450 | 17,945 |
| Grants received in the year | 117,903 | 15,395 |
| Applied to finance capital investment | (123,153) | (24,890) |
| At 31 March | <hr/> 3,200 | <hr/> 8,450 |
| Capital Grants Applied | | |
| At 01 April | 66,625 | 54,981 |
| Grants Applied in the year | 123,153 | 24,890 |
| Released to offset depreciation | (26,211) | (13,246) |
| At 31 March | <hr/> 163,567 | <hr/> 66,625 |
| Total Deferred Grants | | |
| At 31 March | 166,767 | 75,075 |
| At 01 April | <hr/> 75,075 | <hr/> 72,926 |

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

Waltham Abbey Town Council

Notes to the Accounts

31 March 2011

**19 Capital Financing Account
(formerly Capital Adjustment Account)**

| | 2011 | 2010 |
|---|----------------|----------------|
| | £ | £ |
| Balance at 01 April | 825,631 | 1,165,987 |
| Financing capital expenditure in the year | | |
| Additions - using revenue balances | 21,585 | 5,235 |
| Loan repayments | 25,456 | 34,083 |
| Disposal of fixed assets | - | (20,000) |
| Depreciation eliminated on disposals | - | 12,000 |
| Reversal of depreciation | (87,751) | (73,419) |
| Deferred grants released | 26,211 | 13,246 |
| Other transfers (incl. p y a) | - | (311,500) |
| Balance at 31 March | <u>811,132</u> | <u>825,631</u> |

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

20 Earmarked Reserves

| | Balance at | Contribution | Contribution | Balance at |
|--------------------------|-------------------|---------------------|---------------------|-------------------|
| | 01/04/2010 | to reserve | from reserve | 31/03/2011 |
| | £ | £ | £ | £ |
| Rolling Capital Fund | 33,243 | 20,000 | (44,504) | 8,739 |
| Custodial Funds | 5,726 | 1 | (5,727) | - |
| Other Earmarked Reserves | 10,000 | 7,500 | - | 17,500 |
| Total Earmarked Reserves | <u>48,969</u> | <u>27,501</u> | <u>(50,231)</u> | <u>26,239</u> |

The Custodial Funds are credited with amounts equivalent to the interest on custodial balances held.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Earmarked Reserves are set out in detail at Appendix A.

21 Capital Commitments

The council had no capital commitments at 31 March 2011 not otherwise provided for in these accounts.

22 Contingent Liabilities

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

Waltham Abbey Town Council

Notes to the Accounts

31 March 2011

23 Reconciliation of Revenue Cash Flow

| | 2011 | 2010 |
|------------------------------------|---------------|---------------|
| | £ | £ |
| Net Operating Surplus for the year | 90,234 | 36,165 |
| Add/(Deduct) | | |
| Interest Payable | 30,544 | 34,291 |
| Interest and Investment Income | (174) | (154) |
| Decrease/(Increase) in stock held | 1,080 | (709) |
| (Increase)/Decrease in debtors | (75,090) | 16,733 |
| (Decrease)/Increase in creditors | (23,189) | 5,868 |
| Revenue activities net cash inflow | <u>23,405</u> | <u>92,194</u> |

24 Movement in Cash

| | 2011 | 2010 |
|----------------------------------|-----------------|----------------|
| | £ | £ |
| Balances at 01 April | | |
| Cash with accounting officers | 3,482 | 3,525 |
| Cash at bank | 151,616 | 137,382 |
| Bank overdraft | - | - |
| | <u>155,098</u> | <u>140,907</u> |
| Balances at 31 March | | |
| Cash with accounting officers | 3,444 | 3,482 |
| Cash at bank | 109,533 | 151,616 |
| Bank overdraft | - | - |
| | <u>112,977</u> | <u>155,098</u> |
| Net cash (outflow)/inflow | <u>(42,121)</u> | <u>14,191</u> |

25 Reconciliation of Net Funds/Debt

| | 2011 | 2010 |
|---|------------------|------------------|
| | £ | £ |
| (Decrease)/Increase in cash in the year | <u>(42,121)</u> | <u>14,191</u> |
| Cash outflow from repayment of debt | <u>25,457</u> | <u>34,083</u> |
| Net cash flow arising from changes in debt | <u>25,457</u> | <u>34,083</u> |
| Movement in net debt/funds in the year | <u>(16,664)</u> | <u>48,274</u> |
| Cash at bank and in hand | 155,098 | 140,907 |
| Total borrowings | (585,196) | (619,279) |
| Net (debt) at 01 April | <u>(430,098)</u> | <u>(478,372)</u> |
| Cash at bank and in hand | 112,977 | 155,098 |
| Total borrowings | (559,739) | (585,196) |
| Net (debt) at 31 March | <u>(446,762)</u> | <u>(430,098)</u> |

Waltham Abbey Town Council

Notes to the Accounts

31 March 2011

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 27th June 2011), which would have a material impact on the amounts and results reported herein.

