



Halstead Town Council

Financial Accounts

2018/19

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Cllr M. Radley
Chairman of Finance

Sarah Greatorex
Town Clerk and
Responsible Financial Officer

These accounts are prepared on an “Income and Expenditure and accruals basis”

Date: 03/05/2019
Time: 12:17

Finance Committee Meeting
Agenda Item 7a

HALSTEAD TOWN COUNCIL
GENERAL FUND
INCOME AND EXPENDITURE



From: Month 1, April 2018
To: Month 12, March 2019

	Month 12, March 2019	Year to Date		
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Income				
Precept	172,981	172,981	172,981	0
Localism Grant	7,008	7,008	7,008	0
Council Tax Coll Fund Rebate	2,843	2,843	0	2,843
Adminstration	326	326	0	326
Allotments	3,419	3,419	3,000	419
Car Park - charges	62,750	62,750	63,258	(508)
Car Park - permits	13,477	13,477	12,472	1,005
Car Park - excess charges	8,740	8,740	4,000	4,740
Car Park - attendant charges	27,396	27,396	25,152	2,244
Coach Outings	13,537	13,537	13,016	521
Queens Hall	13,931	13,931	11,250	2,681
Tenancies	29,500	29,500	29,500	0
Total	355,907	355,907	341,637	14,270
Expenditure				
Salaries & Wages	194,992	194,992	192,628	(2,364)
Activites	16,561	16,561	17,550	989
Adminstration	24,905	24,905	26,280	1,375
Allotments	976	976	705	(271)
Car Parks	19,124	19,124	20,600	1,476
Civic	2,333	2,333	2,600	267
Coach Outings	12,080	12,080	12,080	0
Courtaulds	5,592	5,592	6,250	658
Queens Hall & Offices	13,102	13,102	17,900	4,798
Empire Theatre	274	274	0	(274)
Environment	11,147	11,147	12,450	1,303
Public Conveniences	24,226	24,226	9,509	(14,717)
S137 Payments	2,000	2,000	2,000	0
Total	327,312	327,312	320,552	(6,760)
Surplus/Deficit:	28,595	28,595	21,085	7,510

Summary

	2017/18	2018/19		
	Actual	Actual	Budget	Variance
Income	346,070	355,907	341,637	+14,270
Expenditure	325,315	327,312	320,552	-6760
Surplus/deficit	20,755	28,595	21,085	+ 7510
Transfer to Earmarked reserves	20,000	28,595		

Total income for the year was £14,270 over budget. Good cost control and savings continuing to come from the more efficient new offices at Queens Hall, and very buoyant performance from car parks and Queens Hall hirings have all contributed to this excellent result.

The budget for the year was to generate a surplus of £21,085 from the General Fund, which would be transferred to Earmarked Reserves to increase the low balance. Some of this surplus has been used to complete the refurbishment of the Kings Road toilets. £28,595 can now be transferred to Earmarked Reserves.

Earmarked reserves

	31/03/18	2018/19		31/03/19
	Year End	Actual spend	Surplus transfer 31/03/19	Year end
Election costs	7,000		5,000	12,000
Parking orders and signage	1,823		500	2,323
Car parks major maintenance	5,000	1638	3,500	6862
Rewire Queens Hall	1,000		3,000	4,000
QH major maintenance	0		1,086	1086
Major tractor/van repairs	2,000		1,000	3,000
Empire Theatre roof	2,000		2,500	4,500
Kings road toilets	3,000	3,000	3900	3900
Op London Bridge			1,000	1,000
Churchyard Maintenance			4,800	4,800
Riverside Bridge repair		-5000	0	5000
New Community Centre				
To be allocated			2,309	2,309
Total	21,823	-362	28,595	50,780

Proposed allocation of funds

1. Churchyard maintenance - £1300 allocated to additional maintenance work
2. Empire roof - £2309 allocated to Empire roof

Capital Receipts Reserve - to be used for capital purchases only

Opening balance at 31/3/18	63,727	
Expenditure	380	New PC for Finance officer
	1,149	New lawnmower
	1,828	Christmas motifs
	325	Administration PC
	323	Reception PC
Total	4,005	
Closing balance at 31/3/19	59,722	

The major expenditure for the year was replacement of 3 out of 4 office computers, and the purchase of extra motifs for the Christmas lights.

