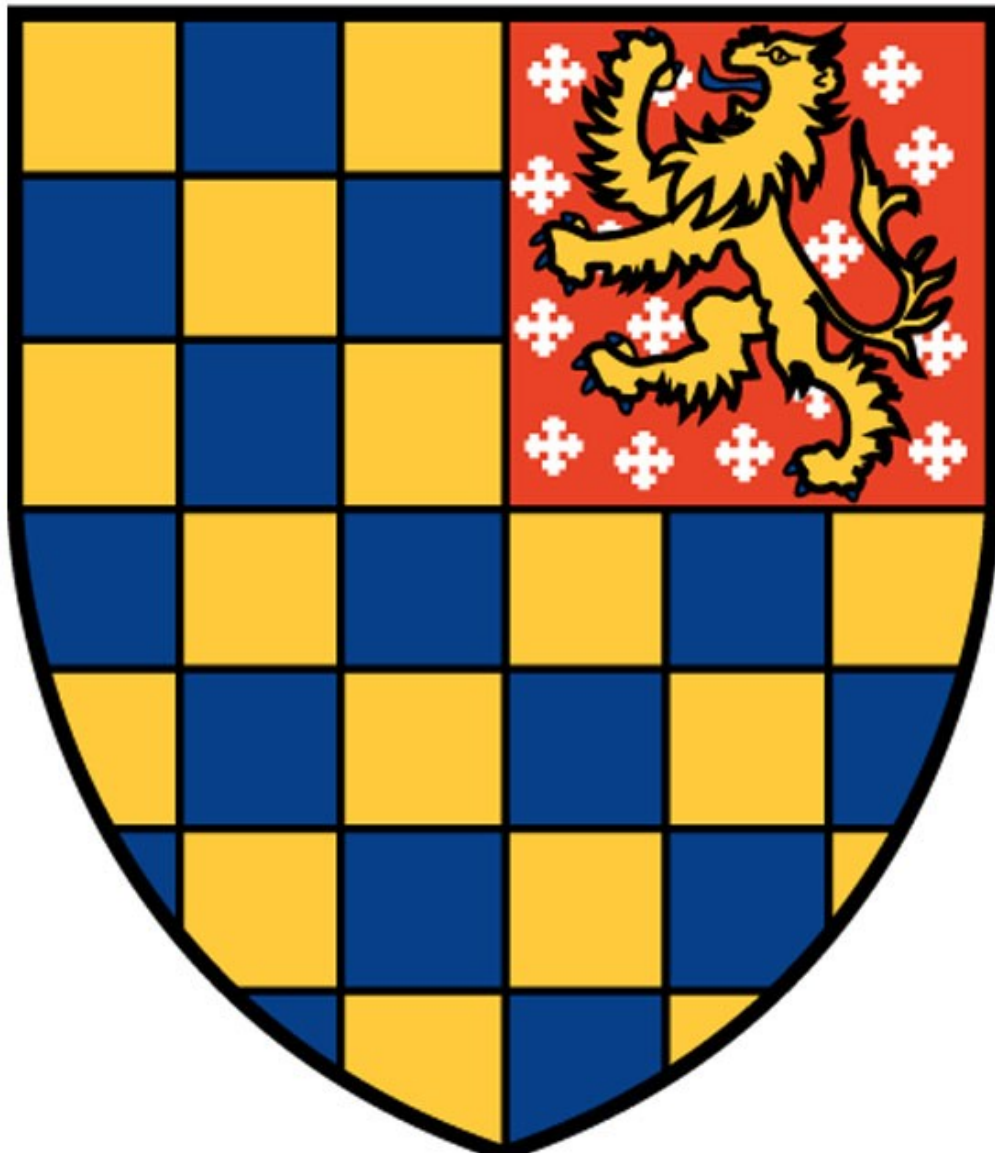


# LEWES TOWN COUNCIL



**FINANCIAL ACCOUNTS**  
for the year  
**1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009**

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**LEWES TOWN COUNCIL**

**Council Information**

**For the Year ended 31 March 2009**

**Councillors**

Cllr Adam BARKER

Cllr Hilary BLACK

Cllr Carol BOROWSKI

Cllr Michael CHARTIER

Cllr Jim DALY

Cllr Amanda DEAN

Cllr Jonathan FREEMAN

Cllr David GRAY

Cllr Leung Fuk LI

Cllr Nicola McGILLIGAN

Cllr Merlin MILNER

Cllr Roger MURRAY

Cllr Susan MURRAY

Cllr Ruth O'KEEFFE

Cllr Barbara RIDDIHOUGH

Cllr Jim SINCLAIR

Cllr Mike TURNER

Cllr Jeremy WAINWRIGHT

**Town Clerk** Steve Brigden

**Auditors**

Mazars LLP

Chartered Accountants and Registered Auditors

Regency House

3 Grosvenor Square

Southampton SO15 2BE

# LEWES TOWN COUNCIL

## Explanatory Foreword

### For the Year ended 31 March 2009

The Council's statements of accounts for the year ended 31 March 2009 are set out on the following pages. They consist of the following statements:

#### **The Income and Expenditure Account**

The Council's revenue account, covering income and expenditure on all services.

