

BIRCHWOOD TOWN COUNCIL

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 2023

PREVIOUS YEAR 31.03.2022 £	INCOME	CURRENT YEAR 31.03.2023 £
357,726.00	Precept	367,625.00
195.56	Bank Interest	2,087.85
4,167.87	Letting and Other and Grants	1,649.84
<u>362,089.43</u>	Total Income	<u>371,362.69</u>
2021/2022	EXPENDITURE	2022/2023
147,498.37	Staff wages (inc. Chair's allowance)	140,267.02
4,343.74	General Rates/gas/electric/water	3,782.44
21,239.97	Insurance/subs/fees/car tax	11,596.62
700.00	Civic	79.10
nil	Newsletter	nil
83,865.10	Town Council Revenue	35,823.02
nil	Community Development Scheme	nil
216.00	Grants	2,241.51
20,750.00	Public Works Loan Board	19,990.00
85,454.77	Inland Revenue - Tax/NI/Pension Payments	84,112.03
411.80	Bank Charges	643.00
13,683.87	Parkers Farm Estate	2,065.00
2,402.18	Election Fees	797.05
- 590.00	Less Cash Advances	- 500.00
449.54	Plus Cash Purchases (Ex. VAT)	430.36
<u>380,425.34</u>		<u>301,327.15</u>
2021/2022	GENERAL FUND	2022/2023
322,107.02	Balance at 1st April	303,771.11
362,089.43	Add Income	371,362.69
<u>684,196.45</u>		<u>675,133.80</u>
380,425.34	Deduct Total Expenditure	301,327.15
<u>£ 303,771.11</u>	Income & Expenditure Account Balance	<u>£ 373,806.65</u>

Signed Responsible Finance Officer

Date 27/6/23

Signed Chairman

Date 27-6-23

**BIRCHWOOD TOWN COUNCIL**

**RECEIPTS AND PAYMENTS - YEAR ENDED 31 MARCH 2023**

	<b>Payments £</b>	<b>Receipts £</b>	
Precept 2022/2023		367,625.00	
Lettings and Other Income		1,649.84	see Note (1)
Bank Interest		2,087.85	see Note (2)
VAT Repayments		10,168.58	
Staff Wages inc. Chair's allowance (April - Dec. 9 staff then Jan. to March 8 staff)	140,267.02		
General/Water Rates/Electricity/Gas	3,782.44		
Insurance/Subs/Fees/Car Tax	11,596.62		
Civic Expenditure (wreath for HLMTQ)	79.10		
Elections	797.05		
Newsletter	NIL		
Administration/Maintenance Revenue/Cleaning Service	30,583.62		
Community Development Schemes	NIL		
Grants	2,241.51		
Loans	19,990.00		
Inland Revenue Tax/Ni/Pension payments	84,112.03		
VAT on Payments (Main Cash Book)	8,035.20		
Bank Charges	643.00		
Parkers Farm Estate	2,065.00		
Less - Petty Cash Advance -	-500.00		
Plus Petty Cash Expenditure + (inc. £65.81 VAT)	496.17		
<b>Total</b>	<b>304,188.76</b>	<b>381,531.27</b>	

**Notes:**

- (1) No lettings income 2022/2023 as the Council has resolved to no longer routinely hire out the room.  
 (2) Bank interest higher than expected due to current inflation rates.

**BIRCHWOOD TOWN COUNCIL**

**BALANCE SHEET AS AT 31/03/2023**

<b>A) LONG TERM ASSETS</b>	£
1. Investments	0.00
2. Long term debtors (EV charger grant)	350.00
<b>B) CURRENT ASSETS</b>	
3. Stocks and stores	0.00
4. Debtors (VAT)	603.97
Debtors other	
5. Payments in advance	2,576.00
6. Temporary lending (investments)	0.00
7. Cash in hand (debit balance of R&P account) •	373,445.15
<b>C) TOTAL ASSETS (A+B)</b>	<b>376,975.12</b>
<b>D) CURRENT LIABILITIES</b>	
8. Creditors	3,168.47
9 Temporary borrowing	
10.Cash overdrawn (Credit balance on R & P account)	0.00
11.Adjustments ** see notes to accounts	
	<b>373,806.65</b>
Represented by:	
12. Earmarked Reserves *see notes to accounts (1)	188,853.59
Cash	185,000.00
	<b>373,806.65</b>

