

STRATFORD UPON AVON TOWN COUNCIL

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2020

STRATFORD UPON AVON TOWN COUNCIL

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

CONTENTS

	Page
Consolidated Revenue Account	1
Balance Sheet	2
Accounting Policies	3
Notes to the Accounts	4 - 10

STRATFORD UPON AVON TOWN COUNCIL

CONSOLIDATED REVENUE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

		<u>2020</u>	<u>2019</u>		
		<u>Gross expenditure</u>	<u>Gross income</u>	<u>Net (income)/ expenditure</u>	<u>Net (income)/ expenditure</u>
	Notes	£	£	£	£
Environmental Services					
Cemetery	11	172,628	73,745	98,883	100,143
Maintenance of Holy Trinity Churchyard		4,576	-	4,576	393
Park Road	12	-	165	(165)	301
Cultural and Related Services					
Town Hall	13	130,225	25,932	104,293	62,472
Civic expenses	14	60,038	-	60,038	55,208
Other Services					
Market	15	103,227	142,119	(38,892)	(34,930)
Initiatives	16	105,107	-	105,107	110,884
Central Services: Corporate Management					
Unapportioned overheads: - General administration	17	289,511	-	289,511	275,676
Net cost of services		<u>865,312</u>	<u>241,961</u>	623,351	570,147
Investment income		1,161	23,591	(22,430)	(21,040)
Rental income		2,184	10,724	(8,540)	(8,323)
Net operating expenditure		<u>3,345</u>	<u>34,315</u>	592,381	540,784
Precept				<u>(509,112)</u>	<u>(505,902)</u>
Deficit for year				83,269	34,882
General Reserve brought forward				(520,711)	(505,841)
Transfer to/(from) designated reserves	6			(4,948)	(49,752)
General Reserve carried forward				<u>(442,390)</u>	<u>(520,711)</u>

STRATFORD UPON AVON TOWN COUNCIL

BALANCE SHEET

31 MARCH 2020

		<u>2020</u>		<u>2019</u>	
	Notes	£	£	£	£
Fixed Assets					
Tangible assets	1		15,039,541		11,083,998
Investments	2		584,205		-
			<u>15,623,746</u>		<u>11,083,998</u>
Current Assets					
Debtors	3	41,366		68,962	
Short term investments	4	167,778		810,501	
Cash at bank and in hand		6,342		28,229	
		<u>215,486</u>		<u>907,692</u>	
Less Current Liabilities:					
Creditors	5	<u>(48,706)</u>		<u>(82,543)</u>	
Net Current Assets			166,780		825,149
Net Assets			<u><u>15,790,526</u></u>		<u><u>11,909,147</u></u>
 Financed by:					
Fixed Asset Restatement Reserve	7		15,039,541		11,083,998
Designated Reserves	6		308,595		304,438
General Reserve			442,390		520,711
			<u><u>15,790,526</u></u>		<u><u>11,909,147</u></u>

Approved and authorised for issue on 28th July 2020 and by:

S Summers
Town Clerk

The notes on pages 3 to 10 form part of these accounts.

STRATFORD UPON AVON TOWN COUNCIL

ACCOUNTING POLICIES

YEAR ENDED 31 MARCH 2020

a) Accounting convention

The accounts have been prepared in accordance with United Kingdom Generally Accepted Accounting Standards. The accounts have not been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom as the Council's income and expenditure levels are such that it is exempt from compliance.

b) Fixed assets and depreciation

The valuation bases adopted for fixed assets held by the Council are as follows:-

Operational assets:

Town Hall	- Lower of depreciated replacement cost or net realisable value
Cemetery Chapel Office	- Lower of depreciated replacement cost or net realisable value

Non-operational assets:

Land fronting River Avon, Tiddington Road, Stratford upon Avon	- market value
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Community assets:

Cemetery Chapel, grounds and Tranquility Garden	- replacement cost
Civic Insignia, Borough records, pictures etc	- replacement cost
American Fountain	- replacement cost
Garden of Remembrance	- replacement cost

No depreciation is charged on Town Hall or the Cemetery office on the basis that due to the historic origins of the buildings they have to be maintained in good working order and because of this they are considered to have indefinite useful lives.

