

FOLKESTONE TOWN COUNCIL

Statement of Accounts

2018 - 2019

Period 1 April 2018 – 31 March 2019

Folkestone Town Council

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Folkestone Town Council

Council Information (2018/19)

Town Mayor

Cllr A Berry

Councillors

Cllr E Arnold

Cllr D Brook

Cllr J Collier

Cllr P Gane

Cllr C Jeffrey

Cllr M Lawes

Cllr N Jones

Cllr J Meade

Cllr D Monk

Cllr C Sacre

Cllr M Salmon

Cllr R Theobald

Cllr R Wallace

Cllr S Wallace

Cllr P West

Cllr R West

Cllr R Wheeler

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 2019

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 2019 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: 30 April 2019

**Income and Expenditure Account
for the Period ended 31 March 2019**

	2018 / 19	Notes	2017 / 18
INCOME	£		£
Precept on District Council	786,950		764,750
Bank and Investment Interest	2,170		354
Allotments	9,736		9,423
Rental Receipts	15,765		16,070
Funding for Museum/Heritage	80,127		344,084
Museum/Heritage Sales	3,229		3,033
Other	44,890		18,656
	-----		-----
	942,867		1,156,370
	-----		-----
 EXPENDITURE			
Employees/Administration	404,097	4 and 6	361,541
Democratic Costs	0	13	12,081
Civic and Ceremonial	49,815		30,144
Premises	99,438	3	89,109
Services	285,778	2 and 5	255,608
Fees	7,677		3,545
Museum/Heritage	81,287		407,261
	-----		-----
	928,092		1,159,289
	-----		-----

GENERAL FUND

	2018 / 19		2017 / 18
	£		£
Balance as at 1 April	130,084		119,908
Add: Total Income	942,867		1,156,370
Deduct: Total Expenditure	928,092		1,159,289
	<u>144,859</u>		<u>116,989</u>
Transfer (to)/from Reserves and Provisions:			
New Services	(18,058)	772	
TKL Balancing Pond Maintenance	0	960	
Tree Planting	(7,117)	0	
Museum/Heritage	13,669	(7,000)	
Ward Grants	15,094	(5,781)	
Town Grants	(2,700)	4,216	
FTC Elections	(10,200)	1,566	
Armed Forces' Day	(5,222)	(6,813)	
Flowerbeds & Planters	(4)	5,000	
Leas Flowerbeds	(2,500)	0	
CCTV Maintenance	6,657	18,129	
Christmas Lights	(4,731)	2,046	
Outstanding Invoices	334	(14,778)	13,095
	<u>130,081</u>		<u>130,084</u>
General Reserve Balance at 31 March			

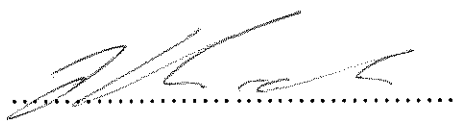
The notes on Pages 8 to 12 form part of these accounts.

Balance Sheet as at 31 March 2019

Fixed Assets	Notes	2018 / 19		2017 / 18	
		£	£	£	£
Freehold Land and Buildings		700,000		700,000	
Vehicles and Equipment	1(ii)	299,701		201,901	
Community Assets	7	2,335,904	3,335,605	2,305,904	3,207,805
			<u>3,335,605</u>		<u>3,207,805</u>
 Current Assets					
Sundry Debtors	1(iv)	0		0	
HM Revenue & Customs - VAT		26,308		25,162	
Prepayments		0		20,521	
Stock Balance (Museum Merchandise)		2,224		1,922	
Current Bank Account		80,110		143,184	
Deposit Bank Account		0		400,308	
Short Term Investments		500,000		0	
Receipts Account		270		2,653	
Petty Cash		500		500	
Museum Shop Float		100		100	
Corporate Credit Card		1,500	611,012	1,500	595,850
 Current Liabilities					
Sundry Creditors	1(iv)	3,101		20,156	
Receipts in Advance	9	3,150		5,545	
Accruals	9	39,234	45,485	19,397	45,098
Net Current Assets			<u>565,527</u>		<u>550,752</u>
 Long Term Liabilities					
PWLB Outstanding Loan for Office Building	1(v)	354,579	354,579	375,940	375,940
Net Assets			<u>3,546,553</u>		<u>3,382,617</u>

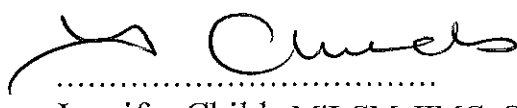
	Notes	2018 / 19 £	2017 / 18 £
Represented by:			
Fixed Asset Restatement Account	7	3,335,605	3,207,805
PWLB Outstanding Loan for Office Building		(354,579)	(375,940)
Capital Receipts Reserve	1(iii)	0	0
Earmarked Reserves and Provisions: -	1(vii)		
New Services		122,778	104,721
Tile Kiln Lane Balancing Pond Maintenance		40	40
Tree Planting		7,391	273
Tourism		4,735	4,735
Museum/Heritage		190,344	204,013
Ward Grants		1,386	16,480
Town Grants		2,700	0
FTC Elections		18,834	8,634
Armed Forces' Day		12,035	6,813
Salt Bins		6,313	6,313
Flowerbeds & Planters		4	0
Leas Flowerbeds		2,549	49
Anti-Litter Campaign		2,000	2,000
CCTV Maintenance		53,470	60,127
Christmas Lights		4,731	0
Outstanding Invoices		6,136	6,470
General Reserve		130,081	130,084
		<u>3,546,553</u>	<u>3,382,617</u>

The statement of accounts represents fairly the financial position of the Council as at 31 March 2019 and reflects its Income and Expenditure for the year.



