



## MULBERRY & CO

Chartered Certified Accountants

Registered Auditors

& Chartered Tax Advisors

9 Pound Lane

Godalming

Surrey, GU7 1BX

t + 44(0)1483 423054

e office@mulberryandco.co.uk

w www.mulberryandco.co.uk

Our Ref: MARK/PEA001

Mrs C Lacey  
Peacehaven Town Council  
Community House  
Meridian Centre  
Meridian Way  
Peacehaven  
East Sussex  
BN10 8BB

1<sup>st</sup> May 2018

Dear Claire

**Re: Peacehaven Town Council**  
**Internal Audit Year Ended 31<sup>st</sup> March 2018**

Following completion of our interim internal audit on the 7<sup>th</sup> November, the audit on the 1<sup>st</sup> May 2018 and subsequent visit on the 6<sup>th</sup> June 2018, we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text.**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

### **Interim Audit – Summary Findings**

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of salaries
- Review of fixed assets

It is our opinion that the systems and internal procedures at Peacehaven Town Council have improved significantly since March 2017 are being followed. The town manager and RFO ensure the council follows best practice regulations and have over time adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance.

It is clear the council takes policies and procedures seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose. I would like to thank Claire and Louise for their assistance.

#### **Final Audit – Summary Finding**

At the final visit we reviewed and performed tests on the following areas:

- Review of annual accounts & AGAR
- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor

I am of the opinion that the annual accounts and AGAR are ready to be signed off by council and the external auditor and that the AGAR is a true and fair reflection of the financial transaction of that of the council for the year ended 31<sup>st</sup> March 2018. Accordingly, I have signed off the AGAR.

My overriding issue, is that of reserves (see below), council must address this as a matter of urgency.

#### **A. BOOKS OF ACCOUNT (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

The council uses the RBS electronic system to record the day to day financial transactions of the council. This is an established industry specific package and I make no recommendation to change. In addition to this, the council uses word and excel as appropriate.

The systems are backed up to external drives and memory sticks as appropriate. The system is tried and tested and appropriate for a council of this size.

My only observation is that there is a body of filing to complete which should be attended to, otherwise there is a risk that paperwork could be mislaid. This is now completed.

##### **Final Audit**

The RFO is responsible for the day-to day accounts functions, in the past year there have been 3 appointments to this role, in addition to this, the council has also had significant assistance from the software provider. On our first year-end visit it was clear there were entries still to be made and corrections to misposted journals. Such was the significance of these, that a subsequent visit was arranged.

At the final visit we identified further misposted journals to reserves, which when corrected for enabled the various year end reports to balance with one another. I confirm the accounts are balanced and are up to date to the financial year end, although the opening balances for 2018/9 will need amending.

Checks of the computerised accounting system confirmed that the cashbook and other accounts arithmetic were correct and that all reports agreed and cross cast with one another.

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

## B. FINANCIAL REGULATIONS, STANDING ORDERS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)

### Interim Audit

It was noted the 2016/17 AGAR was qualified by the external auditor and instruction made to address the points raised. At the interim audit date the external auditors report had not been taken to committee or council, although it is now marked as an agenda item for the next policy committee meeting. I would recommend the minutes show detailed text that addresses each concern in turn that then references to documentary evidence as appropriate. It is very likely the external auditor will ask for this evidence in their 2017/18 review. This is now complete.

Standing orders are based on the NALC model and the council has revised and adopted new standing orders in October 2017. IA has seen evidence in the minutes.

The council has current codes of conduct. The next review is diarised to take place in May 2018. In addition to this, the council has a number of policies covering items such as complaints, filming, grants etc.

Financial regulations are based on older NALC model and are dated October 2015, they are to be reviewed and updated in January 2018. It is likely that many of the 2016 NALC provisions will be adopted at this stage.

All of these documents are on the council website and are easy to locate and download. This is in accordance with regulations and I make no recommendation to change.

Each month the RFO prints off and files in hard copy, income and expenditure showing budgets, sales and purchase ledger day books, bank reconciliations and cashbooks for all accounts, and other documents as fit. The filing is in a clear and easy to follow page number order system and I make no recommendation to change in this process.

In respect of payment authorisations, the minutes of the full council or finance committee contain a dated payments list and the corresponding minute does describe the attachment so that it can be identified beyond reasonable doubt. In reviewing consecutive payments lists no cut off errors were found.

The older version of Financial regulations has no policy for performing a regular bank reconciliation, nor reporting this activity to council. **I would recommend council ensure this policy is adopted on next review of financial regulations.** Since the year end 2 reconciliations have been completed (August & September) there were no errors and these will be reported to committee/council in due course. This point is on going.

Financial regulation 3 deals with budgetary control. It is clear from the minutes that council discusses actual versus budget expenditure on a regular basis. In reviewing the reports for internal audit it was noted that expenditure was very high compared to budget as at August 2017. It was concluded that items of expenditure recorded as such in the 2017/18 council year may well have been physical payments for items that were already recorded as costs on the purchase ledger – essentially a double counting. In addition to this a review of the aged creditors showed that the purchase ledger to nominal ledger reconciliation showed a minor variance. This was also true for the sales ledger to nominal ledger reconciliation. I recommend both sales ledger and purchase ledger are reviewed and postings tidied. This will effect current year income and expenditure reports. This has been completed.

