

STOURPORT-ON-SEVERN TOWN COUNCIL
FINANCE COMMITTEE

30th MAY 2023

FINAL ACCOUNTS 2022/23
Report by the Treasurer

1. PURPOSE OF REPORT

To report to the Council the actual expenditure and income figures for 2022/23, how these compare with the Council's 2022/23 budget and how it leaves the Council's finances at the end of the financial year.

2. BACKGROUND

A previous item on your agenda was the report of the Council's internal auditor which, I am pleased to note, includes the statement that '*...there are no matters of any significance that need to be brought to your attention....*'. The final accounts for 2022/23 are attached. The Council is required to approve and publish the Annual Governance and Accountability Return (which includes key figures from the final accounts) by 1st July. PKF Littlejohn LLF will then conduct the external audit and during this time the accounts will be available for public inspection by any interested party wishing to exercise their statutory rights. The publication date for final audited accounts is 30th September.

3. COMPARISON WITH ORIGINAL BUDGET

In the extract from the summary revenue account below you will see, halfway down, that the 'Total Net Expenditure' shows as £333,997 in the Actual column compared with £327,787 in the Original Budget column. There is, therefore, an 'overspend' of £333,997 less £327,787 i.e. £6,210.

	Original Budget(£)	Actual (£)
1. ADMINISTRATION	48,466	50,385
2. COST OF DEMOCRACY	42,207	49,988
3.SERVICES TO THE PUBLIC	15,920	9,187
4. MEMORIAL PARK + TOWN GARDENS	109,549	110,054
5. CEMETERY	27,178	12,273
6. ALLOTMENTS	9,407	13,810
7. NON-RECURRING	4,500	13,396
8. STOURPORT CIVIC CENTRE	2,560	1,203
9. STOURPORT RIVERSIDE	68,000	67,939
10. COMMUNITY CENTRE, MEMORIAL PARK	0	5,762
TOTL NET EXPENDITURE	327,787	333,997
Funded by:		
11. PRECEPT ON WYRE FOREST D. C.	305,245	305,245
12. VEHICLES/EQUIPT FUND	1,965	0
DEFICIT FOR YEAR	20,577	28,752

The most significant variations, most of which were drawn to the attention of Finance Committee in the budget report in February as part of the revised estimates for 2022/23, are as follows:

	£000	£000
Benign variations:		
Burial fee income – greater than budgeted	19.3	
Grant to Stourport Forward*	6.0	
Tree inspection arrangement*	11.1	
Riverside toilets – spending less than budgeted	2.7	
	<hr/>	39.1
Adverse variations:		
Salaries – higher-than-expected pay award	-13.6	
Elections – cost of unforeseen by-election	-6.7	
Parks equipment – includes repairs following vandalism	-6.5	
Allotments – miscellaneous - previously explained unbudgeted costs	-5.7	
Allotments – new gates at Kingsway approved in June	-4.0	
Paddling pool - minor overspend v budget	-2.7	
Community centre – net spending**	-5.8	
Other minor variations (net overspend)	-0.3	
	<hr/>	-45.3

NET 'OVERSPEND' FOR YEAR		6.2
		<hr/> <hr/>

* Background to these two variations will be explained at your meeting.

** The community centre has only recently been brought directly under the Town Council's control. It looks very likely that this 'net spending' in 2022/23 will be replaced by an ongoing surplus now that initial one-off costs are behind us.

4. COMPARISON OF 'ACTUAL' WITH REVISED ESTIMATE

The net overspend of £6,200 compares with a projected overspend of around £26,000 in the revised estimate included in the budget report in February. The variations that were forecast at revised estimate stage have been realised indicating that spending v budget is under control. There have, however, been other variations since revised estimate stage that were not foreseeable. These variations are windfall underspendings:

- The first two benign variations listed above; and
- A small saving in salary costs compared with revised estimate arising from the Parks and Cemetery Manager leaving the Council in February.

