



## **Appleby in Westmorland Town Council**

**Year End Accounts 2013 - 2014**





Appleby in Westmorland Town Council

Annual Return for the Year Ending 31st March 2014 - Variance Statement									
No.	Description	31/03/2013	31/03/2014	Variance	Variance as %	> 10%	> £100	Explanation Required	Explanation
1	Balances brought forward	55,011	58,555	3,544					
2	Annual Precept	68,250	61,255	-6,995	-10%	No	Yes	No	
3	Other Receipts	85,992	96,279	10,287	12%	Yes	Yes	Yes	See detail below
4	Staff Costs	69,856	67,802	-2,054	-3%	No	Yes	No	
5	Loan Repayments	0	0	0	0%	No	No	No	
6	All other payments	80,842	74,596	-6,246	-8%	No	Yes	No	
7	Balances carried forward. Must equal (1+2+3)-(4+5+6)	58,555	73,691	15,136					
8	Total cash and short term investments	51,046	66,852	15,806					
9	Fixed Assets	4,439,252	4,439,252	0	0%	No	No	No	
10	Total Borrowings	0	0	0	0%	No	No	No	
<b>3 Total Other Receipts Detail</b>		<b>31/03/2013</b>	<b>31/03/2014</b>	<b>Variance</b>	<b>Variance as %</b>	<b>&gt; 10%</b>	<b>&gt; £100</b>	<b>Explanation Required</b>	<b>Explanation</b>
	Council Tax Reduction Scheme	0	6,995	6995	100%	Yes	Yes	Yes	Council Tax Reduction Scheme introduced.
	Rent	21915	18,844	-3071	-14%	Yes	Yes	Yes	Rental income reduced as 3 properties were vacated during the year, taking a number of months to find replacement tenants.
	EDC Recycling	1400	1,400	0	0%	No	No	No	
	Interest	62	48	-14	-23%	Yes	No	No	
	Fair Hill	2190	7,294	5104	233%	Yes	Yes	Yes	Received 2 years payments from RPA.
	Other Income	1394	730	-664	-48%	Yes	Yes	Yes	Year Ending 2013 included one off utility refunds of £757.
	TIC Sales	32309	35,125	2816	9%	No	Yes	No	
	TIC Grant	8000	6,000	-2000	-25%	Yes	Yes	Yes	Eden District Council reduced support for Tourist Information Centre.
	PH Lettings	16994	14,286	-2708	-16%	Yes	Yes	Yes	Public Hall lettings reduced due to increased competition and current economic climate.
	Income from PV Panels	1728	1,507	-221	-13%	Yes	Yes	Yes	Additional payment received in 2012-2013.
	Other Grants	0	4,050	4050	100%	Yes	Yes	Yes	Grants received for Bus Shelter and Website improvements.
	<b>Totals</b>	<b>85992</b>	<b>96,279</b>	<b>10287</b>					
<b>6 All Other Payments Detail</b>		<b>31/03/2013</b>	<b>31/03/2014</b>	<b>Variance</b>	<b>Variance as %</b>	<b>&gt; 10%</b>	<b>&gt; £100</b>	<b>Explanation Required</b>	<b>Explanation</b>
	<b>Totals</b>	<b>80,842</b>	<b>74,596</b>	<b>-6246</b>	<b>-8%</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Not required</b>

Signed:

Date: Wednesday 18th June 2014

Andy Connell (Mayor)

Signed:

Date:

Alan McViety FCA (Internal Auditor)

Signed:

Date: Wednesday 18th June 2014

Caroline Dodgeon (Responsible Financial Officer)



**Appleby in Westmorland Town Council**

**Annual Return for the Year Ending 31st March 2014  
Reconciliation between Boxes 7 and 8**

	2014	2013
<b>Box 8</b>	<b>66,853</b>	<b>51046</b>
Add Debtors	12,137	18756
Less Creditors	5,299	11247
<b>Box 7</b>	<b>73,691</b>	<b>58,555</b>

**Signed:**

**Date:** Wednesday 18th June 2014  
Andy Connell (Mayor)

**Signed:**

**Date:** Alan McViety FCA (Internal Auditor)

**Signed:**

**Date:** Wednesday 18th June 2014  
Caroline Dodgeon (Responsible Financial Officer)



Appleby in Westmorland Town Council

Annual Return for Year Ending 31st March 2014 - Bank Reconciliation

Cash Book Balance Brought Forward 31st March 2013 £ 50,915.20

ADD: Receipts £ 168,041.94

LESS: Payments £ 152,211.66

Cash Book Balance at 31st March 2014 **£ 66,745.48**

Balances at Bank at 31st March 2014

Barclay - Current £ 4,477.82

Barclay - Saver £ 61,356.22

Post Office £ 911.44

**Total £ 66,745.48**

Less unrepresented cheques:

Add uncleared payment:

Total **£ 66,745.48**

Add petty cash: £ 107.08

Add short term investments: £ -

Box 8 **£ 66,852.56**

Signed:

[Signature box for Andy Connell]

Date: Wednesday 18th June 2014

Andy Connell (Mayor)

Signed:

[Signature box for Caroline Dodgeon]

Date: Wednesday 18th June 2014

Caroline Dodgeon (Responsible Financial Officer)

Signed:

[Signature box for Alan McViety]

Date:

Alan McViety FCA (Internal Auditor)



## Appleby in Westmorland Town Council

### Current Liabilities at 31st March 2014

#### Creditors

A/C	Payee	£
ANN001	Ann Martindale	190.55
BAR001	Barclaycard - Merchant Services	20.01
BEA001	Beacon Computers (Cumbria) Ltd	436.00
CAR002	Carlisle Business Supplies	52.17
CAR004	Cardtoons Publications Ltd	371.96
CBS001	CBS Electrical Ltd	31.20
CLE001	D Cleator	17.98
DAI001	Daisy Communications Ltd	43.84
ENT001	Enterprise Managed Services	222.77
GAS001	British Gas	1209.08
HAY001	Hayloft Publishing Ltd	50.00
HMR001	HMRC	553.49
LAK001	Lakes and Cumbria Today	19.20
NPO001	Npower	235.60
POT001	Frederick Potts & Son Ltd	1267.63
PRB001	PR Books Ltd	229.94
SWA001	Swan Wholsale	27.41
WAL001	Walkers Windows	40.00
		<hr/>
		<b>5018.83</b>

#### Advance Payments

A/C	Payee	£
PET002	Pets Pantry	250.00
SOL001	Solway Federation of Racing Pigeons	30.00
		<hr/>
		<b>280.00</b>

#### Current Liabilities

**5298.83**



## Appleby in Westmorland Town Council

### Balance Sheet at 31st March 2014

	2014	2013
<b>Long Term Assets</b>		
Post Office	911	905
<b>Current Assets</b>		
Barclays Accounts	65834	51,467
TIC Stock	7984	9,485
VAT to Reclaim	1245	1,144
VAT on Debtors and Creditors	0	1,297
Debtors 2011-2012	0	1,676
Debtors	88	3,697
Prepayments	2821	
<b>Petty Cash</b>		
Town Clerk	47	58
TIC	34	51
Public Hall	26	22
	<u>78079</u>	<u>68,897</u>
<b>Current Liabilities</b>		
Creditors	5019	11,247
Advance Payments	280	
	<u>5299</u>	<u>11,247</u>
<b>Current Assets less Current Liabilities:</b>	<u>72780</u>	<u>57,650</u>
<b>Total Assets</b>	<b>73691</b>	<b>58,555</b>
<b>Capital &amp; Reserves</b>		
Reserves	58555	55,011
P & L Account	15136	3,544
	<b>73691</b>	<b>58,555</b>



## Appleby in Westmorland Town Council

### Summary at 31st March 2014

	2014	2013
<b>Income</b>		
Precept	61,255	68,250
CTRS	6,995	0
Recycling	1,400	1,400
Other income	4,780	1,394
Fair Hill	7,294	2,190
Rent	18,844	19,609
Interest	48	62
	<u>100,616</u>	<u>92,905</u>
<b>Less</b>		
TIC	22,997	24,951
Public Hall	12,137	19,635
Administration	50,346	44,775
	<u>85,480</u>	<u>89,361</u>
<b>P &amp; L Account</b>	<b>15,136</b>	<b>3,544</b>