External Grants

During the year, HTC was given a £500 grant from Braintree District Council as part of the initiative to encourage Town centre regeneration, and this was used to assist with the printing of the 2019 events leaflet for the town. A grant of £900 was also given by the War Memorial Trust to contribute to the cleaning of the War Memorial in St Andrews churchyard in preparation for the centenary of World War 1.

Mayors Charity Account

Halstead Town Council has a dedicated account to manage the collection of donations to the Mayor's charities and the subsequent payment to good causes.

	2018/2019	
Opening balance at 31/3/18	1,328	
Donations and interest	250	
Collection from 2018 civic service	180.82	
Payments to charities	1757	Paid to TAPs by previous mayor
Starting balance	0.60	
Collection from Torchlight procession	736.14	
Mayor's raffle	420.46	
Donation from Chamber of trade	30.00	
Closing balance at 31/3/19	1187.20	To be distributed to charity by current mayor

Town Team Account

Following the disbanding of the Town Team organisation it was resolved by them to transfer the balance held on their account to Halstead Town Council. These funds were originally assigned specifically to support the Christmas Fayre and promotion of the High Street. A committee of the council is being set up after the elections to decide how these funds can be best used for the benefit of the town.

	2018/19	
Opening balance at 31/3/18	2,210	
Transferred from BDC Mary Portas	1,971	
Payments interest	7.64	
Closing balance at 31/3/18	4,188.6	

Fixed Assets

Below is a summary of the movement in Fixed Assets from 31st March 2018 to 31st March 2019.

Opening balance at 31st March 2018	1,627,904	
Sale of Assets	0	
Assets Disposals	0	
New Assets Purchased	4005	
ZoomstormEvolve desktop PC(Reception)	380.00	
Zoomstorm PC (Admin)	325.00	
PC terminal (Finance)	323.00	
New lawnmower	1,149	
Christmas motifs	1,828	
Closing balance at 31st March 2019	1,631,909	

Cash Account Reconciliation

Periodic reconciliations have been conducted through the year and approved by the Finance Committee on 13th August 2018, 17 September 2018, 17 December 2018, and thereafter monthly on 14 January, 11 February and 18 March 2019.

Cash Account Reconciliation Statement

Finance Committee
31st March 2019
Year End 2018/2019

Financial Reg 2.2 requires the Council to periodically checks that the account balances held in the SAGE 50 Accounting System reconcile to the actual balances on the Bank Statement after adjusting for unrepresented receipts and payments.

Account Name	Statement Date	Bank Statement	Receipts in Transit	Unpresented Cheques	Actual Balance		Sage Balance	Reconcile
Barclays Current Account No 10447870	29.03.2019	113,005.26	2,970.25	19,196.78	96,778.73	v	96,778.73	
Account reconciled up to 31.03.2019 with no discrepancy.								
Barclays Mayor's Community Account No 20444545	04.01.2019	1,187.20	0.00	0.00	1,187.20	v	1,187.20	
No transaction since 04.01.19 - See attached email from Barclays's Account Manager.								
Barclays Active Saver Account No 53618528	16.01.2019	976.28	0.00	0.00	976.28	v	976.28	
Account reconciled up to 15/01/18 with no discrepancy. No Change as at 29.03.2019. See note on attached statement								
Barclays Town Team Account No 93984419	15.03.2019	4,188.60	0.00	0.00	4,188.60	v	4,188.60	
Account reconciled up to 15/03/2019 with no discrepancy. No Change as at 31/03/2019								
Petty cash	31.03.2019	127.87	0.00	0.00	127.87	v	127.87	
Account reconciled up to 31/03/2019 with no discrepancy.								
Santander Bond Account No 45402443	21.03.2019	21,333.87	0.00	0.00	21,333.87	v	21,333.87	
Account reconciled up to 21/03/19 with no discrepancy. No change as at 31.03..2019								
Nationwide Bond Account No 90073373	31.03.2019	35,285.85	0.00	0.00	35,285.85	v	35,285.85	
Account reconciled up to 31/03/18 with no discrepancy.								

