



YATE TOWN COUNCIL
FINANCIAL STATEMENT
FOR YEAR ENDED 31 MARCH 2009

These financial statements are un-audited and do not comply with statutory requirements. A copy of the audited statement of accounts is available from the office on request.

YATE TOWN COUNCIL

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for the Year Ended 31st March 2009

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YATE TOWN COUNCIL

Council Information

Mayor:

1 Councillor Mike Robbins

Councillors:

2 Arthur Adams
3 Ian Blair
4 Aziz Chowdhry
5 Tony Davis
6 Mike Drew
7 Joe Hughes
8 David Evan - Jones
9 Sue Evan - Jones
10 John Ford
11 Alan Lawrance
12 Margaret Marshall
13 Martin Monk
14 Wully Perks
15 Cleo Trotter
16 Sue Walker
17 Chris Willmore

Clerk:

Hayley Townsend

Responsible Finance Officer:

Stephanie Davies

Auditors:

Mazars LLP, Regency House, 3 Grosvenor Square, Southampton, Hampshire, SO15 2BE

Internal Auditors:

South Gloucestershire Council

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Section 4 – Annual internal audit report to

YATE TOWN COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2009.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and, opposite, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose from one of the following Yes/No/Not covered**
A Appropriate books of account have been properly kept throughout the year.	YES
B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	YES
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	YES
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES
H Asset and investments registers were complete and accurate and properly maintained.	YES
I Periodic and year-end bank account reconciliations were properly carried out.	YES
J Year-end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.	YES
K Trust funds (including charitable) The council has met its responsibilities as a trustee.	//

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit MAGA BLAINE BOWES *By: HILARY GREENE*
 Signature of person who carried out the internal audit *MAGA BOWES* CPA Date 09/06/2009

***Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)**
****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required internal audit must explain why not (add separate sheets if needed)**

YATE TOWN COUNCIL

Income and Expenditure Account For the Year Ended 31 March 2009

	Notes	2009 £	2008 £
INCOME			
Precept on District Council		716,990	635,212
Agency Services	3	2,023	5,316
Loan and Capital Receipts		24,084	-
Interest and Investment Income	2	21,056	35,277
Leisure and Recreation		24,818	27,801
Open Spaces and Public Rights of Way		4,014	7,525
YTC Grants and Community Support		-	40
Establishment/General Administration		142	818
Civic and Demographic		891	318
Other Services		12,234	22,110
Heritage Centre		2,238	3,016
Parish Hall		9,990	8,882
Pop Inn Café		42,320	41,771
Poole Court		61,872	62,194
		<u>922,672</u>	<u>850,280</u>
EXPENDITURE			
Establishment/General Administration	5	217,592	246,316
S137 Expenditure	6	52,585	43,569
Capital Expenditure	8	177,527	120,743
Loan Charges	14	18,124	18,124
Lease and HP repayments		-	-
Operational Expenditure:			
Leisure and Recreation		25,665	23,211
Childrens Play Areas		13,138	8,897
Open Spaces and Public Rights of Way		10,276	13,591
Estates Department		157,714	147,111
Grants and Community Support		47,930	42,524
Transport Initiatives		10,708	7,502
Civic and Demographic		4,637	24,729
Other Services		47,646	37,058
Heritage Centre		49,683	48,155
Parish Hall		17,785	17,504
Pop Inn Café		40,633	40,968
Poole Court		66,206	62,143
		<u>957,849</u>	<u>902,145</u>
General Fund			
Balance as at 1 April 2008		236,607	341,180
Add: Total Income		922,672	850,280
		<u>1,159,279</u>	<u>1,191,460</u>
Deduct: Total Expenditure		(957,849)	(902,145)
		<u>201,430</u>	<u>289,315</u>
Transfer (to) other Reserves	15	237,385	(52,708)
General Reserve Balance at 31 March 2009		<u>438,815</u>	<u>236,607</u>

