

**YATE TOWN COUNCIL**  
**FINANCIAL STATEMENT**  
**FOR YEAR ENDED 31 MARCH 2013**

**YATE TOWN COUNCIL**

**INDEX**

**for the Year Ended 31st March 2013**

**Page Numbers**

1	Council Information
2	Internal Auditors Report
3	Income and Expenditure Account
4	Balance Sheet
5 to 15	Notes to the Accounts

## YATE TOWN COUNCIL

### Council Information

#### Mayor:

1 Councillor Martin Monk

#### Councillors:

2	Arthur Adams	(Until 17 August 2012)
3	Ian Blair	
4	Aziz Chowdhry	
5	John Davis	
6	Tony Davis	
7	Mike Drew	
8	David Evan - Jones	
9	Sue Evan - Jones	
10	John Ford	
11	Alan Lawrance	
12	Margaret Marshall	(From November 2012)
13	Alan Monaghan	
14	Wully Perks	
15	Mike Robbins	
16	Cleo Trotter	
17	Sue Walker	
18	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

# Section 4 – Annual internal audit report 2012/13 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 2013.

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.

- A Appropriate books of account have been kept properly throughout the year. ✓
- B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. ✓
- C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. ✓
- D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. ✓
- E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. ✓
- F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. ✓
- G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied. ✓
- H Asset and investments registers were complete and accurate and properly maintained. ✓
- I Periodic and year-end bank account reconciliations were properly carried out. ✓
- 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. ✓
- K Trust funds (including charitable) The council 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 HILARY GREENE CIPFA  
Signature of person who carried out the internal audit [Signature] Date 11/6/13

**\*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 2013**

	Notes	2013 £	2012 £
<b>INCOME</b>			
Precept on District Council		804,828	796,247
Agency Services	3	3,184	3,797
Loan and Capital Receipts		119,780	-
Interest and Investment Income	2	10,078	10,529
Leisure and Recreation		34,049	31,622
Play Areas		-	1,250
Open Spaces and Public Rights of Way		1,126	3,067
Estates Dept		-	636
YTC Grants and Community Support		-	-
Transport Initiatives		-	3,482
Establishment/General Administration		380	32
Civic and Demographic		-	465
Other Services		13,109	8,851
Heritage Centre		3,000	4,770
Parish Hall		10,828	13,429
Pop Inn Café		30,453	34,637
Poole Court		57,485	65,339
Youth Cafe		22,611	-
		<u>1,110,911</u>	<u>978,153</u>
<b>EXPENDITURE</b>			
Establishment/General Administration	5	212,697	206,221
S137 Expenditure	6	-	3,577
Capital Expenditure	8	29,983	240,819
Loan Charges	14	55,941	55,942
Lease and HP repayments		-	-
Operational Expenditure:			
Leisure and Recreation		28,443	33,555
Childrens Play Areas		8,464	8,264
Open Spaces and Public Rights of Way		6,070	8,306
Estates Department		182,955	189,358
Grants and Community Support		70,676	79,646
Transport Initiatives		441	4,161
Civic and Demographic		7,477	22,976
Other Services		50,850	38,445
Heritage Centre		57,803	52,498
Parish Hall		13,263	12,842
Pop Inn Café		35,354	37,041
Poole Court		65,438	63,193
Youth Café		98,945	99,790
		<u>924,800</u>	<u>1,156,634</u>
<b>General Fund</b>			
Balance as at 1 April 2012		451,487	450,791
Add: Total Income		1,110,911	978,153
		<u>1,562,398</u>	<u>1,428,944</u>
Deduct: Total Expenditure		<u>( 924,800)</u>	<u>( 1,156,634)</u>
		637,598	272,310
Transfer (to) other Reserves	15	<u>( 247,461)</u>	179,177
General Reserve Balance at 31 March 2012		390,137	451,487