Prepared by : Sarah Greatorex *Sarah Greatorex 15/4/19*
Town Clerk

TOTAL

E 159,878.40

Approved by : Cllr. M Radley *[Signature] 15/4/19*
Chair of Finance

Cllr. D Gronland *[Signature] 15/4/19*
Vice Chair of Finance

Recommendation : That Councillors note and accept this report

Balance Sheet – SAGE Report

Date: 03/05/2019
Time: 12:20:15

HALSTEAD TOWN COUNCIL Balance Sheet

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From: Month 1, April 2018
To: Month 12, March 2019

Chart of Accounts:

HTC YEARLY ACCOUNTS

	<u>Period</u>	<u>Year to Date</u>
Fixed Assets		
Land & Property	0.00	1,451,292.84
Equipment Stores at Courtaulds	2,977.16	71,978.66
Office Equipment	1,028.33	22,841.33
Queens Hall Equipment 0035	0.00	41,278.18
Car Park Equipment	0.00	8,181.00
Vehicles	0.00	36,337.00
	4,005.49	1,631,909.01
Current Assets		
Debtors	1,509.34	4,674.31
Barclays Active Saver	1.96	976.28
Petty Cash	110.88	127.87
Nationwide Bond Acc	285.85	35,285.85
Santander Bond Acc	69.60	21,333.87
Mayors Account	(139.58)	1,187.20
Town Team	1,978.84	4,188.60
Barclays Current Ac	21,448.67	96,778.73
VAT Liability	2,858.63	0.00
	28,124.19	164,552.71
Current Liabilities		
Creditors	(1,585.34)	2,849.38
Receipts In Advance	(820.33)	11,688.31
VAT Liability	0.00	340.57
	(2,405.67)	14,878.26
Current Assets less Current Liabilities:	30,529.86	149,674.45
Total Assets less Current Liabilities:	34,535.35	1,781,583.46
Capital & Reserves		
Capital introduced	1,042.99	1,885,148.31
P & L Account	33,492.36	33,492.36
Previous Year Adj		(137,057.21)
	34,535.35	1,781,583.46

Allocation of Current Assets Balance

	31/3/18	31/3/19	Variance
General Fund	30,057	33,796	+3739
Earmarked Reserves	21,823	50,780	+28,957
Capital Receipts Reserves	63,727	59,722	-4005
Total	115,607	144,298	+28,691
Mayor's Charity Account	1,268	1,187	-81.00
Town Team Account	2,210	4,189	+1979
Total	119,145	149,674	+30,529

Data for Accounting Statement

Box	Title	31/3/18	31/3/19	Comments
1	Balances brought forward	155,603	119,145	
2	Precept or rates and levies	167,206	172,981	
3	Total other income	232,201	187,563	In the financial year 2017/18 the Chapel street toilets were sold for £49,000 . This explains the apparently smaller income in 2018/19
4	Staff costs	195,552	194,992	
5	Loan interest/capital payments	0	0	
6	All other expenditure	240,314	135,023	In the financial year 2017/18 new offices were built at Queens Hall for a total of around £70,000, and this explains the big difference in expenditure. It has also proved cheaper to run the offices at Queens Hall so this has also resulted in savings.
7	Balances carried forward	119,145	149,674	
8	Total value of cash and short term investments	136,122	159,878	
9	Total fixed assets plus long term investments and assets	1,627,904	1,631,909	
10	Total borrowings	0	0	