**NOTES**

- Includes £283,224.19 held in the Nationwide Deposit Holding Account

(1)

The balances for March 2023 reflect:

- (a) Community Development Fund earmarked funds (£45,000.00). \*
- (b) £91,900.53 earmarked funds towards general equipment in the near future  
i.e.replacement vehicles, maintenance equipment/office supplies and computer equipment.
- (c) £10,000.00 Election fees fund
- (d) £ 42,000.00 - Contingency Fund
- (e) £185,000.00 Working balances and general reserves (6 month)

The above proposed earmarked reserves/funds at 31/03/2023 are for Council's approval.

The above statement represents fairly the financial position of the Town Council  
as at 31st March 2023 and reflects its income and expenditure during the year.

\* increased as BTC has not yet been invoiced by WBC for two community projects that took longer to complete than expected.

Responsible Financial Officer

Date 27/6/23

Chairman of the Council

Date 27-6-23

**BIRCHWOOD TOWN COUNCIL**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT 2022/2023**

A 2021/2022 Income & Expenditure	B 2022/2023 Town Council Activity	C 2022/2023 Receipts & Payments Account (as per R&P Summary)	D Reversal of last Years Adjustments or -	E Current Year Adjustments or -	F Income & Expenditure
£	Calculation of Income	£	£	£	£
NIL	Precept	367,625.00			367,625.00
4,167.87	Precept grant	NIL			NIL
195.56	Other income	1,649.84	NIL		1,649.84
	Interest	2,087.85			2,087.85
23,730.21	VAT Repayments	10,168.58		-10,168.58	0.00
385,819.64	Total Receipts	381,531.27		Total income £	371,362.69
	Calculations of Expenditure				
384,738.40	Administration )	293,846.24	9,022.79	-2,576.00	298,735.64
	Recreation )		-1,600.00	1,600.00	
	Schemes )		-3,125.86	1,568.47	
	Second EV Charger Grant				350.00
216.00	First EV Charger Grant	2,241.51	350.00	-350.00	2,241.51
	S 137 Payments				
	& Other Grants				
23,811.71	VAT input	8,101.01		8,101.01	0.00
408,766.11	Total payments	304,188.76		Total expenditure	301,327.15
<b>CUMULATIVE FUND BALANCE</b>					
		£			
Balance b/fwd at 01/04/2022		303,771.11			
Plus income		371,362.69			
Total income		675,133.80			
Less: Total Expenditure		301,327.15			
Balance c/fwd at 31/03/2023		373,806.65			
		<b>373,806.65</b>			

**BIRCHWOOD TOWN COUNCIL**

**SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2022/2023**

**SECTION EXPENDITURE**

Grants and Financial Assistance made by the Town Council to Organisations in 2022/2023 for activities and functions other than Section 137 of the Local Government Act 1972.

Payee	Nature of Payment	£ Net Δ		Date
Swift Loos	Hire of portaloos - 2022 Birchwood Carnival	£ 350.00	*	Jun-22
S&S Marquees Ltd	Hire of marquee and tables and chairs - 2022 Birchwood Carnival	£ 1,675.50	**	Jul-22

**Total 2,025.50**

\* Public Health Act 1936, s.87

\*\* Local Government & Rating Act 1972 (Section 145) (Provision of Entertainment and Support of the Arts)

Δ NET - VAT reclaimed by the Town Council

## BIRCHWOOD TOWN COUNCIL

### **SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2022/2023**

#### **SECTION 137 EXPENDITURE**

Section 137 of the Local Government Act 1972 enables the Town Council in 2022/2023 to spend up to £8.82 per head of population on the electoral role (circa 8377 \*) in any one financial year on activities or projects not specifically authorised by other powers (equivalent to approximately £73,885.14 in 2022/2023)

