



Halstead Town Council

Financial Accounts

2022/23

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 J Atkinson
Lead councillor for finance 22/23
Cllr Andy Munday
Deputy Lead for Finance 22 /23

Sarah Greateorex
Town Clerk and
Responsible Financial Officer
Wendy Ogilvie Bookkeeper

Date: 12/04/2023
Time: 13:35:52

Page: 1

HALSTEAD TOWN COUNCIL

GENERAL FUND

INCOME AND EXPENDITURE

From: Month 12, March 2023
To: Month 12, March 2023

	<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	212,599	212,600	(1)
Activities	138	0	138	874	0	874
Allotments	403	354	49	2,013	4,242	(2,229)
Car Park - charges	7,282	5,583	1,699	78,118	67,000	11,118
Car Park - permits	1,782	1,333	448	16,169	16,000	169
Car Park - excess charges	630	542	88	6,120	6,500	(380)
Car Park - attendant charges	2,558	2,397	161	27,629	28,766	(1,137)
Coach Outings	153	0	153	12,549	13,000	(451)
Council Offices	0	0	0	20	0	20
Queens Hall	1,709	1,167	543	18,370	14,000	4,370
Tenancies	5,188	2,658	2,530	32,124	31,900	224
Mayors Charity Donations	(15,000)	0	(15,000)	0	0	0
Total	<u>4,843</u>	<u>14,034</u>	<u>(9,191)</u>	<u>406,585</u>	<u>394,008</u>	<u>12,577</u>
Expenditure						
Salaries & Wages	17,188	15,327	(1,860)	192,415	183,927	(8,488)
Activities	0	178	178	18,672	24,370	5,698
Administration	3,105	2,792	(314)	27,839	35,000	7,161
Allotments	(48)	242	289	517	2,900	2,383
Car Parks	646	2,742	2,095	28,882	32,900	4,018
Civic	32	58	26	2,363	2,200	(163)
Coach Outings	0	0	0	9,669	13,000	3,331
Courtauld	258	367	109	3,078	4,400	1,322
Queens Hall & Offices	3,216	1,375	(1,841)	20,256	16,500	(3,756)
Empire Theatre	0	167	167	2,320	2,000	(320)
Environment	469	1,383	915	14,947	16,600	1,653
Public Conveniences	733	883	151	8,853	10,600	1,747
S137 Payments	1,000	0	(1,000)	6,000	6,000	0
Tenancies	0	0	0	150	0	(150)
Total	<u>26,598</u>	<u>25,514</u>	<u>(1,084)</u>	<u>335,962</u>	<u>350,397</u>	<u>14,435</u>
Other Expenditure						
Earmarked Reserves	(15,000)	0	15,000	0	0	0
Fixed Asset Write Off	(2,461)	0	2,461	0	0	0
Total	<u>(17,461)</u>	<u>0</u>	<u>17,461</u>	<u>0</u>	<u>0</u>	<u>0</u>
Surplus/deficit	(4,295)	(11,480)	7,185	70,623	43,611	27,012

General Fund Summary

	2021/22	2022/23		
	Actual	Actual	Budget	Variance
Income	368,156	406,585	394,007	38,429
Expenditure	288,684	335,962	348,619	12,657
Surplus/deficit	79,472	70,623	45,388	25,235

Total surplus for the year was £25,235 above budget. This surplus was largely due to the strong performance of the car parks, triggered by the opportunity to pay by cash, card or phone, and of Queens Hall which has averaged 48 bookings per month in the past year. In expenditure, costs were often less than budgeted for, and this has also contributed to the unpredicted surplus.

Planned allocation of surplus 31/3/23

	31/3/22	Expenditure to 31/3/23	Allocation of surplus 31/3/23	Year end 31/3/23
Election costs	10,811	0	2000	12811
Parking orders & signage	2,823	0	500	3323
Car parks major maintenance	6681	0	1000	7681
Rewire Queens Hall	558	0	2000	2558
QH major maintenance	2172	0	1000	3172
Empire Theatre roof	40,000	15000	6197	31197
Van/tractor/car park machine replacement	21000	0	2700	23700
Properties maintenance	8775	0	2559	11334
Churchyard major maintenance	2860	0	2000	4860
Community Centre	22498	0	25595	48093
Major tractor & van repairs	3000	0	-1000	2000
Total	121,178	0	44451	150729

The excellent surplus achieved means that we can now cover the whole of the cost of replacing the Empire roof, which is currently underway, from Earmarked reserves. The unallocated surplus now sits at £26,172. It was agreed to spend some of this unpredicted surplus at the Full Council meeting on 17 April 2023.