5. FINANCIAL POSITION AT YEAR-END

In the original budget, the Council had budgeted to use around £21,000 of its balances to support the budget. In the actual year-end position, the Council will use £29,000 of its balances. The Council's working balance at 31st March 2023 is, as a result, now £98,000. This maintains the Council's strong financial position when compared to its approved policy of maintaining a working balance of at least £70,000. This is, of course, good news but members will know that the Council faces big challenges ahead including maintaining rental income from offices, income from burial fees and containing the costs of new services taken on from the district council.

Another point is that, as members will be aware, prices are continuing to rise rapidly. Official forecasts that inflation will fall materially have not yet been realised. The pay offer made to Council staff has been rejected by trade unions so there is uncertainty as to how the salaries cost will turn out. I will report further to you on how these and other factors are affecting the Council's budgetary position in the half-year monitoring report in November.

6. RECOMMENDATION

That the Committee recommend that the Town Council approve, subject to audit, the final accounts for 2022/23. This report has been prepared by Graham Shaw, Treasurer who will be pleased to respond to any questions arising (however will not be at the meeting of Finance Committee).

STOURPORT-ON-SEVERN TOWN COUNCIL

Final Accounts

2022/23

STOURPORT-ON-SEVERN TOWN COUNCIL

SUMMARY REVENUE ACCOUNT 2022/23

(A)		(B)	(C)	(D)	(E)
2021/22 Actual		2022/23 Budget	2022/23 Revised Estimate	2022/23 Actual	2022/23 Overspend v Budget
£		£	£	£	£
49,376	1. ADMINISTRATION	48,466	49,662	50,385	1,919
34,924	2. COST OF DEMOCRACY	42,207	50,190	49,988	7,781
14,088	3. SERVICES TO THE PUBLIC	15,920	15,274	9,187	-
108,502	4. MEMORIAL PARK+TOWN GARDENS ETC.	109,549	123,041	110,054	505
20,149	5. CEMETERY	27,178	10,526	12,273	-
6,823	6. ALLOTMENTS	9,407	11,780	13,810	4,403
11,835	7. NON-RECURRING EXPENDITURE	4,500	15,159	13,396	8,896
1,791	8. STOURPORT CIVIC CENTRE	2,560	6,159	1,203	-
14,732	9. STOURPORT RIVERSIDE	68,000	71,628	67,939	-
0	10. COMMUNTY CENTRE, MEMRIAL PARK	-	-	5,762	5,762
262,222	TOTAL NET EXPENDITURE	327,787	353,419	333,997	6,210
- 287,146	11. PRECEPT ON WYRE FOREST D.C.	- 305,245	- 305,245	- 305,245	-
	12. FUNDED FROM VEH/EQUIPMENT FUND	- 1,965	- 1,965	-	1,965
- 24,924	DEFICIT (SURPLUS(-)) ON YEAR	20,577	46,209	28,752	8,175
	WORKING BALANCE PROJECTION				
101,895	Balance at 1st April	122,590	126,819	126,819	
- 24,924	Less deficit/surplus on year	20,577	46,209	28,752	
126,819	Surplus working balance at 31st March	102,013	80,610	98,067	

STOURPORT-ON-SEVERN TOWN COUNCIL
DETAILED REVENUE ACCOUNT 2022/23

2021/22 Actual		2022/23 Budget	2022/23 Revised Estimate	2022/23 Actual	2022/23 Overspend
£	1. ADMINISTRATION	£	£	£	£
	Expenditure				
	Employees				
215,798	Salaries and Wages	216,800	232,800	230,397	13,597
- 191,683	Less: Recharges	- 192,559	- 206,785	- 204,636	- 12,077
24,115	Net Salaries and Wages	24,241	26,015	25,761	1,520
1,169	Indirect Employee Costs	1,200	1,000	1,619	419
-	Supplies and Services				
	Office Equipment	100	100	371	271
3,188	Printing and Photocopying	2,700	2,700	3,048	348
797	Books, Vending and Stationery	750	750	1,123	373
1,450	Audit Fees	1,600	1,460	1,560	- 40
1,969	Postage and Telephones	1,000	2,000	1,814	814
1,000	Contribution to Computer/Equip	1,000	1,000	1,000	-
455	Bank Charges	400	533	399	- 1
7,530	Insurances	8,000	8,244	8,244	244
4,981	Health and Safety Service	5,000	5,000	4,692	- 308
	Health and Safety Inspections	300	300	-	- 300
2,019	CALC/Zoom subscriptions	2,100	2,136	3,063	963
2,029	Miscellaneous	100	224	-28	- 128
50,702	Total Expenditure	48,491	51,462	52,666	4,175
	Income				
- 1,310	Insurance Claim				-
	Misc Income		-500		-
- 16	Interest Received	-25	1,300	2,280	2,255
49,376	TOTAL NET EXPENDITURE	48,466	49,662	50,385	1,919

