

# HUNTINGDON TOWN COUNCIL



## ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> March 2010

Presented to the Finance Committee on  
17<sup>th</sup> June 2010

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*PREPARED IN ACCORDANCE WITH THE ACCOUNTS & AUDIT REGULATIONS 2003*

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1 Trinity Place  
Hartford Road  
Huntingdon  
PE29 3QA

10th June 2010

*Karen Cameron  
Town Clerk*

## EXPLANATORY FOREWORD

The Statement of Accounts brings together on the following pages the major financial statements of the Council and consists of:-

Page	2	Copy of the Accounting Statements forming part of the Annual Return, requiring the Council's approval at the Finance Committee Meeting on 17th June 2010.
Page	3	Copy of the Annual Governance Statement requiring confirmation and approval by the Council at the Finance Committee Meeting on 17th June 2010.
Page	4 to 6	The Statement of Accounting Policies, which sets out the basis on which the accounts have been compiled.
Page	7	The Income and Expenditure Account. Summarising revenue expenditure and income for the year on all services, compiled in accordance with generally accepted accounting practice.
Page	8	The Balance Sheet. Which sets out the financial position of the Council at the 31st March with the balances and reserves available for future use.
Page	9 to 14	Notes to the Statement of Accounts
Page	15	Reconciliation

### **Budget Comparison for the year ended 2010**

The following shows a comparison of the budget and outturn figures

	Budget £	Actual £
Interest on Investments	(£28,000)	(£908)
Highways, Footpaths & Lighting	£ 13,774	£ 4,497
Grants and Donations	£ 80,872	£ 69,469
Sports Facilities & Community Development	£ 59,350	£ 38,933
Community Halls	£ 99,977	£ 89,632
Amenity Areas	£ 231,213	£ 202,288
Democratic Representation & Management	£ 132,960	£ 127,880
Corporate Management	£ 68,889	£ 63,417
<b>Net Costs of Services</b>	<b>£ 659,035</b>	<b>£ 595,208</b>
Transfer from Capital Receipts Reserve	(£59,170)	(£6,098)
Net Transfer to Earmarked Reserve	-	£12,298
Transfer to Repairs & Renewals Reserve	(£50,550)	(£8,977)
Capital Projects inc Deferred Charges	£155,470	£102,879
<b>Deficit in the General Fund Balance for the year</b>	<b>£(£48,172)</b>	<b>£(£38,697)</b>
<b>Precept</b>	<b>£ 656,613</b>	<b>£ 656,613</b>

# Section 1 – Accounting statements for

HUNTINGDON TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2009 £	31 March 2010 £	
1 Balances brought forward	746237	568289	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	597464	656613	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	184438	712114	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	438239	432139	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other costs	521611	378012	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	568289	1126865	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	565516	1119710	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	2904524	2896078	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	No	No.	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2010.

Signed by Responsible Financial Officer

*Karen Plowman*

Date 17/06/2010

I confirm that these accounting statements were approved by the council and recorded as minute reference

FIN M2 17th JUNE 2010

Date 17/6/2010

Signed by Chair of the meeting at which these accounting statements were approved.

SIGNATURE REQUIRED

Date DD/MM/YYYY

## Section 2 – Annual governance statement

We acknowledge as the members of **HUNTINGDON TOWN COUNCIL** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2010, that:

	Agreed – Yes or No*	'Yes' means that the council:
1 We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes.	prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes.	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	Yes.	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes.	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes.	considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	Yes.	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.	Yes.	responded to matters brought to its attention by internal and external audit.
8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	Yes.	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A.	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the local council and recorded as minute reference

**FINANCE COMMITTEE 17TH JUNE 2010**

dated **17/06/2010**

Signed on behalf of **HUNTINGDON TOWN COUNCIL**

Signed by: Chair **D. Ad S** Date **17/6/10**

Signed by: Clerk **Den A Cameron** Date **17/06/2010**

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

## **STATEMENT OF ACCOUNTING POLICIES**

### **General**

The Statement of Accounts summarises the council's transactions for the 2009/10 financial year and its position at the year-end of 31 March 2010. It has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom – A Statement of Recommended Practice (the SORP). The accounting convention adopted is historical cost, modified by the revaluation of certain categories of tangible fixed assets.