Electrical work at Queens Hall to enable the electrics to be certificated	£2240
Rialtas accounts package	£3725
Bowling Green petrol cylinder mower	£1649
Mayor's chain repair	£3525
Total	£11,139

This leaves an unallocated surplus remaining of £15,033. It would be wise to split this between further churchyard maintenance – as the trees will shortly need further reduction - properties maintenance and elections.

Capital Receipts Reserve – to be used for capital purchases only

Capital Reserves	
Opening balance at 31/3/22	33,047
Receipts to date	
Expenditure to date	
Trolley for chairs	104.00
Bodycam	209.00
Outfield Mower	12750
Hedgecutter	666.67
Chairs for Queens Hall	1915.55
	17,365.78

These new items have been added to the asset register

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.

Balance 31/03/23	1237.84	This is from collections during the time of Cllr Jackie Pell as Mayor
		After further donations on 30/4/23 this will be donated to the Day Centre

Bridge repair

Halstead Town Council has benefited from a donation made by Halstead in Bloom from the legacy to the charity from Estate of Mr Charles Gibbons, in order to enable it to complete the repair of the Riverside footbridge.

Donation received	15,000
Repair work	1,500
Painting of the bridge	5760
Balance remaining at 31/03/23	7740

HAPPY funds

Donation from ECC	3500
Balance remaining at 31/03/23	3500

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. A group has been formed to discuss the best way of now spending these funds, and further meetings will be held following the elections.

	31/03/23	
Closing balance at 31/3/22	3,491.49	

Fixed Assets

Below is a summary of the movement in Fixed Assets from 31st March 2022 to 31st March 2023

Opening balance at 31st March 2022	1,648.953.26	
Closing balance at 31st March 2023	1,668,765	

Cash Account Reconciliation

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

Balance Sheet – SAGE Report

Date: 26/04/2023
Time: 12:53:55

HALSTEAD TOWN COUNCIL Balance Sheet

Page: 1

From: Month 1, April 2022
To: Month 12, March 2023

Chart of Accounts:

HTC MONTHLY REPORT VERSION

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land and property	4,166.67	1,455,459.51	
Courtaulds equipment	13,416.67	94,700.35	
Office equipment	0.00	23,840.32	
Queens Hall equipment	2,019.55	43,993.56	
Car park equipment	209.00	14,434.41	
Vehicles	0.00	36,337.00	
Capital Reserves	(33,047.00)	(33,047.00)	
	(13,235.11)		1,635,718.15
Current Assets			
Debtors	2,944.93	2,468.76	
Petty Cash	0.00	2.17	
Nationwide Bond Acc	0.00	35,000.00	
Mayors Account	(1,479.12)	0.00	
Town Team	(3,488.20)	0.00	
Lloyds Current Account	35,400.95	98,408.79	
Barclaycard	(570.82)	0.00	
CCLA Investment	860.14	45,860.14	
Barclays Current	(445.83)	83,250.18	
Halstead Clerk Account	885.39	885.39	
VAT Liability	3,471.73	3,053.86	
Deferred Income	9,685.50	0.00	
Salaries	297.89	0.00	
	47,562.56		268,929.29
Current Liabilities			
Creditors	10,101.53	14,760.55	
Receipts in Advance	12,881.44	10,981.71	
Salaries	0.00	3,063.33	
	22,982.97		28,805.59
Current Assets less Current Liabilities:	24,579.59		240,123.70
Total Assets less Current Liabilities:	11,344.48		1,875,841.85
Capital & Reserves			
Capital introduced	(1,885,148.31)	0.00	
Capital	1,825,869.82	1,805,218.88	
P & L Account	70,622.97	70,622.97	
	11,344.48		1,875,841.85

