

**BERKHAMSTED TOWN COUNCIL  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST MARCH 2015**

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**Berkhamsted Town Council**  
**Income & Expenditure Account**  
**For the Year Ended 31st March 2015**

31st March 2014		31st March 2015
	Notes <b>Income</b>	
£		£
160,500	Budgeted Income	154,817
6,154	Precept	5,794
14,337	Council tax support grants	14,523
6,103	Town Warden	6,057
5,146	Projects (festival of lights)	3,106
8,413	18 Interest	8,827
3,135	18 Allotments	3,135
-	DBC delegated matters	1,651
700	Notice board for Berkhamsted Citizens Association	300
<u>10,285</u>	15 Fairground rent	<u>14,622</u>
214,773	15 Youth centre & car park income	212,832
	Total for budgeted transactions	
	Other Income	
176	18 Allotment water tank key deposits	180
2,080	16 Authorised transactions (inc Festival of Lights donation)	240
-	Authorised transactions (Unspent Grant Refunded)	( 262)
<u>250</u>	Sales of fixed assets	<u>-</u>
2,506	Total for other income	158
<u>217,279</u>	<b>Total Income</b>	<u>212,990</u>
214,773	Budgeted Income	212,832
<u>2,506</u>	Other Income	<u>158</u>
<u>217,279</u>		<u>212,990</u>

*J. M. M. M.* dated *29 June* 2015  
 \_\_\_\_\_  
 Town Mayor

*K. Jones* dated *29 June* 2015  
 \_\_\_\_\_  
 Responsible Financial Officer

**Berkhamsted Town Council**  
**Income & Expenditure Account**  
**For the Year Ended 31st March 2015**

31st March 2014		31st March 2015
	<b><u>Expenditure</u></b>	
£	Budgeted Expenditure	£
94,125	Staff costs	97,444
-	Recruitment	735
22,649	Office administration	34,475
167	Councillor costs	97
1,855	Financial & legal	1,475
2,873	DBC delegated matters	3,141
-	BCA Notice board	1,651
1,600	7 Grants S137	1,338
6,895	18 Allotments	5,835
3,787	Civic activities	3,644
1,852	13 Town publicity & promotion	834
38,171	14 Projects	52,928
13,087	15 Youth centre expenditure	8,003
<u>187,061</u>	Total for budgeted expenditure	<u>211,600</u>
	Other Expenditure	
37,705	17 Authorised transactions	15,589
315	Footpaths & Parish paths partnership	20,933
24	18 Allotment water tank key deposit fund refunds	12
95	Millennium book cost of sales	-
88	Reconciliation adjustments	-
<u>38,227</u>	Total for other expenditure	<u>36,534</u>
	<b><u>Total Expenditure</u></b>	
187,061	Budgeted Expenditure	211,600
<u>38,227</u>	Other Expenditure	<u>36,534</u>
<u><u>225,288</u></u>		<u><u>248,134</u></u>
	<b><u>Net surplus or (deficit) for the year</u></b>	
217,279	Total Income for the year	212,990
( 225,288)	Total Expenditure for the year	( 248,134)
<u>( 8,009)</u>	Net surplus or (deficit) for the year	<u>( 35,144)</u>

