

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Caroline Dodgeon : Town Clerk
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Town Clerk's Office
Moot Hall Boroughgate
Appleby-in-Westmorland
Cumbria CA16 6YB

www.applebytown.org.uk

Accounts 2015 - 2016

**Annual Return for the Year Ending 31st March 2016 - Variance Statement**

No.	Description	31/03/2015	31/03/2016	Variance	Variance as %	> 10%	> £100	Explanation Required	Explanation
1	Balances brought forward	73,691	91,169	17,478					
2	Annual Precept	69,740	71,924	2,184	3%	No	Yes	No	
3	Other Receipts	97,688	139,670	41,982	43%	Yes	Yes	Yes	See detail below
4	Staff Costs	66,099	75,199	9,100	14%	Yes	Yes	Yes	Increased staff costs due to assisting with community flood recovery
5	Loan Repayments	0	0	0	0%	No	No	No	
6	All other payments	83,851	133,661	49,810	59%	Yes	Yes	Yes	See detail below
7	Balances carried forward. Must equal (1+2+3)-(4+5+6)	91,169	93,903	2,734					
8	Total cash and short term investments	72,477	83,828	11,351					
9	Fixed Assets	4,439,252	4,439,252	0	0%	No	No	No	
10	Total Borrowings	0	0	0	0%	No	No	No	

Signed:

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Date: Wednesday 25th May 2016

Date:

Cllr J Pape (Mayor)

Alan McViety FCA (Internal Auditor)

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3. Other Receipts - Variance Statement	31/03/2015	31/03/2016	Variance	Variance as %	> 10%	> £100	Explanation Required	Explanation
Council Tax Reduction Scheme	5,772	5,511	-261	-5%	No	Yes	No	
Rent	18,452	18,106	-346	-2%	No	Yes	No	
EDC Recycling	1,400	1,400	0	0%	No	No	No	
Interest	56	337	281	83%	Yes	Yes	Yes	Moved Council Reserves to Savings Account offering more interest
Fair Hill	5,964	3,450	-2,514	-73%	Yes	Yes	Yes	RPA payment outstanding at year end
Other Income	1,500	44,649	43,149	97%	Yes	Yes	Yes	£27k insurance claim payment received and £17k flood donations received
TIC Sales	42,302	40,426	-1,876	-5%	No	Yes	No	
TIC Grant	6,000	6,000	0	0%	No	No	No	
PH Lettings	12,626	12,849	223	2%	No	Yes	No	
Income from PV Panels	1,170	1,769	599	34%	Yes	Yes	Yes	Solar panels working properly for 12 months
Other Grants	2,448	5,173	2,725	53%	Yes	Yes	Yes	Grant received from EDC for replacement chairs in the public hall
Totals	97,690	139,670	41,980					

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6 Other Payments - Variance Statement	31/03/2015	31/03/2016	Variance	Variance as %	> 10%	> £100	Explanation Required	Explanation
TIC Cost of Sales	27,866	27,904	38	0%	No	No	No	
Stationery	3,791	2,243	-1,548	-41%	Yes	Yes	Yes	Purchased less stationery and office equipment
Heating & Lighting	4,245	7,185	2,940	69%	Yes	Yes	Yes	Increased use of buildings as a result of flooding
Minor Repairs & Renewals	4,628	8,852	4,224	91%	Yes	Yes	Yes	200 chairs purchased for public hall grant funded
Telephone & Broadband	1,292	2,160	868	67%	Yes	Yes	Yes	Changing providers delayed due to flooding, refund anticipated
Postage	252	209	-43	-17%	Yes	No	No	
Cleaning & Waste	1,868	1,424	-444	-24%	Yes	Yes	Yes	Less spent on cleaning products due to bulk buying last year
Insurance	7,638	7,852	214	3%	No	Yes	No	
Licences & Compliance	2,474	2,058	-416	-17%	Yes	Yes	Yes	PAT testing undertaken early April 2016
Professional Fees	435	588	154	35%	Yes	Yes	Yes	Planning application fees and technical support
Rates	3,968	4,044	76	2%	No	No	No	
Water	2,190	928	-1,262	-58%	Yes	Yes	Yes	United Utilities system change invoices outstanding
Training	588	640	52	9%	No	No	No	
Subscriptions	587	551	-36	-6%	No	No	No	
Elections	0	368	368	100%	Yes	Yes	Yes	Election cost May 2015
Advertising	523	996	473	90%	Yes	Yes	Yes	Includes £650 annual contribution to parish newsletter
Marketing	359	51	-308	-86%	Yes	Yes	Yes	Less spent on marketing
Audit	775	776	1	0%	No	No	No	
IT	1,222	907	-315	-26%	Yes	Yes	Yes	No hardware needed replacing
Mayor Allowance	2563	2,845	282	11%	Yes	Yes	Yes	Full allowance utilised
Section 137 Grants	850	600	-250	-29%	Yes	Yes	Yes	Less grants issued
Catering	137	123	-14	-10%	Yes	No	No	
Appleby Flood Relief Fund	0	16,777	16,777	100%	Yes	Yes	Yes	Fund set up as a result of flooding, monies transferred to charity
Appleby in Bloom	358	262	-96	-27%	Yes	No	No	
Building Repairs	11,512	28,088	16,576	144%	Yes	Yes	Yes	Focus on public hall improvements including new windows, curtains and lighting
Flood / Insurance Repairs	0	12,803	12,803	100%	Yes	Yes	Yes	Flood damage repairs to Council property funded by insurance
Lift Maintenance	1,141	850	-291	-26%	Yes	Yes	Yes	Service contract only no call out charges
Credit Card Machine	373	364	-9	-2%	No	No	No	
Printing	2,214	210	-2,004	-91%	Yes	Yes	Yes	No leaflets printed this year
Contingency	0	1,000	1,000	100%	Yes	Yes	Yes	Contingency utilised as a result of flooding
	83,851	133,658	49,807	59%				