## Admin & Property Trading Account year ended 31st March 2014

	2014		2013
<b>Income</b>			
Property Rent	18,844		21,915
Public Hall Cost on Trading	<u>12,137</u>		<u>19,635</u>
		6,707	2,280
<b>Net Income</b>			
Less cost of Building Repairs	<u>8,214</u>		<u>1,123</u>
<b>Balance</b>		-1,507	1,157
<b>Expenses</b>			
Salaries	20,950		22,913
Print & Stationery	665		954
Heat/Light	1,316		2,065
Minor R&R	1,744		657
Telephone	506		589
Postage	53		
Cleaning	269		279
Insurance	4,647		4,909
Licence & Compliance	428		82
Professional Fees	995		518
Rates	1,726		1,598
Water	570		702
Training	304		39
Subscriptions	476		551
Advertising	247		-
Audit	304		290
Mayors Allowance	2,613		2,845
IT	405		997
Appleby in Bloom	672		613
Catering	41		
Section 137 Grants	0		500
Bus Shelter	3,004		
Building Repairs	8,214		
Misc			122
Heart of Eden			2,256
Christmas Tree			100
Security			256
Travel			33
Poppy Wreath			18
Street Maps/Shopping Guide			500
Rent refund			389
Bad Debt Written Off	<u>200</u>		
		50,346	44,775
<b>Property Costs</b>			
Fair Hill - Income	7,294		2,190
Fair Hill - Expenses	<u>7,153</u>		-
Net Income		141	2,190
<b>Property Rental Costs</b>			
Advertisements			91
Clock			-
Property			<u>1,092</u>
			<u>1,183</u>



## Appleby in Westmorland Town Council

### Tourist Information Centre Trading Account year ended 31st March 2014

	2014	2013
<b>Income</b>		
Sales	35125	32309
Cost of sales	<u>22896</u>	<u>20044</u>
<b>Net Sales Income</b>	<b>12230</b>	<b>12265</b>
<b>Expenses</b>		
Salaries	32142	34368
Stationery	1414	1741
Heat & Light	1085	1158
Minor R&R	131	268
Telephone	491	715
Postage	93	0
Cleaning	231	741
Insurance	1879	2945
Licence & Compliance	312	340
Rates	1555	1598
Water	119	17
Training	90	10
Credit Card Machine	309	250
Marketing	200	0
Advertising	180	0
Audit	228	290
Computer (Hardware & Software)	178	454
Printing	517	0
Catering	74	
Miscellaneous	0	267
Travel	<u>0</u>	<u>54</u>
	<b>41227</b>	<b>45216</b>
Overall operating cost	<u>-28997</u>	<u>-32951</u>
less EDC Grant	<b>6000</b>	<b>8000</b>
<b>Net Trading Deficit</b>	<b>-22997</b>	<b>-24951</b>



## Appleby in Westmorland Town Council

### Public Hall Trading Account year ended 31st March 2014

	2014	2013
<b>Income</b>		
Lettings	14,286	16,994
Income from PV Panels	1,507	1,728
Less: Deposits refunded	<u>0</u>	<u>410</u>
<b>Net Income</b>	<b>15,793</b>	<b>18,312</b>
<b>Expenses</b>		
Salaries	14,710	12,574
Stationery	0	283
Heating & Lighting	3,782	4,169
Minor Repairs & Renewals	1,118	707
Building Repairs	0	10,333
Telephone & Broadband	253	518
Postage	136	0
Cleaning and Refuse	1,006	422
Insurance	1,632	2,057
Licence & Compliance	1,157	2,061
Lift Maintenance	671	1,429
Rates	612	596
Water	2,161	2,105
Training	0	0
Advertising	100	85
Marketing	150	0
Audit	228	290
IT (Hardware & Software)	208	296
Catering	<u>6</u>	<u>22</u>
	<b>27,930</b>	<b>37,947</b>
<b>Net Trading Deficit</b>	<b>-12137</b>	<b>-19635</b>



## Appleby in Westmorland Town Council

### Debtors at 31st March 2014

Date	Invoice No	Description	£
Jan-14	146	NHSBT	60.00
Mar-14		Broom Horticultural Supplies	28.00
			<b>88.00</b>

### Bad Debts Written Off at 31st March 2014

Date	Description	£
Apr-13	Rent 3 Market Arcade	100.00
Jun-13	Rent 3 Market Arcade	100.00
		<b>200.00</b>



## Appleby in Westmorland Town Council

### Subscriptions and Donations at 31st March 2014

<b>Organisation</b>	<b>2014</b>	<b>2013</b>
Nuture Eden	25	-
CALC	322	316
SCENe	25	25
NFU	189	185
Chamber of Trade	25	25
	<b>586</b>	<b>551</b>
<b>Section 137 Grants</b>		
Eden & Carlisle Citizen Advice Bureau	0	500
	<b>0</b>	<b>500</b>