

**BIRCHWOOD TOWN COUNCIL**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED MARCH 2020**

<b>PREVIOUS YEAR 31.03.2019 £</b>	<b>INCOME</b>	<b>CURRENT YEAR 31.03.2020 £</b>
330,000.00	Precept	327,477.00
2,064.69	Bank Interest	2,572.07
49,055.02	Letting and Other and Grants	3,714.00
<hr/>		<hr/>
381,119.71	Total Income	333,763.07
<b>2018/2019</b>	<b>EXPENDITURE</b>	<b>2019/2020</b>
162,327.57 12(9.63 fte)	Staff wages	157,767.76
2,931.35	General Rates/gas/electric/water	3,276.73
11,447.55	Insurance/subs/fees/car tax	17,027.75
nil	Civic	735.87
nil	Newsletter	nil
48,104.33	Town Council Revenue	31,943.95
nil	Recreation Scheme	nil
5,807.00	Grants	2,209.00
23,030.00	Public Works Loan Board	22,270.00
81,712.07	Inland Revenue - Tax/NI/Pension Payments	84,885.63
487.40	Bank Charges	483.00
1,975.45	Parkers Farm Estate	2,700.00
1,322.35	Election Fees	1,322.34
-	Less Cash Advances	- 1,100.00
1,039.35	Plus Cash Purchases (Ex. VAT)	1,035.60
<hr/>		<hr/>
339,034.42		324,557.63
<b>2018/2019</b>	<b>GENERAL FUND</b>	<b>2019/2020</b>
295,572.74	Balance at 1st April	337,658.03
381,119.71	Add Income	333,763.07
<hr/>		<hr/>
676,692.45		671,421.10
339,034.42	Deduct Total Expenditure	324,557.63
<hr/>		<hr/>
£ 337,658.03	Income & Expenditure Account Balance	£ 346,863.47

Signed Business and Finance Officer .....

Date .....

Signed Chairman .....

Date .....

**BIRCHWOOD TOWN COUNCIL**

**RECEIPTS AND PAYMENTS - YEAR ENDED 31 MARCH 2020**

	Payments £	Receipts £
Precept 2019/2020		327,477.00
Lettings and Other Income		3,714.00
Bank Interest		2,572.07
VAT Repayments		7,441.78
Staff Wages (Apr-Jul 19 x 11 staff, Aug-Nov 19 x 10.5 staff, Dec 19-Mar 20 x 10 staff)	157,767.76	
General/Water Rates/Electricity/Gas	3,276.73	
Insurance/Subs/Fees/Car Tax	17,027.75	
Civic Expenditure	735.87	
Elections	1,322.34	
Newsletter	NIL	
Administration/Maintenance Revenue	31,057.72	
Recreation Schemes	NIL	
Grants	2,209.00	
Loans	22,270.00	
Inland Revenue Tax/NII/Pension payments	84,885.63	
VAT on Payments (Main Cash Book)	7,718.87	
Bank Charges	483.00	
Parkers Farm Estate	2,700.00	
Less - Petty Cash Advance -	-1,100.00	
Plus Petty Cash Expenditure + (inc. £135.71 VAT) *	1,171.31	
<b>Total</b>	<b>331,525.98</b>	<b>341,204.85</b>

**BIRCHWOOD TOWN COUNCIL**  
**BALANCE SHEET AS AT 31/03/2020**

	£
<b>A) LONG TERM ASSETS</b>	
1. Investments	0.00
2. Long term debtors	0.00
<b>B) CURRENT ASSETS</b>	
3. Stocks and stores	0.00
4. Debtors (VAT)	1,211.51
Debtors other	0.00
5. Payments in advance	4,221.97
6. Temporary lending (investments)	0.00
7. Cash in hand (debit balance of R&P account) •	346,500.25
<b>C) TOTAL ASSETS (A+B)</b>	351,933.73
<b>D) CURRENT LIABILITIES</b>	
8. Creditors	5,070.26
9 Temporary borrowing	
10.Cash overdrawn (Credit balance on R & P account)	0.00
11.Adjustments * see notes to accounts	0.00
	346,863.47
Represented by:	
12. Earmarked Reserves *see notes to accounts (1)	186,863.47
Cash	160,000.00
	346,863.47

**NOTES**

• Includes £268,222,25 held in the Nationwide Deposit Holding Account

(1)

The balances for March 2020 reflect:

- (a) £106,863.47 earmarked funds towards project costs of the offices Grade II repairs scheme (£70,000.00) and Community Development Fund (£36,863.47).
- (b) £45,000.00 earmarked funds towards general equipment in the near future  
i.e.replacement vehicles, maintenance equipment/office supplies and computer equipment.
- (c) £35,000.00 Election fees fund.
- (d) £160,000.00 Working balances and general reserves (6 month)

The above proposed earmarked reserves/funds at 31/03/2020 are for Council's approval.