Financial Regulation 5 deals with authorisation of physical payments. Invoices are authorised and a random sample of payments was selected for July 2017. There were no errors and all agreed to the payments list and the minutes. Grants are authorised by grants committee and a standard process is followed for grant applications.

Donations made on behalf of the mayoral charities can be traced to minutes and discussion of the same; however, the audit trail from payment to instruction could be made more transparent in future. The council no longer does these transactions.

Financial regulation 6 deals with making payments. Cheques were in evidence and these were signed in accordance with regulations. Cheque book stubs are initialled twice. The council has financial regulations that allow internet online banking although this is not currently used.

Financial regulation 7 deals with cash. The council has a maximum float of circa £520. However, this is not listed in financial regulations. It is very likely that new financial regulations will specify the float.

Financial regulation 8 deals with salaries, salaries are processed and paid by an external firm and the council is direct debited each month for the monthly cost of the payroll. This is then authorised by council in the usual manner and reported as a single gross line item each month. This is in accordance with regulations and does not breach data protection act.

Financial regulation 9 deals with income – evidence is noted of regular banking and reporting to council.

Financial regulation 10 deals with VAT. No VAT submissions have been completed since September 2016. The council should address making submissions soon as penalties maybe levied. VAT is completed to March 2018.

### **Final Audit**

All Other Payments £405,433 (2017: £470,186).

I have reviewed the expenditure list and year on year the expenditure is broadly similar and in total has reduced by £65k. However, underlying this are increases in expenditure items as follows:

- |                         |            |
|-------------------------|------------|
| • Electricity           | £5,015.00  |
| • Building maintenance  | £5,649.00  |
| • Staff Training        | £7,071.00  |
| • Grants                | £7,800.00  |
| • Site maintenance      | £12,453.00 |
| • Water                 | £26,371.00 |
| • Repairs & Maintenance | £57,364.00 |

The large decreases are due to the following areas

- |                          |               |
|--------------------------|---------------|
| • Rent/Service Charge    | £ (64,626.00) |
| • Equipment Purchase     | £ (45,872.00) |
| • Big Park               | £ (38,247.00) |
| • Vehicle Maintenance    | £ (18,161.00) |
| • Other Fees and Charges | £ (15,754.00) |
| • Professional Fees      | £ (6,409.00)  |

We found no evidence of breaches of financial regulations in the sample testing completed, invoices are approved by council and there is regular reporting to council. A review of the nominal ledger has highlighted a number of correcting journal entries; however these were bonafide corrections.

I am of the opinion that the control assertion “This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for”, has been met.

### **C. RISK MANAGEMENT & INSURANCE (INTERIM & FINAL AUDIT)**

The council is insured with Zurich on a standard local authority package. Assets are listed and money cover appears adequate.

The council has detailed risk assessments in place that cover operational and financial risks. Full council approved risk assessments and health and safety policies in 2017.

The council also has a number of policies in place covering amongst others use and access to systems and working practices.

The council complies with the data transparency regulations which are mandatory for a council of this size and uploads information to its web site on a regular basis. The council is in the process of further updating this information to make this more transparent and easier to navigate through.

#### **Final Audit**

Minutes are prepared for all meetings of the Council and its committees i.e.

- Full Council; meets bi monthly
- Policy & Finance; meets bi monthly
- Planning & Highways; meets monthly
- Leisure & Amenities; meets bi monthly

There are also a number of working parties and groups which meets as and when necessary to cover specific tasks only the full Council has spending powers.

No unusual financial activity was found in the minutes reviewed; Minutes are uploaded to the council website. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting, with reference to when agenda were issued.

### **D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)**

#### **Interim Audit**

The 2018/19 budgets are in the process of being drafted in readiness for full council. It is envisaged this will be completed by January 2018. This is in accordance with regulations.

The council has both earmarked and general reserves. At the audit date reserves were in total £519,238 of which £85,920 is marked as general. The council is aware that it does not have the power to accumulate general or generalised reserves.

#### **Final Audit**

Reserves Carried Forward £442,150 (2017: £533,086)

In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £200k. The council has £46,166 of general reserves and £395,984 of earmarked reserves. I am of the opinion that the general reserve is too low for a council of this size and in danger of putting the council into financial distress. Even after accounting for other streams of income the general reserve should still be in the region of £150-£200k. Council has been notified on a number of occasions that its reserves are too low.

I am aware that the council has had significant one off expenditure items this year, however the overall the total expenditure of the council actually reduced year on year by £13k. It is clear the council is running at a revenue deficit each year as evidenced by the reduction in reserves year on year.

- 2015 £540,677
- 2016 £520,108
- 2017 £533,086 – increase due to capital land sale [Keymer & Seaview £182k]  
– revenue element of reserves £353,065
- 2018 £442,150 – revenue element of reserves £256,998

I believe the council has no other choice now but to cancel some earmarked reserves, in the full knowledge that certain future projects will now no longer go ahead. Council cannot use capital reserves for a revenue purpose, therefore the capital receipts reserve of £166,586 & CIL reserve £18,566 cannot be transferred to general reserve. After accounting for these the council has £256,998 of which I recommend at least £200k is kept as a general reserve, the balance of £57k can therefore be earmarked.

