

**YATE TOWN COUNCIL**  
**FINANCIAL STATEMENT**  
**FOR YEAR ENDED 31 MARCH 2015**

# YATE TOWN COUNCIL

## INDEX

for the Year Ended 31st March 2015

### Page Numbers

1	Council Information
2	Internal Auditors Report
3	Income and Expenditure Account
4	Balance Sheet
5 to 11	Notes to the Accounts
Appendix A	Earmarked Reserves
Appendix B	Joint Parishes Youth Forum Steering Group Accounts 2014/2015
Appendix C	Yate Community Plan Accounts 2014/2015

# YATE TOWN COUNCIL

## Council Information

### Mayor:

1 Councillor Tony Davis

### Councillors:

2 Ian Blair  
3 Ben Campbell  
4 Aziz Chowdhry  
5 John Davis  
6 Mike Drew  
7 Chris Edmonds  
8 John Gawn  
9 John Ford  
10 Cheryl Kirby  
11 Margaret Marshall  
12 Alan Monaghan  
13 Wully Perks  
14 Penny Thoyts  
15 Karl Tomasin  
16 Sue Walker  
17 Chris Willmore

### Clerk:

Hayley Townsend

### Responsible Finance Officer:

Stephanie Davies

### Auditors:

Grant Thornton UL LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT.

### Internal Auditors:

South Gloucestershire Council

**YATE TOWN COUNCIL**

**Section 4 – Annual internal audit report 2014/15 to**

YATE TOWN Council/Meeting

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 2015.

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 alongside are the internal audit conclusions on whether, in all significant respects, the 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 only one of the following		
	Yes	No	Not covered <sup>1)</sup>
A Appropriate accounting records have been kept properly throughout the year.	Yes		
B The council's financial regulations have been met, payments were supported by invoices, all 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, all petty cash 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 Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the 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 met its responsibilities as a trustee.			N/A

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 MARIA BOWES for: HILARY GREENE CPA  
 Signature of person who carried out the internal audit [Signature] Date 27/06/2015

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**

**Income and Expenditure Account  
For the Year Ended 31 March 2015**

	Notes	2015 £	2014 £
<b>INCOME</b>			
Precept on District Council		831,530	767,939
Local Council Tax Support Grant		83,448	85,430
Agency Services	3	2,940	2,750
Loan and Capital Receipts		109,493	-
Interest and Investment Income	2	7,704	4,584
Leisure and Recreation		35,010	34,346
Play Areas		-	1,786
Open Spaces and Public Rights of Way		211	3,913
Estates Dept.		4,658	162
YTC Grants and Community Support		27,102	29,074
Transport Initiatives		-	114
Establishment/General Administration		1,967	750
Civic and Demographic		267	330
Other Services		4,184	8,854
Heritage Centre		3,148	3,090
Parish Hall		13,027	12,343
Pop Inn Café		26,395	29,301
Poole Court		67,173	53,283
Youth Cafe		30,162	72
		<u>1,248,419</u>	<u>1,038,121</u>
<b>EXPENDITURE</b>			
Establishment/General Administration	5	255,537	239,794
Capital Expenditure		145,058	87,154
Loan Charges	11	55,941	55,941
Lease and HP repayments		-	-
Operational Expenditure:			
Leisure and Recreation		36,955	39,625
Childrens Play Areas		13,988	11,972
Open Spaces and Public Rights of Way		36,209	2,277
Estates Department		230,062	212,315
Grants and Community Support		77,242	106,683
Transport Initiatives		316	338
Civic and Demographic		4,824	2,292
Other Services		28,490	21,400
Heritage Centre		56,364	59,644
Parish Hall		11,035	14,544
Pop Inn Café		32,761	34,930
Poole Court		67,202	67,401
Youth Café		99,649	103,113
		<u>1,151,633</u>	<u>1,059,423</u>
<b>General Fund</b>			
Balance as at 1 April 2014		411,118	390,137
Add: Total Income		1,248,419	1,038,121
		<u>1,659,537</u>	<u>1,428,258</u>
Deduct: Total Expenditure		<u>( 1,151,633)</u>	<u>( 1,059,423)</u>
		507,904	368,835
Transfer (to) other Reserves	12	<u>( 85,220)</u>	42,283
General Reserve Balance at 31 March 2015		<u>422,684</u>	<u>411,118</u>