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 2013**


	Notes	2013 £	2013 £	2012 £
<b>Fixed Assets</b>				
Tangible Fixed Assets			7,826,559	7,629,637
<b>Current Assets</b>				
Stock	10	-		-
Debtors	11	24,840		24,854
Cash at Bank and In Hand		885,534		700,857
		<u>910,374</u>		<u>725,711</u>
<b>Current Liabilities</b>				
Creditors and accrued expenses	12	(68,110)		(69,558)
<b>Net Current Assets</b>			842,265	656,154
<b>Total Assets Less Current Liabilities</b>			<u>8,668,824</u>	<u>8,285,791</u>
<b>Long Term Liabilities</b>				
Creditors - More Than One Year	14		(608,475)	(635,190)
			<u>8,060,348</u>	<u>7,650,601</u>
<b>Capital and Reserves</b>				
Council Resources Invested in fixed Assets			7,218,084	6,994,447
Earmarked Reserves	15	452,128		204,667
General Reserve		390,137		451,487
<b>Council Resources Available</b>			<u>842,265</u>	<u>656,154</u>
			<u>8,060,349</u>	<u>7,650,601</u>

The statement of accounts represent fairly the financial position of the council as at 31 March 2013 and reflects the Income and Expenditure for the year.

These accounts have been approved by the Council.

  
.....  
Councillor Wully Perks  
Mayor

Date 25/6/13 .....

  
.....  
Stephanie Davies  
Responsible Finance Officer

Date 25/6/13 .....

# YATE TOWN COUNCIL

## Notes to the Accounts 31 March 2013

### 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.

# YATE TOWN COUNCIL

## Notes to the Accounts 31 March 2013

### **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 2010 and any changes in contribution rates as a result of that valuation took effect as from 1st April 2011. The next valuation is due to take place in 2013 based upon the of this valuation, will take effect as from 1 April 2014. The next valuation following this is due on 31 March 2016.

<b>2</b>	<b>Interest and Investment Income</b>	<b>2013</b>	<b>2012</b>
		£	£
	Interest Income - General Funds	10,078	10,529
		<u>10,078</u>	<u>10,529</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>2013</b>	<b>2012</b>
	£	£
Dodington, Downend & Bromley Heath, Frampton Cotterell, Mangotsfield, Pucklechurch, Sodbury & Westerleigh Parish and Town Councils -		
Administration of Joint Parish Meetings	1,477	1,862
Administration of Community Plan meetings	1,138	1,366
Administration of Wills Davis Atwell Charity meetings	569	569
	<u>3,184</u>	<u>3,797</u>

<b>Commissioned Authority and Nature of Work</b>	<b>2013</b>	<b>2012</b>
	£	£
South Gloucestershire Council - Internal Audit	651	651
South Gloucestershire Council - Detached Youth Work	19,537	45,852
	<u>20,188</u>	<u>46,503</u>



**YATE TOWN COUNCIL**

**Notes to the Accounts  
31 March 2013**

**4 Tenancies**

During the year the following tenancies were held:

**Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing/Non Repairing</b>
CPRE	Office, Poole Court	1,200	Non - repairing
CVS	Office, Poole Court	3,791	Non - repairing
South Gloucestershire Council Registrar (April - November 2012)	Office, Poole Court	13,000	Non - repairing
Steve Webb MP	Office, Poole Court	6,000	Non - repairing
South Gloucestershire Deaf Association (April - October 2012)	Office, Poole Court	3,041	Non - repairing
South Gloucestershire Deaf Association (November 2012 - March 2013)	Office, Poole Court	3,699	Non - repairing
South Gloucestershire Council	Land at Brinsham - Yate Outdoor Sport Complex	1 Peppercorn	N/A

**Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing/Non Repairing</b>
South Gloucestershire Council	Land for Bus Shelter	£ 2	N/A
South Gloucestershire Council	Brinsham Park 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 2013**

**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:

	2013 £	2012 £
Other Advertising	56	2,229
Publicity	1,793	1,208
	<u>1,849</u>	<u>3,437</u>

**6 Section 137 Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enables the council to spend up to the product of £6.80 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. However councils qualified to use the Power of General Competence no longer need to ask whether they have specific powers to act. The General Power of Competence (LA2011 s1(1)) is a power of first report. Yate Town Council qualified to use the General Power of Competence in 2012 and therefore no longer uses section 137.