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Debtors and Creditors Variance Statement								
Debtors	31/03/2015	31/03/2016	Variance	Variance as %	> 10%	> £100	Explanation Required	Explanation
Stock	9,097	8,204	-893	-10%	No	Yes	No	
VAT to reclaim	3,320	2,778	-542	-16%	Yes	Yes	Yes	Less VAT to reclaim
Debtors	697	1,900	1,203	173%	Yes	Yes	Yes	More debtors outstanding at year end
Prepayments	8,299	2,675	-5,624	-68%	Yes	Yes	Yes	Prepayments 2015 include 50% deposit paid for works to be undertaken in 2015-2016 to renew the public hall curtains £5708.94
Totals	21,413	15,557	-5,856	-27%				
Creditors	31/03/2015	31/03/2016	Variance	Variance as %	> 10%	> £100	Explanation Required	Explanation
Creditors	2,721	5,162	2,441	90%	Yes	Yes	Yes	More creditors outstanding at year end
Accruals & Deferred Income	0	320	320	100%	Yes	Yes	Yes	Payments received for public hall events in 2016 - 2017.
	2,721	5,482	2,761	101%				

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Appleby-in-Westmorland Town Council

**Annual Return for the Year Ending 31st March 2016
Reconciliation between Boxes 7 and 8**

	2016	2015
Box 8	83,828	72,477
Add Debtors	15,557	21,413
Less Creditors	5,482	2,721

Box 7 **93,903** **91,169**

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Appleby-in-Westmorland Town Council

Annual Return for Year Ending 31st March 2016 - Bank Reconciliation

Cash Book Balance Brought Forward 31st March 2015	£	72,409.99
ADD: Receipts	£	220,521.91
LESS: Payments	£	209,230.39
Cash Book Balance at 31st March 2015	£	83,701.51
Balances at Bank at 31st March 2015		
Barclay - Current	£	5,000.00
Barclay - Saver	£	8,408.89
Cumberland Reserves	£	70,292.62
Total	£	83,701.51

Less unpresented cheques:

Add uncleared payment:

Total **£ 83,701.51**

Add petty cash: £ 126.73

Add short term investments: £ -

Box 8 **£ 83,828.24**

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Appleby-in-Westmorland Town Council

Balance Sheet at 31st March 2016

	2016	2015
Long Term Assets		
Cumberland Reserves	70,293	0
Current Assests		
Barclays Accounts	13,409	72,410
TIC Stock	8,204	9,097
VAT to Reclaim	2,778	3,320
Debtors	1,900	697
Prepayments	2,675	8,299
Petty Cash		
Town Clerk	87	28
TIC	39	39
Public Hall	-	-
	<u>29,092</u>	<u>93,890</u>
Current Liabilities		
Creditors	5,162	2,721
Advance Payments	320	-
	<u>5,482</u>	<u>2,721</u>
Current Assets less Current Liabilities:	<u>23,610</u>	<u>91,169</u>
Total Assets	93,903	91,169
Capital & Reserves		
Reserves	91,169	73,691
P & L Account	2,734	17,478
	93,903	91,169



Appleby-in-Westmorland Town Council

Summary at 31st March 2016

	2016	2015
Income		
Precept	71,924	69,740
CTRS	5,511	5,772
Recycling	1,400	1,400
Other income	49,822	3,985
Fair Hill	3,450	5,927
Rent	18,106	18,452
Interest	337	56
	<u>150,550</u>	<u>105,332</u>
Less		
TIC	26,832	22,984
Public Hall	17,038	11,881
Administration	103,946	52,989
	<u>147,816</u>	<u>87,854</u>
P & L Account	2,734	17,478



