



**Financial Statements**  
**Year ended 31<sup>st</sup> March 2019**

**Arlesey Town Council**  
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**31 March 2019**

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**Arlesey Town Council**

**Council Information**

**31 March 2019**

Councillors in post 31<sup>st</sup> March 2019

**Chairman and Town Mayor:**

Cllr C Livermore

**Councillors:**

Cllr R Clark

Cllr C Ferris

Cllr S Hamilton

Cllr M Holloway

Cllr R McGann

Cllr D Page

Cllr J Randall

Cllr S Sarll

Cllr J Wallace

Cllr J Want

Cllr J Ward

(information as at 1<sup>st</sup> June 2019)

**Town Clerk and Responsible Financial Officer:**

Janet Bailey

**External Auditor:**

Mazars

Smaller Authorities External Team

Salvus House

Aykley Heads

Durham

DH1 5TS

**Internal Auditor:**

IAC Ltd

70 Boundary Walk

Towbridge

Wiltshire

BA14 0LZ

## Arlesey Town Council

### Statement of Accounting Policies

31 March 2019

#### **Accounting Principles**

The accounts have been prepared in accordance with Governance and Accountability for Local Council's: A Practitioners Guide 2019.

These accounts have been prepared on an accrual basis being that income earned and expenditure incurred during the financial year is recorded regardless of whether a corresponding receipt or payment has occurred within the financial year reported. Furthermore, the principles of Going Concern, Prudence, Relevance, Consistency, Comparability, Understandability and Materiality have been observed.

#### **Fixed Assets**

Expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, subject to a de-minimus value of £100. In accordance with the Practitioners Guide, fixed assets are valued at purchase cost (where known), proxy cost (where not known), or nominal value in the case of gifted or Community Assets.

#### **Debtors & Creditors**

The Council reviews the level of its 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 or payable to HM Revenues and Customs. Any amounts not so recoverable are treated as a separate expense.

#### **Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the Council's Earmarked Reserves is explained in note 12. General Reserves are held to meet unplanned expenditure and running costs in the event of a delay in the receipt of the precept and other budgeted income.

#### **Interest Income**

All interest receipts are credited initially to general funds.

#### **Pensions**

The pension costs that are charged against precept and included within 'Box 4 – Staff Costs' of the Annual Return, 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 the relevant government regulations.

The next actuarial valuation is due to commence 31<sup>st</sup> March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

## Arlesey Town Council

### Income & Expenditure Account - 31 March 2019

31st March 2018					31st March 2019
<b>Total £</b>	<b>Operating Income</b>		<b>Precept £</b>	<b>Other £</b>	<b>Total £</b>
164,129	Administration	1,2,8	108,235	2,126	110,361
5,200	Local Democracy		7,300	-	7,300
7,098	Town Centre		9,235	-	9,235
28,406	Resource Centre		36,398	5,423	41,821
5,280	Grants (incl s137)		5,130	-	5,130
21,056	Capital & Projects		3,200	15,373	18,573
31,673	Village Hall		11,936	17,691	29,627
6,917	MUGA		6,459	1,700	8,159
10,877	Cemetery		10,361	2,384	12,745
2,997	Allotments		1,769	1,339	3,108
12,041	Playing Fields		13,482	200	13,682
3,700	Street Lighting		10,528	-	10,528
240	General Amenities		240	-	240
<b>299,614</b>	<b>Total Income</b>		<b>224,273</b>	<b>46,236</b>	<b>270,509</b>
	<b>Running Costs</b>		<b>Staff £</b>	<b>Other £</b>	
101,485	Administration		71,244	20,048	91,292
6,276	Local Democracy		-	1,435	1,435
6,210	Town Centre		3,285	12,285	15,570
30,545	Resource Centre		35,677	3,867	39,544
3,621	Grants (incl s137)	6	-	5,185	5,185
15,497	Capital & Projects		-	28,502	28,502
23,293	Village Hall		6,873	15,050	21,923
6,526	MUGA		1,741	6,322	8,063
12,547	Cemetery		8,402	11,046	19,448
2,437	Allotments		1,940	1,045	2,985
9,940	Playing Fields		6,943	4,184	11,127
10,386	Street Lighting		-	8,174	8,174
174	General Amenities		-	260	260
<b>228,937</b>	<b>Total expenditure</b>		<b>136,105</b>	<b>117,403</b>	<b>253,507</b>
	<b>General Fund Analysis</b>				
61,123	Opening Balance				109,860
299,614	Plus: Income for year				270,509
360,737					380,369
228,937	Less: Expenditure for year				253,507
131,800					126,862
21,940	Transfers To/From Reserves	12			(11,511)
<b>109,860</b>	<b>Closing Balance</b>				<b>138,373</b>