**HALSTEAD TOWN COUNCIL
BANK RECONCILIATIONS
AS AT 31st MARCH 2023**

BARCLAYS CURRENT (1200) - A/c 10447870

As per Sage Trial Balance	83,250.18
	83,250.18
As per Bank:	83,250.18
	0.00

.LOYDS CURRENT (1207) - A/c 46394168

As per Sage Trial Balance	98,408.79
Outings dated March not paid in yet	-867.00
	97,541.79
As per Bank:	97,541.79
	0.00

CLERK ACCOUNT (1211) - A/c 83305762

As per Sage Trial Balance	885.39
	885.39
As per Bank:	885.39
	0.00

NATIONWIDE BOND (1205) - A/c 90073373

As per Sage Trial Balance	35,000.00
	35,000.00
As per Bank:	35,000.00
	0.00

TOWN TEAM (1206) - A/c 93984419

As per Sage Trial Balance

0.00

0.00

As per Bank:

0.00

0.00

CCLA (1210) - 0142280001

As per Sage Trial Balance

45,860.14

45,860.14

As per Bank:

45,860.14

0.00

Sarah Greatorex
Town Clerk*Sarah Greatorex* Dated: 17/4/23

Approved by:

Cllr. J. Atkinson
Finance Lead*J. Atkinson* Dated: 17/4/23Cllr. A. Munday
Finance Vice Lead*A. Munday* Dated: 17/4/23

Recommendation:

That Councillors note and accept this report

Data for Accounting Statement

Box	Title	31/3/22	31/3/23
1	Balances brought forward	149,996	215,544
2	Precept or rates and levies	199,907	212,599
3	Total other income	169,677	193,986
4	Staff costs	178,374	192,415
5	Loan interest/capital payments	0	0
6	All other expenditure	125,662	143,547
7	Balances carried forward	215,544	240,123
8	Total value of cash and short term investments	231,671	263,406
9	Total fixed assets plus long term investments and assets	1,648,953	1,668,765
10	Total borrowings	0	0

Date: 20/04/2023
Time: 14:24:33

HALSTEAD TOWN COUNCIL **Fixed Asset Valuation by Category**

Page: 1

Asset Ref From
Asset Ref To ZZZZZZZZ

Asset Cat From 0
Asset Cat To 100

Asset Cat 1 **Name** Land and Property

<u>Asset Ref</u>	<u>Details</u>	<u>Cost Price</u>	<u>Depreciation Rate</u>	<u>Depreciation to Date</u>	<u>Net Book</u>
ALLOTMEN	Oak Road Allotments	0.00	0.00	0.00	0.00
BRIDGE	Riverside footbridge	0.00	0.00	0.00	0.00
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 ECC	140,000.00	0.00	0.00	140,000.00
CSG	Courtaulds Sports Ground	0.00	0.00	0.00	0.00
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
JUBCLOCK	Clock on Library bought for the Queens Platinum	4,300.00	0.00	0.00	4,300.00
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
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	16,480.96	0.00	0.00	16,480.96
		<u>1,455,459.51</u>		<u>0.00</u>	<u>1,455,459.51</u>

Asset Cat 2 **Name** Courtaulds 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>
1DRILL	drill	262.50	0.00	0.00	262.50
AUTOSTRI	Autostrike	1,318.00	0.00	0.00	1,318.00
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
CCTV	3 x cameras, Digital Recorder & Monitor	2,161.00	0.00	0.00	2,161.00
CHAINSAW	chainsaw	350.00	0.00	0.00	350.00
CHIPPER	wood chipper	675.93	0.00	0.00	675.93
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
CUTHEDGE	Battery operated hedgecutter	800.00	0.00	0.00	800.00
EXTLAD	Extension ladder	150.00	0.00	0.00	150.00
FIREXPAV	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
HEDGE CUT	hedgecutter	628.49	0.00	0.00	628.49
HEDGETRI	Pole hedge trimmer	550.00	0.00	0.00	550.00
LEAF COLL	leaf collector & hose	1,545.00	0.00	0.00	1,545.00
LEDLIGHT	String of Led lights for Christmas tree	804.57	0.00	0.00	804.57
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
LINEMARK	Titan linemark	599.95	0.00	0.00	599.95
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
MOWER	Honda HRH536XH Lawnmower	2,149.00	0.00	0.00	2,149.00
MOWERBOW	Mower for Bowls green	1,235.00	0.00	0.00	1,235.00
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
OUTFIELD	Outfield Mower Ransome Jacobsen	13,250.00	0.00	0.00	13,250.00