Waltham Abbey Town Council

Appendices

31 March 2011

Appendix A

Schedule of Earmarked Reserves

| | <u>Balance at</u> <u>01/04/2010</u> | <u>Contribution</u> <u>to reserve</u> | <u>Contribution</u> <u>from reserve</u> | <u>Balance at</u> <u>31/03/2011</u> |
|---|--|--|--|--|
| | £ | £ | £ | £ |
| <u>Capital Projects Reserves</u> | | | | |
| Rolling Capital Fund | 33,243 | 20,000 | 44,504 | 8,739 |
| | <u>33,243</u> | <u>20,000</u> | <u>44,504</u> | <u>8,739</u> |
| <u>Custodial Funds</u> | | | | |
| Tennis Court Management Funds | 5,726 | 1 | 5,727 | 0 |
| | <u>5,726</u> | <u>1</u> | <u>5,727</u> | <u>0</u> |
| <u>Other Earmarked Reserves</u> | | | | |
| Election Costs | 8,000 | 7,500 | | 15,500 |
| VAS/SAD (1) | 2,000 | | | 2,000 |
| | <u>10,000</u> | <u>7,500</u> | <u>0</u> | <u>17,500</u> |
| TOTAL EARMARKED RESERVES | <u>48,969</u> | <u>27,501</u> | <u>50,231</u> | <u>26,239</u> |

Waltham Abbey Town Council

31 March 2011

Annual Report Tables

Table. 1 – Budget & Actual Comparison

| | Budget £ | Actual £ |
|---|-----------------------|-----------------------|
| Net Expenditure | | |
| Cultural & Heritage | 36,498 | 66,224 |
| Recreation & Sport | 213,972 | 233,793 |
| Open Spaces | 53,330 | 41,218 |
| Tourism | 25,566 | 22,886 |
| Cemetery, Cremation & Mortuary | 28,495 | (1,445) |
| Environmental Health | 24,106 | 19,652 |
| Planning & Development Services (including Markets) | 57,937 | 47,669 |
| Net Direct Services Costs | <u>439,904</u> | <u>429,997</u> |
| Corporate Management | 129,570 | 104,512 |
| Democratic & Civic | 124,221 | 115,242 |
| Net Democratic, Management and Civic Costs | <u>253,791</u> | <u>219,754</u> |
| Interest & Investment Income | (370) | (174) |
| Loan Charges | 57,000 | 56,000 |
| Capital Expenditure | 15,130 | 21,585 |
| Transfers to/(from) other reserves | 4,900 | (22,729) |
| (Deficit from)/Surplus to General Reserve | <u>-</u> | <u>65,922</u> |
| Precept on District Council | <u><u>770,355</u></u> | <u><u>770,355</u></u> |

Waltham Abbey Town Council

31 March 2011

Annual Report Tables

Table. 2 – Service Income & Expenditure

| Notes | 2011 £ | 2011 £ | 2011 £ | 2010 £ |
|--|-------------------------|-------------------------|-----------------------|-----------------------|
| | Gross Expenditure | Income | Net Expenditure | Net Expenditure |
| CULTURAL & RELATED SERVICES | | | | |
| Cultural and Heritage | 137,630 | (71,406) | 66,224 | 42,587 |
| Recreation and Sport | 412,605 | (178,812) | 233,793 | 220,149 |
| Open Spaces | 46,465 | (5,247) | 41,218 | 49,218 |
| Tourism | 55,752 | (32,866) | 22,886 | 27,098 |
| ENVIRONMENTAL SERVICES | | | | |
| Cemetery, Cremation and Mortuary | 90,132 | (91,577) | (1,445) | 25,722 |
| Environmental Health | 19,652 | - | 19,652 | 19,794 |
| PLANNING & DEVELOPMENT SERVICES | | | | |
| Economic Development (including markets) | 69,432 | (40,217) | 29,215 | 37,781 |
| Community Development | 18,467 | (13) | 18,454 | 19,180 |
| CENTRAL SERVICES | | | | |
| Corporate Management | 120,310 | (15,798) | 104,512 | 119,868 |
| Democratic Representation and Management | 112,242 | - | 112,242 | 113,828 |
| Civic Expenses | 3,000 | - | 3,000 | 2,860 |
| Net Cost of Services | <u>1,085,687</u> | <u>(435,936)</u> | <u>649,751</u> | <u>678,085</u> |