All figures rounded to nearest £

## Arlesey Town Council

Balance Sheet as at 31 March 2019

31st March 2018		31st March 2019	
	<b>Current Assets:</b>		
850	Trade Debtors	10	334
4,772	VAT Control		1,962
40	Prepayments		-
70,028	UTB - Deposit A/c		47,283
84,375	Barclays Tracker Account		84,550
66,123	UTB - Current A/c		22,921
-	Hampshire Trust Bank 90 day		85,829
77	Town Council Petty Cash A/c		100
43	Resource Centre Petty Cash A/c		38
<b>226,308</b>			<b>243,017</b>
<b>226,308</b>	<b>Total Assets</b>		<b>243,017</b>
	<b>Current Liabilities:</b>		
12,695	Trade Creditors	11	11,774
2,557	Accruals		2,437
853	PAYE/NIC Due		1,477
2,198	Pension Due		2,234
63	Income in advance		-
905	Hall Deposits control		1,050
102	Allotment key deposits		78
60	MUGA key deposits		90
<b>19,433</b>			<b>19,140</b>
<b>206,875</b>	<b>Total Assets less Current Liabilities</b>		<b>223,877</b>
	<b>Represented By:</b>		
	Current Year Fund		28,513
	General Reserves		109,860
	EMR - Skatepark		2,219
	EMR - Traffic Calming		1,600
	EMR - Extra CCTV		434
	EMR - Town Enhancement		126
	EMR - Vehicle replacement		3,651
	EMR - Bus Shelter Refurb		939
	EMR - Elections		4,695
	EMR - MUGA		973
	EMR - Archive Group		467
	EMR - Cemetery Phase 2 /Parlour		500
	EMR - Resource Centre		6,499
	EMR - Training		123
	EMR - Equipment repairs		47
	EMR - St John's Rd Play Area		34,137
	EMR - Community Project		24,250
	EMR - Christmas Lights		845
	EMR - Website		4,000
			<b>223,877</b>
All figures rounded to nearest £1			

**Arlesey Town Council**  
**Notes to the Accounts – 31 March 2019**

<b>1</b>	<b>Interest and Investment income</b>	<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
	Interest paid – Barclays Tracker Account	175	92
	Interest paid/compensation – Barclays Current Account*	0	9
	Interest paid Unity Trust Deposit Account	255	28
	Interest paid Unity Trust Current Account	0	0
	Interest paid Hampshire Trust 90day account	829	0
		<b><u>1,259</u></b>	<b><u>129</u></b>

<b>2</b>	<b>Agency Work</b>	<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
	During the year the council undertook no agency work on behalf of other authorities:	Nil	Nil
	During the year the council commissioned no agency work to be performed by other authorities	Nil	Nil

**3 Tenancies**  
During the year the following tenancies were held:

<b><u>Council as landlord</u></b>		<b>Rent p.a £</b>	<b>Repairing /Non-repairing</b>
<b>Tenant</b>	<b>Property</b>		
Various	Allotments – Hillary Rise & Stotfold Road	1,339	N/A
<b><u>Council as tenant</u></b>			
<b>Landlord</b>	<b>Property</b>		
Central Bedfordshire Council	Allotments – Hillary Rise	195	N/A
B.E.S.T	Play Area	50	Repairing
Central Bedfordshire Council	Resource Centre	NIL	Non-repairing
Central Bedfordshire Council	Village Hall/Town Council Office	NIL	Part-repairing

**4 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details shown under the following broad categories:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Other advertising	0	0
Newsletter/Local editorial	0	140
Website	187	156
	<b><u>187</u></b>	<b><u>296</u></b>