**STOURPORT-ON-SEVERN TOWN COUNCIL
DETAILED REVENUE ACCOUNT 2022/23**

2021/22 Actual		2022/23 Budget	2022/23 Revised Estimate	2022/23 Actual	2022/23 Overspend
£	2. COST OF DEMOCRACY	£	£	£	£
	Expenditure				
	Employees				
26,077	Salary and Wages Recharged	26,197	28,132	27,840	1,643
	Supplies and Services				
	Mayoral Board	60	60	0	60
941	Mayors chain engraving, robe, etc	1,000	1,061	1061	61
632	Printing	500	700	534	34
	Other Expenses	100	100	0	100
1,026	Mayor and Deputy Mayor Expenses	6,350	6,582	6,582	232
248	Civic Occasions	2,000	808	1,225	775
	Elections	0	6,747	6,747	6,747
6,000	Elections - Contribution to reserves	6,000	6,000	6,000	-
34,924	Total Expenditure	42,207	50,190	49,988	7,781
34,924	TOTAL EXPENDITURE	42,207	50,190	49,988	7,781

2021/22 Actual		2022/23 Budget	2022/23 Revised Estimate	2022/23 Actual	2022/23 Overspend
£	3. SERVICES TO THE PUBLIC	£	£	£	£
	Expenditure				
	Repair and Maintenance of Buildings				
250	Town Clock winding + maintce	250	250	250	-
	Supplies and Services				
2,777	Grants to Organisations	2,800	2,800	2,800	-
3,000	Grant to Stourport Forward	3,000	3,000	3,000	6,000
900	Other Grants incl. Churchyds	1,570	1,570	-	1,570
6,133	Christmas Lights	5,300	5,300	6,897	1,597
1,000	Website - ongoing costs	1,000	1,000	1,000	-
	Town Twinning	1,800	1,154	1,154	646
	Bus Shelters			86	86
28	Street Sign 30 mph	200	200	0	200
14,088	TOTAL NET EXPENDITURE	15,920	15,274	9,187	6,733

STOURPORT-ON-SEVERN TOWN COUNCIL
DETAILED REVENUE ACCOUNT 2022/23

2021/22 Actual		2022/23 Budget	2022/23 Revised Estimate	2022/23 Actual	2022/23 Overspend
£	4. MEMORIAL PARK+TOWN GARDENS	£	£	£	£
	Expenditure				
	Employees				
82,022	Salary and Wages Recharged	82,397	88,484	87,565	5,168
	Premises Related Costs				
1,272	Mtce of Bldg (Communty Cntr)	1,500	1,500	0 -	1,500
17,344	Maintenance of Grounds	14,500	14,500	12,230 -	2,270
415	Electricity	500	500	250 -	250
434	Business Rates	460	1,247	1,247	787
116	Water Charges	100	150	498	398
694	Cleaning Materials	600	600	849	249
-	Fire Extinguishers	100	100	60 -	40
	Transport Related Costs				
2,337	Vehicle+ Mower Running Costs	2,500	2,500	3,042	542
1,750	Contr to Vehicle Renew Fund	1,800	1,800	1,800	-
646	Supplies and Services Equipment	2,200	6,168	8,671	6,471
	Tree Survey and Surgery	1,000	1,000	0 -	1,000
4,000	Tree inspection arrangement	4,000	4,000	- 7,100 -	11,100
-	Playgrnd inspections	500	500	650	150
520	Disposal of waste	550	550	550	-
111,550	Total Expenditure	112,707	123,599	110,312 -	2,395
	Income				
- 117	Rent - Memorial Park	-2600	0	0	2,600
- 500	Rent - Land Com Cen A Kings Rec	-500	-500	0	500
- 2,431	Other income	-58	-58	-258 -	200
- 3,048	Total Income	- 3,158	- 558	- 258	2,900
108,502	TOTAL NET EXPENDITURE	109,549	123,041	110,054	505

