

**F**



# **Farnham Town Council**

## **Report and Financial Statements**

**Year ending 31<sup>st</sup> March 2021**

# Farnham Town Council

## Financial Statements for the year ended 31 March 2021

### Explanatory Foreword

Farnham Town Council's Financial Statements for the year ended 31 March 2021 are set out on the pages attached and consist of the following:

- **The Income & Expenditure Account**, showing income and expenditure on all services.
- **The Balance Sheet**, setting out the Council's financial position at the year end.
- **Notes to the Accounts**, providing information on amounts included in the statements.

This foreword provides a brief summary of the more important aspects of Farnham Town Council's activities and its financial position.

### Basis of preparing the Financial Statements

As the Council's income is less than £6,500,000, the Council's accounts follow the CIPFA Accounting Guidance for medium-sized councils. The balance sheet does not therefore need to include the value of fixed assets such as premises, equipment and infrastructure, although they are included for completeness. The cost of services excludes depreciation and the accounts also exclude adjustments that would be necessary to meet accounting standards relating to the accounting treatment for retirement benefits, as compliance is not required.

### External Auditor's Opinion

The External Auditor's Opinion is provided on an Annual Governance & Accountability Return provided to the Council's Auditors:

PKF Littlejohn LLP  
Ref: SBA  
2<sup>nd</sup> Floor  
1 Westferry Circus  
Canary Wharf  
LONDON  
E14 4HD

The figures provided in these statements are consistent with those provided in the Annual Governance & Accountability Return.

The Annual Governance & Accountability Return can be seen with the April 2021 Council Agenda and is also available online at [www.farnham.gov.uk](http://www.farnham.gov.uk) or on request from Farnham Town Council.

## Farnham Town Council Outturn for the Year ended 31<sup>st</sup> March 2021

The outturn for the year is set out in the Income & Expenditure Account on page 4 and may be summarised as follows:

	£
Cost of services	1,246,266
Income received	<u>284,552</u>
Net spending	961,714
Precept on Waverley Borough Council	1,146,027

Amount transferred to balances for the year

184,313

This includes £34,422 held on behalf of the Coronavirus Support Fund

### Capital expenditure

The funding for capital expenditure in the 2020/21 year was all from revenue (including grants) and balances. There was no borrowing in the year.

### Statement of responsibilities for the Statements of Accounts

The Council is required to:

- Make arrangements for the administration of its financial affairs.
- Ensure that one of its officers (referred to as the Responsible Financial Officer) is responsible for the administration of those affairs. At Farnham Town Council, that officer is the Town Clerk.
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Financial Officer is responsible for preparation of the Council's statements of accounts in accordance with the CIPFA Accounting Guidance so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2021 and its income and expenditure for the year then ended. In preparing the statements of accounts, the Responsible Officer has:

- Selected suitable accounting policies and applied them consistently;
- Made judgements that were reasonable and prudent; and
- Complied with the Guidance.

The Responsible Officer has also:

- Kept proper accounting records that were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Councillor Pat Evans  
Town Mayor (2020-21)  
Farnham Town Hall  
South Street  
Farnham  
Surrey GU9 7RN

**Farnham Town Council**  
**Income & Expenditure for the year ended 31 March 2021**

<b>Expenditure by Working Groups</b>	<b>Year ended 31 March 2021</b>			<b>2019/20</b>
	<b>Expense</b>	<b>Income</b>	<b>Net</b>	<b>Net</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
1 Strategy & Finance (excluding precept)	619,934	112,754	507,180	582,393
2 Community Enhancement	335,635	36,298	299,337	307,845
3 Tourism & Events	146,201	19,933	126,268	107,760
4 Cemeteries	124,985	66,635	58,350	(4,651)
5 Coronavirus Support Fund*	19,511	48,932	(29,421)	-
*In addition FTC made a contribution of £5,000 from its Coronavirus reserve.				
<hr/>				
<b>Net cost of services</b>	1,246,266	284,552	961,714	993,347
			<b>£</b>	<b>£</b>
Precept on the Borough Council			1,146,027	1,102,922
<b>Total Surplus/(Deficit) for the year</b>			184,313	109,575
Transfers to Earmarked reserves (grants received not yet spent, commitments and other provisions agreed by Council)			(181,192)	(115,512)
<b>General Fund Surplus/(Deficit) for the year</b>			3,121	(5,937)
<b>Movement on General Fund balance and reserves:</b>				
Balance brought forward			1,551,865	1,442,290
Surplus/Deficit for the year (prior to transfer of CIL, Section 106 funding, Coronavirus Support Fund and agreed earmarked reserves)			184,313	109,575
Balance carried forward			1,736,178	1,551,865

