

**LEWES TOWN COUNCIL**

**Council Information**

**For the Year ended 31 March 2010**

**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 2010

The Council's statements of accounts for the year ended 31 March 2010 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 2010, 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 2010

#### 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 2010 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 2010 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 2010, and its income & expenditure for the year ended 31<sup>st</sup> March 2010.

Signed:.....

Date:.....

**Steven Brigden**

**Town Clerk and Responsible Financial Officer**

## **LEWES TOWN COUNCIL**

### **Statement of Internal Control**

**Year ended 31<sup>st</sup> March 2010**

#### **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:

- The work of officers within the Council
- The work of the internal auditor
- 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 Dr Micheal Turner  
Mayor 2010/11

Signed.....  
Steve Brigden  
Responsible Financial Officer

Date:.....

Date:.....

**Lewes Town Council  
Balance Sheet  
as at 31st March 2010**

*NB All values rounded to nearest pound (sterling)*

Year Ended 31 March 2009		Notes	Year Ended 31 March 2010
<b>£</b>	<b>CURRENT ASSETS</b>		<b>£</b>
2,883	Stock	9	2,266
10,222	Debtors	10	10,378
0	Payment in advance		0
46,062	VAT Recoverable		18,495
463,683	Cash in Hand		553,052
<u>522,850</u>	<b>TOTAL ASSETS</b>		<u>584,191</u>
<b>CURRENT LIABILITIES</b>			
18,047	Creditors	11	7,634
2,936	Receipts in Advance		2,409
0	VAT Payable		0
<u>20,983</u>	<b>TOTAL LIABILITIES</b>		<u>10,043</u>
<u>501,867</u>	<b>NET ASSETS</b>		<u>574,147</u>
<b>Represented by:</b>			
289,938	General Fund		334,368
211,929	Earmarked funds	14	239,779
<u>501,867</u>			<u>574,147</u>

.....  
Cllr Dr M Turner  
Mayor 2010/11

.....  
Steve Brigden  
Responsible Financial Officer

Date:.....

Date:.....

**Lewes Town Council**  
**Income and Expenditure Account**  
**for the Year ended 31st March 2010**

NB All values rounded to nearest pound (sterling)

2009 Net Expenditure	Cost Centres	Notes	2010 Gross Expenditure	2010 Income	2010 Net Expenditure
111,925	Corporate Admin		108,506	0	108,506
86,218	Civic Admin		65,333	0	65,333
36,452	Mayoralty		40,959	1,619	39,340
120,938	Town Hall		232,128	84,897	147,231
151,874	All Saints		100,471	31,015	69,456
34,762	Pells		49,151	0	49,151
95,453	Open Spaces		127,446	12,995	114,451
36,614	Allotments		30,624	7,029	23,594
0	Election expenses		0	0	0
3,670	Section 137 Expenditure	6	10,517		10,517
45,150	Other Grants and Sponsorship		56,629		56,629
<hr/>			<hr/>		<hr/>
723,056	COST OF SERVICES		821,764	137,555	684,209
(734,700)	Precept received			763,000	(763,000)
(24,135)	Interest and Investment Income	3		3,545	(3,545)
10,056	Loan repayment		10,056		10,056
<hr/>			<hr/>	<hr/>	<hr/>
(25,723)			831,820	904,100	(72,280)
(476,144)	Balance brought forward				(501,867)
<hr/>					<hr/>
(501,867)	Balance Carried Forward				(574,147)
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323,292	Earmarked Reserve Balance B/F			211,929	
44,500	Transferred from General Fund	14		113,600	
155,862	Transferred to general fund			85,750	
					239,779
152,852	General Reserve Balance Brought Forward			289,938	
137,086	Surplus/(Deficit) for the Year			44,430	
					334,368
501,867	Balance Carried Forward				574,147
					<hr/>

Lewes Town Council  
Notes to the Accounts  
31 March 2010

1 Information on Assets Held

	31/03/2009	Movement in the Year Purchases	31/03/2010	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 2010****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>2009</b>	<b>2010</b>
Interest Income – General Funds	£24,135	£3,545

**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 2010****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>2009</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Recruitment Advertising	391	0
Marketing Advertising	1,601	891
Other Publicity (incl. newsletter)	<u>765</u>	<u>704</u>
	2757	1595

**6. S.137 Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to £6.15 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 2009/10 for the following purposes:

<b>Grants to</b>	<b>£</b>
Homelink	£767
Sussex Air Ambulance	£500
Sussex Downs Joint Committee	£2,250
Lewes Town Partnership	£7,000

TOTAL £10,517

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 eleven

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

	<b>2009</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Members Allowances paid in the year	3,310	3,854

**Lewes Town Council****Notes to the Accounts****31 March 2010****8. Auditor's remuneration**

Audit fees due for the year to Mazars LLP, the Council's auditors, were £2,500 (2009: £2,500)

**9. Stock**

	<b>2009</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Uniforms & civic items	1370	1282
Town Hall Stores	296	418
All Saint Stores	371	190
Stationery	846	376
TOTAL	2883	2,266

**10. Debtors**

	<b>2009</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Trade debtors (No debts were more than 3 months old)	10,222	10,378
VAT	46,062	18,495
Prepayment	0	0

**11. Creditors and Accrued Expenses**

	<b>2009</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Creditors	18,047	7,634
Receipts in Advance	2,936	2,409
TOTAL	20,983	10,043

**12. Operating Lease Commitments**

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

	<b>2009</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Photocopier and doormats	1,669	1669

**13. Loans**

	<b>2009</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board		
Amount outstanding	108,827	103,611

**Lewes Town Council**  
**Notes to the Accounts**  
**31 March 2010**

**14. Movement in Reserves**

**Earmarked Reserves**

	Opening Balance	Transfer from General Fund	Transfer to General Fund	Total
	£	£	£	£
Town Hall	15,000	15,000	15,000	15,000
All Saints Centre	0	12,000	5,500	6,500
Open Spaces	22,000	1,000	13,000	10,000
Lewes Priory	50,000	3,000	50,000	3,000
Pells Lake	11,929			11,929
The Pells	54,300	14,000		68,300
Commemorations Fund	12,000	2,500		14,500
Environment Enhancement Fund	9,000	2,500		11,500
Town Clocks	0	300		300
Malling Community Centre	12,000	4,000		16,000
Committed or projects in progress	25,700	59,300	2,250	82,750
	<u>211,929</u>	<u>113,600</u>	<u>85,750</u>	<u>239,779</u>

**General Fund**

	Opening Balance	Surplus /Deficit	Closing Balance
	£	£	£
Brought Forward	289,938	44,430	334,368

Movements this year relate to:  
 budgeted contributions to earmarked reserves

**Lewes Town Council**

**Notes to the Accounts**

**31 March 2010**

**15. Pensions**

For the year ended 31 March 2010 the Council's contributions equalled 18.3% of employees' superannuable pay. These will increase in 2010/11 to 18.6%

**16. Contingent Liabilities**

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

Subject to audit