

RYE TOWN COUNCIL

STATEMENTS OF ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2012

Assisting Accountants
Gibbons Mannington & Phipps
Chartered Accountants
Landgate Chambers
Rye
TN31 7LJ

Rye Town Council

Statements of Accounts

For the Year Ended 31 March 2012

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Rye Town Council

Council Information

As at 31 March 2012

The Right Worshipful the Mayor of Rye

John Breeds

Other Councillors

Lord Ampthill

Granville Bantick

Gemma Blumire

Jonathan Breeds

Mike Eve

Bernardine Fiddimore

Heidi Foster

Sonia Holmes

Nigel Jennings

Jo Kirkham

Ian Potter

Shaun Rogers (Deputy Mayor)

Adam Smith

Mary Smith

Sam Souster

Clerk to the Council

Richard Farhall

Auditors

Mazars Neville Russell
Regency House
3 Grosvenor Square
Southampton
SO15 2BE

Rye Town Council

Income & Expenditure Account

For the Year Ended 31 March 2012

| | Notes | 2012 | 2011 |
|---|--------------|----------------|----------------|
| | | £ | £ |
| INCOME | | | |
| Precept on District Council | | 84,487 | 84,487 |
| Interest and Investment Income | 2 | 2,286 | 2,321 |
| Bequest | | - | 11,723 |
| Town Hall Cottage | | 8,280 | 8,295 |
| Town Hall | | 18,584 | 16,560 |
| Town Field | | 500 | 500 |
| Establishment/General Administration | | 321 | - |
| Heritage Centre | | 121,392 | 109,088 |
| Management Contribution | | - | - |
| Grants | 3 | - | 766 |
| Mayors Allowance Receipts | | 50 | 1,919 |
| Skatepark Donations | | - | - |
| Online Filing Incentive | | - | - |
| Ryennium and Millennium Medals | | - | 94 |
| Golden Jubilee Grants and Mugs | | - | - |
| | | <u>235,900</u> | <u>235,753</u> |
| EXPENDITURE | | | |
| Establishment/General Administration | 7, 8 | 98,544 | 104,781 |
| Heritage Centre management charge | 16 | 6,562 | 8,452 |
| Capital Expenditure | 11 | 1,818 | 205 |
| Election expenses | | 5,041 | - |
| Operational Expenditure: | | | |
| Town Hall Cottage | | 200 | 60 |
| Town Hall | | 1,092 | 2,128 |
| Heritage Centre & TIC Running Costs | | 112,040 | 92,184 |
| Rye Town Services write off | | - | - |
| Grants | 4 | 18,750 | 5,150 |
| Ryennium and Millennium Medals | | - | - |
| | | <u>244,047</u> | <u>212,960</u> |
| General Fund at 1 April 2011 | | 81,370 | 83,296 |
| Add: Total Income | | <u>235,900</u> | <u>235,753</u> |
| | | 317,270 | 319,049 |
| Deduct: Total Expenditure | | <u>244,047</u> | <u>212,960</u> |
| | | 73,223 | 106,089 |
| Transfers from / (to) Other Reserves | | 15,445 | (24,719) |
| General Reserve Balance as at 31 March 2012 | | <u>88,668</u> | <u>81,370</u> |

The notes on Pages 4 to 10 form part of these accounts.

Rye Town Council

Balance Sheet

As At 31 March 2012

| | Notes | 2012 | | 2011 | |
|--------------------------------|-------|----------------|----------------|----------------|----------------|
| | | £ | £ | £ | £ |
| Current Assets | | | | | |
| Stock | 12 | 29,106 | | 28,427 | |
| Debtors and Prepayments | 13 | 3,481 | | 1,142 | |
| Cash at Bank and In Hand | | 145,870 | | 158,629 | |
| | | <u>178,457</u> | | <u>188,198</u> | |
| Current Liabilities | | | | | |
| Creditors and Accrued Expenses | 14 | 15,630 | | 17,224 | |
| Net Current Assets | | | | | |
| | | | <u>162,827</u> | | <u>170,974</u> |
| Capital and Reserves | | | | | |
| Earmarked Reserves | 15 | | 74,159 | | 89,604 |
| General Reserve | | | 88,668 | | 81,370 |
| | | | <u>162,827</u> | | <u>170,974</u> |

The statements of accounts represent fairly the financial position of the Council as at 31 March 2012 and reflect its Income and Expenditure for the year.

