

FOLKESTONE TOWN COUNCIL

Statement of Accounts

2020 - 2021

Period 1 April 2020 – 31 March 2021

Folkestone Town Council

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Folkestone Town Council

Council Information (2020/21)

Town Mayor

Cllr M Keutenius

Councillors

Cllr A Akuffo-Kelly

Cllr P Bingham

Cllr A Berry

Cllr R Field

Cllr P Gane

Cllr J Graham

Cllr D Horton

Cllr D Jeffrey

Cllr N Keen

Cllr M Lawes

Cllr C McConville

Cllr J Meade

Cllr T Prater

Cllr B Walker

Cllr R Wallace

Cllr R West

One position vacant

Clerk to the Council

Jennifer Childs

Auditors

PKF Littlejohn LLP

Internal Auditor

David Buckett

Folkestone Town Council


**Internal Auditor's Report to the Council
on the Accounts for the Year ended 31 March 2021**

I certify that I have examined the Statement of Accounts and associated accounting notes on pages 4 to 12 of Folkestone Town Council, which have been prepared by the Responsible Financial Officer in accordance with the Accounts and Audit (England) Regulations 2011 and CIPFA Accounting Guidance Notes for Local Councils.

I have carried out an examination in accordance with relevant auditing standards, and my agreed audit programme. I have had due regard to the internal audit obligations and responsibilities as set out in the council's annual return.

The audit included examination, on a test basis, of evidence relevant to the amounts and disclosures in the Statement of Accounts, sufficient to give reasonable assurance that the financial statements are free from material misstatement.

In my opinion, the Statements of Accounts present fairly the financial position of Folkestone Town Council as at 31st March 2021 and its Income and Expenditure for the year then ended in accordance with the requirements of the Accounts and Audit (England) Regulations 2011 and CIPFA Accounting Guidance Notes for Local Councils.

Signature: 

**D.J.Buckett CPFA, DMS
1 Champion Court Cottages
Sharsted Hill
Newnham
Sittingbourne
Kent
ME9 OJX**

Date: 3rd June 2021

**Income and Expenditure Account
for the Period ended 31 March 2021**

	2020 / 21	Notes	2019 / 20
INCOME	£		£
Precept on District Council	873,950		807,860
Bank and Investment Interest	111		2,477
Allotments	10,117		9,800
Rental Receipts	3,700		16,522
Funding for Museum/Heritage	119,253		105,802
Museum/Heritage Sales	128		1,751
Play Areas	100,000		0
Neighbourhood Fund	22,011		0
Community Transport	71,303		0
Other	31,932		46,797
	-----		-----
	1,232,505		991,009
	-----		-----
 EXPENDITURE			
Employees/Administration	432,928	4 and 6	418,546
Democratic Costs	75	13	40,255
Civic and Ceremonial	13,951		19,532
Premises	89,224	3	103,483
Services	277,880	2 and 5	344,923
Fees	2,888		34,567
Museum/Heritage	53,416		99,636
	-----		-----
	870,362		1,060,942
	-----		-----

GENERAL FUND

	2020 / 21		2019 / 20
	£		£
Balance as at 1 April	114,664		130,081
Add: Total Income	1,232,505		991,009
Deduct: Total Expenditure	870,362		1,060,942
	<u>476,807</u>		<u>60,148</u>
Transfer (to)/from Reserves and Provisions:			
New Services	5,553		23,538
TKL Balancing Pond Maintenance	0		40
Tree Planting	0		7,391
Museum/Heritage	(68,940)		(30,220)
Bus Shelters	5,145		(9,000)
Ward Grants	(4,892)		(8,406)
Town Grants	(6,394)		1,604
FTC Elections	(10,200)		18,834
Armed Forces' Day/Air Show	0		12,035
Salt Bins	145		0
Flowerbeds & Planters	0		4
Leas Flowerbeds	0		2,549
Play Areas	(100,000)		0
CCTV Maintenance	19,657		33,813
Christmas Events (Cheriton)	139		1,364
Neighbourhood Fund	(22,011)		0
Lunches for Children	(1,030)		0
Christmas Gifts for Children	(1,187)		0
Community Transport	(71,303)		0
Outstanding Invoices	31	(255,287)	970
			54,516
General Reserve Balance at 31 March	<u>221,520</u>		<u>114,664</u>

The notes on Pages 8 to 12 form part of these accounts.