## Farnham Town Council Balance Sheet at 31 March 2021

	Notes	31 March 2021		31 March 2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	1, 3		-		-
<b>Current assets</b>					
Money Market deposits		1,766,053		1,411,453	
Debtors (including VAT recoverable)	4	52,292		66,960	
Bank/Petty cash		84,285		209,247	
Mayor's charity funds held by council		7,649		7,194	
<b>Total current assets</b>			<b>1,910,279</b>		<b>1,694,854</b>
<b>Current liabilities</b>					
Creditors and accrued expenses including commercial card and Mayor's charity funds	5		174,101		142,988
<b>Total assets less current liabilities</b>			<b>1,736,178</b>		<b>1,551,865</b>
<b>Capital and reserves</b>					
Earmarked Reserves	6		1,214,705		1,033,512
General Reserves			521,473		518,353
<b>Total reserves</b>			<b>1,736,178</b>		<b>1,551,865</b>

The Council had an outstanding Public Works Loans Board (No 478388) repayable on an annuity basis until 29/10/22. This was repaid in full during 2019/20.

The amount outstanding is: £NIL £NIL

The Notes on pages 6 to 10 also form part of the Financial Statements.

The Council falls within the Audit Commission's 'lighter touch' audit regime and so the external audit opinion is provided on the Annual Return, which includes a summary of the Income and Expenditure Statement and Balance Sheet.

The above statement presents fairly the financial position of the Council as at 31 March 2021 and reflects its income and expenditure for the year. These Financial Statements reflect statements that were approved at a meeting of the Council held in April 2021.

.....  
**Town Mayor 2020-21**

.....  
**Responsible Financial Officer**

# Farnham Town Council

## Notes to the Financial Statements for the year ended 31 March 2021

### I. Principal accounting policies

#### Accounting convention

The Financial Statements have been prepared in accordance with the CIPFA Accounting Guidance for Local Councils, which is recognised by statute as representing proper accounting practices, as applied to the accounts of local councils.

#### Fixed assets

The Council's Financial Statements are not required to include the value of fixed assets on the balance sheet or depreciation in the Income & Expenditure Account. The acquisition, creation or enhancement of fixed assets is charged to revenue each year, and disposal proceeds are credited to a capital receipts reserve if not immediately used to fund capital expenditure.

Fixed assets are valued in the Notes to the Financial Statements on the bases recommended by CIPFA and in accordance with the statements of asset valuation principles set out in 'Governance and Accountability – A Practitioners' Guide' and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

- Land, operational properties and equipment, infrastructure and community assets are valued at the original purchase price, or the value at first recording of the asset. These values remain unchanged until disposal.
- Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Assets considered to have no appreciable realisable value are recorded at their historic cost value or given a £1 nominal value.

At the end of the 2013-14 financial year, the assets were reviewed and restated in line with the latest guidance issued by the external auditor with assets previously listed to include proxy values, being revalued to zero (for gifts) or £1 for assets transferred from another authority.

#### Debtors and creditors

The Council's Financial Statements are maintained on an accruals basis. Amounts 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.

#### Stocks and work in progress

Stocks of office supplies and for grounds maintenance have been treated as consumed because their value was not material.

#### Reserves

The Council maintains certain operational reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 6.

#### General administration and support service costs

Central administrative support costs are reallocated direct to the services concerned, so far as they can reasonably be ascertained. The remaining administrative costs, including those relating to the democratic process, are shown as a separate service cost in the Income & Expenditure Account.

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2021**  
**(continued)**

**2. Pension costs**

The Council's staff members are eligible to become members of the Surrey Superannuation Fund, which is administered by Surrey County Council and are auto-enrolled into the scheme as required.

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant government regulations. The next triennial review is due in 2022.

<b>3. Fixed assets (following revaluation 31<sup>st</sup> March 2014 in line with external auditor's latest guidance)</b>	<b>31<sup>st</sup> March 2021</b>	<b>31<sup>st</sup> March 2020</b> (Restated)
	£	£
Operational land and buildings (on historic cost basis)		
Council Offices	270,568	270,568
Other Public Buildings	279,634	277,562
Wrecclesham Community Centre	206,110	206,110
Depot	143,058	142,187
 Vehicles and equipment		
Vehicles	135,793	135,318
Audio and Visual Systems	35,453	26,156
Christmas Decorations	113,285	108,562
Civic Insignia	14,814	14,814
Grounds Equipment	115,345	89,628
Computers, telephones and office equipment	93,142	86,369
Other	27,011	27,011
 Infrastructure assets		
Bus shelters	59,707	59,707
Town Centre CCTV	99,858	43,324
Boards and Signs	15,277	15,277
Street furniture (Litter bins, lampposts, Seats)	21,879	21,878
 <b>Community assets</b>		
<b>Cemeteries</b>	429,138	403,554
Allotments and Gardens	83,769	40,960
<b>Long-term investments</b>		
CCLA Local Authorities Property Fund	250,000	250,000
Total value	<b>2,393,841</b>	<b>2,218,985</b>

The 2020 Fixed Asset value has been restated to include £5,069 assets which were previously omitted

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2021**  
(continued)

