

Abingdon Town Council

Statements of Accounts

For the year ended 31 March 2009

Abingdon Town Council

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31 March 2009

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Abingdon Town Council

Council Information

31 March 2009

(Information current at 9th June 2009)

Mayor

Cllr Patricia Hobby

Councillors

Cllr Duncan Brown (Deputy Mayor)

Cllr Samantha Bowring

Cllr Margaret Crick

Cllr Alastair Fear

Cllr Peter Fulk

Cllr Jeanette Halliday

Cllr Jim Halliday

Cllr Angela Lawrence

Cllr Lesley Legge

Cllr Patrick Lonergan

Cllr Julie Mayhew-Archer

Cllr Jan Morter

Cllr Di Nixon

Cllr Lorraine Oates

Cllr Tim Oates

Cllr Alison Rooke

Cllr Lorraine Smith

Cllr Martin Smith

Cllr Audrey Tamplin

Cllr Colin Walters

Clerk to the Council

N. E. Warner, MA (Oxon)

Auditors

Audit Commission

Unit 5, Isis Business Centre

Horspath Road, Cowley

Oxford, Oxon

OX4 2RD

Internal Auditors

Auditing Solutions Limited

The Offices, Griffin Farm

Bowden Hill, Lacock

Chippenham, Wiltshire

SN15 2PP

Abingdon Town Council

Explanatory Foreword

31 March 2009

The council's Statements of Accounts for the year ended 31 March 2009 are set out on the following pages.

They consist of the following statements:

The Income and Expenditure Account

The council's revenue account, which sets out income and expenditure on all services, interest payable and receivable, profits/losses on disposal of fixed assets and sources of the council's income from revenue grants and taxation (Precept).

The statement also incorporates the additional amounts required to be accounted for in respect of the council's pension arrangements in accordance with FRS 17.

The Statement of Movements on the General Fund

This statement consolidates the council's surplus or deficit for the year, as set out in the Income and Expenditure Account with all other statutory and non-statutory proper practices that are required to be charged to the council's General Fund in order to determine the council's budget and, in turn, its Council Tax (Precept) demand.

The Balance Sheet

This sets out the financial position of the council on 31 March 2009, i.e. its assets and liabilities at that date.

The Cash Flow Statement

This summarises inflows and outflows of cash arising from the revenue and capital transactions with third parties.

Statement of Total Recognised Gains and Losses

This statement sets out the total gains and losses enjoyed and suffered by the council, not all of which are reported in the Income and Expenditure Account, and their effect on the council's reserves during the year.

Statement of Accounting Policies

This statement explains the basis for the recognition, measurement and disclosure of transactions and other events in the accounts.

Notes to the Accounts

These provide further information on the amounts included in the financial statements.

This foreword provides a brief explanation of the financial aspects of the council's activities and draws attention to the main characteristics of the financial position, including the year's budget, as summarised below.

Abingdon Town Council

Explanatory Foreword

31 March 2009

Budget Comparison for the year ended 31 March 2009

The following shows a comparison of the budget and out-turn figures for 2008/2009:

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	130,556	132,352
Recreation & Sport	131,428	145,200
Open Spaces	3,390	5,495
Tourism	40,017	45,295
Cemetery, Cremation & Mortuary	90,623	88,826
Community Safety	15,375	16,638
Planning & Development Services (including Markets)	215,170	176,646
Highways Roads (Routine)	25,422	15,467
Parking Services	(5,160)	(2,797)
Other Services to the Public	15	1,147
Corporate Management	124,488	142,432
Democratic & Civic	132,942	130,546
Interest Income	(36,000)	(33,560)
Net contribution to/(from) reserves and other adjustments	127,867	132,446
Precept on District Council	996,133	996,133

The net underspendings on services of £4,579 are reflected in an increased contribution to reserves and capital expenditure provision.

Further Information

Further information about the accounts is available from The Old Abbey House, Abbey Close, Abingdon, Oxon, OX14 3JD. 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 press and on the notice board outside the council offices.

Abingdon Town Council
Statement of Responsibilities
31 March 2009

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Statements of Accounts in accordance with the 'Code of Practice on Local Authority Accounting in Great Britain' (the code), so far as is applicable to this council, to present fairly the financial position of the council at 31 March 2009 and its income and expenditure for the year then ended.

In preparing the Statements of Accounts, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the code.

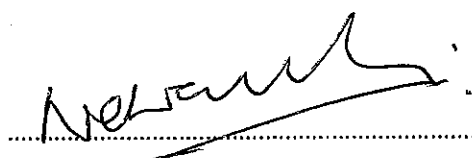
The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I hereby certify that the Statements of Accounts for the year ended 31 March 2009 required by the Accounts and Audit Regulations 2003 are set out in the following pages.

I further certify that the Statements of Accounts present fairly the financial position of Abingdon Town Council at 31 March 2009, and its income and expenditure for the year ended 31 March 2009.