### **Accruals of Income and Expenditure**

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

#### **1. Customer and Client Receipts**

Customer and Client receipts in the form of sales, fees, charges and rents are accrued and accounted for in the period to which they relate.

#### **2. Employee Costs**

The full cost of employees is charged to the accounts for the period within which the employee worked.

#### **3. Interest**

All interest receipts are credited to the general fund.

#### **4. Supplies and Services**

The cost of supplies and services are accrued and accounted for in the period during which they were consumed or received. Accruals are made for all material sums unpaid at the year end for goods or services received or works completed. For 2009/10 all sums over £500 have been accrued. Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

### **Reserves**

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts in the General Fund Balance. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account in that year to score against the Net Cost of Services in the Income and Expenditure Account. The reserve is then appropriated back into the General Fund Balance statement so that there is no net charge against council tax for the expenditure. Certain reserves are kept to manage the accounting processes for tangible fixed assets.

### **Local Government Pension Scheme**

Pension Costs are disclosed on a defined contribution basis and are fully explained in the relevant Note to the Accounts. The Council's employees are members of the Cambridgeshire County Council Pension Fund, a multi-employer scheme which is part of the Local Government Pension Scheme. As separate Contribution rates are not specified, it is not possible to identify specific assets to the Council in respect of the liability to pay future pensions. Pensions are therefore accounted for on a defined contribution basis and the employer's contribution to the scheme certified by the schemes actuary is charged to the Council's Income and Expenditure Account.

## **Value Added Tax**

VAT is not included in the income and expenditure accounts (capital and revenue) as all VAT incurred is recoverable from Customs and Excise.

## **Overheads and Support Services**

The costs of overheads and support services are charged to those that benefit from the supply or service. The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- 1) Corporate and Democratic Representation – costs relating to the council's status as a multi-functional democratic organisation.

These two cost categories are accounted for as separate headings in the Income and Expenditure Account, as part of Net Cost of Services.

### *Support Services*

Allocated using the most appropriate charging basis. The Council's own Time Recording System has been used for guidance

## **Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year and costs is in excess of £500. The closing balances are stated on the following basis:

1. Land, properties and other operational assets are included in the Notes at the latest valuation by Barker Storey Matthews in 2006
2. Infrastructure assets and community assets are included in the Notes at historical cost, net of depreciation.

The Council's policy is to carry out a maintenance programme so that, as far as possible, its fixed assets' useful lives remain the same. Therefore, in 2009/10, depreciation was charged on vehicles, plant, fixtures and fittings. No other assets of the authority were depreciated.

3. Depreciation is provided for on all fixed assets which have a finite useful life, (which can be determined at the time of acquisition or revaluation) according to the following policy:
  - Depreciation is charged by allocating the cost (or revalued amount) less estimated residual value of the asset as fairly as possible to the periods expected to benefit from their use.
  - Infrastructure assets, vehicles, plant and equipment are depreciated over their expected useful economic lives on a straight line basis which range from 4 to 10 years
  - Newly acquired assets are depreciated from the beginning of the year, although assets in the course of construction are not depreciated until they are brought into use.
  - Depreciation is not provided on freehold land
  - Land and buildings are not depreciated

## **Fixed Assets Continued**

- Depreciation is based on the amount at which the asset is included in the Notes

Depreciation is not charged through the Income and Expenditure Account in order to comply with the accounting requirements for Intermediate Councils.

## **Charges to Revenue for Fixed Assets**

Capital Purchases are charged to the Income & Expenditure Account in order to comply with the accounting requirements for Intermediate Councils.

## **Deferred Charges**

Deferred charges are payments where no fixed asset is created for the Council but which may properly be financed over a period of years. The main example is grants where the fixed assets are owned by other organisations. There were no Deferred charges incurred during the year.

## **Leases**

The Council has entered into a Finance Lease with ING Lease (UK) Ltd for the purchase of a Ransome Mower.