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**


**Balance Sheet  
as at 31 March 2015**

	Notes	2015 £	2015 £	2014 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	7		3,355,744	8,302,120
<b>Current Assets</b>				
Debtors	8	117,396		42,581
Cash at Bank and In Hand		870,581		841,555
		<u>987,977</u>		<u>884,136</u>
<b>Current Liabilities</b>				
Creditors and accrued expenses	9	(70,228)		(63,173)
<b>Net Current Assets</b>			917,749	820,963
<b>Total Assets Less Current Liabilities</b>			<u>4,273,493</u>	<u>9,123,083</u>
<b>Long Term Liabilities</b>				
Creditors - More Than One Year	11		(551,149)	(580,483)
			<u>3,722,344</u>	<u>8,542,600</u>
<b>Capital and Reserves</b>				
Council Resources Invested in fixed Assets			2,804,595	7,721,637
Earmarked Reserves	12	495,065		409,845
General Reserve		<u>422,684</u>		<u>411,118</u>
<b>Council Resources Available</b>			<u>917,749</u>	<u>820,963</u>
			<u>3,722,344</u>	<u>8,542,600</u>

The statement of accounts represent fairly the financial position of the council as at 31 March 2015 and reflects the Income and Expenditure for the year.

These accounts have been approved by the Council.

  
.....  
Councillor Tony Davis  
Mayor

  
.....  
Stephanie Davies  
Responsible Finance Officer

Date..... 30.06.2015 .....

Date..... 30.06.2015 .....

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

### Notes to the Accounts 31 March 2015

#### 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 the accounts, provided that the fixed asset yields benefits to the authority and the services it provides is for a period of one year or more. 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 cost (where known) or at the earliest known valuation current when first reported as approximating to the lower of net replacement cost and net realisable value at the time.

It should be noted that some fixed assets had been reported as insurance values. Where applicable, these have been reinstated in 2014/2015 as per policy above.

##### **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.

##### **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 general funds.

##### **Power of General Competence**

With effect from 08.01.2013 Yate Town Council acquired the right to exercise the general Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 08.01.2013 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

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

### Notes to the Accounts 31 March 2015

#### **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 last actuarial valuation took place on 31 March 2013 and any changes in contribution rates as a result of that valuation took effect as from 1st April 2014. The next valuation is due to take place in March 2016.

<b>2</b>	<b>Interest and Investment Income</b>	<b>2015</b>	<b>2014</b>
		£	£
	Interest Income - General Funds	7,704	4,584
		<u>7,704</u>	<u>4,584</u>

#### **3 Agency Work**

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

<b>Commissioning Authority and Nature of Work</b>	<b>2015</b>	<b>2014</b>
	£	£
Dodington, Downend & Bromley Heath, Frampton Cotterell, Mangotsfield, Pucklechurch, Sodbury & Westerleigh Parish and Town Councils -		
Administration of Joint Parish Meetings	607	1,612
Administration of Community Plan meetings	2,048	569
Administration of Wills Davis Atwell Charity meetings	285	569
	<u>2,940</u>	<u>2,750</u>

Works undertaken during the year by other authorities on behalf of Yate Town Council

<b>Commissioned Authority and Nature of Work</b>	<b>2015</b>	<b>2014</b>
	£	£
South Gloucestershire Council - Internal Audit	663	657
South Gloucestershire Council - Youth Work	44,141	37,758
South Gloucestershire Council - Highways Maintenance	25,849	-
	<u>70,653</u>	<u>38,415</u>



## YATE TOWN COUNCIL

### Notes to the Accounts 31 March 2015

#### 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
CVS	Office, Poole Court	3,791	Non - repairing
Parents & Carers	Office, Poole Court	2,570	Non - repairing
Steve Webb MP	Office, Poole Court	6,000	Non - repairing
South Gloucestershire Deaf Association	Office, Poole Court	3,699	Non - repairing
South Gloucestershire Council	Land at Brinsham - Yate Outdoor Sport Complex	1 Peppercorn	N/A

##### Council as tenant

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

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**

**Notes to the Accounts  
31 March 2015**

**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:

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Other Advertising	530	846
Publicity	2,975	270
	<u>3,505</u>	<u>1,116</u>

**6 Pensions**

For the year of account the council's contributions equals 12.3% of employees' pensionable pay, plus £10,500 deficit recovery.

Following the 2013 actuarial valuation the council's contribution rates has increased to 13.3% plus a deficit recovery sum of £11,200 for 2015/2016.