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YATE TOWN COUNCIL

**Balance Sheet
as at 31 March 2009**

	Notes	2009 £	2009 £	2008 £
Fixed Assets				
Tangible Fixed Assets			6,506,736	6,051,160
Current Assets				
Stock	10	-		-
Debtors	11	17,190		31,611
Cash at Bank and In Hand		526,118		564,740
		<u>543,308</u>		<u>596,351</u>
Current Liabilities				
Creditors and accrued expenses	12	(71,687)		(89,553)
Net Current Assets			471,621	506,798
Total Assets Less Current Liabilities			<u>6,978,357</u>	<u>6,557,959</u>
Long Term Liabilities				
Creditors - More Than One Year	14		<u>(192,872)</u>	<u>(200,332)</u>
			<u>6,785,485</u>	<u>6,357,627</u>
Capital and Reserves				
Council Resources Invested in fixed Assets			6,313,864	5,850,829
Earmarked Reserves	15	32,806		270,191
General Reserve		<u>438,815</u>		<u>236,607</u>
Council Resources Available			<u>471,621</u>	<u>506,798</u>
			<u>6,785,485</u>	<u>6,357,627</u>

The statement of accounts represent fairly the financial position of the council as at 31 March 2009 and reflect Income and Expenditure for the year.

These accounts have been approved by the Council.

Ian Blair

.....
Councillor Ian Blair
Mayor

Date..... *23/06/2009*

Stephanie Davies

.....
Stephanie Davies
Responsible Finance Officer

Date..... *23 June 2009*

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YATE TOWN COUNCIL

Notes to the Accounts 31 March 2009

1 Principal Accounting Policies

Accounting Convention

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

As a consequence the latest accounting policies, as set out in the Guide and so far as they apply to this council, have been adopted for the council's statement of account.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to other 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 the accounts at current insurance values as approximating to the lower of net current replacement cost and net realisable value.

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

Debtors and Creditors

The revenue accounts of the council are maintained on an accrual basis in accordance with the guide. 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 insurance premiums and regular quarterly accounts (e.g. telephone, 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.

Stocks and Work in Progress

All stocks have been treated as consumed because their value was not material.

External Loan Repayments

Details of the council's external borrowings are shown at note 14.

Leases

Details of the council's obligations under finance leases are shown at note 13.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 15.

Interest Income

All interest receipts are credited initially to the general funds.

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YATE TOWN COUNCIL

Notes to the Accounts 31 March 2009

Pensions

The pension costs that are charged to the council's accounts in respect of its employees are equal to contributions paid to the funded pension scheme for these 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 due on 31 March 2010 and any changes in contribution rates as a result of that valuation will take effect from 1st April 2011.

2	Interest and Investment Income	2009	2008
		£	£
	Interest Income - General Funds	21,056	35,277
		<u>21,056</u>	<u>35,277</u>

3 Agency Work

During the year the council undertook the following agency work on behalf of other authorities:

Commissioning Authority and Nature of Work	2009	2008
	£	£
Dodington Parish Council - Playground Inspections	-	819.00
Dodington, Sodbury & Westerleigh Parish and Town Councils - Administration of Joint Parish Meetings	2,023.00	3,093.00
South Gloucestershire Council - Administration of Safer & Stronger Community Meetings	-	1,404.00
	<u>2,023.00</u>	<u>5,316.00</u>

Commissioned Authority and Nature of Work	2009	2008
	£	£
South Gloucestershire Council - Internal Audit	645	620
South Gloucestershire Council - Printing	4,188	-
South Gloucestershire Council - Landscape Consultancy	8,684	-
South Gloucestershire Council - Detached Youth Work	49,202	40,539
	<u>62,719</u>	<u>41,159</u>

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YATE TOWN COUNCIL

**Notes to the Accounts
31 March 2009**

4 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a.	Repairing/Non Repairing
CPRE	Office, Poole Court	1,200	Non - repairing
South Gloucestershire Council Registrar	Office, Poole Court	10,250	Non - repairing
Steve Webb MP	Office, Poole Court	6,000	Non - repairing
South Gloucestershire Council Registrar	Office, Poole Court	2,379	Non - repairing

Council as tenant

Landlord	Property	Rent p.a.	Repairing/Non Repairing
		£	
South Gloucestershire Council	Land for Bus Shelter	2	N/A
	Play Area Land		
South Gloucestershire Council	Brimsham Park	Nil	N/A
	Land at Wellington		
South Gloucestershire Council	Road	Nil	N/A
	Land for Kingsgate		
South Gloucestershire Council	Park	1 Peppercorn	N/A
	Land at Yate		
South Gloucestershire Council	Common	1 Peppercorn	N/A
	Land for 3 Play		
South Gloucestershire Council	Areas	1 Peppercorn each	N/A
	Land at Fromebank		
South Gloucestershire Council	Junior School	£1 per annum	N/A

5 Publicity

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

	2009	2008
	£	£
Other Advertising	317	4,001
Publicity	1,045	1,156
	<u>1,362</u>	<u>5,157</u>

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YATE TOWN COUNCIL

Notes to the Accounts 31 March 2009

6 Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £5.86 per head of the electoral roll in any one year for the benefit of the people in its area on activities or projects not specifically authorised by others.