Date: 24/04/2019
Time: 10:02:50

HALSTEAD TOWN COUNCIL
Fixed Asset Valuation by Category

Page: 1

Asset Ref From		Asset Cat From 0			
Asset Ref To 7777777		Asset Cat To 100			
<u>Asset Cat</u>	<u>Name</u>	<u>Land and Property</u>			
<u>Asset Ref</u>	<u>Details</u>	<u>Cost Price</u>	<u>Depreciation Rate</u>	<u>Depreciation to Date</u>	<u>Net Book</u>
BUTLER	Carpark at Butler Road	35,000.00	0.00	0.00	35,000.00
CARPARK	Chapel St Carpark	62,828.00	0.00	0.00	62,828.00
CLOCK	St Andrews Church clock	24,383.00	0.00	0.00	24,383.00
CONVERSI	Conversion of QH to offices	72,729.44	0.00	0.00	72,729.44
CORNEXCH	Old Corn exchange now Library on lease to BDC	140,000.00	0.00	0.00	140,000.00
EMPIRE	Empire Theatre	140,000.00	0.00	0.00	140,000.00
HEDINGHA	carpark at Hedingham rd	16,500.00	0.00	0.00	16,500.00
PAVBUILD	Pavilion building at Courtaulds	140,511.00	0.00	0.00	140,511.00
QH&OFFIC	Main office and community hall	630,528.00	0.00	0.00	630,528.00
QHHEAT	heating system at QH	12,144.11	0.00	0.00	12,144.11
ROSEMARY	Car park at Rosemary Lane	16,500.00	0.00	0.00	16,500.00
SHED	Attendants' hut at Chapel St car park	200.00	0.00	0.00	200.00
TOILETS	Kings Road public toilets	140,511.00	0.00	0.00	140,511.00
TOWNSIGN	Town Sign donated by Howlett Family	3,044.00	0.00	0.00	3,044.00
TUBS	Pergola, signs and Tubs for HIB	16,414.29	0.00	0.00	16,414.29
		<u>1,451,292.84</u>		<u>0.00</u>	<u>1,451,292.84</u>
<u>Asset Cat</u>	<u>Name</u>	<u>Courtaulds Equipment</u>			
<u>Asset Ref</u>	<u>Details</u>	<u>Cost Price</u>	<u>Depreciation Rate</u>	<u>Depreciation to Date</u>	<u>Net Book</u>
IDRILL	drill	262.50	0.00	0.00	262.50
AUTOSTRI	Autostrake	1,318.00	0.00	0.00	1,318.00
BLADES	Blades for Ransome Mower	122.62	0.00	0.00	122.62
BLOWATTA	blower attachments	200.00	0.00	0.00	200.00
BOSCHDRI	2 bosch drills	300.00	0.00	0.00	300.00
BOWSER	water bowser at Courtaulds	200.00	0.00	0.00	200.00
BRACKETS	lamp post brackets for star motifs	432.00	0.00	0.00	432.00
CHIPPER	wood chipper	650.00	0.00	0.00	650.00
CONES	Road cones	270.00	0.00	0.00	270.00
CRIB	crib	150.00	0.00	0.00	150.00
CRICMOW	Mower for cricket pitch	1,000.00	0.00	0.00	1,000.00
CUPBOARD	2 storage cupboards	300.00	0.00	0.00	300.00
DRILL	cordless dewalt drill	140.00	0.00	0.00	140.00
EXTLAD	Extension ladder	150.00	0.00	0.00	150.00
FIREXPV	3 fire extinguishers	290.00	0.00	0.00	290.00
GENERATO	generator	399.00	0.00	0.00	399.00
GOALS	goal posts and tennis nets	1,900.00	0.00	0.00	1,900.00
GRITSPRE	Grit spreaders	650.00	0.00	0.00	650.00
HEDGETRI	Pole hedge trimmer	491.67	0.00	0.00	491.67
KOMSTRIM	Komatsu strimmer	200.00	0.00	0.00	200.00
LEAFBLOW	leafblower	180.00	0.00	0.00	180.00
LEAFCOLL	leaf collector & hose	1,545.00	0.00	0.00	1,545.00
LEVEL	Level for bowling green	175.00	0.00	0.00	175.00
LIGHTS	Christmas lights for town	12,256.00	0.00	0.00	12,256.00
MARKING	Cricket marking tool	125.00	0.00	0.00	125.00
MIXER	Concrete mixer	111.28	0.00	0.00	111.28
MOTIFS	6 x Star & 6 x Snowflake Motifs	1,176.50	0.00	0.00	1,176.50
MOWBLADE	Ransome Mower Blades	460.91	0.00	0.00	460.91
MOWCRIC	small mower for cricket pitch	500.00	0.00	0.00	500.00
MOWER	Honda HRH536HX Lawnmower	1,149.00	0.00	0.00	1,149.00
MULTIGYM	Multigym at Courtaulds	16,020.00	0.00	0.00	16,020.00
NATIVITY	nativity figures	150.00	0.00	0.00	150.00
NEWSTRIM	replacement strimmer	250.00	0.00	0.00	250.00
PAVBABY	baby changing unit	220.00	0.00	0.00	220.00
PAVCHAI	25 chairs in pavilion	2,250.00	0.00	0.00	2,250.00
PAVFRIDG	Fridge in pavilion	300.00	0.00	0.00	300.00
PAVHOOV	Hoover in pavilion	125.00	0.00	0.00	125.00