Section 137 Expenditure was incurred during the 2022/2023 financial year for the following purposes:

<b>Payee</b>	<b>Nature of Payment</b>	<b>£</b>	<b>Month</b>
Birchwood Lions	To support the annual community Remembrance Service	£ 150.00	Sep-22
Royal British Legion	Poppy wreaths **	£ 66.01	Oct-22

**Total      216.01**

\* Elector figures last updated by Warrington Borough Council in 2020

\*\* This is the 'donation' amount on top of the actual purchase cost of the wreaths

No Section 137 grants were paid in April, May, June, July, August, November or December 2022 or in January, February and March 2023.

## **BIRCHWOOD TOWN COUNCIL**

### **SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS**

#### **BORROWINGS**

The following loan to the Town Council was outstanding at the close of business on 31 March 2023.

<b>Lender</b>	<b>Date loan Matures</b>	<b>Amount of loan outstanding</b>
		<b>£</b>
Public Works Loan Board (Ref: PW487017)		72,000.00
_____	_____	_____
1 Loan	2027	72,000.00
_____	_____	_____

(See attached correspondence from the Public Works Loan Board.)



United Kingdom  
Debt Management  
Office

OFFICIAL

T 020 7862 6610  
E [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)  
[www.dmo.gov.uk](http://www.dmo.gov.uk)

PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2023

6 April 2023

BIRCHWOOD TOWN COUNCIL (CHESHIRE)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW487017	10 Mar - 10 Sep	FIXED	EIP	£72,000.00
TOTAL OUTSTANDING BALANCE:				72,000.00
TOTAL NUMBER OF LOANS:				1

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk) if you have any queries.



BIRCHWOOD TOWN COUNCIL  
SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS  
ASSETS HELD BY THE TOWN COUNCIL - MARCH 2023

Plus Assets purchased during the year  
Minus Assets disposed of during the year

Plant & Equipment			Fixed Asset Value March 2022
			£ 588,762.99
Office	Barn Buildings	Overall	
£ 7,323.72	£ 1,590.90	£ 8,914.62	
-£ 5,809.98	-£ 499.62	-£ 6,309.60	

**Total Value: £ 591,368.01**

At 31 March 2022 the following assets with a value over £1,000 were held by the Town Council:

Internal notes for historical information

Category of Asset	Asset	Value (£)
Land & Buildings *see note below		(1), (2) & (7) £ 65,000.00
Vehicles	Commercial	(3) £ 87,411.00
Plant & Equipment (office & depot combined, equipment in the vans, 2 x bus shelters & 3 x notice boards)		(4) £ 48,957.01
Youth Club Land		(5) £ 12,000.00
Office car park land		(6) £ 3,000.00

The basis of the valuation of these assets is:

- (1) Original purchase price of £25,000 office building purchased in 1998
- (2) Original purchase price of £40,000 barn/store purchased in 2001
- (3) Four vans mixed ages (£87,411).
- (4) Plant & Equipment, etc. (was £46,351.99 in 2021/2022)
- (5) Youth Club freehold land purchased May 2021
- (6) Purchase of car park land June 2005 (added to restated valuation assets from 2018).
- (7) The valuation in 2008 of our land/buildings (after major refurbishment) undertaken by a local valuation agent, estimated a market valuation of £440,000 if they were to be marketed.

For info: insurance value @ 2020 for the office/barn complex was £1,028,870.24

For info: insurance rebuild valuation @ 2021 for the office barn complex is £776,243.98.

