

WOKINGHAM TOWN COUNCIL

**Unaudited Financial Statements for the Year Ended
31st March 2023**



Wokingham Town Council

Unaudited Financial Statements for the year ended 31 March 2023

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Council Information

Members of the Council during the Financial Year

Cllr J Ainslie

Cllr E Bishop

Cllr R Bishop-Firth

Cllr A Box (resigned 24th January 2023)

Cllr N Campbell-White

Cllr P Cunningham

Cllr P Dennis

Cllr M Ferrai

Cllr L Forbes

Cllr N Fox

Cllr M Fumagalli

Cllr S Gurney **(Deputy Mayor)**

Cllr M Gee **(Mayor)**

Cllr D Hinton

Cllr P Hornsby

Cllr D King

Cllr T J Lack

Cllr D G Lee

Cllr T Lloyd

Cllr P M Lucey

Cllr A Mather

Cllr K Malvern

Cllr M Malvern

Cllr I Shepherd-DuBey

Cllr A Tebboth

Clerk to the Council

Ms K Hughes

Responsible Finance Officer

Mrs Nicky Harmsworth

External Auditors

PKF Littlejohn LLP

1 Westferry Circus

London

E14 4HD

As the income and expenditure does not exceed £6.5 million, the Council remains in the Limited Assurance external audit regime for the year ended 31 March 2023. The Council's statutory accounts are included in the annual return and arrangements are made for the proper opportunity for the exercise of electors' rights.

Wokingham Town Council
Statement of Internal Control for the year ended 31st March 2023.

Scope of Responsibility

Wokingham Town 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.

The council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

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.

The Purpose of System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk 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 efficiently, effectively and economically.

A system of internal control has been in place at Wokingham Town Council for the year ended 31st March 2023 and up to the date of the approval on the annual report and accounts.

The Internal Control Environment

The system of internal control is based on a frame work of codes of conduct, internal regulations (including but not limited to financial regulations) and administrative procedures. It is further enhanced by the regular provision of management and financial information, provided as appropriate to fit the council's policy of delegation and responsibility. The system is constantly monitored by members as well as officers within the council. In particular the system incorporates:

- regular reports of service delivery and project performance
- comprehensive budgeting systems and project evaluation and management criteria
- setting of targets to measure financial and general performance
- the preparation and dissemination of regular financial reports measuring actual expenditure against forecasts, for both revenue and capital projects
- the regular review of such reports by officers, and by members in committee and at Full Council
- internal audit takes place annually

Review of effectiveness

Wokingham Town Council has responsibility for conducting, at least annually, a review of the effectiveness of the system on internal control. The review of the effectiveness of the system of internal control is informed by the control exercised by members and the executive managers within the council who have responsibility for the development and maintenance of the internal control environment. It is further enhanced by reports and comments made by the external auditors.

We have been advised on the implication of the result of the review of the effectiveness of the system of internal control by the council, relevant committees plan to address weaknesses and ensure continuous improvement of the system is in place.

Approval of Statement

This statement was approved at a meeting of the council held on Tuesday 23rd May 2023 when authority was given for the Town Mayor and the Town Clerk to sign.

.....
MAYOR
Date: 23rd May 2023

.....
TOWN CLERK
Date: 23rd May 2023

WOKINGHAM TOWN COUNCIL
Balance Sheet as at 31st March 2023

	2023	2022
Current Assets		
Debtors	15,891	18,719
Other Debtors	18,850	18,809
VAT	4,574	6,812
Bank accounts	994,464	602,395
Petty cash	72	200
Prepayments	30,679	20,887
	1,064,530	667,822
Current Liabilities		
Creditors	27,115	10,382
Receipts in Advance	27,969	11,638
Other creditors	18,850	18,809
Accruals	45,236	14,293
Town Hall Deposits	2,800	2,200
Hire Deposits (Woosehill)	1,400	1,400
Long Term key & damage deposits	3,215	3,455
	126,585	62,177
NET ASSETS	937,945	605,645
RESERVES AND BALANCES		
General Fund	197,576	284,017
Self Insurance Reserve	17,123	17,123
Emergency Reserve	175,000	175,000
Playpark Earmark Reserve (was Capital Projects)	500,996	118,004
Election Reserve	25,500	7,500
Town Hall Maintenance Reserve	21,750	
Asset Revaluation Reserve	-	4,000
	937,945	605,645

The Notes referred to above form part of these Financial Statements.

In accordance with accounting regulations for Town and Parish Councils, investments other than in inter bearing savings accounts are identified as long term investments and are recorded in the fixed asset reg (see note 8).

The valuation of investments as at 31 March 2023 was £191,088

These Statements present fairly the financial position of the Council as at 31 March 2023 and reflect its income and expenditure for the year ended.

These Financial Statements were approved at a Council Meeting on Tuesday 23rd May 2023.