However, it is noted from the February 2018 minutes of policy and finance that the precept was set at £428,340 on the basis that £35,811 of expenditure be taken out of the budget. This budget allows no room for one off expenditure and unless adhered to will further reduce the general reserve over the course of the 2018/19 council year.

I am of the opinion that the control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.”, has been met, but only on the basis that earmarked reserves are completely and thoroughly reviewed as a matter of urgency and the council continues to have robust and thorough budget monitoring thought the year.

#### **E. INCOME (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

Income is received by cheque cash and bacs. Cash is banked entire on a regular basis. Both tranches of the precept have been received, income to date is in line with budget.

##### **Final Audit**

Precept income £403,417 (2017: £396,284)

Other income £320,626 (2017: £444,632)

The precept income was tested to remittance advice notes and bank statements, these were properly received and banked. There are no errors to report.

Other income comprises, grants, interest, lettings. I have reviewed the nominal ledger for lettings and was able to follow this to the sales day book and ultimately to the sales invoices, which were annotated with the date paid. There were no errors.

In total, other income has decreased by £124,006. Due in the main to a capital receipt of £182,445 in 2016-17. The balance then being due to CIL receipts in 2017-18.

I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.”, has been met

#### **F. PETTY CASH**

The council has a maximum float of £520 in petty cash, the petty cash was tested and there were no errors.

The petty cash float is used for small value expenditure transactions. The Clerk is the designated, approved float holder. Approved petty cash requisitions and VAT receipts are required for all petty cash expenditure and is

authorised by the Clerk. The cash float is kept in a locked tin in a locked safe in the parish office, within an alarmed building.

Petty cash expenditure is presented monthly to a Council meeting for approval.

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.", has been met.

## **G. PAYROLL (INTERIM & FINAL AUDIT)**

### **Interim Audit**

The council uses an external firm to calculate and process the monthly payroll. The council has fulfilled its obligations in respect of auto-enrolment.

Employees are paid with reference with NJC scales for consistency purposes. The signed minutes show that council approves changes to wages.

### **Final Audit**

Salaries £409,546 (2017: £357,751)

The amounts shown on the AGAR, were reconcilable to the payroll records, there were no errors.

Monthly and year-end PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review.

The year on year movement of £51,795 is reported on the explanation of significant variances report.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken.

Pay increases are either performance related based on an annual appraisal or a fixed % e.g. an annual cost of living increase and an incremental scale increase, where applicable.

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.", has been met.

## **H. ASSETS & INVESTMENTS (INTERIM & FINAL AUDIT)**

### **Interim Audit**

The council needs to update and finalise its fixed asset registers before the year end. The register contains details of historic cost and is reconcilable to the insurance schedule. Assets are stated at historic or proxy cost. This is ongoing.

### **Final Audit**

Fixed Assets and Investments £3,385,690 (2017: £3,194,843)

The Council does not hold any long term investments i.e. over 1 year. Any addition to the asset register is normally with a cost value greater than £200.

The fixed asset register has been maintained in an Excel spreadsheet and agreed to the AGAR. The asset register was up to date with all relevant assets as at the current financial year end.

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

#### **I. BANK RECONCILIATIONS (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

The bank reconciliations at August & September 2017 were reviewed in full. The RBS system prints are neatly and logically presented, there were no errors on any of the reconciliations. It is noted that the cashbooks have not been closed at the month ends so it was not possible to verify the cashbook closing figure per the reconciliation; however, it is likely that from November 2017 this routine will be completed. I would recommend that council ensure a month end routine is followed to ensure printing of all reports. This is now complete

##### **Final Audit**

Bank & Cash Balances £455,124 (2017: £603,425)

At the year-end date the council had a reconciled bank position which has been signed in accordance with financial regulations. I have reviewed the reconciliation there were £23,838.02 of outstanding payments and £737.57 lodgements. These were tested to after date bank statements, there were no errors. I also tested the cut off and can confirm the payments are shown in the correct year.

The council has three bank accounts, together with petty cash. None of the accounts are long term investments and as such do not need to be disclosed in box 9 of the AGAR.

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

#### **J. YEAR END ACCOUNTS**

The year-end accounts have been correctly prepared on the income & expenditure basis with the box 7 & 8 reconciliation properly completed.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the 2016/17 AGAR.

The variance analysis is required to be submitted to the external auditor.

The council has made provision within its schedule of meetings to sign off the annual governance statement and accounts in time to display the notice of electors rights.

I am of the opinion the AGAR will be ready for submission to the external auditor within statutory time scales and that the control objective of "Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.", has been met.

#### **K. Trusteeship**

No trusts.

Should you have any queries please do not hesitate to contact me, finally I enclose a fee note for your kind attention.



Kind regards  
Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Mulberry', with a stylized flourish at the end.