**YATE TOWN COUNCIL**

**Notes to the Accounts  
31 March 2015**

<b>7 Fixed Assets</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31st March the following assets were held:		
NB: Some asset, where applicable, have been re-instated in 2014/2015 to the earliest known value in line with the Fixed Asset Principal Accounting Policies - see note 1		
<b><u>Freehold Land and Buildings</u></b>		
Poole Court	450,000	4,319,000
Eggshill Lane/Station Road Parish Hall	56,000	402,100
Broad Lane Sports Complex	14,000	14,000
Sunnyside Sports Pavilions	13,800	514,200
Sunnyside Bowling Green	46,812	46,812
Heritage Centre	300,000	351,900
Pop Inn Café	150,000	233,900
Tennis Courts at Sunnyside and Howard Lewis	40,400	215,000
Armadillo Yate Youth Venue & Cafe (Jointly owned asset with South Gloucestershire Council)	673,672	673,672
- 5,025,900	<u>1,744,684</u>	<u>6,770,584</u>
<b><u>Vehicles and Equipment</u></b>		
Community Buildings Furniture and Equipment	102,158	101,379
Office Equipment	52,063	51,813
Estates Vehicles, Machinery and Equipment	49,867	56,981
Play Equipment	1,258,672	1,224,959
27,628	<u>1,462,760</u>	<u>1,435,132</u>
<b><u>Infrastructure Assets</u></b>		
Bus Shelters	35,597	35,597
Footpaths	3,900	3,900
Fencing and Gates	27,487	27,487
Teenage Shelter (Longs drive)	3,967	3,967
St Mary's Wall	21,157	21,157
Seats (104)	52,000	104
51,896	<u>144,108</u>	<u>92,212</u>
79,524		
<b><u>Community Assets</u></b>		
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
Tyler Field - Woodland	1	1
Stanshawes Drive Footpath	1	1
Lych- Gate St Mary's Church	1	1
Parnall Memorial St Mary's Church	1	1
Litter Bins	138	138
Dog Bins	42	42
	<u>4,192</u>	<u>4,192</u>
	<u>3,355,744</u>	<u>8,302,120</u>

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

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**

**Notes to the Accounts  
31 March 2015**

<b>8 Debtors</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Trade Debtors	4,908	6,311
Booking Deposits	-	50
VAT Recoverable	20,425	6,124
Other Debtors	78,343	4,047
Pre-payments and Accrued Income	13,720	26,049
	<u>117,396</u>	<u>42,581</u>

<b>9 Creditors and Accrued Expenses</b>	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Trade Creditors	26,576	23,559
Accruals and Deferred Income	40,852	38,664
Booking Deposits Received	850	950
Superannuation Payable	1,950	-
	<u>70,228</u>	<u>63,173</u>

**10 Hire Purchase and Lease Obligations**

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

<b>Hirer/Lessor</b>	<b>Purpose</b>	<b>Annual Lease/Hire Payable</b>	<b>Year of Expiry</b>
		<b>£</b>	
South Gloucestershire Council	Estates Crewcab Truck	3,982.15	2014 - currently on informal extension
Lloyds TSB Auto Lease	Estates Ford Ranger Pickup	2,627.40	2014 - currently on informal extension
Lloyds TSB Auto Lease	Estates Astra Van	2,252.88	2012 - currently on informal extension
Siemens	Photocopier	1,892.00	2015
New Holland Finance	Estates Tractor	25.00	None
ING Lease	Estates Mower	104.71	None

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**

**Notes to the Accounts  
31 March 2015**

<b>11</b>	<b>Long Term Liabilities</b>	<b>2015</b>	<b>2014</b>
		£	£
	Public Works Loan Board	551,149	580,483
	HP & Lease Creditors	-	-
		<u>551,149</u>	<u>580,483</u>

At the close of business on 31 March 2015 the following loans to the council were outstanding:

<b>Lender</b>	<b>Amount</b>	<b>Years Remaining</b>
	£	
Public Works Loan Board	138,800	11
Public Works Loan Board	412,350	15

**12 Earmarked Reserves**

	01/04/2014	Contribution to reserve	Contribution from reserve	Balance at 31/3/2015
	£	£	£	£
Capital Earmarked Reserves	329,247	46,726	19,483	356,490
Other Earmarked Reserves	80,598	69,253	11,276	138,575
	<u>409,845</u>	<u>115,979</u>	<u>30,759</u>	<u>495,065</u>

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

**13 Capital Commitments**

The council had no capital commitments as 31st March 2015 not otherwise provided for in these accounts.

**14 Contingent Liabilities**

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

**15 Other Accounts**

Yate Town Council also administers the following accounts, they do not form part of Yate Town Council's accounts but are included for information only as related party disclosure:

- 1) 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 appendix b.
- 2) Yate Community Plan Account. See details appendix c.

