

Banbury Town Council

Statement of Accounts

(Not Subject to Audit)

31 March 2022

Banbury Town Council

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Banbury Town Council

Council Information

Town Mayor

Cllr Shaida Hussain

Councillors

Cllr Fiaz Ahmed
Cllr George Ayers
Cllr Andrew Beere
Cllr Rebecca Biegel
Cllr Mike Bishop
Cllr Johnny Bunce
Cllr Mark Cherry
Cllr John Colegrave
Cllr Ben Dalton
Cllr John Donaldson
Cllr Simon Garrett
Cllr Matt Hodgson
Cllr Tony Ilott
Cllr Steve Kilsby
Cllr Kieron Mallon
Cllr Helen Mears
Cllr Martin Phillips
Cllr Alana Powell
Cllr Eddie Reeves
Cllr Barry Richards
Cllr Jane Strangwood

Clerk to the Council and Responsible Financial Officer

Clerk to the Council & RFO - Mark Hassall ACMA CGMA

Auditors

Moore

Banbury Town Council

Introduction to Accounting Statements

For the Year Ended 31 March 2022

The Accounting and Audit Regulations governing the production of the Council's accounts were amended on 31 March 2012. Prior to this date the Council were obliged to prepare its accounts under the 2008 FRSSE and these accounts were subject to a full code audit.

The new regulations allow the Council to adopt the Limited Assurance Audit Regime, the principal advantage being a considerable saving in audit fees and a less arduous audit regime.

The Council's statutory accounts are now produced in the form of the Annual Return. The Statements of Accounts which are not subject to audit provides background workings and explanations of the figures declared in the Annual Return.

The following items are included:

The Statement of Accounting Policies

This statement details the legislation and the accounting principles on which the financial statements are prepared.

The Statement of Responsibilities

This statement identifies the Council's responsibilities and identifies the officer who is responsible for the Council's financial affairs.

The Income and Expenditure Account (Unaudited)

This document shows the income generated and the total expenditure on the services provided by the Council for the year. If required, this document includes capital expenditure and the capital element of loan repayments.

The Income and Expenditure Account Reconciliation (Unaudited)

This document reconciles the figures shown in the Income and Expenditure Account to the Annual Return.

The Balance Sheet (Unaudited)

This sets out the financial position of the Council on 31 March. It shows the value of its assets, the value of its cash and bank values, how much it is owed and how much it owes and the balance of reserves at its disposal.

Notes to the Accounts

These provide further information on the amounts included in the financial statements.

Budget Comparison for the year ended 31 March 2022

The Council's policy is to estimate the total expenditure for the year, which may contain capital expenditure not financed via the precept. Any such expenditure of this type is included within the actual revenue expenditure for the year.

The budget out-turn is summarised below :

	Net Expenditure	Net Budget	Variance
SERVICES TO THE PUBLIC			
Litter and Dog Bins	(157,394)	(159,374)	1,980
Cemeteries	(113,190)	(155,902)	42,712
Open Spaces, Sport and Recreation	(748,754)	(1,024,059)	275,305
Cultural and Heritage	(4,874)	(17,145)	12,271
Bus Shelters and Grit Bins	(17,229)	(28,069)	10,840
Capital Costs	(186,282)	(118,933)	(67,349)
	(1,227,724)	(1,503,482)	275,758
DEMOCRATIC, CIVIC AND CENTRAL COSTS			
Civic and Events	(184,321)	(207,754)	23,433
Service Support Costs	(340,234)	(344,389)	4,155
Town Hall	(53,895)	(43,619)	(10,276)
Swimming Pool and Other Grants	(77,727)	(78,975)	1,248
Capital Costs	-	-	-
Interest and Other Income	16,883	17,183	(300)
	(639,293)	(657,554)	18,261
Covid Recovery Grant	110,384	110,000	384
Developer Contribution under S106 agreements	-	116,165	-116,165
Precept	1,934,869	1,934,869	-
Net surplus/(deficit)	178,236	(2)	178,238

It is the Council's policy to provide full information about its affairs. Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised on the Council's notice boards and website.

Further information about the accounts is available from The Town Hall, Bridge Street, Banbury, OX16 5QB. This is part of the Council's policy of providing full information about its affairs.