**Mark Mulberry**

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
1	160,976	125,589	310	0	General Reserves
1	20,000	2,342	322	0	Vehicles
1	4,500	4,500	324	0	Tree planting
1	1,000	1,000	325	0	Office equipment/facilities
1	19,500	4,000	326	0	Elections
1	20,000	20,000	328	0	Community centres
1	83,887	33,223	329	0	Purchase
1	8,906	837	330	0	Town enhancement
1	1,319	1,319	332	0	Sports Park development
1	5,000	5,000	334	0	Allotments
1	9,835	9,489	335	0	Renewals & Repairs fund
1	3,000	3,000	336	0	Solar panels
1	0	4,000	350	0	P/H Youth Task Group
1	1,200	1,200	354	0	Overtime on holiday pay
1	147,572	105,833	355	0	Big Park
1	15,000	15,000	356	0	Maintenance building
1	7,000	7,000	357	0	Pavilion roof and boiler
1	800	800	359	0	Dog bins purchase
1	2,113	2,113	360	0	Marketing
1	1,500	1,500	361	0	Street Light Replacement
1	5,000	5,000	362	0	Neighbourhood plan
1	2,000	320	363	0	Bus shelters
1	0	180,021	370	0	Capital Receipts Reserve
1	Balances brought forward	520,108	533,086	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records	
2	213,532	403,417	1001	100	Precept
2	5,497	0	1001	200	Precept
2	76,848	0	1001	300	Precept
2	14,542	0	1001	330	Precept
2	31,582	0	1001	340	Precept
2	3,084	0	1001	355	Precept
2	51,199	0	1001	360	Precept
2	Annual Precept	396,284	403,417	Total amount of Precept income received in the year	
3	2,373	954	1002	100	Interest Received
3	22,776	35,929	1003	100	Grant received
3	4,000	0	1003	110	Grant received
3	588	0	1003	200	Grant received
3	8,197	0	1003	300	Grant received
3	1,552	0	1003	330	Grant received
3	3,368	0	1003	340	Grant received
3	328	0	1003	355	Grant received
3	5,461	0	1003	360	Grant received
3	15,199	14,970	1010	100	Information Office Grant

Continued on Page 2

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	393	605	1013	100	Income from Photocopying
3	243	0	1013	360	Income from Photocopying
3	9	2	1014	100	Income from postcard sales
3	49	0	1015	100	Commision from Ticket Sales
3	12	0	1015	360	Commision from Ticket Sales
3	2,928	3,294	1016	100	Housing Benefit claims LDC
3	1,608	1,084	1017	100	Foodliner sales
3	1,750	120	1019	330	Grass verges - South Heighton
3	18,123	18,123	1020	330	Grass Verges - Income ESCC
3	1,720	0	1021	330	Grass Verges - Income TTC
3	0	1,680	1022	200	Planters/Bus shelters spons/ad
3	2,214	0	1024	310	Bad debts
3	12,830	14,411	1025	310	Rent and Service Charge
3	5,296	0	1025	360	Rent and Service Charge
3	3	0	1026	100	Dog bag sales
3	359	0	1030	100	Display screen income
3	100	800	1039	310	CATS
3	5,313	4,250	1041	310	Telephone Masts
3	1,766	2,192	1043	310	Football Pitches
3	581	413	1043	315	Football Pitches
3	7,454	19,186	1044	330	The Dell
3	4,342	1,625	1047	310	Summer Fayre income
3	806	950	1050	100	Allotments
3	1,756	860	1050	330	Allotments
3	2,766	3,691	1061	310	Court Hire
3	0	569	1069	360	Police Room
3	7,042	6,500	1070	360	Phoenix room (dimensions)
3	10	0	1071	360	Charles Neville
3	8,625	11,500	1072	360	Copper room (Emcor)
3	9,417	8,582	1075	360	Charles Neville
3	22,162	21,710	1076	360	Main Hall
3	9,782	10,126	1077	360	Anzac
3	901	1,145	1078	360	Main kitchen
3	454	283	1079	360	Anzac kitchen
3	2,016	2,006	1080	360	Foyer
3	526	687	1081	360	Equipment Hire
3	14,959	17,186	1084	355	Sports Pavilion
3	1,520	0	1085	360	Caretaking recharge
3	0	108	1087	200	Sponsored planters income
3	1,100	0	1089	315	Big Park Lewes funding
3	1,500	1,500	1090	360	Storage
3	4,464	3,776	1091	360	Cinema income
3	372	602	1092	316	Electricity feed in tarriff
3	1,824	0	1092	360	Electricity feed in tarriff
3	0	450	1094	360	Donations (Q)