Date: 20/04/2023

Time: 14:24:33

HALSTEAD TOWN COUNCIL

Page: 2

Fixed Asset Valuation by Category

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
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	singled 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	2,500.00	0.00	0.00	2,500.00
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 tractor 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	3,810.67	0.00	0.00	3,810.67
XMASLIGH	Ice white/green strings	2,517.50	0.00	0.00	2,517.50
		<u>94,700.35</u>		<u>0.00</u>	<u>94,700.35</u>

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 Ryzen 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 Gigabyte 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
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

Fixed Asset Valuation by Category

		<u>23,840.32</u>	<u>0.00</u>	<u>23,840.32</u>
Asset Cat 4	Name Queens Hall Equipment			
Asset Ref	Details	Cost Price	Depreciation Rate	Depreciation to Date
2TABLE	2 folding tables	140.00	0.00	0.00
ACOUSTIC	Acoustic panels	2,971.06	0.00	0.00
APRONS	20	120.00	0.00	0.00
CHAIRS	149 stacking, 42 folding	15,300.00	0.00	0.00
CHTROLL	2 chair trolleys	1,000.00	0.00	0.00
FIREEX	6 fire extinguishers	540.00	0.00	0.00
FIREQH	Fire extinguishers, batteries and signage	240.00	0.00	0.00
FLOWER	10 flower arranging stands	100.00	0.00	0.00
FORKS	181	298.65	0.00	0.00
GLASSCAB	Glass cabinet holding HiB trophies	350.00	0.00	0.00
GLASSES	162 Sherry glasses	202.50	0.00	0.00
HOOVER	hoover	100.00	0.00	0.00
KNIVES	163	366.75	0.00	0.00
LADDERS	4	400.00	0.00	0.00
LAPTOP	Acer inspire laptop	257.89	0.00	0.00
MICROWAVE	microwave	250.00	0.00	0.00
PAEVENTS	PA System (Fender) for Outdoor Events + Queens	859.14	0.00	0.00
PAINTING	Market day by Malcolm Root	5,689.00	0.00	0.00
PASYSTEM	2	569.02	0.00	0.00
PLASCHAI	42 plastic chairs	1,050.00	0.00	0.00
PROJECTO	Epson EB-U05 data projector	366.67	0.00	0.00
QHBLIND	Blinds for QH	339.59	0.00	0.00
QHCHAIRS	35 Taurus red stacking chairs	1,915.55	0.00	0.00
QHFRIDG	New fridge for QH	249.17	0.00	0.00
QHTROLLE	Trolley for transporting chairs	124.00	0.00	0.00
SCRUBBER	Floor scrubbing machine	900.00	0.00	0.00
SPOONS	174	100.00	0.00	0.00
STACKERS	90Plate stackers	198.21	0.00	0.00
STAGE	Modular stage	2,325.00	0.00	0.00
TABLES	25x 6ft, 4 x 4ft, 10x3ft, 4square	6,105.00	0.00	0.00
TEASPOON	108	126.36	0.00	0.00
TROLLEYS	Trolley for moving chairs in hall	180.00	0.00	0.00
URNS	2	260.00	0.00	0.00
		<u>43,993.56</u>	<u>0.00</u>	<u>43,993.56</u>
Asset Cat 5	Name Car Park Equipment			
Asset Ref	Details	Cost Price	Depreciation Rate	Depreciation to Date
BODYCAM	Boblov bodycam for car parks	209.00	0.00	0.00
CCTVBUTR	CCTV camera, installation and services	2,969.00	0.00	0.00
HANDHELD	handhelds & printer for car parks	870.00	0.00	0.00
TICKMACH	Ticket machines	10,386.41	0.00	0.00
		<u>14,434.41</u>	<u>0.00</u>	<u>14,434.41</u>
Asset Cat 6	Name Vehicles			
Asset Ref	Details	Cost Price	Depreciation Rate	Depreciation to Date
TRACTOR	New Holland tractor TN55D	25,000.00	0.00	0.00
VAN	Vauxhall Vivaro EJ16 WZS	11,337.00	0.00	0.00
		<u>36,337.00</u>	<u>0.00</u>	<u>36,337.00</u>
		<u>1,668,765.15</u>	<u>0.00</u>	<u>1,668,765.15</u>