The above statement represents fairly the financial position of the Town Council as at 31st March 2020 and reflects its income and expenditure during the year.

**Responsible Financial Officer**

**Chairman of the Council**

BIRCHWOOD TOWN COUNCIL

SUMMARY INCOME AND EXPENDITURE ACCOUNT 2019/2020

A	B	C	D	E	F
2018/2019 Income & Expenditure	2019/2020 Town Council Activity	2019/2020 Receipts & Payments Account (as per R&P Summary)	Reversal of last Years Adjustments or -	Current Year Adjustments or -	Income & Expenditure
£	£	£	£	£	£
330,000.00	Calculation of Income				
35,747.00	Precept	327,477.00			327,477.00
13,308.02	Precept grant Other income	NIL	NIL		NIL
2,064.69	Interest	2,572.07			2,572.07
13,340.58	VAT Repayments	7,441.78		-7,441.78	0.00
394,460.29	Total Receipts	341,204.85		Total income £	333,763.07
	Calculations of Expenditure				
325,946.44	Administration ) Recreation ) Schemes )	321,462.40	2,716.18 -1,600.00 -1,078.24	-4,221.97 1,600.00 3,470.26	322,348.63
5,807.00	S 137 Payments & Other Grants	2,209.00			2,209.00
9,552.57	VAT input	7,854.58			0.00
341,306.01	Total payments	331,525.98		-7,854.58	
	<b>CUMULATIVE FUND BALANCE</b>			<b>Total expenditure</b>	<b>324,557.63</b>
	Balance b/fwd at 01/04/2019	£			
	Plus income	337,658.03			
	Total income	333,763.07			
	Less: Total Expenditure	671,421.10			
	Balance c/fwd at 31/03/2020	324,557.63			
		346,863.47			
		<b>346,863.47</b>			

**BIRCHWOOD TOWN COUNCIL**

**SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2019/2020**

**SECTION EXPENDITURE**

Grants and Financial Assistance made by the Town Council to Organisations in 2019/2020 for activities and functions other than Section 137 of the Local Government Act 1972.

<b>Payee</b>	<b>Nature of Payment</b>	<b>£</b>		
Swift (NW) TA Swift Loos ** Nationwide Marquee Hire Ltd *	Hire of portaloos for 2019 Birchwood Carnival Hire of marquee, tables and chairs for 2019 Birchwood Carnival	350.00 1,159.00	Δ Δ	Jun-19 Jul-19

**Total 1,509.00**

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

\*\* Public Health Act 1936, s.87

Δ NET - VAT reclaimed by the Town Council



**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 2020.

<b>Lender</b>	<b>Date loan Matures</b>	<b>Amount of loan</b>
		£
Public Works Loan Board (Ref: PW487017)		120,000.00
_____	_____	_____
1 Loan	2027	120,000.00
_____	_____	_____

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



**United Kingdom  
Debt Management  
Office**

**OFFICIAL**

Eastcheap Court  
11 Philpot Lane  
London  
EC3M 8UD

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 2020

6 April 2020

BIRCHWOOD TOWN COUNCIL (CHESHIRE)

<b>LOAN REFERENCE NUMBER</b>	<b>REPAYMENT DATES</b>	<b>LOAN TYPE</b>	<b>REPAYMENT METHOD</b>	<b>PRINCIPAL BALANCE OUTSTANDING (£)</b>
PW487017	10 Mar - 10 Sep	FIXED	EIP	£120,000.00
<b>TOTAL OUTSTANDING BALANCE:</b>				<b>120,000.00</b>
<b>TOTAL NUMBER OF LOANS:</b>				<b>1</b>

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 2020

	<u>Plant &amp; Equipment</u>	<u>Fixed Asset Value March 2020 (£)</u>
Assets purchased during the year	(£3,296.83 + £1,652.56)	544,827.00
Assets disposed of during the year	(£305.00 + £1,173,92)	+ 4,949.39
		- 1,478.92
		<b>= <u>548,297.47</u></b>

At 31 March 2020 the following assets with a value over £1,000 were held by the Town Council:

#### Internal Notes for Historical Information

<u>Category of Asset</u>	<u>Asset</u>	<u>Value (£)</u>
Land & Buildings *See note below		65,000 (1) & (2) (£440,000)
Vehicles	Commercial	52,340 (3)
Plant & Equipment (office & depot combined, equipment in the vans and 2 x bus shelters)		40,957.47 (4)
Youth Club Land		12,000 (5)
Office car park land		3,000 (6) 0

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) 5 vans mixed ages – (£52,340)
- (4) Plant and equipment (Was £37,487.00 in 2018/2019)
- (5) Youth Club freehold land purchased May 2010
- (6) Purchase of car park land June 20050 (Added to restated valuation assets from 2018.)