Banbury Town Council

Statement of Accounting Policies

31 March 2022

Accounting Convention

The accounts have been prepared in accordance with the Governance and Accountability for Local Councils – A Practitioners Guide (England).

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.

Prior to 1 April 2012 the Council's accounts were prepared in line with the Financial Reporting Standard for Smaller Entities (FRSSE 2008). The change from the FRSSE has resulted in a review of accounting policies, with changes in respect of the treatment of Fixed Assets.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets above the Council de-minimus (currently £5,000) is written off to the Council's Income and Expenditure Account in the year of acquisition. Expenditure on fixed assets is then included in the Balance Sheet with a corresponding transaction shown in the Capital Financing Reserve to balance the transaction.

Fixed Assets are included in the balance sheet at carrying value current on 31 March 2009 together with subsequent acquisitions and enhancements at cost.

Depreciation Policy

All assets are held at cost on the balance sheet, in line with the accounting regulations.

Disposals

Where an asset is disposed of at a value above the de-minimus level (currently £10,000), the proceeds of the capital receipt within the meaning of the Local Authorities (Capital Financing and Accounting) (England) Regulations 2011, are included in the Income and Expenditure Account and carried to the Useable Capital Receipts Reserve.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the full amount of the grant has been included in the Income and Expenditure Account to off-set the cost of purchasing the relevant asset.

Revenue Grants

Whether paid on account by instalment or in arrears grants and third party contributions are recognised as income on the date the Council receives the payment. Revenue grants are matched in revenue accounts with the service expenditure to which they relate and are shown under a separate heading in the Statutory Income and Expenditure Account.

Capital Receipts

Capital receipts arising from the disposal of fixed assets are taken to the Capital Receipts Reserve until such time as they are used to finance new capital expenditure.

Investments

Investments over one year in length are not included in the balance sheet and realised gains or losses are taken into the Income and Expenditure account as realised.

Stocks and Work in Progress

Stocks where relevant are being constantly replaced and their value is not material to assessing the Council's state of affairs, as a result, stock is written off directly to revenue expenditure.

Debtors and Creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the regulations. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the Council's annual budget.

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

When required, details of the Council's external borrowings are shown in the notes.

The Council shows external borrowings in its Balance Sheet. However the capital element of loan repayments is included in the Income and Expenditure Account and transferred to the Balance Sheet via the Capital Financing Account.

Leases

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

Reserves

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

The Capital Financing Reserve is maintained to manage the accounting processes for tangible fixed assets. It does not represent usable resources for the Council:

Capital receipts arising from the disposal of fixed assets are taken to the Useable Capital Receipts Reserve until such time as they are used to finance new capital expenditure.

Interest Income

All interest receipts are credited initially to general funds.

Interest is reallocated to certain reserves based on the level of their fund balance.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

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 Local Government scheme is accounted for as a defined benefit scheme.

Banbury Town Council

Statement of Responsibilities for the Accounts

31 March 2022

The Council's Responsibilities

The Council is required:

to make arrangements for the proper administration of its financial affairs

to secure that one of its officers has the responsibility for the administration of those affairs.
At this Council, that officer is the Responsible Financial Officer (RFO).

to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets

to approve the Annual Return

The Responsible Financial Officer's Responsibilities

The RFO is responsible for the preparation of the Council's statement of accounts as contained in *Governance and Accountability for Local Councils (Part 3) - A Practitioners Guide England "The Guide"*, to present a true and fair view of the financial position of the Council at 31 March 2022 and its income and expenditure for the year then ended.

In preparing the statements of accounts, the RFO has:

selected suitable accounting policies and then applied them consistently

made judgements and estimates that were reasonable and prudent, and complied with the guide.

