

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN  
SECTION 2 – Accounting Statements 2019/20 for  
BURFORD TOWN COUNCIL

Explanation of significant variations from last year to this year

The basis of the accounts is Receipts and Payments (R&P)

**Box 1** – Balances brought forward - shows a increase of £14008 against 31/03/2019

Balances brought forward to 2018/2019 were £ 24643.66 General Fund  
25185.92 B/Fwd. for Projects  
£ 49829.59

Balances brought forward to 2019/2020 were £ 21626.37 General Fund  
42211.00 Projects C/Forward  
£ 63837.37

General fund decreased by £3017.29, balances held for projects increased by £17025.08, giving a net increase in funds held of £14007.78

**Box 2** -Precept - increased by £3456

**Increases** in Budget

Salaries by £500

Audit fees by £230 (I had thought we would be in a higher tier)

Admin costs by £500

Projects by £2200

Other than that 2019/20 Budget had only small budget adjustments in normal items of income and expenditure over 2018/19.

**Decreases** in Budget

None

**Box 3** – Total other receipts - shows an increase of £199831 mainly due to the following:-

**Increases**

Cemetery fees (plots purchased) by £1100

Recreation Ground receipts by £350

Bank Interest by £1030

Re-imburements by £3230

Other Grants and Donations by £195,300

**Decreases**

VAT reclaimed £1300

We received donations for Fireworks (£1800), Bench Seats ((576), Civic Service Collection (330) and Speed Signs (200) . These were fully spent. Oxfordshire CC approved a 7.5 tonne weight limit for HGV's on the A361Burford High St. but no funding for the signage. BTC launched a public appeal.

We received donations for HGV Signage (185,351.84), and a OCC Grant (£16,000), these were not fully spent and are shown in Projects C/Fwd. in notes for Boxes 7 &8. (The HGV Fund also contains £20,000 from BTC funds)

**Box 4** – Staff costs - shows an increase of £2854

All employees were awarded a 5% pay increase from 01/04/2019 for 2 years. The Clerk and RFO spent a lot of extra time administering the HGV appeal and fund. Payments to HMRC increased by £750 due to more tax deducted from the Clerk and RFO.

**Box 6** – All other payments - increased by £5733

2018/19 - Normal Items of expenditure	=	£35614
Project items	=	<u>14349</u>
Total	£	49963

2019/20 - Normal Items of expenditure	=	£42449
Project items	=	<u>13247</u>
Total	£	55696

Normal items of expenditure increased by £6835 due to the following:-

**Increases**

Council Tax by £500 due increase in Business Rates  
Churchyard by £1260 due to work arising from tree survey  
Recreation Ground by £1250 due to repairs following travellers' encampment  
Electricity by £700 due to corrected meter readings  
Telecoms/Website by £800 due to change in website provider and contracts  
WODC expenses of £704 due to election prompted by number of candidates  
Administration by £400 due extra printing and postage costs for HGV campaign.  
Equipment by £1990 due to purchases shown in notes for Box 9  
VAT by £900 due to extra paid

**Decreases**

Cemetery by £400 as less walling repairs this year  
Grass cutting by £625 due to football teams doing some of the cuts  
Audi fees by £170 as no extra testing was required this year.  
Sundries by £300 due to reduced costs for a smaller Civic Service  
R'brse Tolsay Charity for VAT reclaimed, by £550 as none claimed this year

Spending on projects in 2019/20 was £13247 as follows:-

Twinning £393.00  
Rec Projects (Car Park) £2250.00  
Mayor's Community Event £1392.50  
November 5<sup>th</sup> Community Event £2346.34  
Christmas Lights £1508.50  
Christmas tree & equipment £375.00  
Community Magazine £300.00  
Signage Projects (HGV &Speed) £2782.00  
Gov.uk website £840.83  
Guildenford Car Park £1059.17

**Box 7 & 8** – Balances carried forward - shows an increase of £208,708 from last year.

Balances carried forward at end 2018/2019 were £ 21626.37 General Fund  
42211.00 Projects C/Forward  
£ 63837.37

Balances carried forward at end 2019/2020 were £ 25482.69 General Fund  
247062.60 Projects C/Forward  
£ 272545.29

Agreed extra budget items were taken from the General Fund as follows:-  
Council Tax (£821.12), Churchyard (£766.50), Recreation Ground Maintenance (£1547.43), Town Maintenance (£154.35), Electricity (£1239.34), Administration (£122.63), Xmas Tree & Equipment (£125)

We have funds for 2 large projects which we have to budget for over 2 and 3 year periods. We completed most of the Recreation Ground Car Par work in 2019/20 , and are hopeful that the pavilion re-roofing and the HGV Signage will be completed in 20120/21 (CV19 dependant)

At the beginning of the financial year, we aim to have a Working Balance (£10,000) and a Reserve Fund (£10,000) to fund contingencies and extra functions devolved by OCC

General fund decreased by £3017.39, balances held for projects increased by £17025.08 giving a net increase in funds held of £14008.78

Of the £272545.29 held, this is represented by:-

General Fund	=	25482.69
Reserves & Projects Funds C/Fwd.		
Twinning Fund	=	107.00
Recreation Ground Projects (Car Park))		1700.00
Recreation Ground Projects (Pavilion roof ) Stg 2of 3		11000.00
Recreation Ground (Trim Equipment)		2000.00
Signage Projects (HGV)		221714.48
Guildenford Car Park (re-working)		940.83
Misc support projects		1600.00
BTC Reserve Fund		<u>8000.00</u>
		£272545.29

**Box 9** – Total fixed assets - shows a increase of £1990  
Assets were **purchased** during the year – total £2909.73  
GF11 Large steel field gate £350  
ME10 Stihl petrol leaf blower £171.88  
O24 Office PC £798.33  
SF67 to 69 3 x dog bins £380.07  
SF70 Bench seat £576.00  
SF71 Bench seat £439.50  
SF72 Waste bin £199.95

Assets were **disposed** of during the year – total -£919.23

GF2 Large steel field gate scrapped -120.25

ME6 Stihl petrol leaf blower scrapped -£200.00

SF4 Bench seat scrapped £299.49

SF10 Bench seat scrapped £299.49

Following the Audit Briefing in February 2011, the value of all other BTC fixed assets were set at the established current value at 31/03/2010, these values will now act as proxy for original purchase cost and remain unchanged until disposal.

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