\* 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.

(Insurance value @ 2020 for the office/barn complex is £1,028,870.24 (for info))

Total value of assets @ 31<sup>st</sup> March 2019 = £549,417.00 i.e.

£440,000.00	Buildings (since 2008)
£ 12,000.00	Youth and Community Centre land
£ 52,340.00	Vehicles (original valuation at purchase price)
£ 40,957.47	Plant, equipment, etc.
£ 3,000.00	Office car park
<b><u>£548,297.47</u></b>	

## BIRCHWOOD TOWN COUNCIL

### SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS 2019/2020

#### DEBT OUTSTANDING

At the close of business on 31 March 2020 debts of £751.73 were outstanding and due to the Town Council. The ages of these debts were:

	Number	Value
		£
Less than 3 months old	1 -	751.73 (VAT) (claimed 2 <sup>nd</sup> April 2020)
Between 3 and 6 months old	Nil	
Between 6 and 12 months old	Nil	459.78 (VAT – Aug 2019)
Over 12 months old	Nil	
<b>Total</b>		
Less than 3 months old	<u>1</u>	<u>751.73</u> (repaid 8th April 2020)
Between 6 and 12 months old	1	459.78 (repaid 15 <sup>th</sup> May 2020)
<b>Total</b>		<u>1,211.51</u>

**BIRCHWOOD TOWN COUNCIL**

**SUPPORTING NOTES TO THE ACCOUNTING STATEMENTS**

**TENANCIES**

During the 2019/2020 financial year the Council held the following tenancy agreements:

<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)
<b><u>Town Council as Landlord</u></b>			
<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 2019/2020

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 2020/2021 Financial Year.

1	<u>Total Expenditure</u> <u>2019/2020</u>	<u>Expenditure relating</u> <u>to 2020/2021</u>
(i) Terrain	£ 1,500.00	<sup>5/6</sup> £ 1,250.00
(ii) SAS Daniels	£ 1,377.00	<sup>3/4</sup> £ 1,032.75
(iii) SLCC	£ 254.00	<sup>3/4</sup> £ 190.50
(iv) Uniqwin UK Ltd	£ 375.95	<sup>51/52</sup> £ 368.72
(v) Millhouse Training	£ 1,380.00	£ 1,380.00
	<b>Total</b>	<b>£ 4,221.97</b>

2 The figure of +£1,600 relates to an estimate of the annual audit/internal audit fee due for the 2019/2020 accounting period but which has not yet been submitted for payment, but will appear in the 2020/2021 Accounts.

3 The figure of +£3,470.26 (gross) relates to expenditure already incurred in the 2019/2020 account year but which were only presented for payment in the 2020/2021 accounts i.e.

<b>Payments</b>	<b>Gross</b>
O2	£ 53.41
Allstar Fuel	£ 32.28
FD Online	£ 41.80
E-on (electricity L/S MUGA)	£ 10.29
Telesis	£ 69.35
Warrington Borough Council	£ 1,322.34
Blackett-Ord Conservation	£ 1,170.00
Npower - Gas	£ 510.97
CopyriteSystems	£ 93.98
UKMeds (face mask - reimb. to C Caddock)	£ 32.98
Matco Direct (portion of bill covers Oct 19 - March 20)	£ 132.86
	<b>Total</b>
	<b>£ 3,470.26</b>

<b>Total creditors</b>	£ 3,470.26
	£ 1,600.00
	<b>£ 5,070.26</b>

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to headed "Year ending 31 March 20xx" 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 un-presented cheques should be entered as negative figures.

Name of smaller authority: BIRCHWOOD TOWN COUNCIL

County area (local councils and parish meetings only): CHESHIRE

Financial year ending 31 March 2020

Prepared by (Name and Role): GARY CROWE - RFO

Date: 23/06/2020

	£	£
<b>Balance per bank statements as at 31/3/2020:</b>		
Co-operative A/C Current	account 1	68,220.52
Co-operative Deposit A/C	account 2	10,007.64
Nationwide Deposit A/C	account 3	268,222.25
	account 4	
[add more accounts if necessary]	account 5	
	account 6	
	account 7	
	account 8	
		346,450.41
Petty cash float (if applicable)		49.84
Less: any un-presented cheques as at 31/3/2020 (enter these as negative numbers)		
None	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 31/3/2020		
None		
		-
<b>Net balances as at 31/3/2020 (Box 8)</b>		<b>346,500.25</b>

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to headed "Year ending 31 March 20xx" 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 un-presented cheques should be entered as negative figures.