  
 \_\_\_\_\_ dated 29 June 2015  
 Town Mayor

  
 \_\_\_\_\_ dated 29 June 2015  
 Responsible Financial Officer

Reserves  
as at 31st March 2015

31st March 2014	<b>General Reserve</b>	31st March 2015
£		£
192,124	Opening Balance	175,061
( 8,009)	Deficit on the Income & Expenditure Account	( 35,144)
( 9,054)	Transfers	4,643
<u>175,061</u>	Closing Balance	<u>144,560</u>
£	<b>Capital Reserves</b>	£
-	Opening Balance	-
250	Income from sales of assets	-
( 250)	Expenditure on Fixed Assets	-
<u>-</u>	Closing Balance	<u>-</u>
<b>Earmarked Reserves</b>		
<b>Millennium Book Trust Fund</b>		
397	Opening Balance	-
-	Expenditure During the year	-
( 397)	Transfers to General Reserve	-
<u>-</u>	Closing Balance	<u>-</u>
<b>Election cost Fund</b>		
4,652	Opening Balance	15,080
( 9,572)	Expenditure During the year	( 6,921)
20,000	Transfers	-
<u>15,080</u>	Closing Balance	<u>8,159</u>
<b>Alan Dickman Trust Fund</b>		
10,000	Opening Balance	10,000
-	Expenditure During the year	-
-	Transfers	-
<u>10,000</u>	Closing Balance	<u>10,000</u>
<b>Fixed Asset Renewal Fund</b>		
110,010	Opening Balance	107,434
( 22,576)	Expenditure During the year	( 10,837)
20,000	Transfers	10,000
<u>107,434</u>	Closing Balance	<u>106,597</u>
18	<b>Allotment Reserve Fund</b>	
6,467	Opening Balance	8,066
1,599	Surplus (Deficit) of budget after net expenditure	3,115
-	Transfers	-
<u>8,066</u>	Closing Balance	<u>11,181</u>
<u>140,580</u>	<b>Total Earmarked Reserves 31st March</b>	<u>135,937</u>
<u>315,641</u>	<b>Total Reserves as at 31st March</b>	<u>280,497</u>

*[Signature]* dated 29 June 2015

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Town Mayor

*[Signature]* dated 29 June 2015

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Responsible Financial Officer


**Berkhamsted Town Council**

**Balance Sheet**

as at 31st March 2015

31st March 2014			31st March 2015	
£	Notes	<u>Long Term Assets</u>	£	£
-		Long Term Investments	-	-
-				
		<b><u>Current Assets</u></b>		
300		Stock of Postage Stamps	-	
1,105		Debtors	11	
911		Prepayments	996	
2,725		VAT liability	4,081	
242,401		Short term investments	222,387	
72,066		Cash at Bank	68,582	
167		Cash in hand	158	
<u>319,675</u>				296,215
		<b><u>Current Liabilities</u></b>		
( 1,411)		Creditors	( 14,358)	
( 2,623)		Accruals	( 1,360)	
( 4,034)				( 15,718)
<u>315,641</u>		<b>Working Capital</b>		<u>280,497</u>
<u>315,641</u>		<b>Net Assets at the 31st March</b>		<u>280,497</u>
		<b>Financed By:</b>		
175,061		General Fund	144,560	
140,580		Earmarked Reserves	135,937	
<u>315,641</u>			<u>280,497</u>	

 dated 29 June 2015  
 \_\_\_\_\_  
 Town Mayor

 dated 29 June 2015  
 \_\_\_\_\_  
 Responsible Financial Officer

<b>1 ASSETS</b>	<b>2015</b>
<b>Assets Purchased during the year over £1,000 were:-</b>	<b>£</b>
MCPC Colony Enterprise Software & Training	3,825
Broxap 12 Planters including carriage and placement	7,012
	<u>10,837</u>
<b>Assets Disposed of during the year were:-</b>	<b>£</b>
Various small items were scrapped during the year totalling no funds were received	<u>1,906</u>
	<u>1,906</u>

During the year a number of old assets have been identified as having no value and have not been counted

	<b>2014</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Community Assets</b>		
DF Allotment Land	1	1
SSO Allotment Land	1	1
SSN Allotment Land	1	1
BM Allotment Land	1	1
<b>Total</b>	<u>4</u>	<u>4</u>
<b>Other Assets</b>	<b>£</b>	<b>£</b>
Allotment Fences, Water pipes /tanks etc	26,729	26,227
Christmas Lights	31,416	31,352
Office Electrical Equipment	12,781	16,099
Hard Standing	17,840	17,787
Information Point Installation	2,847	2,847
Office Furnishings	3,139	3,139
Outdoor Equipment	2,119	9,131
Street Furniture	27,795	27,140
Notice Boards	4,884	4,884
Civic Regalia	11,215	11,095
Town Warden Equipment	9,590	9,590
Lagley Centre Equipment	24,040	24,165
<b>Total</b>	<u>174,395</u>	<u>183,456</u>

## 2 TENANCIES

### **Civic Centre**

Berkhamsted Town Council rents its offices at the Civic Centre and a garage at the rear of the building from Dacorum Borough Council.

The current lease for the office space runs for 4 years from 2 August 2011 at a rent of £7,000 pa and an annual service charge of £2,153 and business rates of £5,770 for the financial year 14/15.

The garage is used for the storage of the Christmas lights, materials and the Town Wardens van. The garage has been leased from Dacorum Borough Council since the 1st December 1997 at a peppercorn rent.