**Arlesey Town Council**  
**Notes to the Accounts – 31 March 2019**

**5 Pensions**

For the year of the accounts the council's contributions equal 22.8% of employees' pensionable pay. These contributions will increase to 23.8% with effect from 1<sup>st</sup> April 2019.  
Approved by: Hymans Robertson LLP (Actuaries to Bedfordshire Pension Fund)

**6 S.137 and Other Grant Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £7.86 (year ended 31<sup>st</sup> March 2018 £7.57) per elector in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
The total amount available for s137 expenditure was	34,772	33,399
Expenditure was incurred for the following purposes:		
Arlesey Parent & Toddler Group	-250	250
First Arlesey Scouts	Nil	500
The Need project	Nil	500
Mid Beds Citizens Advice	250	250
British Legion Poppy Appeal	160	80
ACORN	100	Nil
St Peters PCC	2,000	Nil
Arlesey Short Mat Bowls	1,000	Nil
	<b>3,260</b>	<b>1,580</b>

Other grants, made under specific powers were as follows:

The Wildlife Trust (Open Spaces Act ss.9 and 10)	425	541
Etonbury Green Wheel (Sustainable Communities Act 20017)	1,500	1,500
	<b>1,925</b>	<b>2,041</b>

**7 s.106 and Other Grant Income**

During the year the council received grants/sponsorship for specific projects as follows:

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Central Bedfordshire Council s106 monies (MUGA Goal posts)	0	499
Central Bedfordshire Council s106 monies (MUGA Refurbishment)	2,000	3,899
Neighbourhood Plan Grant – repayment of unspent funds 2016/17	0	-5,183
Neighbourhood Plan Grant – Grant received 2017/18	0	5,885
Neighbourhood Plan Grant – Repayment of unspent funds 2017/18	0	-4,114
Football Foundation	9,531	0
	<b>11,531</b>	<b>986</b>

**8 Extra-ordinary Income**

Donations received towards Christmas lighting decorations for street lamps £300, £1,000 from Anglian Water for additional lighting column as a result of works carried out on boundary of property and £210 towards Street Orderly Barrow.



**Arlesey Town Council**  
**Notes to the Accounts – 31 March 2019**

9

<b>Fixed Asset Description</b>	<b>2019 £ value</b>	<b>2018/2019 Purchases</b>	<b>2018/2019 Disposals</b>	<b>2018 £ Value</b>
<b><u>Freehold Land &amp; Buildings</u></b>				
Village hall – Leased CBC	0			0
MUGA - Pavilion	157,469			157,469
Cemetery Store	12,341			12,341
	<b>169,810</b>			<b>169,810</b>
<b><u>Community Assets</u></b>				
War memorial	32,163			32,163
Chairman’s Chain of Office	1,590			1,590
Recreation Ground	1			1
Play Area	1			1
Cemetery	1			1
Allotment Site	16,865			16,865
Village Hall – Leased CBC	1			1
Town Council Office Extension	14,240			14,240
St Johns Road Play Area & Open Space	0			1
	<b>64,863</b>			<b>64,863</b>
<b><u>Vehicles &amp; Equipment</u></b>				
Office Furniture & Equipment	24,691	130		24,560
Office Extension	22,671			22,671
Football Equipment	5,062			5,062
Maintenance Equipment	6,273			6,273
Play Equipment/Safety Surfaces	73,583			73,583
CCTV Equipment	12,482			12,482
BMX Equipment	7,304			7,304
Stage Lighting	4,854			4,854
ATC Groundsman Vehicle YP61 JVF	9,950			9,950
Resource Centre Shelving	6,860			6,860
MUGA project	26,700	241		26,459
Trim Trail	43,981			43,981
Husqvarna Garden Tractor	3,240			3,240
Rotavator	632			632
Street Orderly Barrow	445	445		0
	<b>248,728</b>	<b>816</b>		<b>247,912</b>

