



Halstead Town Council

Financial Accounts

2021/22

Contents

1. General Fund income and expenditure
2. Reserve accounts
3. Other accounts
4. Cash reconciliation
5. Fixed assets
6. Balance sheet
7. External audit Accounting Statement

Cllr P. Claydon
Lead councillor for Finance

Sarah Greatorex
Town Clerk and
Responsible Financial Officer

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

Date: 19/05/2022
Time: 11:00:43

Page: 1

HALSTEAD TOWN COUNCIL
GENERAL FUND
INCOME AND EXPENDITURE

From: Month 12, March 2022
To: Month 12, March 2022

	<u>Period</u>			<u>Year to Date</u>		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Income						
Precept	0	0	0	199,907	199,907	0
Council Tax Coll Fund Rebate	0	0	0	2,662	2,662	0
Activities	0	0	0	500	0	500
Adminstration	20	0	20	541	0	541
Allotments	50	100	(50)	4,381	4,242	139
Car Park - charges	4,931	4,174	757	55,278	50,000	5,278
Car Park - permits	661	89	572	17,667	14,000	3,667
Car Park - excess charges	480	587	(107)	7,540	7,000	540
Car Park - attendant charges	0	0	0	28,916	28,766	150
Coach Outings	0	0	0	3,744	0	3,744
Queens Hall	1,806	500	1,306	16,084	6,000	10,084
Tenancies	3,850	3,650	200	30,935	29,500	1,435
Mayors Charity Donations	0	0	0	1,428	0	1,428
Interest Received	0	0	0	0	0	0
Total	<u>11,798</u>	<u>9,100</u>	<u>2,698</u>	<u>369,584</u>	<u>342,077</u>	<u>27,507</u>
Expenditure						
Salaries & Wages	18,104	15,886	(2,218)	178,374	188,975	10,601
Activites	(638)	133	771	19,715	22,150	2,435
Adminstration	(1,637)	914	2,551	20,246	21,700	1,454
Allotments	25	213	188	902	2,870	1,968
Car Parks	387	226	(161)	21,850	21,200	(650)
Civic	12	562	550	1,259	2,200	941
Coach Outings	0	0	0	3,675	0	(3,675)
Courtaulds	161	406	245	4,860	5,350	490
Queens Hall & Offices	1,898	2,000	102	13,083	16,600	3,517
Empire Theatre	330	163	(167)	585	2,000	1,415
Environment	1,096	695	(401)	10,010	12,590	2,580
Public Conveniences	611	1,175	564	10,248	9,300	(948)
S137 Payments	0	0	0	3,878	4,000	122
Total	<u>20,349</u>	<u>22,373</u>	<u>2,024</u>	<u>288,684</u>	<u>308,935</u>	<u>20,251</u>
Other Expenditure						
Earmarked Reserves	0	0	0	2,260	0	(2,260)
Fixed Asset Write Off	8,181	0	(8,181)	8,181	0	(8,181)
Total	<u>8,181</u>	<u>0</u>	<u>(8,181)</u>	<u>10,441</u>	<u>0</u>	<u>(10,441)</u>
Surplus/deficit	(16,733)	(13,273)	(3,460)	70,458	33,142	37,316

Summary

	2020/21	2021/22		
	Actual	Actual	Budget	Variance
Income	317,234	369,584	342,077	27,507
Expenditure	314,000	288,684	308,935	20,251
Surplus/deficit	3,235	70,458	33,142	37,316
Transfer to Earmarked reserves	3,235	70,458		

Total income for the year was £27,507 above budget. This surplus was almost entirely due to the fact that income budgeted for Queens Hall Hire and for carpark charges was set at a very modest low level, as it was not known at the time of budgeting what would happen as lockdown restrictions were lifted. However, in both cases, income soared as business bounced back. In addition, expenditure was cautious over the past year, due to the serious effects of the pandemic in the previous financial year.

Earmarked Reserves

Item	Earmarked reserves at 31/3/21	Expenditure To 31/03/22	Allocation of surplus 31/03/22	Year end 31/03/22
Election costs	8811	0	2000	10,811
Parking orders and signage	2823	1423	0	1400
Car Parks major maintenance	6681	0	0	6681
Rewire Queens Hall	0	0	558	558
Queens Hall major maintenance	1086	0	1086	1086
Major tractor and van repairs	3000	0	0	3000
Empire Theatre roof	9625	0	0	0
Operation London Bridge	1000	0	0	1000
Churchyard major maintenance	860	0	2000	2860
Riverside \Bridge repair	2000	0	-2000	0
New Community Centre	6000	0	16,498	22498
Van/Tractor/Equipment/Car Park machines replacement	13000	0	8000	21000
Neighbourhood Plan	0	0	5000	5000
Total	52,886	1423	33,142	75,894
Unallocated surplus			37,316	

Capital Receipts Reserve – to be used for capital purchases only

Opening balance at 31/3/21	45,825
Receipts to date	0
Expenditure to date	
Line marker	600
Mower	1235
Car park ticket machines	10,386
Handheld enforcement devices	1055
Closing balance at 31/03/22	32,549

The major expenditure for the year was the purchase the 2 new car park ticket machines.