Balance Sheet as at 31 March 2021

Fixed Assets	Notes	2020 / 21		2019 / 20	
		£	£	£	£
Freehold Land and Buildings		700,000		700,000	
Vehicles and Equipment	1(ii)	385,481		330,151	
Community Assets	7	2,335,905	3,421,386	2,335,904	3,366,055
			<u>3,421,386</u>		<u>3,366,055</u>
Current Assets					
Sundry Debtors	1(iv)	0		0	
HM Revenue & Customs - VAT		25,066		27,172	
Prepayments		0		0	
Stock Balance (Museum Merchandise)		913		942	
Current Bank Account		129,158		11,368	
Deposit Bank Account		250,000		0	
Short Term Investments		500,000		500,000	
Receipts Account		1,000		1,000	
Petty Cash		62		500	
Museum Shop Float		100		100	
Corporate Credit Card		1,500	907,799	1,500	542,582
			<u>907,799</u>		<u>542,582</u>
Current Liabilities					
Sundry Creditors	1(iv)	4,672		22,420	
Receipts in Advance	9	8,051		4,419	
Accruals	9	37,339	50,062	20,149	46,988
			<u>50,062</u>		<u>46,988</u>
			<u>857,737</u>		<u>495,594</u>
Long Term Liabilities					
PWLB Outstanding Loan for Office Building	1(v)	308,666	308,666	332,171	332,171
			<u>308,666</u>		<u>332,171</u>
Net Assets			<u>3,970,457</u>		<u>3,529,478</u>

	Notes	2020 / 21 £	2019 / 20 £
Represented by:			
Fixed Asset Restatement Account	7	3,421,386	3,366,055
PWLB Outstanding Loan for Office Building		(308,666)	(332,171)
Capital Receipts Reserve	1(iii)	0	0
Earmarked Reserves and Provisions: -	1(vii)		
New Services		93,687	99,240
Museum/Heritage		289,504	220,564
Tourism		4,735	4,735
Bus Shelters		3,855	9,000
Ward Grants		14,684	9,792
Town Grants		7,490	1,096
FTC Elections		10,200	0
Salt Bins		6,313	6,313
Anti-Litter Campaign		2,000	2,000
Play Areas		100,000	0
CCTV Maintenance		0	19,657
Christmas Events (Cheriton)		3,228	3,367
Neighbourhood Fund		22,011	0
Lunches for Children		1,030	0
Christmas Gifts for Children		1,187	0
Community Transport		71,303	0
Outstanding Invoices		5,135	5,166
General Reserve		221,520	114,664
		<u>3,970,457</u>	<u>3,529,478</u>

The statement of accounts represents fairly the financial position of the Council as at 31 March 2021 and reflects its Income and Expenditure for the year.



Town Mayor

Date: 17/6/21



Jennifer Childs MiLCM, IIMC, CiLCA
Responsible Financial Officer

Date: 8/6/21

Notes to the Accounts **31 March 2021**

1. Statement of Accounting Policies

These accounts cover the Town Council's full year of operations for the period 1st April 2020 – 31st March 2021.

i) Accounting Convention

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

ii) Fixed Assets

Assets in the balance sheet for 2020/21 are valued on the following basis:

Town Hall	purchase price (June 2011)
Statutory Allotments	actual cost
Parks Land	actual cost
Civic Regalia	professional valuation 2006
Statue and Memorial	insurance valuation 2013
Folkestone Collection	insurance valuation 2013
Other	purchase price where known (or estimated value)

iii) 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.

iv) Debtors and Creditors

The revenue accounts of the Council are maintained on an accruals 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.

v) PWLB Loan

In March 2011 the Council borrowed £500,000 from the Public Works Loans Board for the purchase of permanent office accommodation. Repayments of £39,301 (including interest) were made in 2020/21. The current outstanding capital amount is £308,666.

vi) Leases

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

vii) *Reserves and Provisions*

The Council has arranged for appropriate reserves and provisions as shown below: -

General Reserve	£221,520	For unforeseen expenditure and emergencies
New Services	£93,687	Sums set aside for Folkestone Town Council initiatives and services transferred from the District Council
Tourism	£4,735	For the development of a tourism service
Bus Shelters	£3,855	For the provision of bus shelters
Museum/Heritage	£289,504	Lottery funding, internal and external contributions towards the development of a Museum/Heritage Centre
Ward Grants	£14,684	For ward grants awarded by individual Councillors
Town Grants	£7,490	For town grants awarded by the Grants Committee
Town Council Elections	£10,200	For elections and by-elections
Salt Bins	£6,168	For additional salt bins in Folkestone
Anti-Litter Campaign	£2,000	For an Anti-Litter Educational Campaign
Play Areas	£100,000	For the maintenance of play areas
Christmas Events (Cheriton)	£3,228	For the provision of Christmas events in Cheriton
Neighbourhood Fund	£22,011	For the provision of infrastructure required to support growth within the town
Lunches for Children	£1,030	For the provision of lunches for children
Christmas Gifts for Children	£1,187	For the provision of Christmas gifts for children
Community Transport	£71,303	For the provision of community transport to/from the Town Hall
Outstanding Invoices	£5,135	Provision for late invoices relating to works and services carried out prior to April 2020

viii) *Investment Income*

Investment income/bank interest for 2020/21 was £111.