HALSTEAD TOWN COUNCIL
Fixed Asset Valuation by Category

PAVKETTL	2 Kettles in Pavilion	120.00	0.00	0.00	120.00
PAVTABLE	10 tables in pavilion	1,400.00	0.00	0.00	1,400.00
PAWATER	water boiler in pavilion	130.00	0.00	0.00	130.00
PLANER	planer	166.00	0.00	0.00	166.00
POLESAW	zubat	121.60	0.00	0.00	121.60
PTOSHAF	PTO shaft	220.00	0.00	0.00	220.00
RANSOME	Ransome mower	2,500.00	0.00	0.00	2,500.00
RDSIGNS	road signs	250.00	0.00	0.00	250.00
ROLLER	roller	250.00	0.00	0.00	250.00
ROTMOW	Rotary mower	450.00	0.00	0.00	450.00
SCARIFIE	Scarifier	800.00	0.00	0.00	800.00
SHEDS	4 containers at Courtaulds	7,000.00	0.00	0.00	7,000.00
SINGLE	singledd sided strimmer	347.00	0.00	0.00	347.00
SNOWFLAK	Snowflake motifs	1,081.50	0.00	0.00	1,081.50
SPARDRIL	Sparkey cordless drill	140.00	0.00	0.00	140.00
SPIKER	spiker and blades	850.00	0.00	0.00	850.00
SPRAYER	sprayer	765.43	0.00	0.00	765.43
STEPS	step ladder	150.00	0.00	0.00	150.00
STIHLSTR	Stihltrimmer	150.00	0.00	0.00	150.00
SUPPORTS	back supports	500.00	0.00	0.00	500.00
SURFPREP	sisis quadraplay surface prep	1,500.00	0.00	0.00	1,500.00
SWITCH	big banana dew switch	100.00	0.00	0.00	100.00
TOOLBOX	toolbox of small tools	150.00	0.00	0.00	150.00
TOPDRESS	Top dress level	110.00	0.00	0.00	110.00
TRAILER	tipping trailer	2,000.00	0.00	0.00	2,000.00
TYRES	2 spare trasctor tyres	175.00	0.00	0.00	175.00
WASHER	karcher pressure washer	115.15	0.00	0.00	115.15
WEIGHTS	tractor weights	1,500.00	0.00	0.00	1,500.00
XMASLIGH	Ice white/green strings	2,517.50	0.00	0.00	2,517.50
		<u>71,978.66</u>		<u>0.00</u>	<u>71,978.66</u>

Asset Cat 3 **Name** Office Equipment

<u>Asset Ref</u>	<u>Details</u>	<u>Cost Price</u>	<u>Depreciation Rate</u>	<u>Depreciation to Date</u>	<u>Net Book</u>
BOOKCASE	bookcase in office	120.00	0.00	0.00	120.00
CHAINS	Mayoral chains	4,873.00	0.00	0.00	4,873.00
COUNTING	counting machine	230.00	0.00	0.00	230.00
DESKS	office desks and shelving for 4 staff	2,255.00	0.00	0.00	2,255.00
FILECAB	4 filing cabinets	450.00	0.00	0.00	450.00
FILINGTR	5 drawer plastic filing tray	150.00	0.00	0.00	150.00
FIREXOF	4 fire extinguishers in office	530.00	0.00	0.00	530.00
FRANKIN	Franking machine	525.00	0.00	0.00	525.00
FRIDGE	office fridge	150.00	0.00	0.00	150.00
KEYSAFE	keysafe	150.00	0.00	0.00	150.00
LAMINATO	laminator	220.00	0.00	0.00	220.00
METER	Postage meter	545.00	0.00	0.00	545.00
OHP	Overhead projector	250.00	0.00	0.00	250.00
PC-RECEP	Zoomstorm Evolve Desktop PC	388.00	0.00	0.00	388.00
PC_ADMIN	Zoomstorm PC	325.00	0.00	0.00	325.00
PC_FINA	Computer Terminal for Finance - Admin	380.00	0.00	0.00	380.00
PCS	4 screens and keyboards, 2 processors	3,335.33	0.00	0.00	3,335.33
PHOTOS	millennium photos	5,915.00	0.00	0.00	5,915.00
SAFE	Metal safe	1,500.00	100.00	0.00	1,500.00
SEAL	seal in metal box	150.00	0.00	0.00	150.00
SHREDDER	office shredder	250.00	0.00	0.00	250.00
TABCHAI	Dining table and chairs	150.00	0.00	0.00	150.00
		<u>22,841.33</u>		<u>0.00</u>	<u>22,841.33</u>