Councillor
 Town Mayor

Nicky Harmsworth
 Responsible Finance Officer

WOKINGHAM TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR
 ENDED 31 MARCH 2023

		2023	2022
	Notes	£	£
INCOME			
Precept		1,014,210	970,732
Interest and Investment Income	2	11,025	44,566
Allotments		15,737	12,840
Market		41,860	46,055
Parks & Bloom		13,835	8,459
Woosehill Community Hall	3	26,011	16,779
Town Hall	3	128,646	106,815
Personnel		-	370
F & GP		9,714	7,835
Civic		-	800
Arts & Culture Project Income		3,209	2,315
Highways & Planning		4,800	-
S106 or CIL Developer contributions for capital schemes	7	442,757	42,801
Amenities		-	80
		1,711,804	1,260,447
EXPENDITURE			
Amenities & Allotments		116,447	68,577
Market		12,902	30,618
Parks & Bloom		146,772	117,334
Woosehill Community Hall		28,177	19,852
Town Hall		92,967	78,967
Arts & Culture		86,277	12,842
Amenities Capital	7	41,951	124,536
Staffing and Admin		720,493	643,069
Civic		26,071	22,722
Grants	4	100,669	78,655
Highways		6,777	625
		1,379,503	1,197,797
NET INCOME/EXPENDITURE(-) FOR THE YEAR		332,301	62,650
TRANSFERS TO(-) AND FROM RESERVES			
Other reserves	11	(418,742)	33,490
NET MOVEMENT ON GENERAL FUND BALANCE		(86,441)	96,140
Balance brought forward		284,017	187,877
GENERAL FUND BALANCE CARRIED FORWARD		197,576	284,017

Wokingham Town Council

Notes to the Financial Statements for the year ended 31 March 2023

1. Principal accounting policies

Accounting convention

These financial statements have been prepared in accordance with proper practices for local councils as recognised within the Accounts and Audit Regulations.

Fixed Assets and associated long-term borrowings

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the Notes to the Financial Statements provided that the asset yields benefit to the community and there services that it provides for more than one year. Fixed assets are valued on the basis recommended by in the Practitioners' Guide Governance & Accountability in Local Councils' (2023). The closing balances are stated on the following basis:

Land and operational properties, including fittings and equipment, are stated at professional valuation prior to April 2011. Other assets are stated at cost

Certain community assets are the subject of restrictive covenants as to third use and/or future disposal. Such assets are therefore considered to have no appreciable value and are included in the Balance Sheet at nominal values.

All investments, other than in interest bearing savings accounts, are identified as long-term investments and are charged to expenditure in the year to which it is acquired. Similarly long-term borrowings are not included in the balance sheet but loan repayments are charged to expenditure in the year in which they are incurred.

Capital receipts

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

Debtors and Creditors

The Council's financial statements are maintained on the accruals basis in accordance with proper practices.

Stocks and Work in Progress

All stocks have been treated as consumed because the aggregate value at any time is not material in relation to the Council's accounts.

Leases

At the year end the following leases were in operation:

Lessor	Purpose	Annual Lease £ Payable	Year of Expiry
Red Corner Document Solutions	Photocopier	1,560	2023
Twofold Limited	Franking Machine	240	2023
Arval BNP Paribas Group	Ford Transit Custom	5,759	2025

Reserves

The Council maintains certain operation reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in note 11.

Wokingham Town Council
Notes to the Accounts for the year ended 31 March 2023

2. Interest and Investment income

Interest on bank deposits, Treasury Stock and Local Authorities' Property Fund

* 2022 figure includes the redemption of treasury stock of £35,598

2023	2022
£	£
11,025	44,566

3. Tenancies

The Council acts as landlord in respect of the following tenancies in its own properties. All of these tenancies are on repairing leases.

COUNCIL AS LANDLORD		
Tenant	Property	Repairing/Non-repairing
Timpsons Shoe Repairs	Unit 1 Town Hall	Repairing
Piccolo Arco	Unit 2,3,4 Town Hall	Repairing
Michael Cragg Management Committee	Office 2 Town Hall	Repairing
DT Brands Ltd	Emmbrook Community Hall	Repairing
	Courtyard Town Hall	Repairing
COUNCIL AS TENANT		
Landlord		
Wokingham BC	Woosehill Community Hall	Repairing
Wokingham BC	Elms Field Park	Repairing

4. Grants and support for Community organisations.

At the Full Council meeting held on 21st May 2019, a recommendation that Wokingham Town Council was granted the General Power of Competence until May 2023 was resolved under resolution number 29939.

Grants are no longer made under Section 137.

The overall grants budget in the year ended 31st March 2023 was xx and the following payments were made:

Payee	Nature of Payment	2023	2022
		£	£
Local Organisations	Grants	100,669	78,655
		100,669	78,655

Wokingham Town Council

Notes to the Accounts for the year ended 31 March 2023

5 Employee costs and numbers

The number of employees as at 31 March was as follows:

	2023	2022
	Number	Number
Full time employees	9	9
Part time employees	9	9
	2022	2022
	£	£
Salaries	437,581	379,008
Employers National Insurance contributions	41,805	33,103
	479,386	412,111

All staff following 6 months service are entitled to a performance related pay bonus.
One member of staff is salaried above £50,000

6 Pensions

The Council's employees are members of the Local Government Superannuation Scheme. The cost in these financial statements is the employer's contributions, which are determined by the Scheme's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant government regulations.