4. Debtors and prepayments	2021	2020
	£	£
Debtors	12,578	24,981
Value added tax	39,714	41,979
Prepayments	-	-
	52,292	66,960

5. Creditors and accrued expenses	2021	2020
	£	£
Creditors	33,418	14,226
Pensions/PAYE/NIC creditor	11,181	8,144
Income in advance	22,650	25,134
Accruals	95,270	81,465
HSBC Commercial Card	6,994	7,036
Mayor's charity funds held by Council	4,588	6,983
	174,101	142,988

**6. Earmarked Reserves and General Reserves**

Category	Balance at 31.3.21	Comments
Election/By-election Fund	£40,000	Election/By-election costs. WBC invoices after an election.
Legal Expense fund	£30,000	To cover unforeseen legal costs.
New Equipment	£50,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£35,000	Provision for unforeseen expenditure.
Street Furniture	£20,000	Infrastructure to be developed.
SCC Bus Shelter Refurbishment	£8,000	Committed sum from SCC for bus shelter refurbishment
Gostrey Meadow/public space enhancements	£65,000	Includes upgrades and bandstand.
Additional CCTV	£50,000	To fund programmed investment.
Environment	£75,000	Provision for environmental initiatives
Cemetery Chapels	£160,000	Major repairs required for the Chapels.
Cemetery Enhancements	£40,000	Programme of works to footpaths and memorials.
IT investment	£15,000	To fund required investment/ upgrades.
Tourism Development	£30,000	To fund improved services.
Public Conveniences	£150,000	Upgrade to improve public conveniences including Gostrey Meadow.
Town Hall	£100,000	Unforeseen/emergency repairs provision
Council Chamber	£10,000	Replacement furniture and equipment
Christmas Lights	£45,000	To fund the purchase of future Christmas Lights
<b>Sub-total</b>	<b>£923,000</b>	



**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2021**  
**(continued)**

<b>Total Earmarked (b fwd from previous page)</b>	<b>£923,000</b>	
Capital Receipts	£115,000	This comprises capital receipts arising from the disposal of fixed assets less expenditure on new capital items.
World Craft Town	£25,000	To fund expenditure related to World Craft Town activities
CIL	£17,940	Community Infrastructure Levy receipts received and not yet spent
COVID-19	£20,000	To fund expenditure resulting from the COVID-19 pandemic
Wrecclesham s106	£6,199	The unspent balance of s106 receipts for landscaping at Wrecclesham and for Wrecclesham Gateway project
West St Railings s106	£27,144	The unspent balance of a s106 receipt for work currently underway on the West Street Railings project.
Youth Facilities	£25,000	To fund expenditure on facilities for young people
Coronavirus Support Fund	34,422	The unspent balance of the Coronavirus Support Fund as at 31 <sup>st</sup> March 2021
Business Improvement	15,000	To support emerging business support activities including the Business Improvement District
Enterprise 19	2,000	Pledge for new Café project when ready to proceed
Frensham Ponds Sailability	2,000	Pledge for building project when ready to proceed
TS Swiftsure	2,000	Pledge for refurbishment project when ready to proceed
<b>Total Earmarked Reserves</b>	<b>£1,214,705</b>	
<b>General</b>	<b>£521,473</b>	FTC Policy states that the general reserves should not dip below 50% of the total annual precept or operating expenditure.
<b>Total Reserves</b>	<b>£1,736,178</b>	

**7. Contingent liabilities**

There were no contingent liabilities at 31 March 2021 (2020: none).

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2021**  
(continued)

**Grants paid in the year**

During the year Community grants were paid to the following organisations:

<u>Community Grants:</u>	<b>£</b>
I <sup>st</sup> Rowledge Guides	450
Aldershot & Farnham Hockey Club	500
Andrew Windsor Almshouses	500
Blackwater Valley Countryside Partnership	1,500
Challengers Playcentre	750
Creative Response Arts Limited	800
Farnham Brass Band	350
Farnham Community Farm	1,500
Farnham Theatre Association	200
Hales Recreation Ground	850
Helen Arkell Dyslexia Centre	800
Homestart	500
New Ashgate Gallery	750
Opportunities	750
Roots for the Future	100
Rowledge Cricket Club	500
Rowledge Ringers	400
Rural Life Centre	1,500
Sandy Hill Inclusive Partnership	500
Space2Grow	500
The Parenting Space	1,200
Transition Town Farnham	300
Virtual Farnham	2,000
Woodlarks	1,000
	<u>18,200</u>

In addition, grants for services provided were made to:

40 Degreez	2,000
Brightwells Gostrey Centre	10,000
Citizens Advice Bureau	17,500
Farnham Maltings	13,000
Hale Community Centre	1,000
Waverley Hoppa	10,000
	<u>53,500</u>

Town Clerk Small Grants

	<b>£</b>
North Farnham Voice Leaflet	325
Farnham Sports Council	250
Walking Football	200
Farnham Repair Café	250
St Andrew's Allotment fee	31
	<u>1,056</u>