Asset Cat 4 **Name** Queens Hall Equipment

<u>Asset Ref</u>	<u>Details</u>	<u>Cost Price</u>	<u>Depreciation Rate</u>	<u>Depreciation to Date</u>	<u>Net Book</u>
ZTABLE	2 folding tables	140.00	0.00	0.00	140.00
ACOUSTIC	Acoustic panels	2,971.06	0.00	0.00	2,971.06
APRONS	20	120.00	0.00	0.00	120.00

HALSTEAD TOWN COUNCIL
Fixed Asset Valuation by Category

BABYUNIT	Baby Changing Unit	0.00	0.00	0.00	0.00
CHAIRS	149 stacking, 42 folding	15,300.00	0.00	0.00	15,300.00
CHTROLL	2 chair trolleys	1,000.00	0.00	0.00	1,000.00
FIREEX	6 fire extinguishers	540.00	0.00	0.00	540.00
FIREQH	Fire extinguishers, batteries and signage	240.00	0.00	0.00	240.00
FLOWER	10 flower arranging stands	100.00	0.00	0.00	100.00
FORKS	181	298.65	0.00	0.00	298.65
GLASSCAB	Glass cabinet holding HIB trophies	350.00	0.00	0.00	350.00
GLASSES	162 Sherry glasses	202.50	0.00	0.00	202.50
HOOVER	hoover	100.00	0.00	0.00	100.00
KNIVES	163	366.75	0.00	0.00	366.75
LADDERS	4	400.00	0.00	0.00	400.00
LAPTOP	Acer inspire laptop	257.89	0.00	0.00	257.89
MICROWAV	microwave	250.00	0.00	0.00	250.00
PAINTING	Market day by Malcolm Root	5,689.00	0.00	0.00	5,689.00
PASYSTEM	2	569.02	0.00	0.00	569.02
PLASCHAI	42 plastic chairs	1,050.00	0.00	0.00	1,050.00
PROJECTO	Epson EB-U05 data projector	366.67	0.00	0.00	366.67
QHBLIND	Blinds for QH	339.59	0.00	0.00	339.59
QHFRIDG	New fridge for QH	249.17	0.00	0.00	249.17
SCRUBBER	Floor scrubbing machine	900.00	0.00	0.00	900.00
SPOONS	174	257.52	0.00	0.00	257.52
STACKERS	90Plate stackers	204.00	0.00	0.00	204.00
STAGE	Modular stage	2,325.00	0.00	0.00	2,325.00
TABLES	25x 6ft, 4 x 4ft, 10x3ft, 4square	6,105.00	0.00	0.00	6,105.00
TEASPOON	108	126.36	0.00	0.00	126.36
TROLLEYS	3	200.00	0.00	0.00	200.00
URNS	2	260.00	0.00	0.00	260.00
		<u>41,278.18</u>		<u>0.00</u>	<u>41,278.18</u>

Asset Cat 5 **Name** Car Park Equipment

Asset Ref	Details	Cost Price	Depreciation Rate	Depreciation to Date	Net Book
TICKMACH	Ticket machines	8,181.00	0.00	0.00	8,181.00
		<u>8,181.00</u>		<u>0.00</u>	<u>8,181.00</u>

Asset Cat 6 **Name** Vehicles

Asset Ref	Details	Cost Price	Depreciation Rate	Depreciation to Date	Net Book
TRACTOR	New Holland tractor TN55D	25,000.00	0.00	0.00	25,000.00
VAN	Vauxhall Vivaro EJ16 WZS	11,337.00	0.00	0.00	11,337.00
		<u>36,337.00</u>		<u>0.00</u>	<u>36,337.00</u>
		<u>1,631,909.01</u>		<u>0.00</u>	<u>1,631,909.01</u>