2. Agency Work

During the year, the Council undertook no agency work on behalf of other authorities.

During the year, the Council commissioned no agency work to be performed by other authorities.

3. Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a.	Repairing/ Non-Repairing
Silver Screen Cinema	The Town Hall	£12,000 (waived in 2020/21 except for insurance/maintenance contribution)	Non-Repairing

Council as tenant

Landlord	Property	Rent p.a.	Repairing/ Non-Repairing
N/A			

4. Publicity

Publicity	2020/21	2019/20
	£	£
Recruitment Advertising	0	648
Publicity	39	1,241
Other	0	0
	<hr/>	<hr/>
	39	1,889
	<hr/> <hr/>	<hr/> <hr/>

5. S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the product of £8.32 per head on the electoral roll in any one year for the benefit of the people in its area on activities or projects not specifically authorised by other powers.

	2020/21
	£
The theoretical amount available for this purpose was (35,536 x £8.32)	<u>295,660</u>

The following expenditure was incurred under this power during the year:

Type of Expenditure	Payee	Description	Amount
General Expenditure	Various	Lunches for Children	£4,795
General Expenditure	Various	Christmas Gifts for Children	£713
Ward Grant	MHA Live At Home	Members Newsletter	£50
Town Grant	Hi Kent	Residents' Lip Reading Classes	£600
TOTAL			£6,158

6. Pensions

For the year of account, the Council's contributions equal 17.4% of employees' pensionable pay. These contributions are likely to change in future years as a result of the Actuary's regular pension reviews and any Government changes.

The employers' pension costs are charged to the Kent Superannuation Fund accounts in respect of qualifying employees and are equal to the contributions paid to the scheme for these employees.

Contributions to the Kent Superannuation Fund are determined by the fund's actuary and are set to meet 100% of the liabilities of that fund, in accordance with relevant Government regulations.

7. Fixed Assets

At 31 March the following assets were held:

	2021		2020	
	£		£	
<u>Freehold Land and Buildings</u>				
The Old Town Hall, Folkestone	<u>700,000</u>	700,000	<u>700,000</u>	700,000
<u>Vehicles and Equipment</u>				
Computer Equipment	19,790		19,540	
Office Machinery	2,745		1,595	
Office Furniture	52,355		48,925	
Furniture (Council Chambers)	28,300		28,300	
Screen/Sound Equipment (Council Chambers)	24,900		24,900	
Street Furniture	26,750		26,750	
Bus Shelters	22,500		9,000	
Speed Watch Equipment	2,251		2,251	
CCTV Equipment	129,250		99,250	
Christmas Lights	65,870		58,870	
Other	<u>10,770</u>	385,481	<u>10,770</u>	330,151
<u>Community Assets</u>				
Allotment Land (2 sites)	2		2	
Parks Land (8 sites)	1		0	
Council Regalia and Artefacts	117,596		117,596	
William Harvey Statue	124,833		124,833	
War Memorial	59,073		59,073	
Gurkha Memorial	30,000		30,000	
Power Columns x 11 (Cheriton High Street)	4,400		4,400	
The Folkestone Collection (Museum/Heritage)	<u>2,000,000</u>	<u>2,335,905</u>	<u>2,000,000</u>	<u>2,335,904</u>
TOTAL FIXED ASSETS		3,421,386		3,366,055

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1). The contra-entry is reflected in a Fixed Asset Restatement Account.

8. Fixed Assets - Disposals

During the year there were no disposals of fixed assets.

9. Creditors and accrued expenses

	2020/21
	£
Trade Creditors	4,672
Deferred Income	8,051
Accruals	37,339

10. Charitable Funds

The Town Mayor of Folkestone raises funds for charitable purposes during his/her term of office. The funds are held by the Council in separate accounts and disbursed at the Mayor's discretion.

	Balance at 01/04/2020	Contribution to fund	Payments	Balance at 31/03/2021
	£	£	£	£
Mayoress's Charitable Funds	1,646	972	2,080	538

	Balance at 01/04/2020	Contribution to fund	Payments	Balance at 31/03/2021
	£	£	£	£
Mayor's Christmas Fund	17,941	6,954	6,750	18,145

11. Capital Commitments

The Council was not committed to any capital expenditure at 31 March 2021.

12. Contingent Liabilities

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

13. Democratic Costs

Democratic costs for 2020/21 included £75 in respect of external training for Councillors.