

Banbury Town Council

Statement of Accounts

(Not Subject to Audit)

31 March 2023

Banbury Town Council

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Banbury Town Council

Council Information

Town Mayor

Cllr Jane Strangwood

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 Shaida Hussain
Cllr Tony Ilott
Cllr Steve Kilsby
Cllr Kieron Mallon
Cllr Helen Mears
Cllr Martin Phillips
Vacancy
Cllr Eddie Reeves
Cllr Barry Richards

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 2023

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 2023

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	(144,942)	(154,876)	9,934
Cemeteries	(199,846)	(196,217)	(3,629)
Open Spaces, Sport and Recreation	(885,757)	(1,002,801)	117,044
Cultural and Heritage	(2,379)	(34,849)	32,470
Bus Shelters and Grit Bins	(15,053)	(18,840)	3,787
Capital Costs	(207,782)	(98,879)	(108,903)
	(1,455,759)	(1,506,462)	50,703
DEMOCRATIC, CIVIC AND CENTRAL COSTS			
Civic and Events	(185,937)	(203,782)	17,845
Service Support Costs	(271,006)	(289,168)	18,162
Town Hall	(71,265)	(66,307)	(4,958)
Swimming Pool and Other Grants	(89,030)	(88,377)	(653)
Capital Costs	-	-	-
Interest and Other Income	62,705	43,765	18,940
	(554,533)	(603,869)	49,336
Covid Recovery Grant	-	-	-
Developer Contribution under S106 agreements	-	104,464	-104,464
Precept	2,017,911	2,017,911	-
Net surplus/(deficit)	7,619	12,044	(4,425)

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 2023

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 2023

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 2023 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 2023, and its income and expenditure for the year ended 31 March 2023

Signed: 
Responsible Financial Officer - Mark Hassall

Date: 20th June 23

Banbury Town Council

Income and Expenditure Account

for the year ended 31 March 2023

<u>Prior Year</u> £ Net <u>Expenditure</u>		2023 £ Gross <u>Expenditure</u>	2023 £ Income	2023 £ Net <u>Expenditure</u>
SERVICES TO THE PUBLIC				
(157,394)	Litter and Dog Bins	(144,942)		(144,942)
(113,190)	Cemeteries	(267,282)	67,436	(199,846)
(748,754)	Open Spaces, Sport and Recreation	(918,204)	32,447	(885,757)
(4,874)	Cultural and Heritage	(2,379)		(2,379)
(17,229)	Bus Shelters and Grit Bins	(15,053)		(15,053)
(186,282)	Capital Costs	(207,782)	-	(207,782)
-	- Developer Contribution under S106 agreements		-	-
DEMOCRATIC, CIVIC AND CENTRAL COSTS				
(184,321)	Civic and Events	(220,250)	34,313	(185,937)
(340,234)	Service Support Costs	(271,006)		(271,006)
(53,895)	Town Hall	(81,519)	10,254	(71,265)
(77,727)	Swimming Pool and Other Grants	(89,030)	-	(89,030)
-	- Capital Costs		-	-
16,883	Interest and Other Income	-	62,705	62,705
(1,867,017)		(2,217,447)	207,155	(2,010,292)
1,934,869	Precept			2,017,911
	Council Tax Support Grant			
110,384	Covid Recovery Grant			
178,236	Net Surplus/(Deficit)			7,619

Balances at Prior Year	RESERVES	Balances at 31 March 2022	Movement in Year	Balances at 31 March 2023
1,367,762	General Fund	1,367,762	112,082	1,479,844
2,361,902	Earmarked Reserves	2,361,902	0	2,361,902
847,496	Land transfer maintenance	847,496	(104,464)	743,032
-	Capital Receipts Reserve	-	-	-
4,577,160	Total	4,577,160	7,619	4,584,779