## **External Loan Repayments**

The Council has no long-term borrowing. Consequently, there were no external loan repayments made in the year and no interest payable

## **Investments**

Investments are shown in the Balance Sheet at cost. Further detail is shown in note 17. Interest earned on investments is credited to the Income and Expenditure Account.

## **Capital Receipts**

Capital receipts arising from the disposal of fixed assets are taken to the Capital Receipts Reserve until such time as they are used to finance new capital expenditure.

## **Reserves**

The Council maintains certain reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in notes 19 to 22 in the Balance Sheet.

## **Grants**

Revenue grants are accrued and credited to income in the same period in which the related expenditure was charged.

**HUNTINGDON TOWN COUNCIL**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31ST MARCH 2010**

<u>2009</u>	<u>2010</u>		
<u>Net</u> <u>Expenditure</u> £	<u>Gross</u> <u>Expenditure</u> £	<u>Income</u> £	<u>Net</u> <u>Expenditure</u> £
<b>Finance</b>			<b>-£ 653,024</b>
(597,464) Precept	-	(656,613)	(656,613)
(24,422) Interest on Investments	-	(908)	(908)
87 Highways, Footpaths and Lighting	4,497	-	4,497
<b>Grants and Donations</b>			<b>£ 69,419</b>
- Children's Holiday Scheme	-	-	-
49,486 Commemoration Hall Charity	-	-	-
19,828 Grants, Donations and S137	50,958	-	50,958
5,142 Partnership Schemes	5,000	-	5,000
5,772 Twinning - Grants etc.	7,709	(424)	7,285
2,729 Youth Town Council	6,185	(9)	6,176
<b>Sports Facilities &amp; Community Development</b>			<b>£ 38,933</b>
1,871 Clayton's Way and Olympic Gymnasium	8,196	(3,935)	4,261
6,812 Jubilee Park	8,110	(1,578)	6,532
(15,437) King George V Playing Field & I.B. Hall	11,880	(32,977)	(21,097)
30,226 Community Development	64,216	(14,979)	49,237
<b>Community Halls</b>			<b>£ 89,632</b>
89,383 Medway Centre	98,302	(31,183)	67,119
18,807 Town Hall	25,282	(2,769)	22,513
<b>Amenity Area's</b>			<b>£ 202,288</b>
21,389 Allotments	27,174	(2,662)	24,512
53,185 Cemeteries	73,079	(16,960)	56,119
25,308 Closed Churchyards	26,188	(16)	26,172
(34,601) Children's Play Area's	36,277	(846)	35,431
312 War Memorials	1,130	-	1,130
53,653 Other Amenity Area's	61,424	(2,500)	58,924
<b>Democratic Representation &amp; Management</b>			<b>£ 127,880</b>
30,768 Civic	34,062	(368)	33,694
876 Conferences	379	-	379
- Elections	8,493	-	8,493
954 Meeting Room Hire	912	-	912
19,626 Newsletter	22,203	-	22,203
2,169 Subscriptions	2,537	-	2,537
589 Printing & Postage	930	-	930
237 Training	706	-	706
44,354 Salaries - Democratic Rep. and Management	46,629	-	46,629
22,612 Establishment Costs (Share)	11,397	-	11,397
<b>Corporate Management</b>			<b>£ 63,417</b>
8,937 Audit Inc Professional Fees	8,330	-	8,330
- Best Value and Annual Report	-	-	-
49,022 Salaries - Corporate Management	45,590	-	45,590
24,247 Establishment Costs (Share)	9,497	-	9,497
<b>(83,543) Net Costs of Services</b>	<b>707,272</b>	<b>(768,727)</b>	<b>(61,455)</b>
<b>Contribution from MHCS for Town Hall</b>		<b>(600,000)</b>	<b>(600,000)</b>
<b>261,491 Capital Projects &amp; Jointly Funded Minor Imp.</b>	<b>102,879</b>	<b>-</b>	<b>102,879</b>
<b>177,948 (Increase) / Decrease in Funds</b>	<b>810,151</b>	<b>(1,368,727)</b>	<b>(558,576)</b>
<b>Transfers within Reserves</b>			
(2,904) Earmarked Reserve	(2,702)	615,000	612,298
(142,226) Capital Receipts Reserve	(6,098)	-	(6,098)
8,600 Repairs & Renewals Reserve (Net)	(33,777)	25,800	(7,977)
<b>41,418 Deficit / (Increase) in the General Fund Balance for the year</b>			<b>39,647</b>