Continued on Page 3

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	Last Year £	This Year £	Code and	Centre	Code Description
3	1,369	70,337	1095	100	Other Income
3	0	1,280	1095	315	Other Income
3	659	0	1095	330	Other Income
3	171	-1,392	1095	360	Other Income
3	757	300	1102	100	Advertising income e news
3	23,746	29,296	1105	315	Big parks funding release
3	5,400	7,775	1107	316	Cafe rent
3	686	660	1108	316	Cafe recharge services
3	4,330	450	1110	100	Filming
3	70	0	1111	360	Notice Boards
3	182,445	0	1112	110	Keymer & Seaview land
3	0	50	1113	100	Transfer from Reserves
3	2,153	0	1113	361	Transfer from Reserves
3	-88	0	8888	100	Suspense unknown SET
3	Total other receipts	444,632	320,626	Total income or receipts as recorded in the cashbook minus the Precept	
4	144,652	333,589	4001	100	Salaries
4	72,243	0	4001	300	Salaries
4	7,617	0	4001	315	Salaries
4	1,661	0	4001	355	Salaries
4	47,732	0	4001	360	Salaries
4	12,873	28,061	4002	100	Employers NI
4	5,794	0	4002	300	Employers NI
4	508	0	4002	315	Employers NI
4	66	0	4002	355	Employers NI
4	3,720	0	4002	360	Employers NI
4	18,112	45,087	4003	100	Employers Pension
4	13,713	0	4003	300	Employers Pension
4	1,589	0	4003	315	Employers Pension
4	11,441	0	4003	360	Employers Pension
4	4,712	2,809	4004	100	overtime
4	1,389	0	4004	300	overtime
4	96	0	4004	315	overtime
4	1,590	0	4004	355	overtime
4	7,973	0	4004	360	overtime
4	270	0	4012	355	Temporary staff
4	Staff costs	357,751	409,546	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers); pension contributions and expenses	
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Council borrowings	
6	1,188	1,389	4005	100	Travel expenses
6	379	0	4005	300	Travel expenses

Continued on Page 4

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	484	0	4005	360	Travel expenses
6	116	15	4009	360	Other costs
6	40	78	4011	100	Staff Expenses
6	57	0	4011	315	Staff Expenses
6	151	183	4018	300	Groudstaff water
6	12,319	10,920	4019	315	Rent
6	0	-357	4020	100	Energy Management fees
6	20	0	4020	310	Energy Management fees
6	170	0	4020	355	Energy Management fees
6	1,021	0	4020	360	Energy Management fees
6	1,135	1,561	4021	315	Rates
6	412	0	4021	330	Rates
6	2,080	2,190	4021	355	Rates
6	12,944	14,679	4021	360	Rates
6	5,584	0	4022	100	Water
6	15,419	33,988	4022	310	Water
6	1,683	7,150	4022	315	Water
6	0	48	4022	320	Water
6	182	3,580	4022	330	Water
6	4,187	8,660	4022	360	Water
6	352	0	4023	355	Sewage
6	2,981	4,588	4023	360	Sewage
6	220	0	4024	100	Electricity
6	949	0	4024	110	Electricity
6	376	68	4024	200	Electricity
6	1,338	1,792	4024	310	Electricity
6	309	531	4024	315	Electricity
6	0	1,162	4024	316	Electricity
6	0	474	4024	320	Electricity
6	0	123	4024	330	Electricity
6	1,989	4,684	4024	355	Electricity
6	6,249	7,948	4024	360	Electricity
6	337	0	4024	362	Electricity
6	0	425	4025	316	Gas
6	663	1,483	4025	355	Gas
6	3,906	4,070	4025	360	Gas
6	24	293	4026	310	Cleaning Materials
6	68	620	4026	316	Cleaning Materials
6	0	12	4026	330	Cleaning Materials
6	23	6	4026	355	Cleaning Materials
6	2,226	1,354	4026	360	Cleaning Materials
6	120	0	4027	300	Repairs and Maintenance
6	2,906	1,329	4027	310	Repairs and Maintenance
6	6,854	4,801	4027	315	Repairs and Maintenance
6	289	311	4027	316	Repairs and Maintenance

Continued on Page 5

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	1,030	994	4027	320	Repairs and Maintenance
6	66	705	4027	330	Repairs and Maintenance
6	2,222	991	4027	355	Repairs and Maintenance
6	4,423	12,318	4027	360	Repairs and Maintenance
6	0	53,825	4027	400	Repairs and Maintenance
6	740	111	4028	310	Trade Refuse
6	326	393	4028	315	Trade Refuse
6	0	3	4028	316	Trade Refuse
6	71	532	4028	330	Trade Refuse
6	3,266	6,229	4028	360	Trade Refuse
6	450	0	4030	310	Skip hire
6	0	1,020	4030	315	Skip hire
6	2,151	33	4031	200	Bus Shelters
6	0	350	4033	200	Street Light Replacement
6	0	23	4034	310	Personal Hygiene
6	0	82	4034	316	Personal Hygiene
6	0	30	4034	355	Personal Hygiene
6	0	1,246	4034	360	Personal Hygiene
6	0	194	4035	315	Fixtures and Fittings
6	226	0	4035	330	Fixtures and Fittings
6	0	1,478	4035	360	Fixtures and Fittings
6	6,447	1,675	4037	310	Fertilisers and Grass Seed
6	293	0	4038	310	Flood Light Maintenance
6	240	0	4039	310	Car Park Lights
6	9,143	21,596	4040	330	Site maintenance
6	0	202	4042	200	Fertilizer & Plants
6	462	0	4043	330	Water Allotments
6	1,078	1,420	4047	310	Fertiliser & seed for Bowling
6	0	37	4050	330	New trees
6	723	210	4052	330	Tree surgery
6	686	0	4053	100	Annual servicing
6	0	15	4053	315	Annual servicing
6	303	264	4053	316	Annual servicing
6	334	272	4053	355	Annual servicing
6	5,897	4,094	4053	360	Annual servicing
6	384	3,260	4056	316	Cleaning
6	100	0	4056	355	Cleaning
6	474	0	4056	360	Cleaning
6	0	849	4057	360	Fire risk assessment
6	168	0	4058	360	3 Yearly fixed wiring test
6	675	0	4060	330	Epinay Park play equipment
6	0	3,774	4061	315	Fertiliser Big Park
6	0	110	4062	310	Grounds work
6	0	0	4062	315	Grounds work
6	8,091	3,676	4062	330	Grounds work