These accounts have been approved by the Council

Cllr S Rogers
The Right Worshipful the Mayor of Rye

Date: 


Mr R A S Farhall
Responsible Financial Officer

Date: 25.6.12

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2012

1 Principal Accounting Policies

Accounting Convention

The accounts have been prepared in accordance with the Accounts and Audit (England) Regulations 2011, and with guidance from Governance and Accountability in Local Councils in England & Wales: A Practitioners' Guide 2010.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. The year end values are stated on the following basis:

Land, operational properties and other operational assets are reported in the notes to the accounts at current insurance values as approximating to the lower of current replacement cost and net realisable value.

During the year the following valuations were amended:

Other Community Assets decreased by £858
Vehicles and Equipment decreased by £5,800

Debtors and Creditors

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

Stocks and Work In Progress

Stocks of 'Ryennium', the Millennium Medal and the Golden Jubilee Mug held at the Town Hall are valued at cost. All other stocks have been treated as consumed because their value was not material. Stock held at the Heritage Centre is at the lower of cost or net realisable value.

Leases

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

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2012

1 Principal Accounting Policies Continued

Reserves

The Council maintains certain reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 15.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

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 pension fund, in accordance with relevant government regulations.

The last actuarial valuation was undertaken as at 31 March 2010 and the change in contribution rates as a result of that valuation took effect from 1 April 2011 with annual adjustments thereafter.

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2012

| 2 Interest and Investment Income | 2012 | 2011 |
|---|--------------|--------------|
| | £ | £ |
| Interest Income - General Funds | 2,286 | 2,321 |
| | <u>2,286</u> | <u>2,321</u> |

| 3 Grant Income | 2012 | 2011 |
|--|-------------|-------------|
| | £ | £ |
| Other Grants - Quality Council LAA Grant | - | 766 |
| | <u>-</u> | <u>766</u> |

| 4 Grant Expenditure | 2012 | 2011 |
|---|---------------|--------------|
| | £ | £ |
| Rye In Bloom | 250 | - |
| Rye Community Centre - wiring | - | 750 |
| Rye Maritime Festival | 500 | 500 |
| Rye College - Carnival | - | 150 |
| Rye and District Community Transport | 4,000 | 1,500 |
| Rye Festival | 500 | 500 |
| Rye Chamber of Commerce Christmas Festival | - | 1,000 |
| Rye Cricket Club - Nets/New Artificial Wicket | - | 750 |
| Tilling Green Residents Association | 3,500 | - |
| Rye United Football Club | 2,000 | - |
| Rye Scouts | 8,000 | - |
| | <u>18,750</u> | <u>5,150</u> |

5 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2012

6 Tenancies

During the year the following tenancies were held:

Council as landlord

| Tenant | Property | Rent p.a. £ | Repairing/ Non Repairing |
|---------------------------------|-----------------------------|------------------------|-------------------------------------|
| A Clarke and K Clarke | Town Hall Cottage | 8,280 | Non Repairing |
| Rye Rugby Football Club Limited | South Side of New Road, Rye | 500 | Repairing |

Council as tenant

| Landlord | Property | Rent p.a. £ | Repairing/ Non Repairing |
|-------------------------|-----------------------------------|------------------------|-------------------------------------|
| Rother District Council | Cricket Salts (Rye Skate Park) | 20 | Non Repairing |

7 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:

| | 2012 £ | 2011 £ |
|---------------------------|-------------------|-------------------|
| Town Council Publicity | 3,793 | 5,520 |
| Heritage Centre Publicity | 1,625 | 1,735 |
| | <u>5,418</u> | <u>7,255</u> |

8 S.137 Expenditure

During the year the Council exercised the Power of Wellbeing which replaces the spending authority available under s.137 of the Local Government Act.