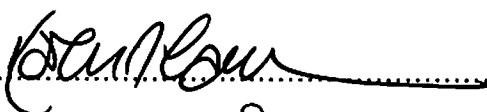
**HUNTINGDON TOWN COUNCIL**  
**BALANCE SHEET**  
**AS AT 31ST MARCH 2010**

<u>2009</u>	<u>Notes</u>		<u>2010</u>		
£			£	£	£
		<b>Current Assets</b>			
27,305	16	Debtors and Prepayments	37,747		
453,560	17	Investments (Short Term)	454,396		
111,956		Cash and Bank	665,314		
592,821					1,157,457
		<b>Current Liabilities</b>			
(24,532)	18	Creditors & Accruals			(30,592)
<b>568,289</b>		<b>TOTAL CURRENT ASSETS LESS LIABILITIES</b>			<b>1,126,865</b>
<b>568,289</b>		<b>TOTAL ASSETS LESS LIABILITIES</b>			<b>1,126,865</b>

**Represented By;**

303,474	19	Capital Receipts Reserve		297,376
211,142	20	General Fund Balance		171,495
6,761	21	Earmarked Reserve		619,059
46,912	22	Repairs and Renewals Reserve		38,935
<b>568,289</b>				<b>1,126,865</b>

I hereby certify that the statement of accounts for the year ended 31st March 2010 required by the Accounts and Audit Regulations 2003, are a fair and true reflection of the Councils finances at the 31st March 2010.

Signed.....  ..... Town Clerk

Approved.....  ..... Chairman - Finance

Date..... 17/6/10 ..... 2010

## NOTES TO THE ACCOUNTS

### 1 Interest and Investment Income

The interest figure arises principally from the investment of capital receipts and revenue balances including reserves and provisions. Any interest on Capital Receipts is transferred to General Reserves.

### 2 Fixed Assets

Movements in fixed assets during the year were:

	Land & Buildings £	Vehicles & Plant / Equip £	Fixtures & Fittings £	Play Equipment & Infrastructure £	Total £
Value at 1st April 2009	2,344,179	23,442	381,229	155,674	2,904,524
Additions	-	25,630	-	-	25,630
Depreciation for the year	-	(7,241)	(3,461)	(23,374)	(34,076)
Value as at 31st March 2010	<u>2,344,179</u>	<u>41,831</u>	<u>377,768</u>	<u>132,300</u>	<u>2,896,078</u>

#### Assets Disposed of during the year

Lloyds Elite Mower	1,979
Town Clerks Wig	100
Plan Chest / Desk	286
	<u>2,365</u>

### 2a Fixed Asset Valuation

The freehold properties which comprise the authority's property portfolio were valued at the 31st March 2006 by Barker Storey Mathews. Copies of the valuations are held on file at 1, Trinity Place, Hartford Road, Huntingdon, Cambs. PE29 3QA

Vehicles, plant, furniture and equipment are held at historical cost less depreciation.

### 2b Capital Commitments

As at the 31st March 2010 the Council had no Capital Commitments.

### 2c Deferred Charges

There were no deferred charges in this year

### 2d Financing of Capital Expenditure & Repairs and Renewals

Capital expenditure during the year was financed as follows:

Capital Reserves	£ 6,098	Repairs & Renewals	£ 59,917
Earmarked Reserves	2,702	Highways Partnership Schemes	<u>42,962</u>
General Reserve	63,932		102,879
Repairs & Renewals Reserve	33,777	Fixed Assets	25,630
Finance Leases	22,000		
	<u>128,509</u>		<u>128,509</u>

## **NOTES TO THE ACCOUNTS**

### **2e Assets Held Under Finance Lease**

	<u>2009</u>	<u>2010</u>
	£	£
ING Lease (UK) Ltd	-	22,000

In April 2009 an agreement was entered into with ING Lease (UK) Limited, for the purchase of a Ransome Mower to the value of £22,000. The term of the agreement is for 5 years and includes a fixed rate finance charge of £3,300 including acceptance fee.