Continued on Page 6

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	0	600	4062	360	Grounds work
6	313	0	4063	355	Legionella risk assessment
6	313	0	4063	360	Legionella risk assessment
6	0	5,575	4064	310	Building maintenance
6	0	254	4064	315	Building maintenance
6	180	0	4064	316	Building maintenance
6	8	0	4101	300	Fuel and Oil
6	114	834	4101	310	Fuel and Oil
6	1,389	2,914	4101	315	Fuel and Oil
6	1,542	2,950	4101	340	Fuel and Oil
6	21,840	3,679	4102	340	Vehicle Maintenance
6	627	243	4104	340	Road Fund Licence
6	3,131	0	4105	100	Machinery Hire/Lease
6	2,078	0	4105	310	Machinery Hire/Lease
6	1,124	1,530	4105	315	Machinery Hire/Lease
6	635	2,423	4105	340	Machinery Hire/Lease
6	0	89	4105	355	Machinery Hire/Lease
6	0	217	4106	315	Orchard
6	0	385	4106	330	Orchard
6	23	221	4106	340	Orchard
6	4,251	6,763	4200	100	Telephone
6	165	0	4200	316	Telephone
6	1,038	535	4200	360	Telephone
6	3,329	3,846	4201	100	Subscriptions and Publications
6	5,308	6,747	4202	100	Computer Software Maint
6	875	0	4202	330	Computer Software Maint
6	724	0	4202	360	Computer Software Maint
6	2,697	456	4203	100	Audit Fees
6	3,805	1,743	4204	100	Printing and Stationery
6	105	651	4204	360	Printing and Stationery
6	2,941	1,913	4205	100	Postage
6	11,394	13,385	4206	100	Insurance
6	1,325	0	4206	315	Insurance
6	4,991	8,667	4207	100	Office Machinery Maint/Lease
6	521	3,860	4208	100	Web Page
6	2,488	9,559	4209	100	Staff Training
6	762	1,682	4211	100	Advertising
6	470	368	4211	360	Advertising
6	738	1,418	4213	100	Mayors reception
6	1,390	1,796	4214	100	Civic Expenses
6	2,659	4,152	4215	100	Members Allowances
6	1,225	1,440	4216	100	Newsletter
6	750	299	4217	100	Legal Fees
6	0	750	4217	316	Legal Fees
6	427	0	4217	360	Legal Fees

Continued on Page 7

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	8,415	2,006	4218	100	Professional Fees
6	2,252	1,564	4219	100	General miscellaneous expenses
6	0	693	4219	110	General miscellaneous expenses
6	539	0	4219	300	General miscellaneous expenses
6	7	69	4219	310	General miscellaneous expenses
6	0	14	4219	315	General miscellaneous expenses
6	0	-197	4219	330	General miscellaneous expenses
6	78	0	4219	340	General miscellaneous expenses
6	0	12	4219	355	General miscellaneous expenses
6	5,079	550	4219	360	General miscellaneous expenses
6	0	58	4219	400	General miscellaneous expenses
6	1,793	1,521	4220	100	Mayor's Allowance
6	350	0	4221	100	Use of Community Room
6	55,464	-9,162	4222	360	Rent/Service Charge
6	290	0	4223	100	Valuation Fees
6	0	328	4224	315	Clothing
6	0	110	4224	330	Clothing
6	422	661	4224	340	Clothing
6	0	240	4224	355	Clothing
6	0	388	4224	360	Clothing
6	0	-1	4225	100	Performing Rights Licence
6	55	227	4225	355	Performing Rights Licence
6	1,017	1,669	4225	360	Performing Rights Licence
6	257	0	4226	310	Equipment Purchase
6	18,723	9,412	4226	315	Equipment Purchase
6	991	517	4226	316	Equipment Purchase
6	0	576	4226	320	Equipment Purchase
6	43,174	2,964	4226	330	Equipment Purchase
6	0	4,279	4226	340	Equipment Purchase
6	47	-428	4226	360	Equipment Purchase
6	15,696	428	4227	100	Other Fees and Charges
6	633	147	4227	360	Other Fees and Charges
6	1,734	0	4228	100	Office equipment
6	89	923	4229	100	BACS charges
6	2,350	10,150	4231	100	Grants
6	3,786	969	4232	360	Cinema expenses
6	8,200	8,200	4233	100	CAB Grant
6	306	220	4234	100	Members training
6	572	23	4235	100	Xmas festivities costs
6	1,345	58	4237	310	Summer Fayre
6	632	0	4239	310	Annual Event
6	1,066	300	4241	100	Foodliners cost
6	969	268	4243	100	Credit card charges
6	0	330	4244	320	Health and Safety costs
6	288	779	4244	360	Health and Safety costs