Banbury Town Council

Income and Expenditure Account and Annual Return Reconciliation

for the year ended 31 March 2023

Annual Return Box Numbers	Income			Expenditure		
	Box 2	Box 3		Box 4	Box 5	Box 6
	Precept	Other Income	Total	Staff Costs	Loans Repaid	Other Costs
Services to the Public						
Litter and Dog Bins		-	-	-		(144,942)
Cemeteries		67,436	67,436	(155,881)		(111,401)
Open Spaces, Sport and Recreation		32,447	32,447	(304,900)		(613,304)
Cultural and Heritage		-	-	-		(2,379)
Bus Shelters and Grit Bins		-	-	-		(15,053)
Capital Costs		-	-	-		(207,782)
Democratic, Management and Civic						
Civic and Events		34,313	34,313	(82,434)		(137,816)
Service Support Costs		-	-	(193,105)		(77,901)
Town Hall		10,254	10,254	(20,445)		(61,074)
Swimming Pool and Other Grants		-	-	-		(89,030)
Capital Costs		-	-	-		-
Interest and Other Income		62,705	62,705	-		-
Precept	2,017,911	-	2,017,911	-		-
Council Tax Support Grant			-			
S106 Developer Contributions			-			
Totals Carried to Annual Return	2,017,911	207,155	2,225,066	(756,765)	-	(1,460,682)
						(2,217,447)

Banbury Town Council

Balance Sheet

as at 31 March 2023

Previous Year £		Box	2023 £	2023 £
	Current Assets			
93,539	Debtors	8	126,281	
<u>4,792,863</u>	Cash at Bank and In-hand		<u>4,752,595</u>	
4,886,402			4,878,875	
	Current Liabilities			
(309,240)	Creditors and accrued expenses	9	(294,095)	
0	Commuted Sums received in advance	11	<u>0</u>	
			(294,095)	
<u>4,577,162</u>	Net Current Assets			<u>4,584,780</u>
	Financed by:			
	Reserves available to the Council			
1,367,762	General Reserve		1,479,844	
	Earmarked Reserve	14		
2,361,903	- Future Projects		2,361,904	
847,496	- Land transfer maintenance		<u>743,032</u>	
				4,584,780
	Reserves Not Available to Council: Represents the Council's Net Investment in Fixed Assets less Outstanding Loans			
<u>4,577,162</u>				<u>4,584,780</u>

These accounts have been approved by the Council.

Leader of the Council

Date: 

.....
Responsible Financial Officer

Date: 

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2023

1 Interest and Investment Income	2023	2022
	£	£
Interest Income - General Funds	62,705	22,151
	<u>62,705</u>	<u>22,151</u>

2 Audit Fees

Fees payable covering the year 2022/2023 for the services carried out by the Council's auditors, Moore Stephens LLP in the year are £2,400 (2021/2022 £2,400).

3 Employees

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

	2023	2022
	Number	Number
Full-time	16	16
Part-time	9	9
	<u>25</u>	<u>25</u>

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 2022/2023	Number of Employees 2021/2022
£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 2022	2,413,275	145,000		3,110,989	801,654	6,470,919
Additions	207,782	-		-	-	207,782
Disposal	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
	<u>2,621,057</u>	<u>145,000</u>		<u>3,110,989</u>	<u>801,654</u>	<u>6,678,700</u>

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 2023

6	Financing of Capital Expenditure	2023	2022
		£	£
	The following capital expenditure during the year:		
	Fixed Assets purchased	207,782	239,097
		<u>207,782</u>	<u>239,097</u>
	was financed by:		
	Useable Capital Grants	-	-
	Earmarked Projects Reserve	270,782	-
	Precept and Revenue Income	- 63,000	239,097
		<u>207,782</u>	<u>239,097</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	2023	2022
		£	£
	Trade Debtors - amounts falling due under one year	49,023	15,307
	Accrued Income	118	118
	Prepayments	4,807	9,014
	Land Deposit	-	-
	Less: Provision for bad and doubtful debts	-	-
		<u>53,948</u>	<u>24,439</u>
	HM Revenue & Customs (VAT recoverable)	72,334	69,101
		<u>126,282</u>	<u>93,540</u>
9	Creditors and Accrued Expenses	2023	2022
		£	£
	Trade Creditors	(93,486)	(136,657)
	Superannuation Payable		
	Payroll Taxes and Social Security		
	Accruals	(168,362)	(164,020)
	Income in Advance	(32,247)	(8,563)
		<u>(294,095)</u>	<u>(309,240)</u>