STOURPORT-ON-SEVERN TOWN COUNCIL
DETAILED REVENUE ACCOUNT 2022/23

2021/22 Actual		2022/23 Budget	2022/23 Revised Estimate	2022/23 Actual	2022/23 Overspend
£	5. CEMETERY	£	£	£	£
	Expenditure				
	Employees				
72,566	Salary and Wages Recharged	72,898	78,283	77,470	4,572
	Premises Related Costs				
447	Electricity	600	600	399	- 201
948	Business rates	980	948	948	- 32
775	Refuse Collection/Disposal	800	800	810	10
	Transport Related Costs				
519	Vehicle and Mower Running Cost	500	500	500	-
	Supplies and Services				
8,880	Grave-digging	9,000	9,000	9,040	40
- 70	Books-Official Register, etc.	300	300	39	- 261
95	Subscription to ICCM	100	95	95	- 5
3	Misc. Expenditure			335	335
84,163	Total Expenditure	85,178	90,526	89,637	4,459
	Income				
	Customer Receipts				
- 64,014	Burial Fees	- 58,000	- 80,000	- 77,364	- 19,364
- 64,014	Total Income	- 58,000	- 80,000	- 77,364	- 19,364
20,149	TOTAL NET EXPENDITURE	27,178	10,526	12,273	- 14,905

STOURPORT-ON-SEVERN TOWN COUNCIL
DETAILED REVENUE ACCOUNT 2022/23

2021/22 Actual		2022/23 Budget	2022/23 Revised Estimate	2022/23 Actual	2022/23 Overspend
£	6. ALLOTMENTS	£	£	£	£
	Expenditure				
	Employees				
11,018	Salary and Wages Recharged	11,067	11,886	11,761	694
	Premises Related Costs				
-	Water Charges	1,500	-	0	1,500
	Supplies and Services				
53	Skip hire and disposal	800	458	458	342
	Miscellaneous		3,500	5,655	5,655
160	Commission on rent collection	440	179	179	261
11,231	Total Expenditure	13,807	16,023	18,053	4,246
	Income				
	Customer Receipts				
- 4,408	Allotment Rents	- 4,400	- 4,243	- 4,243	157
- 4,408	Total Income	- 4,400	- 4,243	- 4,243	157
6,823	TOTAL NET EXPENDITURE	9,407	11,780	13,810	4,403

2021/22 Actual		2022/23 Budget	2022/23 Revised Estimate	2022/23 Actual	2022/23 Overspend
£	7. NON-RECURRING EXPENDITURE	£	£	£	£
	Expenditure				
4,110	Localism - legal and property advice	3,000	3,879	1,985	1,015
1,071	Localism - refurb (costs to be recovered)			-	-
	Localism - other			1,463	1,463
- 250	Queen's Platinum Jubilee 2022	1,500	2,221	1,773	273
2,720	Community Centre - security work			-	-
- 600	Bench at Hartlebury-contrib C Rogers			-	-
- 450	Cemetery camera-contrib P.Harrison			-	-
- 200	Barriers for events-contrib P.Harrison			-	-
2,026	Paddling pool benches			-	-
140	Riverside - Victorian lamps refurbishment		957	957	957
	Community centre - replace alarm		321	321	321
	Riverside toilets - install CCTV		1,240	1,240	1,240
	Riverside toilets repairs		1,853	1,853	1,853
	Repairs WW2 memorial		57	-	-
	Allotments - new gates		3,965	3,965	3,965
	Refurb chairs Mayor's Parlour		780	468	468
	Welcome Back (post-Covid)			629	629
1,882	Areley Kings Rec. - security bollards			0	-
1,080	Clock Tower - painting etc.			0	-
306	Allotment- contrib repair of fence			0	-
11,835	Total Expenditure	4,500	15,159	13,396	8,896

