

Berkhamsted Town Council

Unaudited Financial Statements

For the year ended 31 March 2020

Berkhamsted Town Council

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31 March 2020

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Berkhamsted Town Council

Council Information

31 March 2020

(Information current at 20th July 2020)

Town Mayor

Cllr G. Stevens

Councillors

Cllr A. Armytage

Cllr S. Cloughton

Cllr W. Conian

Cllr G. Corry

Cllr P deHoest

Cllr P. Fisher

Cllr R. Freedman

Cllr M. Hardinge

Cllr J. Jones

Cllr A. Peeler

Cllr T. Porter

Cllr N. Taylor

Cllr P. White

Cllr N. Woolner

Town Clerk

Mr A.D. Noakes, BSc(Eng)

Auditors

PKF Littlejohn LLP

SBA Team

1 Westferry Circus

Canary Wharf

London

E14 4HD

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Berkhamsted Town Council
Statement of Accounting Policies
31 March 2020

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

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 is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

- land, operational properties and other operational assets are reported in notes to the accounts at historical cost,
- certain Community Assets have little or no commercial value and are therefore reported at nominal value only.

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.

Debtors and Creditors

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 has no long term borrowings. Consequently, there were no external loan repayments made in the year.

Leases

The council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accrual basis.

Berkhamsted Town Council
Statement of Accounting Policies

31 March 2020

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 10.

Interest Income

All interest receipts are credited initially to general funds.

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 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Berkhamsted Town Council
Income and Expenditure Account
31 March 2020

	Notes	2020 £	2019 £
INCOME			
Precept on Principal Authority		197,165	191,843
Council Tax Benefit Support Grant		2,682	2,538
Interest and Investment Income	1	1,926	1,306
Allotments		11,890	9,455
Parish Paths Grant		1,000	-
Youth Centre & Car Park		12,000	12,000
Establishment/General Administration		800	-
Town Warden		15,761	15,452
Christmas Festival of Lights		6,100	6,867
CIL Income from DBC		38,213	36,268
DBC Delegated Functions		3,870	3,625
		291,407	279,354
EXPENDITURE			
Establishment/General Administration		138,767	128,021
Election Expenses		13,825	-
S137 Expenditure		7,367	6,348
Capital Expenditure	7	14,510	4,700
Operational Expenditure:			
Allotments		9,098	5,043
Projects		-	18,500
Youth Centre & Car Park		14,290	13,132
Civic & Democratic		362	5,824
Town Warden		24,781	23,790
Christmas Festival of Lights		21,383	11,736
Environmental Projects		18,171	7,423
DBC Delegated Functions		2,685	2,687
		265,239	227,204
General Fund			
Balance at 01 April 2019		172,582	166,040
Add: Total Income		291,407	279,354
		463,989	445,394
Deduct: Total Expenditure		265,239	227,204
		198,750	218,190
Transfer (to) Earmarked Reserves	10	(55,904)	(45,608)
General Reserve Balance at 31 March 2020		142,846	172,582

The notes on pages 8 to Error: Reference source not found form part of these unaudited statements.

Berkhamsted Town Council

Balance Sheet

31 March 2020

	Notes	2020 £	2020 £	2019 £
Current Assets				
Debtors and prepayments	8	20,897		8,237
Investments		-		83,966
Cash at bank and in hand		405,845		302,006
		<u>426,742</u>		<u>394,209</u>
Current Liabilities				
Creditors and income in advance	9	<u>(10,543)</u>		<u>(4,178)</u>
Net Current Assets			416,199	390,031
Total Assets Less Current Liabilities			416,199	390,031
Total Assets Less Liabilities			<u>416,199</u>	<u>390,031</u>
Capital and Reserves				
Earmarked Reserves	10		273,353	217,449
General Reserve			142,846	172,582
			<u>416,199</u>	<u>390,031</u>

Signed: *G. Stevens*
in the absence of
Cllr G. Stevens
Town Mayor

Deputy Mayor

.....
Mr A.D. Noakes, BSc(Eng)
Responsible Financial Officer

A.D. Noakes

20 JULY 2020

Date: 20 JULY 2020

The notes on pages 8 to Error: Reference source not found form part of these unaudited statements.

Berkhamsted Town Council

Notes to the Accounts

31 March 2020

1 Interest and Investment Income

	2020	2019
	£	£
Interest Income - General Funds	1,926	1,306
	<u>1,926</u>	<u>1,306</u>

2 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.