Total value of assets @ 31st March 2023 =

£440,000.00	Buildings (since 2008)
£12,000.00	Youth and Community Centre land
£87,411.00	Vehicles (original valuation at purchase price)
£48,957.01	Plant, equipment, etc.
<u>£3,000.00</u>	Office car park
<b><u>£591,368.01</u></b>	

## **BIRCHWOOD TOWN COUNCIL**

### **SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2022/2023**

#### **DEBT OUTSTANDING**

At the close of business on 31 March 2023 debts of £953.97 were outstanding and due to the Town Council.  
The ages of these debts were:

	<b>Number</b>	<b>Value</b>
		<b>£</b>
Less than 3 months old	1	603.97 (VAT) (claimed 11 <sup>th</sup> April 2023)
Between 3 and 6 months old	Nil	
Between 6 and 12 months old	Nil	
Over 12 months old	1	350.00 (OZEV grant for EV chargers) (claimed 15 <sup>th</sup> March 2022)
<b>Total</b>	<hr/>	<hr/>
Less than 3 months old	1	603.97 (repaid 19 <sup>th</sup> April 2023)
Over 12 months old	1	350.00 (still awaiting payment, but BTC has been advised it has now been approved.)
<b>Total</b>		<u>953.97</u>

## BIRCHWOOD TOWN COUNCIL

### SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS

#### TENANCIES

During the 2022/2023 financial year the Council held the following tenancy agreements:

<u>Town Council as Landlord</u>			
<u>Tenant</u>	<u>Property/Area of Land</u>	<u>Rental per Year</u>	<u>Repairing/Non Repairing</u>
Birchwood Youth and Community Association	Freehold land at Delenty Drive for Youth Club and garden area	Peppercorn rent £1	Repairing (land aspects only not the premises)
<u>Town Council as Tenant</u>			
<u>Landlord</u>	<u>Property/Area of Land</u>	<u>Rental per Year</u>	<u>Repairing/Non Repairing</u>
NIL	NIL	NIL	NIL

**BIRCHWOOD TOWN COUNCIL**

**SUPPORTING NOTES TO THE BALANCE SHEET AND THE INCOME AND  
EXPENDITURE SCHEDULES 2022/2023**

In regard to expenditure, the current year's adjustments shown for the expenditure of Administration and Recreation facilities are as follows and relate apportionment covering payments in advance for the 2023/2024 Financial Year.

1	<u>Total Expenditure 2022/2023 (net)</u>	<u>Expenditure relating to 2023/2024</u>
(i) Terrain	£ 1,575.00	¾ £ 1,181.25
(ii) SAS Daniels	£ 1,433.00	¾ £ 1,074.75
(iii) SLCC	£ 296.00	¾ £ 222.00
(iv) BNP Paribas	£ 204.00	¼ £ 68.00
(v) Levl	£ 30.00	£ 30.00
	<b>Total</b>	<b>£ 2,576.00</b>

- 2 The figure of +£1,600 relates to an estimate of the annual audit/internal audit fee due for the 2022/2023 accounting period but which has not yet been submitted for payment, but will appear in the 2023/2024 Accounts.

- 3 The figure of +£1,568.47 (gross) relates to expenditure already incurred in the 2022/2023 account year but which were only presented for payment in the 2023/2024 accounts i.e.

<b>Payments</b>	<b>Gross</b>
Allstar Fuel	£ 77.28
FD Online	£ 39.60
BritishGas	£ 521.42
E-on (electricity L/S MUGA)	£ 10.70
Matco	£ 270.90
Firstcom Europe	£ 93.54
SWALEC (electricity - Feb/March 2023)	£ 242.93
James Todd & Co	£ 57.60
CopyriteSystems	£ 42.38
Waterplus (Feb/March 2023) (approx)	£ 190.12
40083867607 a/c	
Waterplus (Feb/March 2023) (approx)	£ 22.00
4083868280	
	<b>Total</b>
	<b>£ 1,568.47</b>