	2013 £	2012 £
The total amount available for this purpose was	<u>116,192</u>	<u>108,482</u>
Expenditure was incurred for the following purposes:		
Grants, Gifts and Donations	-	3,577
	<u>-</u>	<u>3,577</u>

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 equals 11.3% of employees' pensionable pay, plus £9,400 deficit recovery.

These contributions will remain at 11.3% until revaluated by the funds actuary plus a deficit recovery sum of £9,800 in year 3 of the recovery period.

**8 Fixed Assets - Additions and Disposals**

During the year the following assets were purchased or disposed of:

	2013 £ Cost	2012 £ Cost
Freehold Land and Buildings	-	654,050
Vehicles and Equipment	-	-
Infrastructure Assets	-	-
Community Assets	-	-
	<u>-</u>	<u>654,050</u>
	<u>-</u>	<u>654,050</u>

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

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 2013**

<b>9 Fixed Assets</b>	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31st March the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
Poole Court	3,317,831	3,221,195
Eggshill Lane/Station Road Parish Hall	552,972	536,866
Broad Lane Sports Complex	14,000	14,000
Sunnyside Sports Pavilions	789,789	766,786
Sunnyside Bowling Green	45,448	44,125
Heritage Centre	473,098	459,318
Pop Inn Café	245,765	238,607
Tennis Courts at Sunnyside and Howard Lewis	215,000	215,000
Armadillo Yate Youth Venue & Cafe (Jointly owned asset with South Gloucestershire Council)	650,000	650,000
	<b>6,303,903</b>	<b>6,145,897</b>
<b><u>Vehicles and Equipment</u></b>		
Community Buildings Furniture and Equipment	97,810	98,074
Office Equipment	51,143	45,620
Estates Vehicles, Machinery and Equipment	54,384	52,855
Play Equipment	1,049,959	1,019,959
	<b>1,253,296</b>	<b>1,216,508</b>
<b><u>Infrastructure Assets</u></b>		
Bus Shelters	33,553	31,627
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
	<b>265,064</b>	<b>263,138</b>
<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	50
Dog Bins	42	12
Seats	104	20
	<b>4,296</b>	<b>4,094</b>
	<b>7,826,559</b>	<b>7,629,637</b>

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 2013**

<b>10</b>	<b>Stocks</b>	<b>2013</b>	<b>2012</b>
		<b>£</b>	<b>£</b>
		-	-

<b>11</b>	<b>Debtors</b>	<b>2013</b>	<b>2012</b>
		<b>£</b>	<b>£</b>
	Trade Debtors	3,594	8,938
	Booking Deposits	-	-
	VAT Recoverable	8,058	9,691
	Other Debtors	-	761
	Payments and Accrued Income	13,188	5,465
		<u>24,840</u>	<u>24,854</u>

<b>12</b>	<b>Creditors and Accrued Expenses</b>	<b>2013</b>	<b>2012</b>
		<b>£</b>	<b>£</b>
	Trade Creditors	44,446	18,093
	Accruals and Deferred Income	22,964	50,914
	Booking Deposits Received	700	550
		<u>68,110</u>	<u>69,558</u>

**13 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
Lloyds TSB Auto Lease	Estates Ford Ranger Pickup	2,627.40	2014
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 2013**

<b>14</b>	<b>Long Term Liabilities</b>	<b>2013</b>	<b>2012</b>
		<b>£</b>	<b>£</b>
	Public Works Loan Board	608,475	635,190
	HP & Lease Creditors	-	-
		608,475	635,190

At the close of business on 31 March 2013 the following loans to the council were outstanding:

<b>Lender</b>	<b>Amount</b>	<b>Years Remaining</b>
	<b>£</b>	
Public Works Loan Board	158,768	13
Public Works Loan Board	449,708	17

**15 Earmarked Reserves**

	<b>Balance at 1/4/2012</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/3/2013</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Earmarked Reserves	172,818	293,179	-	422,237
Other Earmarked Reserves	31,849	21,873	-	29,891
	204,667	315,052	-	452,128

The Other Earmarked reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.  
For details see page 12.

**16 Capital Commitments**

The council had no capital commitments as 31st March 2013 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 following accounts:

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 page 13.