	2023	2022
Employer contributions to the Berkshire Superannuation Scheme		
As a % of pensionable salaries	26.3%	25.3%
Amounts	111,761	93,538

7 Capital Expenditure and Receipts

	2023	2022
	£	£
<u>Capital Expenditure</u>		
<u>Amenities</u>		
Town Hall structural repairs	9,248	6,129
Playground upgrades	-	118,407
Footpath upgrades	32,704	-
	41,952	124,536
<u>Capital Receipts</u>		
CIL infrastructure receipts	393,992	31,997
S106 contributions for Allotments	48,765	10,804
	442,757	42,801

Wokingham Town Council
Notes to the Accounts for the year ended 31 March 2023

8 Fixed Assets	Historical valuation £	<u>Latest valuation</u> £
Freehold Land and Buildings		
Town Hall	2,295,000	3,000,000
Emmbrook Community Hall	83,000	444,600
Langborough Changing Rooms	80,000	80,000
Gipsy Lane Lock up	1,400	1,400
Parks, recreational grounds, allotments (see below)	12	12
	2,459,412	3,526,012
Equipment		
Includes office equipment, market stalls, CCTV installations	48,160	51,558
Furniture and Fittings		
Town Hall, Woosehill & Allotments	59,530	101,385
Community operational assets		
Parks Furniture	286,671	281,273
Street Furniture	56,344	58,472
Christmas lights, notice boards other community assets	60,046	58,186
Civic Assets		
Pictures	92,801	147,550
Civic Silver	132,390	1,081,070
Civic Regalia	31,044	31,044
Investments		
CCLA Local Authorities' Property Fund (see notes below)	200,000	191,088
	3,426,398	5,527,638

The historical valuation of fixed assets is in accordance with the accounting policies in Note 1 on page 5 to these financial statements. The amounts included for the Latest Valuation are from professional valuations in the autumn of 2022 or, in the case of equipment, fittings and community operational assets, at cost. A stock take of assets was undertaken during 2022-23 to physically verify items shown. Assets not located were removed from the register and shown as disposed and those assets which had not been previously shown but were considered to be of community significance were added at a £1 gifted value.

The Council also owns a substantial amount of land and recreation grounds and open spaces as community assets. There is a notional value of £1.00 on each of the following

Parks and Recreation Grounds	Allotments
Howard Palmer Gardens	Gipsy Lane
Joel Park & Holt Copse	Latimer Road
King George V Playing Field	Ormonde Road
Langborough Recreation Ground	St Paul's Gate
Leslie Sears Playing Field	Mulburry Grove Allotments
Redlands Farm Park	
Viking Field	

The Council is the sole trustee of the King George V and Leslie Sears Playing Fields. Income from the former in 2023 was £1,100 (2022: £1,100) from rent charges and was paid to the Council towards expenditure of £16,019, (2022: £18,530) incurred on maintenance of the facility. The Leslie Sears Playing Field generated no income in 2023 or 2022, and maintenance costs of £15,390 (2022: £9,647) were borne by the Council.

The Local Authorities' Property Fund

The Council purchased 66,288 units in the Local Authorities' Property Fund on 31st August 2015 at a cost of £200,000. The net asset valuation of the units as at 31 March 2023 was £191,088

Agenda item 28a

Wokingham Town Council

Notes to the Accounts for the year ended 31 March 2023

9 Debtors	2023	2022
	£	£
Debtors control account	15,891	18,718
Rent Deposit accounts	18,850	18,809
VAT to be reclaimed	4,574	6,812
Prepayments	30,679	20,887
	69,994	65,226

10 Creditors and Accrued expenses	2023	2022
	£	£
Trade Creditors	27,115	10,382
Other Creditors	18,850	18,809
Accruals	45,236	14,293
Town Hall Deposits	2,800	2,200
Woosehill Deposits	1,400	1,400
Long term key & damage deposit	3,215	3,455
Receipts in advance	27,969	11,638
	126,585	62,177

11 Reserves	2022	Year to 31 Mar 2023		2023
		Used	Added	
Self Insurance Reserve	17,123			17,123
Emergency Reserve	175,000			175,000
Playpark Earmark Reserve **	118,004	11,000	393,992	500,996
Election Reserve	7,500		18,000	25,500
Asset Revaluation Reserve	4,000	4,000	-	-
Town Hall Maintenance Reserve	-		21,750	21,750
	317,435	15,000	433,742	740,369

** £393,992 CIL receipts in 2022-23.

12 Long Term Liabilities
None

13 Contingent Liabilities
None