Operational asset fixtures and plant are expensed in the accounts in the year of purchase in accordance with Governance and Accountability for Smaller Authorities in England– Practitioners' Guide (March 2019), issued by the Joint Panel on Accountability & Governance (JPAG). Fixtures and plant that were capitalised previously following a different accounting policy have been written down to a net book value of nil in prior years and so have been removed from the fixed asset note to the accounts.

c) Debtors and creditors

All revenue transactions are accounted for on an income and expenditure basis. Accordingly, 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 policy comprise recurring items of expenditure such as telephone and electricity and application of this exception is consistently applied each year and therefore does not have a material effect on the year's accounts.

d) Investments

Short term and long term investments are included at market value at the balance sheet date.

e) Pensions

Certain Council employees are members of a defined benefit pension scheme.

The Council has not implemented FRS 102 section 28 (employee benefits) as it is not required to.

STRATFORD UPON AVON TOWN COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

1. FIXED ASSETS	- Operational assets -				Total
	Town Hall	Cemetery office	Non-Operational assets	Community assets	
Valuation					
31 March 2019	4,276,550	485,970	10,000	6,311,478	11,083,998
Additions	-	-	-	-	-
Revaluation	2,748,450	364,030	-	843,063	3,955,543
31 March 2020	<u>7,025,000</u>	<u>850,000</u>	<u>10,000</u>	<u>7,154,541</u>	<u>15,039,541</u>
Depreciation					
31 March 2019	-	-	-	-	-
Charge for the year	-	-	-	-	-
Revaluation	-	-	-	-	-
31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Book Value					
31 March 2020	<u>7,025,000</u>	<u>850,000</u>	<u>10,000</u>	<u>7,154,541</u>	<u>15,039,541</u>
31 March 2019	<u>4,276,550</u>	<u>485,970</u>	<u>10,000</u>	<u>6,311,478</u>	<u>11,083,998</u>

The major physical assets held by the Council at 31 March 2020 were:

Operational assets

Town Hall
Cemetery Chapel Office

Non-operational assets

Land fronting River Avon, Tiddington Road, Stratford upon Avon

Community Assets

Cemetery Chapel, grounds and Tranquility Garden
Civic insignia, Borough records, pictures etc
American Fountain
Garden of Remembrance

Included within community assets are heritage assets with a value of £5,460,000 (2019: £4,940,000).

The fixed assets were revalued in the financial year ending March 2020, with the exception of non-operational assets.

Operational assets are included in the balance sheet at valuation. Operational asset fixtures and plant are expensed in the accounts in the year of purchase in accordance with Governance & Accountability for Smaller Authorities in England – Practitioners’ Guide (March 2019), issued by the Joint Panel on Accountability & Governance (JPAG).

	<u>2020</u>	<u>2019</u>
	£	£
2. FIXED ASSET INVESTMENTS		
Investments (neither unlisted nor listed) were as follows:-		
Investments	<u>584,205</u>	<u>-</u>

It has been decided to reclassify a number of existing current assets as fixed assets, these were the CCLA Local Authorities Property Fund (£250,000), Cambridge and Counties 3 year fixed (£102,200) and 2 year fixed (£232,005).

	<u>2020</u>	<u>2019</u>
	£	£
3. DEBTORS		
Sundry debtors	<u>41,366</u>	<u>68,962</u>

STRATFORD UPON AVON TOWN COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

	<u>2020</u>	<u>2019</u>
	£	£
4. SHORT TERM INVESTMENTS		
Approved investments	<u>167,778</u>	<u>810,501</u>

It has been decided to reclassify a number of existing current assets as fixed assets, these were the CCLA Local Authorities Property Fund (£250,000), Cambridge and Counties 3 year fixed (£102,200) and 2 year fixed (£232,005).