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2023

10 Grants Received Capital Grants	2023	2022
Capital Grants	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>

11 Commuted Sums	2023	2022
	£	£
Balance at 1 April	-	-
Sums received during the year	-	-
	<hr/>	<hr/>
	-	-
	<hr/>	<hr/>

12 Earmarked Reserves	Balances at 1 April 2022	Contribution to Reserves	Contribution from Reserves	Balances at 31 March 2023
Other Earmarked Reserves	3,209,399	270,782	375,246	3,104,936
	<hr/>	<hr/>	<hr/>	<hr/>
	3,209,399	270,782	375,246	3,104,936
	<hr/>	<hr/>	<hr/>	<hr/>

See Appendix A: for a full analysis of earmarked reserves

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2023

Appendix A:

Schedule of Earmarked Reserves

	Corporate Objectives	Balances at 1 April 2022	Contribution to Reserve	Contribution from Reserve	Movement of reserve funds	Balances at 31 March 2023
Estate Wall Repairs & Ditch works	H1	77,000	9,240			86,240
Hardwick Hill Cemetery Extension	B1	503,098	60,372			563,470
Park Improvements	H1	645,156	77,419			722,575
Sports Capacity Investment	H1	293,000	35,160			328,160
Vehicle Replacement Fund (incl GM Plant)	H2	282,000	33,840			315,840
Allotment Site Improvement	A1	26,000	3,120			29,120
Town Centre Initiative	J1	131,000	15,720			146,720
Peoples Park Improvements	J2	370,649	31,832	270,782		131,699
Computer Software	D1	34,000	4,080			38,080
Section 106 Agreements	D1	847,496		104,464		743,032
		3,209,399	270,782	375,246	-	3,104,936

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2023

Appendix B:

Reserves Reconciliation to Cash at Bank

		<u>Prior Year</u>	<u>Prior Year</u>	<u>2023</u>	<u>2023</u>
		£	£	£	£
Reserves	General	1,367,762		1,479,844	
	Earmarked	2,361,903		2,361,904	
	- Land transfer maintenance	847,496		743,032	
		<hr/>	4,577,162	<hr/>	4,584,780
Less Debtors		(93,539)		(126,281)	
Add Liabilities	Creditors and accrued expenses	309,240		294,095	
	Commuted Sums received in advance	<hr/> 0		<hr/> 0	
Total			<hr/> 215,701		<hr/> 167,814
			4,792,863		4,752,594
Cash at Bank			4,792,863		4,752,595
Difference			<hr/> <hr/> 0		<hr/> <hr/> -1

		<u>2023</u>	<u>2023</u>
		£	£
Bank Statement Balances			
	NAT WEST DISBURSEMENTS	508,951	
	NATWEST SALARIES	314,155	
	NATWEST SPECIAL INTEREST A/C	29,124	
	BARCLAYS	115	
	PETTY CASH	250	
	30 Day Notice	2,400,000	
	12 Month Bond	1,500,000	
			4,752,595
Unpresented Payments			0
Unbanked Receipts			0
Closing Balance			<hr/> <hr/> 4,752,595

All Cash & Bank Accounts

	NatWest Disbursements	508,951
	NatWest Salaries	314,155
	NatWest Special Int.	29,124
	Barclays	115
	Petty Cash	250
	Barclays	
	12 Month Bond	1,500,000
	30 Day Notice Acc Natwest	2,400,000
Total Bank & Cash Balances		<hr/> <hr/> 4,752,595

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2023

Appendix C:

Annual Return Reconciliation

	2022	2023
	£	£
1 Balances Brought Forward	4,398,926	4,577,162
2 Annual Precept	1,934,869	2,017,911
3 Total Other Receipts	257,921	207,155
4 Staff Costs	753,049	756,765
5 Loan Interest/Capital Repayments	-	-
6 Total Other Payments	1,261,505	1,460,682
7 Balances Forward	4,577,162	4,584,781
8 Total Cash and Investments	4,792,863	4,752,595
9 Total Fixed Assets	6,470,919	6,678,700
10 Total Borrowings	0	0