<b>Infrastructure Assets</b>			
Cemetery Store	0		0
Replica Pump House	9,786		9,786
Gates & Fences	66,970		66,970
Lighting Columns	79,675	1,800	77,875
Seats, Bins & Noticeboards	9,934	1,040	8,894
Bus Shelters	27,487		27,487
Youth Community Shelter	8,555		8,555
Skatepark	29,290		29,290
Village Hall Cycle Track	290		290
Village Hall Curtains	3,418		3,418
Resource Centre Furniture	274		274
Cemetery Improvements	42,411		42,411
Festive Lighting	3,313	3,313	0
Bollards at War Memorial	340	340	0
	<b>281,743</b>	<b>6,493</b>	<b>275,250</b>
	<b>765,144</b>	<b>7,310</b>	<b>757,835</b>

## 10 Debtors

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
At 31 March 2019 the following debts were outstanding:		
Payments received on Account	-27	-2
Less than 3 months old	361	702
Between 3 & 6 months old	0	150
Between 6 & 12 months old	0	0
Over 12 months	0	0
VAT recoverable	1,962	4,772
Prepayments	0	40
	<b>2,296</b>	<b>5,662</b>

## 11 Creditors and Accrued Expenses

At 31 March 2019 the following payments were due:		
Payments made on Account	0	-162
Less than 3 months old	11,804	12,629
Between 3 & 6 months old	10	228
Between 6 & 12 months old	-40	0
Over 12 months old	0	0
Payroll Liabilities	3,711	3,051
Accruals	2,437	2,557
Income in Advance	0	63
Deposits Held	1,218	1,067
	<b>19,140</b>	<b>19,433</b>

<b>Earmarked Reserve Funds</b>	<b>Balance at 01/04/18</b>	<b>Transfers to EMR</b>	<b>Transfers from EMR</b>	<b>Virement</b>	<b>Balance at 31/03/2019</b>
EMR - Skatepark	2,219				2,219
EMR – Traffic Calming	1,600				1,600
EMR – Extra CCTV	434				434
EMR – Town Enhancement	126				126
EMR – Vehicle Replacements	3,651				3,651
EMR – Bus Shelter Refurb	939				939
EMR – Elections	2,195	2,500			4,695
EMR – Resource Centre (Partnership)	0				0
EMR - Streetlighting	272		-272		0
EMR - MUGA	15,963	9,543	-24,532		973
EMR – Archive Group	467				467
EMR – Resource Centre (Refurb)	6,499				6,499
EMR – Property Repairs	0				0
EMR – Play Equipment repairs/replace	0				0
EMR – Neighbourhood Plan	0				0
EMR – Training	123				123
EMR – Equipment Repairs	47				47
EMR – St John’s Road Play Area	31,637	2,500			34,137
EMR – Community Project	30,000		-5,750		24,250
EMR – Christmas Lights	845				845
EMR – Cemetery Phase 2/parlour	-	500			500
EMR - Website	-	4,000			4,000
<b>TOTAL Earmarked Reserves:</b>	<b>97,015</b>	<b>19,043</b>	<b>-30,554</b>		<b>85,505</b>

All figures rounded to nearest £

**Arlesey Town Council**  
**Notes to the Accounts – 31 March 2019**

**13 Bank, Cash and Investment Reconciliation as at 31<sup>st</sup> March 2019.**

<b>Bank Statement Balances</b>	<b>Balance £</b>	<b>£</b>
Unity Trust Bank Current Account	23,021.05	
Barclays Council Tracker Account	84,550.23	
Unity Trust Bank Tailored Deposit Account	47,283.14	
Lloyds Bank Credit Card	0.00	
Hampshire Trust Bank – 90 day	85,829.04	
Petty Cash Account (TC & RC)	137.64	
		<hr/> <b>240,821.10</b>
 <b><u>Less Unpresented Payments</u></b>		
15/01/2019 – Cheque 300074	50.00	
25/03/2019 – Cheque 300081	50.00	
		<hr/> <b>(100.00)</b>
		<b>240,721.10</b>
 <b><u>Cashbook Closing Balance</u></b>		
Unity Trust Bank Current Account		22,921.05
Barclays Tracker Account		84,550.23
Unity Trust Bank Tailored Deposit Account		47,283.14
Lloyds Bank Credit Card		0.00
Hampshire Trust Bank – 90 day		85,829.04
Petty Cash Account (TC & RC)		137.64
Other Cash & Bank Balances		<hr/> <b>0.00</b>
<b>Total Bank &amp; Cash Balances at 31 March 2019</b>		<hr/> <b>240,721.10</b>