#### **The Balance Sheet**

This sets out the financial position of the Council at 31 March 2009, i.e. its assets and liabilities at that date.

#### **Statement of Total Movement in Reserves**

This summarises the total gains and losses of the Council and their effect on the Council's reserves during the year.

#### **Notes to the Accounts**

These provide further information on the amounts included in the financial statements.

This foreword provides a brief explanation of the financial aspects of the Council's activities and draws attention to the main characteristics of the financial position, including the year's budget, as summarised on the next page.

#### **Further Information**

Further information about the accounts is available from The Town Hall, High Street, Lewes BN7 2QS. This is part of the Council's policy of providing full information about its affairs. Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised on the notice board outside the Council Offices, and on the Council's website ([www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)).

## LEWES TOWN COUNCIL

### Responsibilities for the Statement of Accounts

Year ended 31<sup>st</sup> March 2009

#### The Council's Responsibilities

The Council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers has the responsibility for the administration of those affairs. At this Council, that officer is the Town Clerk
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

#### The "Responsible Financial Officer" Responsibilities

The R.F.O. is responsible for the preparation of the Council's statement of accounts in accordance with the 'Code of Practice on Local Authority Accounting in Great Britain' (the code), so far as is applicable to this Council, to present fairly the financial position of the Council at 31<sup>st</sup> March 2009 and its income and expenditure for the year then ended.

In preparing the statements of accounts, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the code.

The R.F.O. has also:

- kept proper accounting records which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

#### Responsible Financial Officer's Certificate

I hereby certify that the statements of accounts for the year ended 31<sup>st</sup> March 2009 required by the Accounts and Audit Regulations 2003 are set out in the following pages.

I further certify that the statements of accounts present fairly the financial position of Lewes Town Council at 31<sup>st</sup> March 2009, and its income & expenditure for the year ended 31<sup>st</sup> March 2009.

Signed:.....

Date:.....

**Steven Brigden**

**Town Clerk and Responsible Financial Officer**

## **LEWES TOWN COUNCIL**

### **Statement of Internal Control**

**Year ended 31<sup>st</sup> March 2009**

#### **Scope and Responsibility**

Lewes Town Council (hereafter called “the Council”) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council’s functions and which includes arrangements for the management of risk.

#### **Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council’s policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively and economically.

#### **The Internal Control Environment**

The Council already has or is putting into place systems which:

- Establishes and monitors the achievements of the Council’s objectives
- Facilitates policy and decision making
- Ensures compliance with established policies, procedures, laws and regulations
- Identifies, assesses and manages the risks to the Council, including how risk management is embedded in the activity of the Council, how leadership is given to the risk management process, and how staff are trained or equipped to manage risk in a way appropriate to their role
- Control the financial management of the Council and the reporting of financial management

**LEWES TOWN COUNCIL**

**Review of Effectiveness**

The Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control, and of its arrangements for internal audit.

The review of the effectiveness of the system of internal control is informed by the work of internal auditors and the executive officers within the Council who have responsibility for the development and maintenance of the internal control environment, and also comments made by the external auditor and other review agencies and inspectorates in their annual letter and other reports.

Our review of the effectiveness of the system of internal control is informed by:

- o The work of officers within the Council
- o The work of the internal auditor
- o The external auditors in their annual audit report

We have been advised on the implications of the result of the review of the effectiveness of the system of internal control by the executive officers, and plan to address weaknesses and ensure continuous improvement of the system in place.

We have reviewed the effectiveness of our Internal Audit operations, and have taken account of the guidance issued in this regard by the Audit Commission. We are satisfied on all counts that our arrangements are effective and meet expected standards.

Signed.....  
Cllr Amanda Dean  
**Mayor 2009/10**

Signed.....  
Steve Brigden  
**Responsible Financial Officer**

Date:.....

Date:.....