Continued on Page 8



## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	1,609	2,993	4245	360	Event costs	
6	978	1,055	4246	360	Marketing	
6	363	0	4283	100	Trf to res - Neighbourhood Pla	
6	0	312	4300	310	Dog Litter Bins	
6	888	2,666	4300	330	Dog Litter Bins	
6	0	1,053	4300	360	Dog Litter Bins	
6	11,740	16,380	4301	330	Grass Verges	
6	1,500	3,000	4303	100	Transport Grant to CTLA	
6	1,500	0	4303	200	Transport Grant to CTLA	
6	1,500	0	4303	300	Transport Grant to CTLA	
6	625	3,000	4303	360	Transport Grant to CTLA	
6	10	0	4400	200	Loan Charges	
6	720	0	9011	900	Town Enhancement Reserve	
6	38,247	0	9036	900	Big Park	
6	3,983	0	9039	900	Emergency repairs & renewals	
6	Total other payments	470,186	405,433	Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5)		
7	Balances carried forwrd	533,086	442,150	Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]		
8		352,905	204,584	201	0	Current/Deposit Account
8		250,000	250,169	202	0	Reserve Account
8		520	520	210	0	Petty Cash
8		0	-148	299	0	Cash Book Suspense
8	Total Cash & Investments	603,425	455,124	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		3,194,843	3,214,915	9	0	Total Fixed Assets
9	Total Fixed Assets	3,194,843	3,214,915	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register		
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)		

# Peacehaven Town Council 2017-2018

## Bank - Cash and Investment Reconciliation as at 31 March 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Current Account 10701173	50,000.00
1	Saver Account 30701211	177,684.38
2	War Memorial 93062287	0.00
3	Petty Cash	520.00
4	Reserve	250,168.52
		478,372.90

### Other Bank & Cash Balances

Cash Book Suspense	-148.14
	-148.14
	478,224.76

### Unpresented Payments:

1	31/03/2018	Adj	81.90
1	31/03/2018	adj	260.00
1	31/03/2018	adj	-2,458.01
1	09/05/2017	119276	250.00
1	24/10/2017	119663	50.00
1	04/12/2017	119705	19.30
1	05/12/2017	119752	50.00
1	24/01/2018	119805	20.10
1	29/01/2018	119832	50.00
1	13/02/2018	CHQ119857	359.59
1	13/03/2018	119891	364.80
1	13/03/2018	119894	210.00
1	20/03/2018	119911	918.00
1	20/03/2018	119912	114.00
1	20/03/2018	119918	1,522.62
1	21/03/2018	DD 04/04/1	112.81
1	27/03/2018	119919	600.00
1	27/03/2018	119920	100.00
1	27/03/2018	119938	930.54
1	28/03/2018	119923	50.00
1	28/03/2018	119924	50.00
1	29/03/2018	119925	123.73
1	29/03/2018	119926	7,073.74
1	29/03/2018	119927	4,827.16
1	31/03/2018	119928	75.00
1	31/03/2018	119929	212.50
1	31/03/2018	119930	1,500.00
1	31/03/2018	119931	100.00
1	31/03/2018	119932	11.24
1	31/03/2018	119933	9.60
1	31/03/2018	119934	4,791.22
1	31/03/2018	119935	17.40
1	31/03/2018	119936	792.78
1	31/03/2018	119937	648.00

Peacehaven Town Council 2017-2018

Bank - Cash and Investment Reconciliation as at 31 March 2018

<u>Account Description</u>		<u>Balance</u>
		23,838.02
		<u>454,386.74</u>
<u>Receipts not on Bank Statement</u>		
1	13/02/2018	6.00
1	28/03/2018	26.93
1	28/03/2018	43.16
1	28/03/2018	56.00
1	28/03/2018	207.60
1	28/03/2018	30.00
1	28/03/2018	56.00
1	28/03/2018	70.48
1	29/03/2018	30.00
1	29/03/2018	95.00
1	29/03/2018	16.60
1	29/03/2018	99.80
		<u>737.57</u>
<u>Closing Balance</u>		<u>455,124.31</u>
<u>All Cash &amp; Bank Accounts</u>		
Current/Deposit Account		204,583.93
Reserve Account		250,168.52
War Memorial Account		0.00
Petty Cash		520.00
Other Bank & Cash Balances		-148.14
<b>Total Bank &amp; Cash Balances</b>		<u><b>455,124.31</b></u>

Peacehaven Town Council 2017-2018

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2018

	<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
		<b>Total Reserves</b>	<b>533,085.65</b>	<b>442,149.95</b>
2	102	Bookings Debtors	28,663.88	29,278.93
2	103	Sundry Debtors	0.00	10,183.31
2	105	VAT Control A/c	18,909.23	-19,898.93
2	110	Prepayments	0.00	2,752.47
2	118	Deposit aquaid	50.00	50.00
		<b>Less Total Debtors</b>	<b>47,623.11</b>	<b>22,365.78</b>
3	501	Creditors	61,081.00	0.00
3	506	Mayor's appeal	7,155.17	8,717.71
3	508	Interments from 2009	3,000.00	0.00
3	510	Accruals	2,500.00	0.00
3	512	Interments current year	500.00	0.00
3	515	PAYE	9,953.20	-1,573.53
3	516	NIC	17,582.47	21,700.42
3	517	Pension Control	9,478.45	0.00
3	519	Student Loan	720.00	911.80
3	530	Receipts in Advance	1,145.00	0.00
3	566	Deposits Received	3,630.21	5,583.74
3	567	Deposits invoice to be raised	100.00	0.00
3	568	Clean Streets Provision	1,117.19	0.00
		<b>Plus Total Creditors</b>	<b>117,962.69</b>	<b>35,340.14</b>
		<b>Equals Total Cash and Bank Accounts</b>	<b>603,425.23</b>	<b>455,124.31</b>
5	201	Current/Deposit Account	352,905.23	204,583.93
5	202	Reserve Account	250,000.00	250,168.52
5	210	Petty Cash	520.00	520.00
5	299	Cash Book Suspense	0.00	-148.14
		<b>Total Cash and Bank Accounts</b>	<b>603,425.23</b>	<b>455,124.31</b>