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2012

9 Pensions

For the year of account the Council's contributions equal 18.9% of the employees' pensionable pay.

These contributions will need to increase to 19.3% in 2012/2013 so as to provide adequately for known liabilities.

Approved by: Hymans Robertson LLP
 (Actuaries to the Pensions Fund)

10 Fixed Assets

| | 2012 | 2011 |
|--|------------------|------------------|
| | £ | £ |
| As at 31 March 2012 the following assets were held: | Value | Value |
| | | |
| <u>Freehold Land and Buildings</u> | | |
| Town Hall | 350,000 | 350,000 |
| Cottage | 190,000 | 190,000 |
| Heritage Centre | 190,000 | 190,000 |
| Skate Park | 39,050 | 39,050 |
| | <u>769,050</u> | <u>769,050</u> |
| | | |
| <u>Vehicles and Equipment</u> | | |
| Office Furniture | 470 | 470 |
| Other Furniture | 24,095 | 24,095 |
| Equipment - Office and Other | 4,698 | 9,704 |
| Sundry | 23,242 | 22,992 |
| | <u>52,505</u> | <u>57,261</u> |
| | | |
| <u>Infrastructure Assets</u> | | |
| Street Furniture | 8,825 | 8,051 |
| | <u>8,825</u> | <u>8,051</u> |
| | | |
| <u>Community Assets</u> | | |
| Playing Field (977 year lease) - Subject to a sub tenancy of 25 years to Rye Rugby Football Club Limited in 2005 | 11,000 | 11,000 |
| Town Model | 40,000 | 40,000 |
| Other Community Assets | 361,352 | 362,210 |
| | <u>412,352</u> | <u>413,210</u> |
| | <u>1,242,732</u> | <u>1,247,572</u> |

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1)

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2012

| 11 Fixed Assets - Additions and Disposals | 2012 | 2011 |
|---|----------------------|----------------------|
| | £ | £ |
| | Cost | Cost |
| During the year the following assets were purchased | | |
| Operational Land and Buildings | - | - |
| Vehicles and Equipment | 1,044 | 205 |
| Infrastructure Assets | 774 | - |
| Community Assets | - | - |
| | <u>1,818</u> | <u>205</u> |
| | <u><u>1,818</u></u> | <u><u>205</u></u> |
| | | |
| 12 Stocks | 2012 | 2011 |
| | £ | £ |
| Heritage Centre | 25,888 | 25,209 |
| Town Hall | 3,218 | 3,218 |
| | <u>29,106</u> | <u>28,427</u> |
| | <u><u>29,106</u></u> | <u><u>28,427</u></u> |
| | | |
| 13 Debtors | 2012 | 2011 |
| | £ | £ |
| Trade Debtors | 2,402 | 1,142 |
| Prepayments | 1,079 | - |
| | <u>3,481</u> | <u>1,142</u> |
| | <u><u>3,481</u></u> | <u><u>1,142</u></u> |
| | | |
| 14 Creditors and Accrued Expenses | 2012 | 2011 |
| | £ | £ |
| Trade Creditors | 1,199 | - |
| Other Creditor | - | 1,000 |
| Rent in advance | 552 | 552 |
| Other payments in advance | 4,039 | 4,150 |
| Accruals | 860 | 902 |
| Heritage Centre management charge | 6,562 | 8,452 |
| Rental Deposits | 865 | 865 |
| VAT Payable | 1,553 | 1,303 |
| | <u>15,630</u> | <u>17,224</u> |
| | <u><u>15,630</u></u> | <u><u>17,224</u></u> |