**2 TENANCIES** *continued*  
**Lagley Meadow**

Berkhamsted Town Council leases Lagley Meadow Youth and Community Centre from Dacorum Borough Council on a 15 year lease from 22 May 2012 at a rent of £250 a year and business rates of £3,014 for the financial year 14/15. The Town Council has entered into a licence to occupy with Happy Days Pre-School during term-time days and let the Centre to Berkhamsted After School Club. The Centre is also let for children's parties and other events on an ad hoc basis in the evenings, holidays and at weekends. Berkhamsted After School Club ceased in July 2014

**3 BORROWINGS**

At the close of business on 31st March 2015 the following loans to the Council were outstanding

The Council has no loans

**4 EARMARKED RESERVES**

The following amounts are  
Earmarked Reserves

	<u>01/04/2014</u>	<u>2014/15</u>	<u>2014/15</u>	<u>31/03/2015</u>	
	<u>B/fwd</u>	<u>Less Net</u>	<u>(To) /</u>	<u>C/fwd</u>	
	<u>£</u>	<u>Expenditure</u>	<u>From</u>	<u>£</u>	
Election cost Fund	15,080	( 6,921 )	-	8,159	
Alan Dickman Trust Fund	10,000	-	-	10,000	
Fixed Asset Renewal Fund	107,434	( 10,837 )	10,000	106,597	
Allotment Reserve Fund	8,066	3,160 (	45 )	11,181	
	<b>140,580</b>	<b>-</b>	<b>14,598</b>	<b>9,955</b>	<b>135,937</b>

**5 DEBTS OUTSTANDING**

Debts owed to the Council at the end of the accounting period amounted to £11  
the ages of the debts were:-

	<u>2014</u>	<u>2015</u>
	<u>£</u>	<u>£</u>
March	434	11
February	-	-
Older	-	-
	<b>434</b>	<b>11</b>

**6 CAPITAL RESERVE**

	<u>£</u>	<u>£</u>
Sales of Fixed Assets	250	-
Used to purchase Fixed Assets during the year	( 250 )	-
	<b>-</b>	<b>-</b>

**7 CONCURRENT SERVICES**

From April 2014, the Town Council agreed to transfer £2,860 concurrent services funding for grass cutting of St Peter's Churchyard and Rectory Lane Cemetery to the Friends of St St Peter's and for the Friends to take over the contracts for that maintenance work

## 8 S137 & General Power of Competency

The Town Council used S137 up to 10 November 2014 when it adopted the General Power of Competency Section 137 of the Local Government Act 1972 enabled the Town Council to spend up to £7.20 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The limit for spending under Section 137 for 2014/15 was £101,489 based on 14,097 electors. The Town Council used Section 137 to make grant awards totalling £1,338 in the year up to 9 November 2015.

From 10 November the Council adopted the General Power of Competency which replaced the need to apply Section 137 provisions.

<u>Grants and Donations</u>	<u>£</u>
Upstairs Gallery, Big draw competition	500
Berkhamsted Local History & Museum Society, WW1	750
Berkhamsted Citizens Ass, for Community Notice board	88
<b>S137 Grants and Donations made during the year</b>	<b>1,338</b>
Friends of St Peter's, repair of St Peters Clock	1,000
Friends of Rectory Lane, launch event	500
Happy Wanderers Club, for disabled club outing	500
Berkhamsted Cricket Club, to assist with purchase of tractor	1,000
Age UK Dacorum, Sunday Tea Club	633
Berkfest, for website	500
Northchurch United Charities, grant for elderly residents	350
Berkhamsted Litter Pickers, for equipment	360
<b>G.P.C. Grants and Donations made during the year</b>	<b>4,843</b>
<b>Total Grants and Donations made during the year</b>	<b>6,181</b>

Under other Legislation further grants and donations totalling £1,500 were also made.

Before 10 November it also granted £500 to Friends of Rectory Lane Launch Event using LGA 1972, s215 and £1,000 to Friends of St Peter's for the church clock tower repair using PCA 1957, s2.

## 9 TENANCIES

The following tenancies were held by the Council as Landlord:

### **Car Park**

The Town Council leases a small car park to a local church adjacent to Sunnyside Old allotment for a peppercorn rent; it also leases some boundary land adjoining the railway at Sunnyside New allotments also at a peppercorn rent from Network Rail.