Signed: 
Town Clerk

Date: 05 June 2009

Abingdon Town Council
Annual Governance Statement
31 March 2009

Scope of Responsibility

Abingdon Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, 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 that facilitates the effective exercise of the council's functions and which includes arrangements for the management of risk.

The Purpose of the 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; therefore it can only provide a reasonable, and not an 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 effectively, efficiently and economically.

A system of internal control has been in place at Abingdon Town Council for the year ended 31 March 2009 and up to the date of approval of the Financial Statements.

The Internal Control Environment

The system of internal control is based on a framework 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.

The key elements of the council's internal control environment include the following:

- Standing Orders, Financial Regulations and other policies covering a range of functions are implemented and reviewed regularly. Compliance with policies, procedures, laws and regulations is the responsibility of the council together with the Town Clerk.
- Adoption by the council of a "Code of Corporate Governance."
- The setting of council objectives and key targets annually as part of the Corporate Performance Plan. Progress is monitored by the relevant committees throughout the year.
- The adoption by the council of a Risk Management Policy in order to provide a comprehensive framework for the management of risk throughout the council
- The council constantly seeking ways of ensuring the economical, effective and efficient use of resources, and for securing continuous improvement in the way in which its functions are exercised as required under the duty of Best Value through reviews by internal and external auditors, other external agencies and the Best Value Sub Committee.

Abingdon Town Council
Annual Governance Statement
31 March 2009

Internal Audit Arrangements

The Council's Internal Auditor is Mr Stuart Pollard of Auditing Solutions Limited, The Offices, Griffin Farm, Bowden Hill, Lacock, Chippenham, Wiltshire. During the year the Internal Auditor has undertaken work in relation to an agreed programme. Reports together with recommendations have been considered by the Finance and General Purposes Committee, and this Committee has adopted recommendations as it has considered appropriate.

Review of Effectiveness

Abingdon Town Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the control exercised by Members and the work of the Internal Auditor, the Town Clerk and the other 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 and other review agencies and inspectors.

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

Significant Internal Control Issues

No significant internal control issues have been identified. As any such internal control issues arise, it is the council's intention that effective steps will be taken to ensure that matters are addressed, weaknesses eradicated and revised systems implemented at the earliest possible opportunity.

Approval of Statement

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

Signed: Patricia M Hobby
Cllr Patricia Hobby
Mayor

N. E. Warner
N. E. Warner, MA (Oxon)
Town Clerk

Date: 26th June 2009

Abingdon Town Council

Auditor's Report to the Council

31 March 2009

We have audited the Statements of Accounts on pages 11 to 30, which have been prepared in accordance with the accounting policies applicable to local councils as set out on pages 16 to 17.

This report is made solely to the members of Abingdon Town Council in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as is set out in paragraph 54 of the Statement & Responsibilities of Auditors and of Audited Bodies, prepared by the Audit Commission. To the fullest extent permitted by law, we do not accept or assume responsibility for anyone other than the council for our audit work, for this report, or for the opinion that we have formed.

Respective Responsibilities of the Responsible Financial Officer and Auditors

As described in the Statement of Responsibilities, page 6, the R.F.O. is responsible for the preparation of the Statements of Accounts in accordance with the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2007. Our responsibilities as the independent auditor are established by statute, the Code of Audit Practice issued by the Audit Commission and our profession's ethical guidance.

We report to you our opinion as to whether the Statements of Accounts present fairly the financial position of the council and its Income and Expenditure for the year.

We review whether the Annual Governance Statement, page 7, reflects compliance with the requirements of CIPFA's guidance 'The Statement on Internal Control in Local Government: Meeting the Requirements of the Accounts and Audit Regulations 2003' published on 2 April 2004. We report if it does not meet the requirements specified by CIPFA or if the statement is misleading or inconsistent with other information that we are aware of from our audit of the financial statements. We are not required to consider, nor have we considered, whether the Annual Governance Statement covers all risks and controls. We are also not required to form an opinion on the effectiveness of the council's corporate governance procedures. Our review was not performed for any purpose connected with any specific transaction and should not be relied upon for any such purpose.

We read the other information published with the Statements of Accounts and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the Statements of Accounts.

Basis of Opinion

We conducted our audit in accordance with the Audit Commission Act 1998 and the Code of Auditing Practice issued by the Audit Commission, which requires compliance with the relevant auditing standards issued by the Auditing Practices Board.

An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the Statements of Accounts. It also includes an assessment of the significant estimates and judgments made by the council in the preparation of the Statements of Accounts and of whether the accounting policies are appropriate to the council's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations that we consider necessary in order to provide us with sufficient evidence to give reasonable assurance that the Statements of Accounts are free from material misstatements, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of the information in the financial statements.

Abingdon Town Council

Auditor's Report to the Council

31 March 2009

Opinion

In our opinion, the Statements of Accounts present fairly the financial position of Abingdon Town Council at 31 March 2009 and its Income and Expenditure for the year then ended.

Certificate

We certify that we have completed the audit of the accounts in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

Signed:

Date:

For: Audit Commission
Unit 5
Isis Business Centre
Horspath Road
Cowley
Oxford
Oxon
OX4 2RD