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.

Opening balance at 31/3/21	50.73	
Donations	1428.39	
Closing balance 31/03/22	1479.12	

Town Team Account

Following the disbanding of the Town Team organization, 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.

	2020/21	
Opening balance at 31/3/21	3488	
Interest	00.20	
Closing balance at 31/3/20	3,488.20	

Fixed Assets

Below is a summary of the movement in Fixed Assets from 31st March 2021 to 31st March 2022

Opening balance at 31st March 2021	1,644,043	
Assets Disposals		
Old car park machines	8181	
New Assets Purchased		
Line marker	600	
Mower	1235	
Car park ticket machines	10,386.26	
Handheld enforcement devices	870	
Total	13,091.26	
Closing balance at 31st March 2022	1,648.953.26	

Cash Account Reconciliation

Periodic reconciliations have been conducted through the year and approved by the Finance Committee at every monthly Full Council meeting.

**HALSTEAD TOWN COUNCIL
BANK RECONCILIATIONS
AS AT 31st MARCH 2022**

BARCLAYS CURRENT (1200) - A/c 10447870

As per Sage TB	81,843.96
Credit from Pma: need further information	1,852.05
	<hr/>
	83,696.01

As per Bank:	83,696.01
	0.00

LLOYDS CURRENT (1207) - A/c 46394168

As per Sage TB	63,007.84
	<hr/>
	63,007.84

As per Bank:	63,007.84
	0.00

MAYORS CHARITY (1202) A/c 20444545

As per Sage TB	1,479.12
	<hr/>
	1,479.12

As per Bank on 04.02.22:	1,479.12
	0.00

NATIONWIDE BOND (1205) - A/c 90073373

As per Sage TB 35,000.00

35,000.00

As per Bank: 35,000.00

0.00

TOWN TEAM (1206) - A/c 93984419

As per Sage TB 3,488.20

3,488.20

As per Bank on 25.03.22: 3,488.20

0.00

CCLA (1210)

As per Sage TB 45,000.00

45,000.00

As per Bank on 04.02.22: 45,000.00

0.00

Sarah Greateox
Town Clerk

Sarah Greateox

Dated: 5/4/22

Approved by:

Cllr. P. Claydon
Finance Lead

P. Claydon

Dated: 5/4/22

Cllr. D. Gronland
Finance Vice Lead

D. Gronland

Dated: 5/4/22

Recommendation:

That Councillors note and accept this report

Balance Sheet – SAGE Report

Date: 19/05/2022
Time: 11:01:15

HALSTEAD TOWN COUNCIL Balance Sheet

Page: 1

From: Month 12, March 2022
To: Month 12, March 2022

Chart of Accounts: HTC MONTHLY REPORT VERSION [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land and property	0.00	1,451,292.84	
Courtaulds equipment	0.00	81,283.68	
Office equipment	0.00	23,840.32	
Queens Hall equipment	0.00	41,974.01	
Car park equipment	(8,181.00)	14,225.41	
Vehicles	0.00	36,337.00	
	(8,181.00)		1,648,953.26
Current Assets			
Debtors	(3,198.36)	(476.17)	
Petty Cash	0.00	2.17	
Nationwide Bond Acc	0.00	35,000.00	
Mayors Account	0.00	1,479.12	
Town Team	0.07	3,488.20	
Lloyds Current Account	4,087.70	63,007.84	
Barclaycard	0.00	570.82	
CCLA Investment	0.00	45,000.00	
Barclays Current Ac	0.00	83,696.01	
		889.41	231,767.99
Current Liabilities			
Creditors	2,339.80	4,659.02	
Receipts In Advance	(4,189.68)	(1,899.73)	
Deferred Income	5,989.50	9,685.50	
Barclays Current Ac	4,171.73	0.00	
VAT Liability	70.81	417.87	
Salaries	1,058.82	3,361.22	
		9,440.98	16,223.88
Current Assets less Current Liabilities:	(8,551.57)		215,544.11
Total Assets less Current Liabilities:	(16,732.57)		1,864,497.37
Capital & Reserves			
Capital introduced	0.00	1,885,148.31	
P & L Account	(16,732.57)	70,458.05	
Previous Year Adj		(91,108.99)	
	(16,732.57)		1,864,497.37