31st March 2018

Current Assets		
28,664	Bookings Debtors	29,279
0	Sundry Debtors	10,183
18,909	VAT Control A/c	-19,899
0	Prepayments	2,752
50	Deposit aquaid	50
352,905	Current/Deposit Account	204,584
250,000	Reserve Account	250,169
520	Petty Cash	520
0	Cash Book Suspense	-148
<u>651,048</u>		<u>477,490</u>
<u>651,048</u>	<b>Total Assets</b>	<u>477,490</u>
Current Liabilities		
61,081	Creditors	0
7,155	Mayor's appeal	8,718
3,000	Interments from 2009	0
2,500	Accruals	0
500	Interments current year	0
9,953	PAYE	-1,574
17,582	NIC	21,700
9,478	Pension Control	0
720	Student Loan	912
1,145	Receipts in Advance	0
3,630	Deposits Received	5,584
100	Deposits invoice to be raised	0
1,117	Clean Streets Provision	0
<u>117,963</u>		<u>35,340</u>
<u>533,086</u>	<b>Total Assets Less Current Liabilities</b>	<u>442,150</u>
Represented By		
125,589	General Reserves	46,166
2,342	Vehicles	2,342
4,500	Tree planting	4,000
1,000	Office equipment/facilities	1,000
4,000	Elections	8,000

Printed on : 06/06/2018

Peacehaven Town Council 2017-2018

At: 16:12

Balance Sheet as at - 31st March 2018

		31st March 2018
20,000	Community centres	20,000
33,223	Purchase	33,223
837	Town enhancement	837
1,319	Sports Park development	1,319
5,000	Allotments	5,000
9,489	Renewals & Repairs fund	9,489
3,000	Solar panels	3,000
4,000	P/H Youth Task Group	4,000
0	Community Infrastructure Levy	18,566
1,200	Overtime on holiday pay	1,200
105,833	Big Park	85,688
15,000	Maintenance building	15,000
7,000	Pavilion roof and boiler	7,000
800	Dog bins purchase	800
2,113	Marketing	2,113
1,500	Street Light Replacement	1,500
5,000	Neighbourhood plan	5,000
320	Bus shelters	320
180,021	Capital Receipts Reserve	166,586
<u>533,086</u>		<u>442,150</u>

The above statement represents fairly the financial position of the authority as at 31st March 2018 and reflects its Income and Expenditure during the year.

Signed : \_\_\_\_\_ Date : \_\_\_\_\_  
Chairman

Signed : \_\_\_\_\_ Date : \_\_\_\_\_  
Responsible  
Financial

**Peacehaven Town Council 2017-2018**

**Income and Expenditure Account for Year Ended 31st March 2018**

31st March 2018

	<b>Operating Income</b>	
0		0
266,402	General Administration	532,342
186,445	Non Operating Items	0
6,085	Planning and Highways	1,788
85,045	General Expenditure	0
29,330	Sports Park	26,969
25,427	Big Park Project	30,989
6,457	Gateway Cafe	9,037
0	Play Areas	0
47,556	Amenity Areas	38,288
34,950	Vehicles and Equipment	0
0	Annex Community Rooms	0
18,371	Sports Park Pavilion	17,186
132,694	Community House	67,443
2,153	Community Infrastructure Levy	0
0	Waterleak	0
0	Earmarked Reserves	0
<u>840,916</u>	<b>Total Income</b>	<u>724,043</u>
	<b>Running Costs</b>	
286,388	General Administration	506,984
949	Non Operating Items	693
4,036	Planning and Highways	653
95,837	General Expenditure	183
33,387	Sports Park	47,589
55,053	Big Park Project	45,027
2,379	Gateway Cafe	7,393
1,030	Play Areas	2,422
76,726	Amenity Areas	52,780
25,167	Vehicles and Equipment	14,455
0	Annex Community Rooms	0
11,888	Sports Park Pavilion	10,222
191,811	Community House	72,695
337	Allotments	0
0	Waterleak	53,883
42,950	Earmarked Reserves	0
<u>827,938</u>	<b>Total Expenditure</b>	<u>814,978</u>
	<b>General Fund Analysis</b>	
160,976	Opening Balance	125,589
840,916	Plus : Income for Year	724,043
<u>1,001,891</u>		<u>849,631</u>
827,938	Less : Expenditure for Year	814,978
<u>173,954</u>		<u>34,653</u>
48,365	Transfers TO / FROM Reserves	-11,514
<u>125,589</u>	<b>Closing Balance</b>	<u>46,167</u>