<b>Total creditors</b>	<b>£ 1,568.47</b>
	<b>£ 1,600.00</b>
	<b>£ 3,168.47</b>

**BIRCHWOOD TOWN COUNCIL**  
**ASSET REGISTER MARCH 2023**  
**VEHICLE SCHEDULE**

Vehicle	Date of Purchase	Original Purchase Price		First Registered
<b>PO51 WLE</b> VW Caddy Van 1896cc Colour Red - Diesel Fuel Eng. No. R516982 Chassis No. WVZZZ9KZ1R516982	12.09.2001	£ 8,085.00		12/09/2001
<b>MK71 FVC (2021)</b> Maxus eDeliver 3 L1H1 52.2kWh Panel van 52.5 Auto Colour White - Electric Chassis No. LSH14C4C3MA050647	23rd November 2021	£ 32,038.00	plus VAT	08/12/2021
<b>MK71 FUU (2021)</b> Maxus eDeliver 3 L1H1 52.2kWh Panel van 52.5 Auto Colour White - Electric Chassis No. LSH14C4C1MA050811	23rd November 2021	£ 32,038.00	plus VAT	08/12/2021
<b>HK64 NNM</b> Iveco Tipper Daily 35C13 MWB 2287 cc Colour: White Fuel: Diesel Chassis No: ZCFC359300D530181 Engine No: 72075667	24th September 2018	£ 15,250.00		16/01/2015

**Total at 31.03.2023: £ 87,411.00**

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the column headed "Year ending 31 March 2023" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: **Birchwood Town Council**

County area (local councils and parish meetings only): **Cheshire**

**Financial year ending 31 March 2023**

Prepared by (Name and Role): **Clare Caddock - RFO / Deputy Clerk**

Date: **23/05/2023**

	£	£
<b>Balance per bank statements as at 31/3/23:</b>		
Co-operative Bank current a/c	80,059.8	
Co-operative Bank deposit a/c	10,053.2	
Nationwide deposit a/c	283,224.2	
[add more accounts if necessary]		
account 4		
account 5		
account 6		
account 7		
account 8		
		373,337.2
Petty cash float (if applicable)		108.0
Less: any unpresented cheques as at 31/3/23 (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary]		
item 5		
item 6		
item 7		
item 8		
Add: any un-banked cash as at 31/3/23		
<b>Net balances as at 31/3/23 (Box 8)</b>		<b><u>373,445.2</u></b>

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Birchwood Town Council

County area (local councils and parish meetings only):

Cheshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Box 7: Balances carried forward</b>		<b>373,808.00</b>
<b>Deduct: Debtors (enter these as negative numbers)</b>		
VAT reclaim	(603.97)	
Grant for EV charger	(350.00)	
	(953.97)	
<b>Deduct: Payments made in advance (prepayments) (enter these as negative numbers)</b>		
Terrain	(1,181.25)	
SAS Daniels	(1,074.75)	
SLCC	(222.00)	
BNP Paribas	(68.00)	
Levi	(30.00)	
	(2,576.00)	
<b>Total deductions</b>		<b>(3,529.97)</b>
<b>Add:</b>		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Expected annual audit/internal audit fees (approx)	1,600.00	
	1,600.00	
<b>Add:</b>		
Receipts in advance (must not include deferred grants/loans received)		
Allstar Fuel	77.28	
FD Online	39.60	
British Gas	521.42	
E-on electricity	10.70	
Matco	270.90	
Firstcom Europe	93.54	
SWALEC (electricity)	242.93	
James Todd & Co	57.60	
CopyriteSystems	42.38	
Waterplus (a/c 4083867607) approx	190.12	
Waterplus (a/c 4083868280) approx	22.00	
	1,568.47	
<b>Total additions</b>		<b>3,168.47</b>
<b>Box 8: Total cash and short term investments</b>		<b>373,446.50</b>





Box 6:

Difference between 2021/2022 and 2022/2023

No change: Community Development Scheme and Newsletter (no activity in 2022/2023). Additional Expenditure: Grants +£2,025.51, Bank charges +£231.20, petty cash advances difference +£90.00 = sub-total +£2,346.71. Reduction in Expenditure: Rates/Water, Gas & Electric -£561.30, Insurance/Subs/Fees/Car Tax -£9643.35, Town Council Revenue -£48,154.28 (less as in 21/22 two new vans had been included in this column), Parkers Farm Estate repair works (final works completed in 21/22) -£11,618.87, Election fees, -£1,605.13 (being paid over several years to Warrington Borough Council), petty cash -£19.18, Civic -£620.90 (Chair's allowance accounted for in 'staff wages'). Sub-total -£72,110.81 The total difference = -£69,764.10.