3 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
Happy Days	Lagley Youth Centre	£12,000	Non-Repairing
Sunnyside Rural Trust	(part) Sunnyside Old and New Allotments and Training Centre	£1,381	Repairing

Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Dacorum Borough Council	Council Offices in Berkhamsted Civic Centre	£8,500	Repairing
Dacorum Borough Council	Lagley Meadow Youth & Community Centre	£250	Repairing

4 Pension Costs

The council participates in the Hertfordshire County Council Pension Fund. The Hertfordshire 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 2020 was £18,657 (31 March 2019 - £18,612).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 22.15% of employees' pay from 1st April 2020 (year ended 31 March 2020 – 23.80%).

Berkhamsted Town Council

Notes to the Accounts

31 March 2020

5 Fixed Assets

	2020	2019
	£	£
	Value	Value
<p>At 31 March the following assets were held:</p>		
<u>Vehicles and Equipment</u>		
Christmas Lights	26,578	26,578
Office Electrical Equipment	18,067	15,444
Office Furnishings	6,202	4,930
Outdoor Equipment	13,831	13,831
Defibrillator	2,430	2,430
Town Warden Equipment	9,813	9,813
Lagley Centre Equipment	15,493	17,165
	<u>92,414</u>	<u>90,191</u>
<u>Infrastructure Assets</u>		
Allotment Fences Water Pipes etc	32,375	30,139
Hard Standing	17,637	17,637
Information Point Installation	4,339	4,339
Street Furniture	20,322	20,322
Notice Boards	4,884	4,884
	<u>79,557</u>	<u>77,321</u>
<u>Community Assets</u>		
DF Allotment Land	1	1
SSO Allotment Land	1	1
SSN Allotment Land	1	1
BM Allotment Land	1	1
Lombardy Drive Open Space	1	1
Civic Regalia	10,611	10,611
	<u>10,616</u>	<u>10,616</u>
	<u>182,587</u>	<u>178,128</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

6 Fixed Assets - Additions and Disposals

	2020	2019
	£	£
	Cost	Cost
<p>During the year the following assets were purchased:</p>		
Vehicles and Equipment	12,274	4,700
Infrastructure Assets	2,236	-
	<u>14,510</u>	<u>4,700</u>

Assets were disposed of during the year but no proceeds were received.

Berkhamsted Town Council

Notes to the Accounts

31 March 2020

7 Debtors

	2020	2019
	£	£
VAT Recoverable	3,103	3,678
Prepayments	14,994	4,559
Accrued Income	2,800	-
	<u>20,897</u>	<u>8,237</u>

8 Creditors and Accrued Expenses

	2020	2019
	£	£
Trade Creditors	1,886	1,144
Accruals	8,657	3,034
	<u>10,543</u>	<u>4,178</u>

9 Earmarked Reserves

	Balance at 01/04/2019	Contribution to reserve	Contribution from reserve	Balance at 31/03/2020
	£	£	£	£
Capital Projects Reserves	-	-	-	-
Asset Renewal Reserves	103,637	-	(3,821)	99,816
Other Earmarked Reserves	113,812	69,446	(9,721)	173,537
Total Earmarked Reserves	<u>217,449</u>	<u>69,446</u>	<u>(13,542)</u>	<u>273,353</u>

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

The Other Earmarked Reserves at 31 March 2020 are set out in detail at Appendix A.

10 Capital Commitments

The council had no other capital commitments at 31 March 2020 not otherwise provided for in these accounts.

11 Contingent Liabilities

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

12 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 20th July 2020), which would have a material impact on the amounts and results reported herein. Appendices

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2019</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2020</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
NONE	0			0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Asset Replacement Reserves</u>				
Fixed Asset Renewals Fund	103,637		(3,821)	99,816
	<u>103,637</u>	<u>0</u>	<u>(3,821)</u>	<u>99,816</u>
<u>Other Earmarked Reserves</u>				
Election Costs	8,212	4,000		12,212
Allotment Reserves Fund	17,712	3253	(1,696)	19,269
Youth Centre Kick Boards & Astroturf	7,640		(7,640)	0
Alan Dickman Bequest	9,000			9,000
Defibrillator	3,318		(135)	3,183
Covid 19 - Emergency Fund	0	20000		20,000
Hanging Baskets	0	3980		3,980
CIL 2016-17	22,781		(250)	22,531
CIL 2017-18	39,351			39,351
CIL 2018-19	5,798	23824		29,622
CIL 2019-20	0	14389		14,389
	<u>113,812</u>	<u>69,446</u>	<u>(9,721)</u>	<u>173,537</u>
TOTAL EARMARKED RESERVES	<u>217,449</u>	<u>69,446</u>	<u>(13,542)</u>	<u>273,353</u>