Name of smaller authority: BIRCHWOOD TOWN COUNCIL

County area (local councils and parish meetings only): CHESHIRE

Financial year ending 31 March 2020

Prepared by (Name and Role): GARY CROWE - RFO

Date: 23/06/2020

	£	£
<b>Balance per bank statements as at 31/3/2020:</b>		
Co-operative A/C Current	account 1	68,220.52
Co-operative Deposit A/C	account 2	10,007.64
Nationwide Deposit A/C	account 3	268,222.25
	account 4	
[add more accounts if necessary]	account 5	
	account 6	
	account 7	
	account 8	
		346,450.41
Petty cash float (if applicable)		49.84
Less: any un-presented cheques as at 31/3/2020 (enter these as negative numbers)		
None	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 31/3/2020		
None		
		-
<b>Net balances as at 31/3/2020 (Box 8)</b>		<b>346,500.25</b>

**Explanation of variances – pro forma**

Names of smaller authority: **Elveden South Town Council**  
 County area (local councils and **Wiltshire Council**): **Wiltshire Council**

**Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:  
 • variances of more than 15% between totals for individual boxes (except variances of less than £200);  
 • a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	236,572	337,653	42,086			Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	330,000	337,477	-2,523	0.76%	NO		
3 Total Other Receipts	81,170	6,286	-44,834	87.70%	YES		Support Scheme - now ended -£35,747. Non repeat of tractor sale income from 2018/2019 -
4 Staff Costs	244,040	242,653	-1,387	0.57%	NO		
5 Loan Interest/Capital Repayment	23,030	22,270	-760	3.30%	NO		
6 All Other Payments	71,964	59,634	-12,330	17.13%	YES		to office +£725 = £7,366
7 Balances Carried Forward	337,658	346,864			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	315,821	346,500				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	544,527	540,297	3,470	0.64%	NO		
10 Total Borrowings	135,000	120,000	-15,000	11.76%	NO		

see over for content of boxes

Rounding errors of up to £2 are tolerable  
 Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Variation Explanations:

Box 3: Reduction in precept grant from Borough Council following introduction of their new Council Tax Support Scheme - now ended -£35,747. Non repeat of tractor sale income from 2018/2019 -£9,500, Lettings increase for 2019/2020 +£390 and other +£23 = -£44,834

Box 6: Additional Expenditure: Rates +£345, Civic +£736, Insurance/Fees/Consultancy +£580, Repairs to office +£725 = £7,386

Reduction in Expenditure: Reduction of main revenue expenditure due to reduced work force and budget management -£9,766

Reduction in grant awards -£3,598 and reduction in other expenditure -£1,224. Total other payments -£12,330



## 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.

Box 7: Balances carried forward £ 346,863.00

Deduct:	Debtors (enter these as negative numbers)	£
	1	(1,211.51)
	2	
	3	
		<u>(1,211.51)</u>

Deduct:	Payments made in advance (prepayments) (enter these as negative numbers)	£
	1	(4,221.97)
	2	
		<u>(4,221.97)</u>
		(5,433.48)

Total deductions (5,433.48)

Add:	Creditors (must not include community infrastructure levy (CIL) receipts)	£
	1	5,070.26
	2	
		<u>5,070.26</u>

Add:	Receipts in advance (must not include deferred grants/loans received)	£
	1	-
	2	
		<u>-</u>

Total additions 5,070.26

Box 8: Total cash and short term investments 346,499.78

## BIRCHWOOD TOWN COUNCIL

ASSET REGISTER MARCH 2020  
VEHICLE SCHEDULE

Vehicle	Date of Purchase	Original Purchase Price
<b>PO51 WLE</b> VW Caddy Van 1896cc Colour Red - Diesel Fuel Eng. No. R516982 Chassis No. WVZZZ9KZ1R516982	12.09.2001	£ 8,085.00
<b>ND09 VNL (2009)</b> Ford Transit 100 T350M RWD Colour White - Diesel Fuel 2402cc Chassis No. WF0XXXBDFX9B46627 Eng. No. 9B46627	Jun-12	£ 9,500.00
<b>ND58 BZR (2008)</b> Ford Transit 85 T280S FWD Colour White - Diesel Fuel Chassis No. WF0XXXBDFX8K11802 Eng. No. 8K11802	Jun-12	£ 8,005.00
<b>NH57 CZV</b> Ford Transit Tipper 100 T350L D/C RWD 2402 cc Colour: White Fuel: Diesel Chassis No: WFONXXTTFN7J65708 Engine No: 7J65708	10th February 2011	£ 11,500.00
<b>HK64 NNM</b> Iveco Tipper Daily 35C13 MWB 2287 cc Colour: White Fuel: Diesel Chassis No: ZCFC359300D530181 Engine No: 72075667	Aug-18	£ 15,250.00

**Total at 31.03.2020: £ 52,340.00**