	<u>2020</u>	<u>2019</u>
	£	£
5. CREDITORS		
Sundry creditors	<u>48,706</u>	<u>82,543</u>

6. DESIGNATED RESERVES	Building Maintenance Reserve	Cemetery Land & Building Maintenance Reserve	Allotment Reserve
	£	£	£
31 March 2019	150,860	25,400	27,162
Net income/(costs) incurred during the year	-	-	-
Transferred (to) / from general reserves	(14,245)		
31 March 2020	<u>136,615</u>	<u>25,400</u>	<u>27,162</u>

	Election Expense Reserve	Old Stratford and Drayton Reserve	Shakespeare's Birthday Celebration Reserve
	£	£	£
31 March 2019	9,500	1,650	68,068
Net income/(costs) incurred during the year	-	(1,629)	4,979
Transferred (to)/from general reserves	8,962	(21)	-
31 March 2020	<u>18,462</u>	<u>-</u>	<u>73,047</u>

	Vehicle Replacement Reserve	Community Infrastructure Levy	Christmas Festival Reserve	Total
	£	£	£	£
31 March 2019	12,500	-	9,298	304,438
Net income/(costs) incurred during the year	-	5,755	-	9,105
Transferred (to)/from general reserves	2,500		(2,144)	(4,948)
31 March 2020	<u>15,000</u>	<u>5,755</u>	<u>7,154</u>	<u>308,595</u>

STRATFORD UPON AVON TOWN COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

6. DESIGNATED RESERVES (CONT.)

Cemetery Land and Maintenance Reserve

This reserve is to enable the existing cemetery to be maintained and extended when necessary.

Building Maintenance Reserve

This reserve is for cyclical maintenance costs on all properties owned by the Council. During the year £14,245 was transferred from the Building Maintenance Reserve to the General Reserve to cover the costs included in the consolidated revenue account.

Allotment Reserve

This reserve is to enable the purchase of land for allotments together with the other costs associated with this project.

Old Stratford and Drayton Reserve

This reserve is for the maintenance of the Bishopston hamlet.

Shakespeare's Birthday Celebration Reserve

This reserve is for expenditure with regards to the annual Shakespeare's Birthday celebrations.

Vehicle Replacement Reserve

This reserve is for expenditure regarding the replacement of the Mayor's vehicle and the cemetery vehicles. During the year £2,500 was transferred from the General Reserve to the Vehicle Replacement Reserve for the provision of funds for future costs.

Community Infrastructure Levy Reserve

This reserve is for expenditure regarding supporting community projects and initiatives to provide infrastructure to support growth.

Christmas Festival Reserve

This reserve is for expenditure with regards to the annual Christmas Festival. During the year £2,144 was transferred from the Christmas Festival Reserve to the General Reserve to cover the costs included in the consolidated revenue account.

Election Expenses Reserve

This reserve is for expenditure with regards to future election expenditure. During the year £8,962 was transferred from the General Reserve to the Election Expenses Reserve for the provision of funds for future costs.

7. FIXED ASSET RESTATEMENT RESERVE	<u>2020</u> £	<u>2019</u> £
At 31 March 2019	11,083,998	11,083,998
Revaluation in year	3,955,543	-
At 31 March 2020	<u>15,039,541</u>	<u>11,083,998</u>

The balance on this reserve represents the value of assets included in the balance sheet for the first time since the SORP was applied and subsequent revaluations. The reserve will increase or decrease when assets are revalued or disposed of.

STRATFORD UPON AVON TOWN COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

8. ALLOCATION OF COSTS

Wherever possible costs have been charged directly to the service or activity to which they relate.

9. OFFICERS EMOLUMENTS, MEMBERS' ALLOWANCES AND AVERAGE NUMBER OF EMPLOYEES

No officer received remuneration in excess of £60,000 during the current and prior years.

No Council members received any allowance or expenses during the year other than the Mayor who was in receipt of a Mayor's Allowance of £4,862 (2019: £2,344).

During the year the average number of employees was 20 (2019: 20).

10. AUDIT COSTS

	<u>2020</u>	<u>2019</u>
	£	£
The following fees relating to the external audit were incurred:		
Payable to external auditors for audit services	<u>1,600</u>	<u>1,600</u>

11. CEMETERY REVENUE ACCOUNT

	<u>2020</u>	<u>2019</u>
	£	£
Income		
Purchase and interment fees	63,400	50,502
Other income	10,345	7,580
	<u>73,745</u>	<u>58,082</u>
Expenditure		
Recharge of administration costs	130,868	124,805
Rates and water	4,263	3,791
Cemetery general maintenance	19,484	9,058
Telephone	596	568
Heat and light	(244)	661
Vehicle running expenses	4,355	4,090
Equipment	5,214	7,218
Grave excavation	3,610	3,230
Travel and subsistence	606	499
Seating	1,083	308
Garden of remembrance	250	2,807
Tranquility garden	2,510	1,190
Health and safety	33	-
	<u>172,628</u>	<u>158,225</u>
Net Expenditure	<u>98,883</u>	<u>100,143</u>