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2012

15 Earmarked Reserves

| | Balance at 1/4/2011 £ | Contribution to reserve £ | Contribution from reserve £ | Balance at 31/3/2012 £ |
|---------------------------------|--------------------------------------|--|--|---------------------------------------|
| Asset Renewal Reserves | 53,190 | 2,079 | (4,851) | 50,418 |
| Other Earmarked Reserves | 36,414 | 502 | (13,175) | 23,741 |
| Total Earmarked Reserves | 89,604 | 2,581 | (18,026) | 74,159 |

The Asset Renewal Reserves are maintained to fund the maintenance of certain assets and the periodic replacement of certain equipment. They are credited normally with amounts equivalent to the notional depreciation charges on such assets.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the Council.

The Earmarked Reserves at 31 March 2012 are set out in Appendix A.

16 Management Agreement

Rye Town Council entered into a 3-year management agreement with Peter Cosstick with effect from 1 April 2009 for him to manage – in return for a share of the profits - the Heritage Centre and Tourist Information Centre (until August 2009) on the Council's behalf. On 12 December 2011 it was agreed that this agreement be extended by one year to 31 March 2013. The building, stock, fixtures and fittings, Town Model and equipment (with the exception of the Old Pier Amusements) are owned by the Council - and it employs the Heritage Centre Sales/Counter staff directly. The share of the profits due to Peter Cosstick for the year ended 31 March 2012 amounted to £6,562.

17 Contingent Liabilities

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

Rye Town Council
Notes to the Accounts
For The Year Ended 31 March 2012

Appendix A

Earmarked Reserves

| | Balance at 01/04/2011 | Provided | Used | Balance at 31/03/2012 |
|----------------------------------|----------------------------------|---------------------|----------------------|----------------------------------|
| | £ | £ | £ | £ |
| Asset Renewal Reserves | | | | |
| Capital Fund Heritage Centre | 5,011 | 750 | 3,051 | 2,710 |
| Capital Fund Town Model | 20,000 | - | - | 20,000 |
| Heritage Centre Office Equipment | 1,000 | - | - | 1,000 |
| Capital Town Hall Fund | 16,532 | - | 1,091 | 15,441 |
| Capital Fund Cottage | 8,830 | - | 200 | 8,630 |
| Town Hall Office Equipment | 857 | 72 | - | 929 |
| Robes and Regalia | 59 | 232 | - | 291 |
| Black and Gold Finger Posts | 172 | - | - | 172 |
| Skate Park | 354 | 1,025 | 509 | 870 |
| Street Furniture | 375 | - | - | 375 |
| | <u>53,190</u> | <u>2,079</u> | <u>4,851</u> | <u>50,418</u> |
| Other Earmarked Reserves | | | | |
| Computer Software and Training | 841 | - | 25 | 816 |
| Asset Valuations | 870 | - | - | 870 |
| New Scout Hut | 8,000 | - | 8,000 | - |
| Detached Youth Work | 1,500 | - | - | 1,500 |
| Elections | 3,000 | - | 3,000 | - |
| Alarm Upgrade | 921 | - | - | 921 |
| Local Action Plan(PRGP 9.6.08) | 1,000 | - | - | 1,000 |
| Devolved services negotiation | - | - | - | - |
| Training | 393 | 52 | - | 445 |
| Quality Council LAA Grant | 766 | - | - | 766 |
| Ceremonies Licence | 400 | 100 | - | 500 |
| Rye Environment Bequest | 11,723 | - | - | 11,723 |
| Rye United Football Club | 2,000 | - | 2,000 | - |
| Rye Partnership - Marketing | 5,000 | - | - | 5,000 |
| Website | - | 350 | 150 | 200 |
| | <u>36,414</u> | <u>502</u> | <u>13,175</u> | <u>23,741</u> |
| Total Earmarked Reserves | <u><u>89,604</u></u> | <u><u>2,581</u></u> | <u><u>18,026</u></u> | <u><u>74,159</u></u> |