Town Mayor

Date: 13/6/19



Jennifer Childs MLCM, IIMC, CILCA
Responsible Financial Officer

Date: 13/6/19

Notes to the Accounts 31 March 2019

1. Statement of Accounting Policies

These accounts cover the Town Council's full year of operations for the period 1st April 2018 – 31st March 2019.

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 2018/19 are valued on the following basis:

Town Hall	purchase price (June 2011)
Statutory Allotments	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 2018/19. The current outstanding capital amount is £354,579.

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	£130,081	For unforeseen expenditure and emergencies
New Services	£122,778	Sums set aside for Folkestone Town Council initiatives and services transferred from the District Council
Tile Kiln Lane Balancing Pond Maintenance	£40	For essential maintenance to the balancing pond at Tile Kiln Lane Allotments site
Tree Planting	£7,391	For new and replacement trees
Tourism	£4,735	For the development of a tourism service
Museum/Heritage	£190,344	Lottery funding, internal and external contributions towards the development of a Museum/Heritage Centre
Ward Grants	£1,386	For ward grants awarded by individual Councillors
Town Grants	£2,700	For town grants awarded by the Grants Committee
FTC Elections	£18,834	For fees relating to Town Council elections
Armed Forces' Day	£12,035	For annual Armed Forces' Day events
Salt Bins	£6,313	For additional salt bins in Folkestone
Flowerbeds & Planters	£4	For the establishment and enhancement of flowerbeds in Folkestone
Leas Flowerbeds	£2,549	For the establishment and enhancement of flowerbeds and planters in and around The Leas
Anti-Litter Campaign	£2,000	For an Anti-Litter Educational Campaign
CCTV Maintenance	£53,470	For the maintenance of CCTV cameras and equipment
Christmas Lights	£4,731	For the provision of Christmas lights in Folkestone
Outstanding Invoices	£6,136	Provision for late invoices relating to works and services carried out prior to April 2018

viii) Investment Income

Investment income/bank interest for 2018/19 was £2,170.

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	Non-Repairing

Council as tenant

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

4. Publicity

	2018/19	2017/18
	£	£
Recruitment Advertising	526	1,069
Publicity	96	5,844
Other	0	0
	<hr/>	<hr/>
	622	6,913
	<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 £7.86 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.

	2018/19
	£
The theoretical amount available for this purpose was (30,992 x £7.86)	<u>243,597</u>

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

Ward Grant	Touchbase Care (Kickstart Fund)	£432
Ward Grant	Folkestone Rainbow Centre (Winter Shelter)	£2,000
Ward Grant	Hi Kent (Lip Reading Classes)	£1,000
Ward Grant	Salvation Army (Girl Guiding Resources)	£803
Ward Grant	United Response (Uniforms of Inclusion)	£400
Ward Grant	Folkestone Leas Lift Company (Lift Restoration)	£100
Ward Grant	Go Folkestone (David Railton Centenary Plaque)	£750
Ward Grant	Salvation Army (Help for the Homeless and Vulnerable)	£800
Ward Grant	Red Box Project Folkestone (Period Poverty)	£300
Ward Grant	Living Words (Dementia and Literature)	£300
Ward Grant	Folkestone Fringe (Urban Room)	£938
Ward Grant	Little Acorns Pre-School (Outside Classroom)	£300
Ward Grant	Folkestone Leas Lift Company (Lift Restoration)	£591
TOTAL		£8,714

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:

	2019	2018
	£	£
	Value	Value
<u>Freehold Land and Buildings</u>		
The Old Town Hall, Folkestone	700,000	700,000
TOTAL	700,000	700,000
<u>Vehicles and Equipment</u>		
Computer Equipment	19,540	13,950
Office Machinery	1,595	1,520
Office Furniture	48,805	39,740
Furniture (Council Chambers)	28,300	0
Screen/Sound Equipment (Council Chambers)	24,900	0
Street Furniture	26,750	26,750
Speed Watch Equipment	2,251	2,251
CCTV Equipment	78,000	78,000
Christmas Lights	58,870	30,000
Other	10,690	9,690
TOTAL	299,701	201,901
<u>Community Assets</u>		
Allotment Land (2 sites)	2	2
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	0
Power Columns x 11 (Cheriton High Street)	4,400	4,400
The Folkestone Collection (Museum/Heritage)	2,000,000	2,000,000
TOTAL	2,335,904	2,305,904

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	2018/19
	£
Trade Creditors	3,101
Deferred Income	3,150
Accruals	39,234

10. Charitable Funds

	Balance at 01/04/2018	Contribution to fund	Payments	Balance at 31/03/2019
	£	£	£	£
Mayoress's Charitable Funds	5,407	8,771	10,343	3,835

	Balance at 01/04/2018	Contribution to fund	Payments	Balance at 31/03/2019
	£	£	£	£
Mayor's Christmas Fund	17,188	6,251	5,935	17,504*

*Includes £9,000 to be reserved for use over the next three years

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.

11. Capital Commitments

The Council was not committed to any capital expenditure at 31 March 2019

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 2018/19 did not include any expenditure in respect of external training for Councillors.