**Lewes Town Council  
Income and Expenditure Account  
for the Year ended 31st March 2009**

2008 Net Expenditure	Cost Centres	Notes	2009 Gross Expenditure	2009 Income	2009 Net Expenditure
112,305	Corporate Admin		112,596	671	111,925
62,977	Civic Admin		92,218	6,000	86,218
34,115	Mayoralty		38,129	1,677	36,452
205,396	Town Hall		206,070	85,132	120,938
54,721	All Saints		176,563	24,689	151,874
32,763	Pells		35,126	364	34,762
56,541	Open Spaces		95,453	0	95,453
14,551	Allotments		37,951	1,337	36,614
11,755	Election expenses				
5,800	Section 137 Expenditure	<b>6</b>	3,670		3,670
43,095	Other Grants and Sponsorship		45,150		45,150
			<hr/>		<hr/>
634,019	COST OF SERVICES		842,926	119,870	723,056
694,700	Precept received			734,700	(734,700)
24,367	Interest and Investment Income	<b>3</b>		24,135	(24,135)
10,056	Loan repayment		10,056		10,056
			<hr/>	<hr/>	<hr/>
(74,992)			852,982	878,705	(25,723)
			<hr/>		<hr/>
401,152	Balance brought forward				(476,144)
					<hr/>
(476,144)	Balance Carried Forward				(501,867)
					<hr/>
301,152	Earmarked Reserve Balance B/Fwd			323,292	
70,200	Transferred from General Fund	<b>14</b>		32,000	
(48,060)	Transferred to general fund			(143,363)	
					211,929
100,000	General Fund Balance B/Fwd			152,852	
52,852	Surplus/(Deficit) for the Year			137,086	
					289,938
					<hr/>
476,144	Balance Carried Forward				501,867
					<hr/>

**LEWES TOWN COUNCIL**  
**Balance Sheet**  
**as at 31st March 2009**

<b>Year Ended</b>		<b>Year Ended</b>
<b>31st March 2008</b>	<b>Notes</b>	<b>31st March 2009</b>
£		£
<b>CURRENT ASSETS</b>		
1,356	Stock <span style="float: right;"><b>9</b></span>	2,883
12,608	Debtors <span style="float: right;"><b>10</b></span>	10,222
28,165	Payment in Advance	0
33,270	VAT Recoverable	46,062
408,443	Cash in Hand	463,683
<u>483,842</u>	<b>TOTAL ASSETS</b>	<u>522,850</u>
 <b>CURRENT LIABILITIES</b>		
4,823	Creditors <span style="float: right;"><b>11</b></span>	18,047
2,875	Receipts in Advance	2,936
0	VAT Payable	
<u>7,698</u>	<b>TOTAL LIABILITIES</b>	<u>20,983</u>
 <b>NET ASSETS</b>		
<u>476,144</u>		<u>501,867</u>
 <b>Represented By</b> <span style="float: right;"><b>14</b></span>		
152,852	General Fund	289,938
323,292	Earmarked Funds	211,929
<u>476,144</u>		<u>501,867</u>

Receipts in Advance

Bayliss	107.50
Quinn	444.70
Roe	390.00
Royal Sussex Reg	1032.00
Shuttleworth	222.75
Smol	167.50
Suit	365.00
Sussex Downs Col	124.50
Transion Town	82.00
	<u>2935.95</u>

.....  
 Cllr A Dean  
**Mayor 2009/10**

.....  
 Steve Brigden  
**Responsible Financial Officer**

Date:.....

Date:.....

**Lewes Town Council**  
**Notes to the Accounts**  
**31 March 2009**

**1 Information on Assets Held**

	31/03/2008	Movement in the Year Purchases	31/03/2009	Method of Valuation
	£	£	£	
<b>Operational Land and Buildings</b>				
Lewes Town Hall	1,925,926	0	1,925,926	*
All Saints Centre	362,727	0	362,727	*
Pells Swimming Pool	131,250	0	131,250	*
<b>Non-Operational Land and Buildings</b>				
Malling Community Centre	85,000	0	85,000	**
<b>Equipment</b>				
Computer Equipment	10,948	0	10,948	*
Franking Machine	472	0	472	*
<b>Infrastructure Assets</b>				
Bus Shelters	42,193	0	42,193	*
Town Seats and Benches	21,707	0	21,707	*
Waste Bins	3,027	0	3,027	*
Town Signs	5,877	0	5,877	*
<b>Community Assets</b>				
Lewes Priory Land	24,000	0	24,000	**
The Pells Land	15,000	0	15,000	**
Allotments	26,500	0	26,500	**
The Town Plate	237,790	0	237,790	**
Works of Art	252,500	0	252,500	**
St. Michael's Town Clock	21,000	0	21,000	**
Civic Robes	35,670	0	35,670	**
Antique House Clock	2,370	0	2,370	**
Antique Books	2,100	0	2,100	**
War Memorial	1	0	1	***
Land at Landport Bottom (50% share with Lewes District Council)	1	0	1	***
Love Lane Tree Belt	1	0	1	***
	<b>3,206,060</b>	<b>0</b>	<b>3,206,060</b>	