Admin & Property Trading Account year ended 31st March 2016

	2016		2015
Income			
Property Rent	18,106		18452
Public Hall Cost on Trading	<u>17,038</u>		<u>11881</u>
		1,068	6,571
Net Income			
Less cost of Building Repairs	<u>28,088</u>		<u>11512</u>
Balance		-27,020	- 4,941
Expenses			
Salaries	24,335		20227
Print & Stationery	1,473		2574
Heat/Light	1,921		823
Minor R&R	2,426		2960
Telephone	942		527
Postage	145		159
Cleaning	485		459
Insurance	4,469		4461
Licence & Compliance	610		917
Professional Fees	588		435
Rates	1,704		1672
Water	239		288
Training	390		419
Subscriptions	551		587
Election	368		0
Advertising	279		168
Audit	348		310
Mayors Allowance	2,845		2563
IT	277		679
Appleby in Bloom	262		358
Catering	21		42
Section 137 Grants	600		850
Appleby Flood Relief Fund	16,777		0
Insurance Claim Repairs	12,803		0
Building Repairs	28,088		11513
Contingency	<u>1,000</u>		<u>0</u>
		103,946	52,990



Appleby-in-Westmorland Town Council

Public Hall Trading Account year ended 31st March 2016

	2016	2015
Income		
Lettings	12,849	12,626
Income from PV Panels	1,769	1,170
Net Income	<u>14,618</u>	<u>13,796</u>
Expenses		
Salaries	14,129	13,067
Stationery	20	100
Heating & Lighting	4,191	2,657
Minor Repairs & Renewals	6,303	977
Telephone & Broadband	332	255
Postage	0	25
Cleaning and Refuse	832	1,264
Insurance	1,656	1,691
Licence & Compliance	1,065	1,189
Lift Maintenance	850	1,142
Rates	636	624
Water	614	1,773
Advertising	650	250
Marketing	21	200
Audit	214	233
IT (Hardware & Software)	143	231
Catering	0	0
	<u>31,656</u>	<u>25,677</u>
Net Trading Deficit	-17038	-11881



Appleby-in-Westmorland Town Council

Tourist Information Centre Trading Account year ended 31st March 2016

	2016	2015
Income		
Sales	40,425	42,302
Cost of sales	<u>27,904</u>	<u>27,866</u>
Net Sales Income	12,521	14,436
Expenses		
Salaries	36,734	32,806
Stationery	750	1,118
Heat & Light	1,073	765
Minor R&R	123	691
Telephone	886	510
Postage	67	68
Cleaning	107	145
Insurance	1,727	1,487
Licence & Compliance	383	368
Rates	1,704	1,672
Water	75	129
Training	250	170
Credit Card Machine	364	373
Marketing	30	159
Advertising	67	105
Audit	214	233
Computer (Hardware & Software)	487	312
Printing	210	2,214
Catering	<u>102</u>	<u>95</u>
	45,353	43,420
Overall operating cost	<u>-32,832</u>	<u>-28,984</u>
less EDC Grant	6,000	6,000
Net Trading Deficit	-26,832	-22,984



Appleby-in-Westmorland Town Council

Creditors at 31st March 2016

Creditors

A/C		£
BAR001	Barclaycard	30.24
BEA001	Beacon Computers	59.50
BER001	P & K M Berwick	220.80
BT001	British Telecom	-27.14
CAR002	Carlisle Business Supplies	84.59
CBS001	CBS Eelctrical Ltd	33.60
CUM005	The Cumbria Clock Company	120.00
DAI001	Daisy Communications	66.68
DOR001	Dorrigo	350.00
FTS001	FTS Fire & Security Ltd	132.00
GAS001	British Gas	1,866.78
HEA001	Heatons Office Solutions	258.22
PET002	Pete Osborn	508.90
POT001	Frederick Potts & Son Ltd	278.45
RIC001	John Richardson & Son Ltd	570.00
SKY001	Skyware Ltd	82.80
SOM001	Something Precious	519.82
WES001	Westmorland Building Centre	6.80

5,162.04



Appleby-in-Westmorland Town Council

Debtors at 31st March 2016

Date	Invoice No	Description	£
		Appleby Primary School	30.00
		Arthritis Reasearch UK	30.00
		Cards for Good Causes	423.94
		Eden District Council	900.00
		Pilates	60.00
		Antiques Market	70.00
		NHS Blood and Transport	60.00
		North Westmorland Arts	99.46
		Npower	196.24
		Appleby Scouts	30.00
Total			1899.64



Appleby-in-Westmorland Town Council

Subscriptions and Section 137 Grants at 31st March 2015

Subscriptions	2016	2015
CALC	339	329
SCENe	0	25
NFU	194	191
Appleby Chamber of Trade	0	25
Poppy Appeal	18	0
	551	570
 Section 137 Grants		
1st Appleby Brownies		500
Hilton cum Murton & Appleby First Responders		100
Appleby Chamber of Trade		150
Appleby in Westmorland Society		100
Appleby Archeaology	100	0
Appleby Sports & Carnival	500	
	600	850
 Other Donations		
Appleby PCC (Heart of Eden Newsletter)	650	650
	650	650