The RFO has also:

kept proper accounting records which were up to date, and

taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I hereby certify that the statement of accounts presents a true and fair view of the position of Banbury Town Council at 31 March 2022, and its income and expenditure for the year ended 31 March 2022

Signed: 
Responsible Financial Officer - Mark Hassall

Date: 21/06/22

Banbury Town Council

Income and Expenditure Account

for the year ended 31 March 2022

<u>Prior Year</u>		2022	2022	2022
£		£	£	£
Net		Gross	Income	Net
<u>Expenditure</u>		<u>Expenditure</u>	<u>Income</u>	<u>Expenditure</u>
	SERVICES TO THE PUBLIC			
(133,156)	Litter and Dog Bins	(157,394)		(157,394)
(109,253)	Cemeteries	(209,155)	95,966	(113,190)
(793,664)	Open Spaces, Sport and Recreation	(776,588)	27,834	(748,754)
(6,739)	Cultural and Heritage	(4,874)		(4,874)
(1,840)	Bus Shelters and Grit Bins	(17,229)		(17,229)
(527,843)	Capital Costs	(186,282)	-	(186,282)
393,005	Developer Contribution under S106 agreements		-	-
	DEMOCRATIC, CIVIC AND CENTRAL COSTS			
(147,446)	Civic and Events	(185,836)	1,516	(184,321)
(297,310)	Service Support Costs	(340,234)		(340,234)
(49,644)	Town Hall	(59,233)	5,338	(53,895)
(91,546)	Swimming Pool and Other Grants	(77,727)	-	(77,727)
-	Capital Costs		-	-
22,151	Interest and Other Income	-	16,883	16,883
(1,743,285)		(2,014,554)	147,537	(1,867,017)
1,929,411	Precept			1,934,869
111,698	Council Tax Support Grant			
	Covid Recovery Grant			110,384
297,824	Net Surplus/(Deficit)			178,236
	Balances at	Balances at	Movement	Balances at
Prior Year	RESERVES	31 March	in Year	31 March
		2021		2022
1,264,362	General Fund	1,264,362	103,400	1,367,762
2,170,902	Earmarked Reserves	2,170,902	191,000	2,361,902
963,661	Land transfer maintenance	963,661	(116,165)	847,496
-	Capital Receipts Reserve	-	-	-
4,398,925	Total	4,398,925	178,236	4,577,160

Banbury Town Council

Income and Expenditure Account and Annual Return Reconciliation

for the year ended 31 March 2022

Annual Return Box Numbers	Income			Expenditure			
	Box 2	Box 3	Total	Box 4	Box 5	Box 6	Total
	Precept	Other Income		Staff Costs	Loans Repaid	Other Costs	
Sevices to the Public							
Litter and Dog Bins		-	-	-		(157,394)	(157,394)
Cemeteries		95,966	95,966	(130,826)		(78,329)	(209,155)
Open Spaces, Sport and Recreation		27,834	27,834	(287,410)		(489,178)	(776,588)
Cultural and Heritage		-	-	-		(4,874)	(4,874)
Bus Shelters and Grit Bins		-	-	-		(17,229)	(17,229)
Capital Costs		-	-	-		(186,282)	(186,282)
Democratic, Management and Civic							
Civic and Events		1,516	1,516	(66,438)		(119,398)	(185,836)
Service Support Costs		-	-	(263,566)		(76,668)	(340,234)
Town Hall		5,338	5,338	(4,809)		(54,424)	(59,233)
Swimming Pool and Other Grants		-	-	-		(77,727)	(77,727)
Capital Costs		-	-	-		-	-
Interest and Other Income		16,883	16,883	-		-	-
Precept	1,934,869	-	1,934,869	-		-	-
Council Tax Support Grant		110,384	110,384				
S106 Developer Contributions			-				
Totals Carried to Annual Return	1,934,869	257,921	2,192,790	(753,049)	-	(1,261,505)	(2,014,554)

Banbury Town Council

Balance Sheet

as at 31 March 2022

Previous Year £		Box	2022 £	2022 £
	Fixed Assets			
	Tangible fixed assets	5		
2,477,702	Land and Buildings		2,558,275	
3,754,119	Vehicles and Equipment		3,912,643	
<u>6,231,822</u>				6,470,919
	Current Assets			
102,239	Debtors	8	93,539	
4,670,823	Cash at Bank and In-hand		4,792,863	
<u>4,773,062</u>			4,886,402	
	Current Liabilities			
(374,134)	Creditors and accrued expenses	9	(309,240)	
0	Commuted Sums received in advance	11	0	
<u>(374,134)</u>			(309,240)	
4,398,927	Net Current Assets			4,577,162
<u>10,630,749</u>	Total Assets Less Current Liabilities			<u>11,048,081</u>
	Financed by:			
	Reserves available to the Council			
1,264,362	General Reserve		1,367,762	
	Earmarked Reserve	14		
2,170,903	- Future Projects		2,361,903	
963,661	- Land transfer maintenance		847,496	
<u>4,398,926</u>				4,577,162
	Reserves Not Available to Council: Represents the Council's Net Investment in Fixed Assets less Outstanding Loans			
6,231,822	Capital Financing Account	12		6,470,920
<u>10,630,749</u>				<u>11,048,081</u>

These accounts have been approved by the Council.