\* Valued at open market value less depreciation prior to 31/3/05

\*\* Valued at open market value at 1/4/2004

\*\*\* Nominal value

All the above assets are insured at replacement cost values

**Lewes Town Council**  
**Notes to the Accounts**  
**31 March 2009**

**14. Movement in Reserves**

**Earmarked Reserves**

	<b>Opening Balance</b>	<b>Transfer from General Fund</b>	<b>Transfer to General Fund</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Town Hall	0	15,000	0	15,000
All Saints Centre	52,000	0	52,000	0
Open Spaces	20,000	2,000		22,000
Lewes Priory	45,000	5,000		50,000
Pells Lake	11,929	0		11,929
The Pells	55,300	0	1,000	54,300
Commemorations Fund	9,000	3,000		12,000
Environment Enhancement Fund	6,000	3,000		9,000
Town Clocks	19,500	0	19,500	0
Malling Community Centre	8,000	4,000		12,000
Committed or projects in progress	96,563	0	70,863	25,700
	<u>323,292</u>	<u>32,000</u>	<u>143,363</u>	<u>211,929</u>

**General Fund**

	<b>Opening Balance</b>	<b>Surplus /(Deficit)</b>	<b>Closing Balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Brought Forward	152,852	137,086	289,938

Movements this year relate to:

budgeted contributions to earmarked reserves and completion of projects

**Lewes Town Council****Notes to the Accounts****31 March 2009****2. Principal Accounting Policies****Accounting Convention**

The accounts have been prepared in accordance with The Code of Practice on Local Authority Accounting in Great Britain (the Code), which is recognised by statute as representing proper accounting practices.

**Debtors and Creditors**

The revenue accounts of the Council are maintained on an accruals basis in accordance with the Code. 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. telephones, electricity). This policy is applied consistently each year, and therefore, it will not have a material effect on the year's accounts or on the Council's annual budget.

**Leases**

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

**Earmarked Reserves**

Earmarked Reserves are a means of building up funds from surpluses, to meet known or predicted liabilities in the coming years.

<b>3. Interest and Investment Income</b>	<b>2008</b>	<b>2009</b>
Interest Income – General Funds	£24,367	£24,135

**4. Agency Work**

During the year the Council did not undertake any agency work on behalf of other authorities or commission any agency work to be performed by other authorities.

**Lewes Town Council****Notes to the Accounts****31 March 2009****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:

	<b>2008</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Recruitment Advertising	0	391
Marketing Advertising	761	1,601
Other Publicity (incl. newsletter)	<u>951</u>	<u>765</u>
	1,712	2,757

**6. S.137 Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to £5.86 per head on the electoral roll in this year for the benefit of people in its area on activities or projects *not specifically authorised by other powers*.

Expenditure was incurred in 2008/09 for the following purposes:

<b>Grants to</b>	<b>£</b>
Transition Town Lewes	750
E Sx Wildlife Rescue Ambulance	500
Lewes Wireless Broadband	2,000
Leicester Road Residents Association	420

TOTAL      3,670

Grants to bodies such as the Citizens Advice Bureau are made under other specific legal powers and so are not included in the above figures.

**7. Employees and Members**

The average weekly number of full time equivalent employees during the year was ten

One employee received remuneration, excluding pension contributions, but including Benefits in kind, over £50,000 during the year.

	<b>2008</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Members Allowances paid in the year	2,964	3,310

**Lewes Town Council****Notes to the Accounts****31 March 2009****8. Auditor's remuneration**

Audit fees due for the year to Mazars LLP, the Council's auditors, were £2,500 (2008: £2,961)

**9. Stock**

	<b>2008</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Uniforms & civic items	0	1370
Town Hall Stores	493	296
All Saint Stores	91	371
Stationery	772	846
TOTAL	1356	2883

**10. Debtors**

	<b>2008</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Trade debtors (No debts were more than 3 months old)	12,608	10,222
VAT	33,288	46,062
Prepayment	28,156	0

**11. Creditors and Accrued Expenses**

	<b>2008</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Creditors	4,823	18,047
Receipts in Advance	0	2,936
TOTAL	4,823	20,983

**12. Operating Lease Commitments**

The Council had the following annual commitments under operating leases at 31 March.

	<b>2008</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Photocopier and doormats	1,460	1,669

**13. Loans**

	<b>2008</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board		
Amount outstanding	113,816	108,827

**Lewes Town Council**

**Notes to the Accounts**

**31 March 2009**

**15. Pensions**

For the year ended 31 March 2009 the Council's contributions equalled 18.0% of employees' superannuable pay. These will increase in 2009/10 to 18.3%

**16. Contingent Liabilities**

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