## APPENDIX A

## EARMARKED RESERVES (ER)

<u>EARMARKED RESERVES</u>	Opening Bal April 2014	From ER to GR	From GR to ER	Balance
<b>PARK UPGRADES</b>				
ER - MILLSIDE RESTORATION PROJECT	2,500	1,800		700
<b>PLAY AREA REFURBISHMENT</b>				
ER -PLAY AREA PROJECTS	77,404			77,404
ER - PROVISION FOR HOWARD LEWIS RESURFACE			3,900	3,900
<b>BUILDINGS</b>				
ER - ARMADILLO SINKING FUND	0		30,162	30,162
ER - BUILDING FUND	16,858			16,858
ER - POOLE COURT REFURB	14,962	15,154		(192)
ER - POOLE COURT HATCH REFURBISHMEN	1,500			1,500
ER - YOUTH CAFÉ	19,307	649		18,658
ER - CHARGING POINT KP	2,500			2,500
<b>OTHER PROJECTS</b>				
ER - ALLOTMENTS	12,000			12,000
ER - ESTATES EQUIPMENT	6,107			6,107
ER - PROJECT SUPPORT	175,213	20,651	500	155,062
ER - SEEDING PROJECT RIVER FROME	0		250	250
ER - BATWING MOWER	0		11,814	11,814
ER - PROVISION FOR BIKE	0		850	850
<b>COMMITTED REVENUE EXPENDITURE</b>				
ER -ELECTION EXPENSES	21,323		10,000	31,323
ER - EVENTS	500	500		
ER - COMMUNITY WORK IN YATE	0		12,675	12,675
ER - GRANT FUNDING	220		1,142	1,362
ER - JUBILEE HERITAGE MAP	2,000	1,880		120
ER - KINGSGATE PARK MANAGEMENT PLAN	1,505	880		625
ER - PUBLIC RIGHTS OF WAY	8,500	2,419		6,081
ER - YOUTH PROVISION	47,445		57,861	105,306
<b>TOTAL EXPENDITURE</b>	<b>409,845</b>	<b>43,933</b>	<b>129,154</b>	<b>495,065</b>

JOINT PARISHES YOUTH FORUM STEERING GROUP (JPYFSG)  
 RECEIPTS AND PAYMENTS TO 31 March 2014

Chq No	Bfwd	2013/2014		Balance
		Receipts	Payments	
		£ -	£ -	£ 5,311.76
		<u>£ -</u>	<u>£ -</u>	<u>£ 5,311.76</u>

**Represented by**

Current a/c balance as at 31 March 2014

£ 5,311.76

Cheque not yet presented

£ 5,311.76

APPENDIX C

Community Plan Income & Expenditure to 31 March 2015

**Income**

		2014	2015
In Bloom Income (see attached In Bloom account)		8,139	7,412
Grants: Yate Town Council	2,048		2,048
Bank Interest	7	157	7
		<u>8,296</u>	<u>9,467</u>

**Expenditure**

		2014	2015
Administration Community Plan		-	2,048
Relaunch and Gift		130	-
In Bloom (see attached In Bloom account)		6,262	6,974
		<u>6,392</u>	<u>9,022</u>

**Balance Sheet as at 31 March 2015**

**Funds:**

Opening balance 1 March 2014		11,702
Plus income		9,467
Less Expenditure		<u>- 9,022</u>
		<u>12,147</u>

**Represented By**

**Assets**

Yate Community Plan Bank Account Balance as at 31 March 2015.		12,225
Less cheques not yet presented		<u>- 78</u>
		<u>12,147</u>

NB: Administration fees and corresponding grant to show in 2015/2016 accounts

**Made up as follows:**

Yate Community Plan balance of funds		2,722
In Bloom Balance of funds		<u>9,425</u>
		<u>12,147</u>



## In Bloom Income & Expenditure to 31 March 2015

### Income

		2014	2015
Grants:	SGC Safer and Stronger Funding	7,000	
	Yate Town Council - planter	402	
		<u>7,402</u>	
		8,042	7,402
		-	
	Sales	91	-
	Bank Interest	6	10
		<u>8,139</u>	<u>7,412</u>

### Expenditure

		2014	2015
In Bloom:			
	Administration	26	-
	Judges expenses	12	89
	Misc.	26	21
	Exhibition & publicity	97	
	Garden Competition	288	
	Planting	817	
	Cranleigh Crt & Mosaic	1005	
	Station Road Regeneration	3991.01	6863.26
		<u>6,262</u>	<u>6,974</u>
	2012/2014 expenditure		

Balance of funds available to In Bloom	2014/2015	438
Balance of Funds Bought Forward	2013/2014	<u>8,987</u>
Total Balance of Funding Availabel to In Bloom		<u>9,425</u>