Leader of the Council

Date: 21/06/22

Responsible Financial Officer

Date: 21/06/22

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2022

1	Interest and Investment Income	2022	2021
		£	£
	Interest Income - General Funds	16,883	22,151
		16,883	22,151
		16,883	22,151

2 Audit Fees

Fees payable covering the year 2021/2022 for the services carried out by the Council's auditors, Moore Stephens LLP in the year are £2,400 (2020/2021 £2,400).

3 Employees

The average weekly number of employees during the year was as follows:

	2022	2021
	Number	Number
Full-time	16	16
Part-time	9	9
	25	25
	25	25

All staff are paid within nationally agreed pay scales

Number of employees whose remuneration excluding employers pension contributions was over £50,000 in bands of £10,000 was:

Band	Number of Employees 2021/2022	Number of Employees 2020/2021
£50,000 to £59,999	1	1
£60,000 to £69,999	1	1

4 Participation in Pension Scheme

As part of the terms and conditions of employment of its officers and other employees, the Council offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme for civilian employees, administered locally by Oxfordshire County Council - this is a defined benefit final salary scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

5 Tangible Fixed Assets

	Freehold Land and Buildings	Leasehold Buildings	Community Sites	Other Assets	Heritage Assets	Total
Cost	£	£				£
At 31 March 2021	2,332,702	145,000		2,952,465	801,654	6,231,822
Additions	80,573	-		158,524	-	239,097
Disposal	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
	2,413,275	145,000		3,110,989	801,654	6,470,919
	2,413,275	145,000		3,110,989	801,654	6,470,919

Although classified as capital expenditure, certain minor equipment purchases are not included above as they are not material in overall value (subject to a £5k de-minimus).

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2022

6 Financing of Capital Expenditure	2022	2021
	£	£
The following capital expenditure during the year:		
Fixed Assets purchased	239,097	405,065
	<u>239,097</u>	<u>960,031</u>
was financed by:		
Useable Capital Grants	-	-
Earmarked Projects Reserve	-	313,679
Precept and Revenue Income	239,097	91,386
	<u>239,097</u>	<u>960,031</u>
7 Information on Assets Held		
Fixed assets owned by the Council include the following:		
Operational Land and Buildings		
Town Hall Buildings		
Cemetery Buildings		
Sports Grounds and Pavilions		
Vehicles and Equipment		
Town Hall Furniture and Fittings		
Council Offices Furniture and Fittings		
Playground Equipment		
Infrastructure Assets		
Bus Shelters		
Litter and Dog Litter Bins		
Community Assets		
Allotment Sites		
Cemeteries		
Play Areas and Open Spaces		
Spiceball Country Park		
Recreation grounds		
Town Signs		
Civic Regalia		
Council Artifacts		
8 Debtors & Accrued Income	2022	2021
	£	£
Trade Debtors - amounts falling due under one year	15,307	18,067
Accrued Income	118	118
Prepayments	9,014	8,799
Land Deposit	-	-
Less: Provision for bad and doubtful debts	-	-
	<u>24,439</u>	<u>26,984</u>
HM Revenue & Customs (VAT recoverable)	69,101	75,254
	<u>93,540</u>	<u>102,238</u>
9 Creditors and Accrued Expenses	2022	2021
	£	£
Trade Creditors	(136,657)	(158,258)
Superannuation Payable		
Payroll Taxes and Social Security		
Accruals	(164,020)	(209,921)
Income in Advance	(8,563)	(5,955)
	<u>(309,240)</u>	<u>(374,134)</u>