**MOVEMENTS ON RESERVES 2012/2013**

**Earmarked Reserves**

Description	O/Bal April 2012	From ER to GR	From GR to ER	Earmarked Reserves 2013/2014
<b>Park Upgrades</b>				
Grasscrete to the common	40,000	40,000		0
<b>Kickabout Projects</b>				
Play Area Projects	77,404			77,404
<b>Buildings</b>				
Building Fund	27,000	3,480	4,000	27,520
Poole Court Refurb	15,242	280		14,962
Poole Court Hatch Reinstatement	0		1,500	1,500
Youth Café	1,277		91,466	92,743
<b>Other Projects</b>				
Allotments	12,000			12,000
Estates Equipment	0		15,000	15,000
Project Support	0		181,213	181,213
<b>Committed Revenue Expenditure</b>				
Elections	5,913		5,410	11,323
Grant Funding	10,875	10,875		0
Jubilee - Heritage Map	0		2,000	2,000
Kingsgate Park Management Plan	0		1,000	1,000
Public Rights of Way	10,000	8,000		2,000
Yate Community Plan (Other Services)	4,956	4,956	0	0
Youth Provision	0		13,463	13,463
	<u>204,667</u>	<u>67,591</u>	<u>315,052</u>	<u>452,128</u>

**General Reserves**

General Reserves as at 31.03.13	389,912
Less recommended reserves (3 months net plus £25,000 contingency)	- 238,457
The remaining funds carried forward to fund planned expenditure in the 2013/2014 budget	<u>151,455</u>

**JPYFSG RECEIPTS AND PAYMENTS TO 31 March 2013**

Chq No	Bfwd	2012/2013		Balance
		Receipts	Payments	
		£ -	£ -	£ 5,311.76
		<u>£ -</u>	<u>£ -</u>	<u>£ 5,311.76</u>

**Represented by**

Current a/c balance as at 3 March 2013

£ 5,311.76

Cheque not yet presented

£ 5,311.76

Note: There is currently no contract in place with South Gloucestershire Council for the provision of youth services.

## Community Plan Income & Expenditure to 31 March 2013

### Income

		2012	2013
In Bloom Income (see attached In Bloom account)		5,579	9,840
Grants: Yate Town Council	1,366		
South Glos Council	950		
Bank Interest Refund	8		
		1,366	2,324
		5,579	12,164

### Expenditure

		2012	2013
Administration Community Plan		1,366	1,366
Grant to In Bloom Group		1,000	-
In Bloom (see attached In Bloom account)		2,351	5,958
		4,717	7,324
		4,717	7,324

### Balance Sheet as at 31 December 2013

#### Funds:

Opening balance 1 March 2012			4,957
Plus income			12,164
Less Expenditure			- 7,324
			9,797

#### Represented By

#### Assets

Yate Community Plan Bank Account Balance as at 31 March 2013.			9,896
Less cheques not yet presented			- 99
			9,797

#### Made up as follows:

Yate Community Plan balance of funds			2,687
In Bloom Balance of funds			7,110
			9,797



## In Bloom Income & Expenditure to 31 March 2013

### Income

	2012	2013
Grants:		
Dodington Parish Council	450	
South Glos Council RHS Seminar	90	
Frme Val Area Forum Planters	2,000	
SGC Safer and Stronger Funding	7,000	
Yate Town Council Jubilee Planting	300	
	9,840	9,840
Grant income 2011/2012	5,555	
Sales of goods	11	
Bank charge reimbursed	13	
	5,579	9,840

### Expenditure

	2012	2013
In Bloom:		
Planting	540	
Administration	106	
Training & Development	216	
Protective clothing & development	38	
Judges expenses	26	
Misc.	20	
Exhibition & publicity	49	
Garden Competition	110	
Planters	2,060	
Cranleigh Crt & Mosaic	992	
Station Road Regeneration	1,802	
	5,958	5,958
2011/2012 expenditure	2,351	
	2,351	5,958

Balance of funds available to In Bloom	2012/2013	3,882
Balance of Funds Bought Forward	2011/2012	3,227
Total Balance of Funding Availabel to In Bloom		7,110