STRATFORD UPON AVON TOWN COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

12. PARK ROAD	<u>2020</u>	<u>2019</u>
	£	£
Income		
Tenancy	165	198
	<hr/>	<hr/>
Expenditure		
Rent, maintenance and repairs	-	499
	-	499
	<hr/>	<hr/>
Net Expenditure	(165)	301
	<hr/>	<hr/>
13. TOWN HALL REVENUE ACCOUNT	<u>2020</u>	<u>2019</u>
	£	£
Income		
Lettings	25,932	32,439
	<hr/>	<hr/>
	25,932	32,439
	<hr/>	<hr/>
Expenditure		
Recharge of administration costs	22,173	22,156
Rates and water	27,413	26,675
Heat and light	8,156	7,383
Cleaning and laundry	3,686	3,633
PRS and licence fee	1,413	1,749
Repairs and maintenance	42,160	22,671
Operating equipment	130	914
Subsistence	140	288
Other costs	1,164	3,143
Professional fees	23,790	6,299
	<hr/>	<hr/>
	130,225	94,911
	<hr/>	<hr/>
Net Expenditure	104,293	62,472
	<hr/>	<hr/>

STRATFORD UPON AVON TOWN COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

14. CIVIC EXPENSES	<u>2020</u>	<u>2019</u>
	£	£
Expenditure		
Mayor's allowance	4,862	2,344
Mayor's travelling	5,622	4,969
Civic insignia	301	535
Receptions – formal and informal	4,463	5,659
Honoraria	3,064	3,060
Printing and stationery	958	151
Floral decorations	350	410
Civic robes	1,033	123
Civic gifts	61	122
Shakespeare's birthday costs	25,000	25,000
Christmas lights switch on ceremony	1,934	1,191
One off civic events	779	17
National mourning protocol	-	46
Event security	11,611	11,581
Net Expenditure	<u>60,038</u>	<u>55,208</u>
15. MARKET REVENUE ACCOUNT	<u>2020</u>	<u>2019</u>
	£	£
Income		
Market tolls	142,119	137,923
Expenditure		
Licence fee	85,271	82,754
Tripartite	300	3,004
Victorian Christmas market	17,656	17,235
	<u>103,227</u>	<u>102,993</u>
Net Income	<u>38,892</u>	<u>34,930</u>
16. INITIATIVES	<u>2020</u>	<u>2019</u>
	£	£
Income		
Grants	-	-
Expenditure		
Bins and bus shelter installation and repairs	6,540	336
	<u>6,540</u>	<u>336</u>
Grants:		
Grants	88,858	81,481
	<u>95,398</u>	<u>81,817</u>
Initiatives:		
Stratforward BID	709	700
Localism Project – Neighbourhood Plan	-	28,367
COVID-19 – Stratford Community Support	9,000	
	<u>9,709</u>	<u>29,067</u>
Net Expenditure	<u>105,107</u>	<u>110,884</u>

STRATFORD UPON AVON TOWN COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

17. GENERAL ADMINISTRATIVE EXPENSES	<u>2020</u>	<u>2019</u>
	£	£
Income		
Sale of assets	-	-
Expenditure		
Clock Tower expenditure	176	85
Town Council meeting expenses	632	704
Borough records	350	350
Salaries and wages	159,935	155,144
Pension costs	39,065	42,101
Recruitment costs	412	290
Advertising and publicity	9,487	11,007
Printing and stationery	2,366	2,922
Equipment rental	1,255	1,560
Combined insurance	11,748	15,396
Telephone	2,341	2,095
Postage	765	890
Planning consultation	4,080	4,080
Subscriptions	1,388	1,854
Professional fees	16,486	8,035
Audit fees	6,500	5,600
Health and Safety	1,764	3,148
Councillor and staff training	1,220	2,898
IT and website costs	7,568	5,382
Election expenses	11,038	1,181
Other expenses	2,318	3,524
Hatton Rock storage	8,617	7,430
Net Expenditure	<u>289,511</u>	<u>275,676</u>