**14 Reserves Reconciliation**

	<b>2019 £</b>	<b>2018 £</b>
<b>Total Reserves</b>	<b><u>223,876.61</u></b>	<b><u>206,875.07</u></b>
Trade Debtors less payments on Account	333.79	849.89
VAT Control	1,962.42	4,772.44
Prepayments	0.00	40.00
<b>Less Total Debtors</b>	<b><u>2,296.21</u></b>	<b><u>5,662.33</u></b>
Trade & Other Creditors less payments on account	11,774.02	12,694.70
Accruals	2,437.34	2,556.81
Net Wages Control	3,711.34	3,051.19
Income in Advance	0.00	63.00
Deposits Control	<u>1,218.00</u>	<u>1,067.00</u>
<b>Plus Total Creditors</b>	<b><u>19,140.70</u></b>	<b><u>19,432.70</u></b>
<b>Equals Total Bank &amp; Cash Balances</b>	<b><u>240,721.10</u></b>	<b><u>220,645.44</u></b>

All figures rounded to nearest £

**Arlesey Town Council**  
**Notes to the Accounts – 31 March 2019**

<b>15</b>	<b>Significant Variances – explanations given where &gt;15%</b>	<b>Variance %</b>	<b>2019 £</b>	<b>2018 £</b>
<b>Box 2</b>	<b>Precept – Increased by £2,009.</b>	<1%	223,877	222,264
<b>Box 3</b>	<b>Total Other Receipts – Decreased by £31,114</b> During the year 2017-18 a refund from insurance provider, of Legal expenses paid in the sum of £39k for successful defence of Employment Tribunal was received. Taking this into account the income received for 2018/19 has increased by £7,886. An increase in block hirings for Village Hall, Resource Centre and MUGA courts/lighting has contributed to this. Donations in the sum of £2,738 have also been received to contribute towards projects and asset purchases.	-40.225%	46,236	77,350
<b>Box 4</b>	<b>Staff Costs – increased by £906.00</b>	<1%	136,107	135,201
<b>Box 5</b>	<b>Loan interest/capital</b>	n/a	n/a	n/a
<b>Box 6</b>	<b>All other payments – increased by £23,665</b> 2018/19 included extraordinary costs for projects: MUGA £15k War Memorial £5k Memorial Copse £4k expenditure	25%	117,401	93,736
<b>Box 7</b>	<b>Balances carried forward – Increased by £17,001</b>	8.22%	223,876	206,875
<b>Box 9</b>	<b>Fixed Assets &amp; Long Term Assets- Increased by £7,310</b>	<1%	765,145	757,835
<b>Box 10</b>	<b>Total Borrowing</b>	n/a	n/a	n/a

**Explanation of difference between boxes 7 & 8**

**31 March 2019**

	£
<b>Box 7: Balances Carried Forward</b>	<b><u>223,876</u></b>
Trade debtors less payments on account	334
VAT Control	1,962
Prepayments	<u>0</u>
<b>Less Total Debtors</b>	<b>(2,296)</b>
Trade & other creditors less payments made on account	11,774
Accruals	2,437
Net Wages control	3,711
Income in advance	0
Deposits Control	<u>1,218</u>
<b>Plus Total Creditors</b>	<b><u>19,140</u></b>
<b>Box 8: Total Bank &amp; Cash balances</b>	<b><u>240,721</u></b>

**Arlesey Town Council**  
**Notes to the Accounts – 31 March 2019**

<b>16</b>	<b>Borrowings</b>	<b>2019 £</b>	<b>2018 £</b>
	As at 31 <sup>st</sup> March 2019 the Council had no loans outstanding.	Nil	Nil

**17**     **Capital Commitments**

The council commitments to complete refurbishment of the MUGA pavilion 2018/19 were completed, partially off-set by grants. In accordance with the Practitioners Guide (2019) the asset was kept at cost value, with works not being capitalised.

**18**     **Contingent Liabilities**

The Council had no contingent liabilities as March 2019.

The above statements fairly represent the financial position of the Council as at 31<sup>st</sup> March 2019 and accurately reflect its income and expenditure during the year.

Signed Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Responsible Financial Officer: J Bailey \_\_\_\_\_ Date: \_\_\_\_\_