**STOURPORT-ON-SEVERN TOWN COUNCIL
DETAILED REVENUE ACCOUNT 2022/23**

2021/22 Actual		2022/23 Budget	2022/23 Revised Estimate	2022/23 Actual	2022/23 Overspend
£	8. STOURPORT CIVIC CENTRE	£	£	£	£
	Expenditure				
986	Legal advice and assistance	1,000	1,000	650	1,650
1,426	Building maintenance (day to day)	1,000	1,135	1,135	135
4,865	Telephone/Computers/Broadband	5,000	5,000	4,865	135
17,500	WCC Service Charge*	18,500	18,500	18,500	-
4,390	Business Rates	5,500	6,822	6,822	1,322
5,160	Contributn to reserve (building ma	5,160	5,160	5,160	-
34,327	Total Expenditure	36,160	37,617	35,832	328
	Income				
- 4,500	Civic Group - Contrib re Insurance	- 4,500	- 4,500	- 6,075	- 1,575
- 857	Electricity income from offices	- 1,100	- 558	- 558	542
- 27,179	Rent Income-offices/parking	- 28,000	- 26,400	- 27,997	3
- 32,536	Total Income	- 33,600	- 31,458	- 34,629	- 1,029
1,791	TOTAL NET EXPENDITURE	2,560	6,159	1,203	1,357

* WCC Service Charge covers STC's share of utility, cleaning, building and grounds maintenance costs

2021/22 Actual		2022/23 Budget	2022/23 Revised Estimate	2022/23 Actual	2022/23 Overspend
£	9. STOURPORT RIVERSIDE	£	£	£	£
	Expenditure				
15,823	Paddling pool	32,000	33,628	34,628	2,628
- 1,091	Toilets	36,000	38,000	33,311	2,689
14,732	Total Expenditure	68,000	71,628	67,939	61
14,732	TOTAL NET EXPENDITURE	68,000	71,628	67,939	61

2021/22 Actual		2022/23 Budget	2022/23 Revised Estimate	2022/23 Actual	2022/23 Overspend
£	10. COMMUNITY CTR, MEMRIAL PARK	£	£	£	£
	Expenditure				
-		-	-	7,074	7,074
	Income				
-		-	-	1,312	1,312
-	TOTAL NET EXPENDITURE	-	-	5,762	5,762

Stourport-on-Severn Town Council

BALANCE SHEET

31/03/2023

(Last) Year Ended 31 Mar 2022		(Current) Year Ended 31 Mar 2023
£	CURRENT ASSETS	£
	Stocks and stores	
8,125.32	Work in progress	
9,603.87	Debtors (Net of provision for doubtful debts)	16,563.00
5,321.08	Prepayments	9,438.19
	VAT Recoverable	8,392.61
	Temporary lendings (investments)	
258,052.93	Cash in hand	258,860.62
281,103.20	TOTAL ASSETS	293,254.42
	CURRENT LIABILITIES	
109,881.00	Creditors	136,824.14
<u>171,222.20</u>	NET ASSETS	<u>156,430.28</u>
	Represented by:	
126,818.55	General fund Balance	98,066.63
	Reserves:	
	Capital	
44,403.65	Earmarked	58,363.65
	Adjustments	
<u>171,222.20</u>		<u>156,430.28</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2023

Signed _____
Responsible Financial Officer

Date _____

Stourport-on-Severn Town Council
Reserves Balance
2022-2023

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Vehicles, mowers, computers ar	8,453.62	2,800.00			11,253.62
Elections	12,000.03	6,000.00			18,000.03
Civic Centre	23,950.00	5,160.00			29,110.00
Total Earmarked	44,403.65	13,960.00			58,363.65
TOTAL RESERVE	44,403.65	13,960.00			58,363.65
GENERAL FUND					98,066.63
TOTAL FUNDS					156,430.28