### **Allotments (Sunnyside Rural Trust)**

The Town Council leases some allotment land at Sunnyside Old and New Allotments to Sunnyside Rural Trust, a local charity supporting young people and adults with learning difficulties with training and work skills in horticulture and conservation, so as to enhance their development and improve their quality of life.

The lease runs to 2019 and includes a training centre on 0.92 hectares and allotment plots on 0.2 hectares at an annual rental of £1,381.

### **Allotment Sites**

Berkhamsted Town Council is committed to fulfilling its duty as a responsible Allotment Authority and has three statutory allotment sites, at Dellfield, Sunnyside (Old and New) and Butts Meadow. These allotments comprise a total of some 375 plots covering 25 acres in all.



**10 AGENCY WORK**

No agency work was undertaken during the year.

**11 CONTINGENT LIABILITIES**

The Town Council has no Contingent Liabilities.

**12 PENSIONS**

Contribution to the Local Government Pension Scheme administered by Hertfordshire County Council was equal to 24.6% of the employee's pensionable pay. This amounted to £15,389 during the year

**13 PUBLICITY & PROMOTIONS**

During the year the Council incurred expenditure relating to Publicity and Promotions

	<u>2014</u>	<u>2015</u>
	£	£
Website Hosting	1,218	250
Promotion & Publicity	634	584
Recruitment	-	735
	<u>1,852</u>	<u>1,569</u>

**14 PROJECTS**

During the year the Council incurred expenditure relating to Projects

	<u>2014</u>	<u>2015</u>
	£	£
Christmas Festival of Lights	8,484	9,632
Millennium & Gateway Gardens	1,337	1,367
Hanging Baskets	1,600	2,200
PSCO	14,250	14,250
Swan Youth Projects	12,500	12,500
War Memorial maintenance	-	4,480
World War 1 Commemoration	-	227
Planters (including maintenance)	-	8,272
	<u>38,171</u>	<u>52,928</u>

**15 LAGLEY MEADOW YOUTH CENTRE**

	<u>2014</u>		<u>2015</u>	
	£	£	£	£
<b>Income</b>				
Income from Bookings	<u>10,285</u>		<u>13,248</u>	
		<b>10,285</b>		<b>13,248</b>
<b>Less Expenditure</b>				
Staffing		<b>4,261</b>		<b>4,492</b>
Premises	3,389		3,314	
Utilities	3,163		2,627	
Maintenance	3,980		2,062	
Refurbishment	<u>2,555</u>	<b>13,087</b>	<u>-</u>	<b>8,003</b>
Net deficit (cost) to the Council		<u><b>(7,063)</b></u>		<u><b>753</b></u>

**16 AUTHORISED INCOME**

During the year the Council received income that was not included in the budget

	<u>£</u>	<u>£</u>
Donations for the Festival of Lights	1,080	240
Parish Paths Partnership grant	1,000	-
	<u>2,080</u>	<u>240</u>

**17 AUTHORISED EXPENDITURE**

During the year the Council incurred expenditure that was authorised outside of the budget

	<u>£</u>	<u>£</u>
Election Expenses	9,572	6,921
Computing costs	5,307	-
Grant Expenditure	-	4,843
Fixed Assets	22,826	3,825
	<u>37,705</u>	<u>15,589</u>

**18 ALLOTMENTS**

	<u>£</u>	<u>£</u>
<b>Income</b>		
Allotment Land Rent	£ 5,473	7,111
Sunnyside Rural Trust Lease income	£ 1,306	
Allotment Water Rates Income	£ 1,634	1,716
Water & Gate Key Deposit & Sales	£ 176	180
	8,589	9,007
<b>Expenditure</b>		
* Improvements	£ 1,858	1,661
Water Supply Charges	£ 1,322	1,082
General Expenses	£ 606	521
Annual Maintenance Costs	£ 2,148	1,935
Legal Fees	£ 718	-
Allotment Tank Key Refunds	£ 95	12
Allotment Software Support	143	636
	6,890	5,847
Adjustment for Budget	( 100 )	( 45 )
Surplus transferred to the Allotments Reserve	<u>1,599</u>	<u>3,115</u>

\* Included in Allotment Improvements is tree management at Sunnyside Allotments.