### **3 Information on Assets Held**

Fixed Assets owned by the Council include the following:

#### **Land & Buildings**

- Commemoration Hall, High Street
- Medway Community Centre, Medway Road
- Cemetery Chapel, Priory Road
- Old Mortuary, Priory Road
- Jubilee Field, Kings Ripton
- Leisure Centre, St Peters Road
- Council depot, St Peters Road
- Olympic Gymnastics Hall, Clayton Way
- Cricket Pavilion, St Peters Road
- Outdoor Bowls Pavilion & Rink, St Peters Road
- Indoor Bowls Club, St Peters Road
- Clayton Way Field

#### **Vehicles, Plant and Equipment**

- Vehicles and Equipment
- Floodlights
- Staging
- Networking System

#### **Fixtures and Fittings**

- Medway Community Centre
- Indoor Bowls Hall
- Town Park Bandstand
- Town Hall

#### **Play Equipment, Infrastructure and Community Assets**

- Bus Shelters
- Play Equipment
- War Memorials
- Allotments
- Cemeteries

## NOTES TO THE ACCOUNTS

### 4 Section 137 Expenditure

Section 137 of the Local Government Act 1972(as amended) enables the Council to spend up to the product of £6.15 per head on the electoral roll in any one year for the benefit of the people in its area on activities or projects not specifically authorised by other powers. The total amount available for this purpose in 2010 was £95,030

Expenditure was incurred for the following purposes:

	<u>2009</u>	<u>2010</u>
	<u>£</u>	<u>£</u>
Huntingdon Town Partnership	5,142	5,000
Grants – Local Voluntary Bodies	19,828	50,918
Twinning	5,772	7,245
	<u>30,742</u>	<u>63,163</u>

It should be noted that grants to bodies such as Sports and Entertainment orientated organisations are made under other specific legal powers and so are not included in the above figures.

### 5 Publicity

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. Details are shown under broad categories:

	<u>2009</u>	<u>2010</u>
	<u>£</u>	<u>£</u>
Recruitment Advertising	1,795	598
Other promotional advertising	446	
	<u>2,241</u>	<u>598</u>

### 6 Pension Costs

In 2009/10 the Council paid an employer's contribution of £41,035 representing 18.2% of employees pensionable pay into Cambridgeshire County Council's pension fund, which provides members with defined benefits related to pay and service. The contribution rate is determined by the fund's actuary based on triennial actuarial valuations, the last review being in 2007. Under pensions regulations, contribution rates are set to meet 100% of the overall liabilities of the fund, and the increase stemming from the 2007 valuation is being phased in over a six year period.

Further information can be found in the Cambridgeshire County Council's Superannuation Fund Annual Report which is available on request from Shire Hall, Cambridge.

### 7 Staffing

During 2009-10 the Council employed an average 20 of permanent staff (14 full and 6 part-time). All administrative, professional, technical & clerical (APT&C) are paid on nationally agreed pay scales.

The number of employees whose salary was £50,000 or more in bands of £10,000 were:

<u>Band</u>	<u>2009</u>	<u>2010</u>
	<u>Qty</u>	<u>Qty</u>
£50,000 - £59,999	NIL	NIL

## NOTES TO THE ACCOUNTS

### 8 Leases

As at 31st March 2010 the following leases were in operation:

<b>On Lease to the Huntingdon Town Council</b>			<b>Annual Rent Payable</b>	<b>Year of Expiry</b>
<b>Lessor</b>	<b>Purpose</b>		<b>£</b>	
Huntingdonshire DC.	Stukeley Meadows Play Area		Peppercorn	2047
Huntingdonshire DC.	Land, Medway Centre.		Peppercorn	2020