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2022

10	Grants Received	2022	2021
	Capital Grants		
	Capital Grants	-	-
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
		<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>
11	Commuted Sums	2022	2021
		£	£
	Balance at 1 April	-	-
	Sums received during the year	-	-
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
		<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>
12	Capital Financing Reserve	2022	2021
		£	£
	Balance as at 1 April	6,231,823	5,826,758
	Transfer from Deferred Capital Grants	-	-
	Financing capital expenditure in the year		
	- using capital grants	-	-
	- using revenue balances	239,097	405,065
	Reversal of depreciation		
	Elimination of depreciation to show assets at cost	-	-
	Fixed asset restatement	-	-
	Loan Repayment	-	-
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
		<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>
		6,470,920	6,231,823

The Capital Financing Reserve Account represents revenue and capital resources applied to finance capital expenditure and for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact on the amount to be met from precept. It does not represent a reserve which the Council can use to support future expenditure.

13	Earmarked Reserves			
		Balances at	Contribution	Contribution
		1 April	to	from
		2021	Reserves	Reserves
				Balances at
				31 March
				2022
	Other Earmarked Reserves	3,134,564	191,000	116,165
		<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
		<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>
		3,134,564	191,000	3,209,399

See Appendix A: for a full analysis of earmarked reserves

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2022

Appendix A:

Schedule of Earmarked Reserves

	Corporate Objectives	Balances at 1 April 2021	Contribution to Reserve	Contribution from Reserve	Movement of reserve funds	Balances at 31 March 2022
Estate Wall Repairs & Ditch works	H1	77,000				77,000
Hardwick Hill Cemetery Extension	B1	503,098				503,098
Park Improvements	H1	519,156	126,000			645,156
Sports Capacity Investment	H1	293,000				293,000
Vehicle Replacement Fund (incl GM Plant)	H2	282,000				282,000
Allotment Site Improvement	A1	26,000				26,000
Town Centre Initiative	J1	100,000	31,000			131,000
Peoples Park Improvements	J2	370,649				370,649
Computer Software	D1	-	34,000			34,000
Section 106 Agreements	D1	963,661		116,165		847,496
		<u>3,134,564</u>	<u>191,000</u>	<u>116,165</u>	<u>-</u>	<u>3,209,399</u>

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2022

Appendix B:

Reserves Reconciliation to Cash at Bank

		Prior Year £	Prior Year £	2022 £	2022 £
Reserves	General	1,264,362		1,367,762	
	Earmarked	2,170,903		2,361,903	
	- Land transfer maintain	963,661		847,496	
		<u> </u>	4,398,926	<u> </u>	4,577,162
Less Debtors		(102,239)		(93,539)	
Add Liabilities	Creditors and accrued expenses	374,134		309,240	
	Commutated Sums received in advance	<u> 0</u>		<u> 0</u>	
Total			271,895		215,701
			<u>4,670,822</u>		<u>4,792,863</u>
Cash at Bank			4,670,823		4,792,863
Difference			<u><u> -1</u></u>		<u><u> -1</u></u>

	2022 £	2022 £
Bank Statement Balances		
NAT WEST DISBURSEMENTS	863,559	
NATWEST SALARIES	10	
NATWEST SPECIAL INTEREST A/C	28,997	
BARCLAYS	114	
PETTY CASH	250	
30 Day Notice	2,400,000	
12 Month Bond	1,500,000	
		4,792,929
Unpresented Payments		(114,235)
Unbanked Receipts		114,169
Closing Balance		<u><u>4,792,863</u></u>

All Cash & Bank Accounts	
NatWest Disbursements	749,323
NatWest Salaries	114,179
NatWest Special Int.	28,997
Barclays	114
Petty Cash	250
Barclays	
12 Month Bond	1,500,000
30 Day Notice Acc Natwest	2,400,000
Total Bank & Cash Balances	<u><u>4,792,863</u></u>

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2022

Appendix C:

Annual Return Reconciliation

	<u>2021</u> £	<u>2022</u> £
1 Balances Brought Forward	4,101,102	4,398,926
2 Annual Precept	1,929,411	1,934,869
3 Total Other Receipts	646,884	257,921
4 Staff Costs	720,336	753,049
5 Loan Interest/Capital Repayments	-	-
6 Total Other Payments	1,558,135	1,261,505
7 Balances Forward	4,398,926	4,577,162
8 Total Cash and Investments	4,670,823	4,792,863
9 Total Fixed Assets	6,231,822	6,470,919
10 Total Borrowings	0	0