Allocation of Current Assets Balance

	31/3/21	31/3/2022
General Fund	33,933	100,546
Earmarked Reserves	52,886	70,894
Capital Receipts Reserves	46,138	32,549
Total	132,957	203,989
Mayor's Charity Account	50.73	1479.12
Town Team Account	3,488	3,488.20
Balance of donation for Bridge repair	13,500	6588
Total	149,996	215,544

Data for Accounting Statement

Box	Title	31/3/21	31/3/22	Comments
1	Balances brought forward	166,519	149,996	
2	Precept or rates and levies	191,183	199,907	
3	Total other income	126,347	169,677	
4	Staff costs	212,847	178,374	
5	Loan interest/capital payments	0	0	
6	All other expenditure	121,207	111,310	
7	Balances carried forward	149,996	229,896	
8	Total value of cash and short term investments	183,145	231,671	
9	Total fixed assets plus long term investments and assets	1,644,043	1,648,953	
10	Total borrowings	0	0	

Fixed Asset Valuation by Category

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
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
PAVWATER	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	256.87	0.00	0.00	256.87
SNOWFLAK	Snowflake motifs	1,081.50	0.00	0.00	1,081.50
SPARDRIL	Sparky 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	Stihlstrimmer	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
TIPPINGT	Model 2636H - Hydraulic Tipping Trailer	3,505.50	0.00	0.00	3,505.50
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
TYRES	2 spare trasctor tyres	175.00	0.00	0.00	175.00
WASHER	karcher presssure washer	115.15	0.00	0.00	115.15
WEIGHTS	tractor weights	1,500.00	0.00	0.00	1,500.00
WESTMINS	Westminster Mower	2,999.00	0.00	0.00	2,999.00
XMASLIGH	Ice white/green strings	2,517.50	0.00	0.00	2,517.50
		81,283.68		0.00	81,283.68

Asset Cat 3 Name Office Equipment

Asset Ref	Details	Cost Price	Depreciation Rate	Depreciation to Date	Net Book
BOOKCASE	bookcase in office	120.32	0.00	0.00	120.32
CHAINS	Mayoral chains	4,873.00	0.00	0.00	4,873.00
DESKCH	chair for clerk	233.00	0.00	0.00	233.00
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	250.00	0.00	0.00	250.00
KEYSAFE	keysafe	150.00	0.00	0.00	150.00
LAMINATO	laminator	354.00	0.00	0.00	354.00
LAPTOP2	ASUS Laptop.	0.00	0.00	0.00	0.00
METER	Postage meter	545.00	0.00	0.00	545.00
OHP	Overhead projector	350.00	0.00	0.00	350.00
PC-RECEP	Zoomstorm Evolve Desktop PC	388.00	0.00	0.00	388.00
PC-TOWNC	AMD Rysen Quad Core Processor	499.00	0.00	0.00	499.00
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	2,500.00	0.00	0.00	2,500.00
PCSERV2	New File Server	499.00	0.00	0.00	499.00
PCSERVER	Intel Quad Core i7 Processor Gigabite Motherboard	399.00	0.00	0.00	399.00
PHOTOS	millennium photos	5,915.00	0.00	0.00	5,915.00
SAFE	Metal safe	1,600.00	100.00	0.00	1,600.00

Date: 25/04/2022
Time: 14:45:37

HALSTEAD TOWN COUNCIL
Fixed Asset Valuation by Category

Page: 3

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>23,840.32</u>		<u>0.00</u>	<u>23,840.32</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>
2TABLE	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
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
PAEVENTS	PA System (Fender) for Outdoor Events + Queens	859.14	0.00	0.00	859.14
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	100.00	0.00	0.00	100.00
STACKERS	90Plate stackers	198.21	0.00	0.00	198.21
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>41,974.01</u>		<u>0.00</u>	<u>41,974.01</u>

Asset Cat 5 **Name** Car Park 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>
CCTVBUTR	CCTV camera, installation and services	2,969.00	0.00	0.00	2,969.00
HANDHELD	handhelds & printer for car parks	870.00	0.00	0.00	870.00
TICKMACH	Ticket machines	10,386.41	0.00	0.00	10,386.41
		<u>14,225.41</u>		<u>0.00</u>	<u>14,225.41</u>

Asset Cat 6 **Name** Vehicles

<u>Asset Ref</u>	<u>Details</u>	<u>Cost Price</u>	<u>Depreciation Rate</u>	<u>Depreciation to Date</u>	<u>Net Book</u>
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>1,648,953.26</u>		<u>0.00</u>	<u>1,648,953.26</u>