<b>On Lease from the Huntingdon Town Council</b>			<b>Annual Rent Payable</b>	<b>Year of Expiry</b>
<b>Lessee</b>	<b>Location</b>	<b>Purpose</b>	<b>£</b>	
Sport Huntingdon	Jubilee Park	Pitches / Rent (Rowdies)	744	2102
Sport Huntingdon	Jubilee Park	Pitches / Rent (H.T.FC)	515	2102
Jolly Archers of H. & Wyton	Jubilee Park	Archers	320	2102
H'don Olympic Gymnastic Club	Claytons Way	Olympic Gym Club	2,000	2013
H'don, P'boro & Cambs MS Cntr.	Claytons Way	M.S. Therapy Centre	900	2053
St John Ambulance	Claytons Way	St John Ambulance	500	2052
H'don Bowls Club	St Peters Road	Indoor Bowls Hall	31,200	2047
H'don District Cricket Club	St Peters Road	Cricket Pavilion	55	2020
H'don Bowls Club	St Peters Road	Bowls Green/Pavilion	450	2026
H'don Tennis Club	St Peters Road	Indoor/Outdoor Tennis	750	2103
Huntingdonshire DC.	St Peters Road	Leisure Centre,	Peppercorn	2017

### 9 Tenancies

During the year the following tenancy was in operation:

<b>Council as Tenant</b>	<b>Property</b>	<b>Rent p.a.</b>	<b>Repairing/Non Repairing</b>	<b>Year of Expiry</b>
Donald Mackay	1 Trinity Place	£ 15,600	Repairing	2012

### 10 Local Authority (Goods and Services) Act 1970

The Council is empowered by this Act to provide goods and services to other public bodies. In the years 2008/09 and 2009/10 the Council did not provide any goods or services.

### 11 Members' Allowances

No allowances are paid to members.

### 12 Related Party Transactions

During the year transactions with related parties arose as follows:-

	<b>2009</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Huntingdonshire District Council Precept	597,464	656,613
<b>Payments</b>		
Cambridgeshire County Council Pension Fund	43,500	41,035
This payment represents employer's contributions to the fund in respect of employees.		

## NOTES TO THE ACCOUNTS

### 13 Audit Costs

In 2009/10 Huntingdon Town Council incurred the following fees relating to external audit and inspection

	<u>2009</u>	<u>2010</u>
	£	£
Fees payable to Audit Huntingdon Town Council with regard to external audit services carried out by the appointed auditor	2,500	2,520

### 14 Further Information

Further information about the accounts is available from the Council Offices, 1 Trinity Place, Hartford Road, Huntingdon, Cambs, PE29 3QA. 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 in the local press.

## NOTES TO THE BALANCE SHEET

### 15 Stocks

The Council held no Stocks in 2009 or 2010

### 16 Debtors

	<u>2009</u>	<u>2010</u>
	£	£
Other Local Authorities	-	-
Medway Centre	9,679	7,096
Commemoration Hall & Town Hall	285	4,711
Jubilee Park, KGV Field & Claytons Way	216	1,797
Indoor Bowls Hall Rent	2,600	2,600
Sundry Debtors	130	1,156
Interest Accrued	90	77
Customs & Excise	7,171	6,555
Payments in Advance	7,134	13,755
	<u>27,305</u>	<u>37,747</u>

### 17 Investments

The investments are short term in nature (i.e. repayable within one year) and are placed with recognised financial institutions

	<u>2009</u>	<u>2010</u>
	£	£
Barclays Treasury Account	<u>453,560</u>	<u>454,396</u>

### 18 Creditors

	<u>2009</u>	<u>2010</u>
	£	£
Other Local Authorities	-	-
Inland Revenue	12,739	13,066
Sundry Creditors	11,793	17,526
	<u>24,532</u>	<u>30,592</u>

## NOTES TO THE BALANCE SHEET

### 19 Deferred Credits

The Council did not receive any deferred capital receipts.

<b>19 Capital Receipts Reserve</b>	<u>2009</u>	<u>2010</u>
	<u>£</u>	<u>£</u>
Balance as at 1st April	445,700	303,474
<b>Less:</b>		
<b>Amount used to finance Capital Expenditure</b>		
Play Area's	18,113	-
Jointly Funded Minor Improvements	13,921	5,462
Indoor Bowls Refurbishment	75,000	-
Cemetery Chapel	3,327	636
Cemetery Extension	31,865	-
	<u>142,226</u>	<u>6,098</u>
 Capital Reserve Carried Forward	 <u>303,474</u>	 <u>297,376</u>

The capital receipts reserve represents capital receipts available to finance capital expenditure in future years.