2022 £	<u>ASSETS AS AT 31st MARCH 2023</u>	2023 £
	<u>1. LAND</u>	
100	Abberley Avenue Public Open Space (Common Land)	100
1,000	Allotments - Kingsway	1,000
1,000	Allotments - Areley Kings	1,000
1,000	Cemetery, Minster Road	1,000
100	Vale Road/Mitton Street Public Gardens	100
1	Lloyds Meadow - transferred from Wyre Forest District Council(WFDC)	1
1	Land at Foundry Street (transferred from WFDC)	1
	<u>2. BUILDINGS</u>	
1	Civic Hall, Stourport	1
183,520	Stourport Community Centre - Changing Rooms	183,520
1	Stourport Community Centre - remainder (transferred from WFDC)	1
60,210	Town Clock and Clock Tower	60,210
36,850	Memorial Park Bandstand	36,850
10,400	Memorial Park Scout Hut	10,400
11,350	Cemetery Portakabin	11,350
10,400	Cemetery Toilet Block	10,400
	<u>3. CONTENTS</u>	
60,000	Civic Hall, Stourport	60,000
34,570	Stourport Community Centre - Changing Rooms	34,570
15,060	Civic Centre office furniture and office equipment	15,060
7,390	Cemetery office	7,390
	<u>4. VEHICLES</u>	
15,750	General Purpose Van	15,750
3,700	John Deere Mini Tractor	3,700
	<u>5. COMMUNITY ASSETS</u>	
3,310	Mayor's Robe Chain and Badge	3,310
12,890	Coat of Arms and Silver Casket	12,890
8,580	Display Case, Chest and Contents	8,580
33,930	Bus Shelters and Public Seats	33,930
31,000	Christmas Lights	31,000
19,100	Street Lighting	19,100
34,450	War Memorial Gates & Railings	34,450
85,000	Green Gym and Natural Play Equipt in Memorial Park	85,000
7,000	Marco Polo slide in Memorial Park	7,000
1	Riverside paddling pool (transferred from WFDC)	1
1	Britannia Meadows play area (transferred from WFDC)	1
687,666		687,666

NOTES:

1. The Town Council is sole trustee in respect of two charitable trusts involving freehold land at the Memorial Park, Stourport and Recreation Ground at Areley Kings.They are therefore not included.

STOURPORT-ON-SEVERN TOWN COUNCIL

FINAL ACCOUNTS 2022/23

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICY

These accounts have been prepared on an income and expenditure basis in accordance with accepted accounting practice and present fairly the overall financial position of the Council. Revenue transactions have been accounted for on an accruals basis.

2. LOANS AND LEASES

The Council is debt free and signed, in March, 2014, an intention to lease the first floor of the Civic Centre from Worcestershire County Council. The content of the lease is under discussion between the solicitors of the County and Town Councils.

3. DISCRETIONARY EXPENDITURE UNDER S.137 LOCAL GOVERNMENT ACT 1972

Parish Councils can spend up to £8.82 per head of electorate (15,884) each year for the benefit of people on activities or projects not specifically allowed by any other legislation (Up to £140,097). Grants to charitable organisations totalling £5,800 were paid in the year.

4. TOURISM PROMOTION EXPENDITURE UNDER S.144 LOCAL GOVERNMENT ACT, 1972

The Council spent £6,897 on Christmas Lights in the Town Centre in 2022/23.

5. FUNDS AND RESERVES

The Council's approved working balance is £70,000. The actual balance was £98,067 at the year end.

The Council maintains Reserve Funds to provide for large items of future expenditure. The Final Accounts show year-end balances on reserve funds of £58,364.

6. SUPERANNUATION

The Council contributes to the Worcestershire County Council Superannuation Fund being 25.3% of employees superannuable pay.

7. AUDIT

Internal Audit was carried out by Mr R. Mountford IPFA.

8. TRUST AND CHARITABLE FUNDS

Council is sole trustee in respect of the Memorial Park and Areley Kings Recreation Ground. All related expenditure and income is shown in these accounts and the net expenditure is met by the Council.

9. MEMBERS ALLOWANCES

Council has resolved not to pay allowances to members.

10. INVESTMENTS

During the financial year cash reserves were invested with Wyre Forest District Council.

11. EMPLOYEES

The Council employs 8 employees, 5 of whom are part-time.

12. CAPITAL ACCOUNTING

The Council is not required to comply with capital accounting requirements.