	2009	2008
	£	£
The total amount available for this purpose was	97,803	94,160
Expenditure was incurred for the following purposes:		
Grants, Gifts and Donations	3,383	3,429
Detached Youth Work	49,202	40,539
	52,585	43,968

It should be noted that grants to bodies such as the Citizen Advice Bureau are made under other specific legal powers and so are not included in the above figures.

7 Pensions

For the year of account the council's contributions equal 15.90% of employees' pensionable pay. These contributions will remain at 15.90% until revaluated by the funds actuary.

8 Fixed Assets - Additions and Disposals

	2009	2008
	£	£
During the year the following assets were purchased or disposed of:	Cost	Cost
Freehold Land and Buildings	-	-
Vehicles and Equipment	216,982	119,775
Infrastructure Assets	12,767	3,750
Community Assets	-	-
	229,749	123,525
Equipment supplied by South Gloucestershire Council at no cost to Yate Town Council	229,749	123,525

No assets were disposed of during the year, other than by way of scrap.

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YATE TOWN COUNCIL.

**Notes to the Accounts
31 March 2009**

9	Fixed Assets	2009 £	2008 £
		Value	Value
	At 31st March the following assets were held:		
	<u>Freehold Land and Buildings</u>		
	Poole Court	2,920,050	2,781,000
	Eggshill Lane/Station Road Parish Hall	486,675	463,500
	Broad Lane Sports Complex	14,000	14,000
	Sunnyside Sports Pavilion	702,975	669,500
	Heritage Centre	416,377	396,550
	Pop Inn Café	216,300	206,000
	Tennis Courts at Sunnyside and Howard Lewis	215,000	215,000
		<u>4,971,377</u>	<u>4,745,550</u>
	<u>Vehicles and Equipment</u>		
	Community Buildings Furniture and Equipment	97,723	98,175
	Office Equipment	43,891	44,094
	Estates Vehicles, Machinery and Equipment	51,054	52,757
	Play Equipment	1,018,646	799,306
		<u>1,211,314</u>	<u>994,332</u>
	<u>Infrastructure Assets</u>		
	Bus Shelters	88,526	75,759
	Footpaths	3,900	3,900
	Skateboard Park	175,000	175,000
	Fencing and Gates	27,487	27,487
	Teenage Shelter (Longs drive)	3,967	3,967
	St Mary's Wall	21,157	21,157
		<u>320,037</u>	<u>307,270</u>
	<u>Community Assets</u>		
	Council Regalia	4,000	4,000
	Lye Field	1	1
	St Mary's Green	1	1
	Village Green (Goose Green)	1	1
	Village Green (Yate Rocks)	1	1
	Play Areas (4)	4	4
		<u>4,008</u>	<u>4,008</u>
		<u>6,506,736</u>	<u>6,051,160</u>

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1)

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YATE TOWN COUNCIL

**Notes to the Accounts
31 March 2009**

10	Stocks	2009	2008
		£	£
	Stationery	-	-
		<u>-</u>	<u>-</u>

11	Debtors	2009	2008
		£	£
	Trade Debtors	2,334	3,112
	Booking Deposits	50	100
	VAT Recoverable	5,338	25,138
	Other Debtors	5,974	-
	Payments and Accrued Income	3,494	3,262
		<u>17,190</u>	<u>31,611</u>

12	Creditors and Accrued Expenses	2009	2008
		£	£
	Trade Creditors	55,571	80,086
	Accruals and Deferred Income	15,567	8,767
	Booking Deposits Received	550	700
		<u>71,687</u>	<u>89,553</u>

13 Hire Purchase and Lease Obligations

At 31st March the following hire purchase agreement(s)) and lease/leases were in operation:

Hirer/Lessor	Purpose	Annual Lease/Hire Payable £	Year of Expiry
Lloyds TSB Auto Lease	Estates Van	2,252.88	2012
The Consortium	Estates Truck	4,052.00	2009
BNP Paribus	Photocopier	1,610.96	2011
New Holland Finance	Estates Tractor	25.00	None
ING Lease	Estates Mower	104.71	None

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YATE TOWN COUNCIL

**Notes to the Accounts
31 March 2009**

14	Long Term Liabilities	2009	2008
		£	£
	Public Works Loan Board	192,872	200,332
	HP & Lease Creditors	-	-
		192,872	200,332

At the close of business on 31 March 2009 the following loans to the council were outstanding:

Lender	Amount £	Years Remaining
Public Works Loan Board	192,872	17

15 Earmarked Reserves

	Balance at 1/4/2008 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/3/2008 £
Other Earmarked Reserves	270,191	32,806 (270,191)	32,806
	270,191	32,806 (270,191)	32,806

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

16 Capital Commitments

The council had no capital commitments as 31st March 2008 not otherwise provided for in these accounts.

17 Contingent Liabilities

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

18 Other Accounts

Yate Town Council also administers the Joint Parishes Youth Forum Steering Group Account. This account holds contributions from each member Council: Dodington, Sodbury, Westerleigh and Yate to fund the Joint Parishes Youth Forum Development Worker. see details page 12.

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MOVEMENTS ON RESERVES 2008/2009

Earmarked Reserves

Description	O/Bal April 2008	From ER to GR	From GR to ER	Earmarked Reserves 2008/2009
Bus Shelters	0			0
Play Area Refurbishment	57,135	57,135		0
Kingsgate Park Play Area Upgrade	55,598	55,598		0
Peg Hill Teenage Maint & Initiatives	8,586	8,586		0
Park Upgrades				0
Kingsgate Park Sensory Garden	5,000	5,000		0
Kickabout Projects				0
Yate West Kickabout Project	95,000	95,000	3,962	3,962
Directional Signs			600	600
Building Fund	0		4,000	4,000
Office Equipment	3,812	3,812		0
Youth Projects/Parish Hall	17,459	17,459		0
Committed Revenue Expenditure				0
Elections	0		6,000	6,000
Nelson Collection	0		314	314
Ridgewood Community Association	1,500	1,500		0
Detached Youth Work Funding	7,122	7,122		0
Public Rights of Way	1,000	1,000	5,000	5,000
Fundraiser	0		10,000	10,000
PIYE Start Up Grant	91	91		0
Night Bus Funding	3,140	3,140		0
Yate Community Plan (Other Services)	13,945	13,945	2,930	2,930
Pop Inn Café	803	803		0
	270,191	270,191	32,806	32,806

General Reserves

General Reserves as at 31.03.09	438,815
Less recommended reserves (3 months net plus £25,000 contingency)	- 207,783
The remaining funds carried forward to the 2009/2010 budget	<u><u>231,032</u></u>

JPFYSG RECEIPTS AND PAYMENTS TO 31 MARCH 2009

Chq No	Bfwd	2008/2009	Balance
Interest to date	Receipts	Payments	£
	£ -	£ -	£ 17,410.37
	£ 113.05		
8	SGC Youth Forum Development Worker (May/June/July 2007 and Jan - March 2008)	£ 3,667.51	
9	SGC Youth Forum Development Worker (Apr - Jne 2008)	£ 1,485.47	
10	SGC Youth Forum Development Worker (July - Sept 2008) + related mobile charges	£ 1,585.38	
11	SGC Youth Forum Development Worker (Oct - Dec 2008) + related mobile phone charges and transport	£ 1,572.77	
		<u>£ 113.05</u>	<u>£ 8,311.13</u>
			<u>£ 9,212.29</u>

Represented by

Current a/c balance as at 10 February 2009

£ 9,212.29

£ 9,212.29

All parishes have paid the original three year commitment to 31 March 2008. Due to the Youth Development Worker post not having been filled for the full three years it has been estimated that there are enough funds to pay the salary until 31 March 2010. Further contribution may be required to offset the cost of the mobile phone.

Contributing parishes to consider further contributions for the 2010/2011 budget.