<b>20 General Fund Balance</b>	<u>2009</u>	<u>2010</u>
	<u>£</u>	<u>£</u>
Balance as at 1st April	252,560	211,142
 Increase / ( Deficit ) in the General Fund Balance	 <u>(41,418)</u>	 <u>(39,647)</u>
Balance as at 31st March	<u>211,142</u>	<u>171,495</u>

<b>21 Earmarked Reserve</b>	<u>2009</u>	<u>2010</u>
	<u>£</u>	<u>£</u>
Balance as at 1st April	9,665	6,761
Transferred from General Reserve	-	615,000
<b>Less:</b>		
<b>Amount used to finance expenditure</b>		
Play Area Improvements	(1,476)	(2,702)
Primrose Lane Cemetery Extension	(1,428)	-
	<u>6,761</u>	<u>619,059</u>
 Balance as at 31st March	 <u>6,761</u>	 <u>619,059</u>

<b>22 Repairs and Renewals Fund</b>	<u>2009</u>	<u>2010</u>
	<u>£</u>	<u>£</u>
Balance as at 1st April	38,312	46,912
 Transferred from General Reserve	 25,000	 25,800
<b>Amount used to finance expenditure</b>	<u>(16,400)</u>	<u>(33,777)</u>
<b>Net Transfer from General Reserve</b>	<u>8,600</u>	<u>(7,977)</u>
	<u>46,912</u>	<u>38,935</u>
 Balance as at 31st March	 <u>46,912</u>	 <u>38,935</u>

**Bank Reconciliation**

Council Name: HUNTINGDON TOWN COUNCIL

Financial Year Ending: 31ST MARCH 2010

Prepared by:

Position:

Date:

Approved By:

Position:

Date:

<b>Balance per Bank Statements as at 31st March 2010</b>	£	£
Treasurer's account	454,395.89	
High Interest Business account	663,882.75	
Current account	558.42	
Imprest 1 account	6,081.03	
Imprest 2 account	15,585.21	
Petty Cash account	78.60	
		1,140,581.90
Less any unpresented cheques at 31st March 2009		20,622.20
		249.84
<b>Net Balances as at 31st March 2010</b>		<b>1,119,709.86</b>

The net balances reconcile to the Cash Book ( receipts and payments account) for the year, as follows

<b>CASH BOOK</b>	
Opening Balance	565,516
Add: Receipts in the year	1,449,557
Less: Payments in the year	895,363
<b>Closing balance per Cash Book (receipts and payments account) as at 31st March 2009</b>	<b>1,119,710</b>



**HUNTINGDON TOWN COUNCIL**  
**RECONCILIATION BETWEEN BOXES 7 & 8**  
**AND ANNUAL REPORT**  
**AT 31ST MARCH 2010**

Cash	Box 7	£	1,119,710
Carried Forward	Box 8	£	1,126,865
		£	<u>7,155</u>

Debtors and Prepayments		£	37,747
Creditors & Accruals		-£	30,592
		£	<u>7,155</u>

**Annual Report**

		<u>2009</u>	<u>2010</u>
Bals Bfwd	Box 1	£ 746,237	£ 568,289
Annual Precept	Box 2	£ 597,464	£ 656,613
Other Receipts	Box 3	£ 184,438	£ 712,114
Staff Costs	Box 4	-(£ 438,239)	-(£ 432,139)
Loans Repaid	Box 5	£ -	£ -
Other Payments	Box 6	-(£ 521,611)	-(£ 378,012)
Balances Cfwd	Box 7	£ 568,289	£ 1,126,865
Total Cash & Investments	Box 8	£ 565,516	£ 1,119,710
Fixed Assets	Box 9	£ 2,904,524	£ 2,896,078
Borrowings	Box 10	£ -	£ -
Trust Funds	Box 11	No	No