

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Caroline Dodgeon : Town Clerk
Telephone : 017683 51177
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Town Clerk's Office
Moot Hall Boroughgate
Appleby-in-Westmorland
Cumbria CA16 6YB

www.applebytown.org.uk

Accounts 2016 - 2017

**Annual Return for the Year Ending 31st March 2017 - Variance Statement**

No.	Description	31/03/2017	31/03/2016	Variance	Variance as %	> 10%	> £100	Explanation Required	Explanation
1	Balances brought forward	93,903	91,169	2,734					
2	Annual Precept	72,659	71,924	735	1%	No	Yes	No	
3	Other Receipts	97,539	139,670	-42,131	-43%	Yes	Yes	Yes	Less income due to no flooding insurance claim and grants.
4	Staff Costs	76,000	75,199	801	1%	No	Yes	No	
5	Loan Repayments	0	0	0	0%	No	No	No	
6	All other payments	78,672	133,661	-54,989	-70%	Yes	Yes	Yes	Less expenditure due to no flooding event.
7	Balances carried forward. Must equal (1+2+3)-(4+5+6)	109,429	93,903	15,526					
8	Total cash and short term investments	96,758	83,828	12,930					
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:

Date: Wednesday 24th May 2017

Cllr Connell (Mayor)

Signed:

Date: Thursday 11th May 2017

Jean Airey (Internal Auditor)

Signed:

Date: Wednesday 24th May 2017

Caroline Dodgeon (Clerk & Responsible Financial Officer)



3. Other Receipts - Variance Statement	31/03/2017	31/03/2016	Variance	Variance as %	> 10%	> £100	Explanation Required	Explanation
Council Tax Reduction Scheme	3,053	5,511	-2,458	-45%	Yes	Yes	Yes	Council Tax Reduction Scheme payment reduced by District Council
Rent	19,219	18,106	1,113	6%	No	Yes	No	
EDC Recycling	1,400	1,400	0	0%	No	No	No	
Interest	755	337	418	124%	Yes	No	No	
Fair Hill	3,450	3,450	0	0%	No	No	No	
Other Income	8,331	44,649	-36,318	-81%	Yes	Yes	Yes	Other income reduced due to no insurance claim for flood damage
TIC Sales	36,765	40,426	-3,661	-9%	No	Yes	No	
TIC Grant	6,000	6,000	0	0%	No	No	No	
PH Lettings	14,870	12,849	2,021	16%	Yes	Yes	Yes	Public Hall lettings increased due to greater usage
Income from PV Panels	1,684	1,769	-85	-5%	No	No	No	
Other Grants	2,012	5,173	-3,161	-61%	Yes	Yes	Yes	Less grant funding received
Totals	97,539	139,670	-42,131					

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6 Other Payments - Variance Statement	31/03/2017	31/03/2016	Variance	Variance as %	> 10%	> £100	Explanation Required	Explanation
TIC Cost of Sales	25,039	27,904	-2,865	-11%	Yes	Yes	Yes	Less stock purchased due to less sales
Stationery	2,535	2,243	292	12%	Yes	Yes	Yes	Increase in stationery purchased. Includes new office shredder.
Heating & Lighting	5,153	7,185	-2,032	-39%	Yes	Yes	Yes	Less heating used in Public Hall as not required for emergency community use.
Minor Repairs & Renewals	3,039	8,852	-5,813	-191%	Yes	Yes	Yes	Less repairs needed. Increase costs in 2016 due to flooding.
Telephone & Broadband	1,596	2,160	-564	-35%	Yes	Yes	Yes	New telephone system and contract.
Postage	164	209	-45	-28%	Yes	No	No	
Cleaning & Waste	1,524	1,424	100	7%	No	No	No	
Insurance	6,489	7,852	-1,363	-21%	Yes	Yes	Yes	Reduced insurance premium. New 3 year deal.
Licences & Compliance	1,774	2,058	-284	-16%	Yes	Yes	Yes	Increase in 2016 due to additional electrical compliance testing following flooding.
Professional Fees	3,755	588	3,167	84%	Yes	Yes	Yes	Detailed Repair Survey undertaken on Moot Hall
Rates	3,932	4,044	-112	-3%	No	Yes	No	
Water	7,133	928	6,205	87%	Yes	Yes	Yes	Increased due to United Utilities not billing for Public Hall water for 18 months.
Training	45	640	-595	-1322%	Yes	Yes	Yes	No significant training completed.
Subscriptions	590	551	39	7%	No	No	No	
Elections	0	368	-368	100%	Yes	Yes	Yes	No election charges in the year.
Advertising	1,606	996	610	38%	Yes	Yes	Yes	Town Council Leaflet printed & distributed to all those who live in the parish
Marketing	84	51	33	39%	Yes	No	No	
Audit	1,244	776	468	38%	Yes	Yes	Yes	Introduced new 6 monthly audit.
IT	479	907	-428	-89%	Yes	Yes	Yes	No IT replaced.
Mayor Allowance	2845	2,845	0	0%	No	No	No	
Section 137 Grants	359	600	-242	-67%	Yes	Yes	Yes	Less grants given.
Catering	134	123	11	8%	No	No	No	
Appleby Flood Relief Fund	0	16,777	-16,777	100%	Yes	Yes	Yes	No flood donations received.
Appleby in Bloom	252	262	-10	-4%	No	No	No	
Christmas Lights	2,000	0	2,000	100%	Yes	Yes	Yes	New contribution to Christmas Lights.
Bank Charges	596	0	596	100%	Yes	Yes	Yes	Bank Charges introduced in May 2016.
Building Repairs	835	28,088	-27,253	-3264%	Yes	Yes	Yes	No significant building repairs completed.
Flood / Insurance Repairs	3,681	12,803	-9,122	-248%	Yes	Yes	Yes	Less flood repair work completed.
Lift Maintenance	1,136	850	286	25%	Yes	Yes	Yes	Lift repairs completed.
Credit Card Machine	305	364	-59	-19%	Yes	No	No	
Printing	350	210	140	40%	Yes	No	No	
Contingency	0	1,000	-1,000	100%	Yes	Yes	Yes	No contingency required.
	78,672	133,658	-54,986					

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Debitors and Creditors Variance Statement								
Debtors	31/03/2017	31/03/2016	Variance	Variance as %	> 10%	> £100	Explanation Required	Explanation
Stock	7,924	8,204	280	4%	No	Yes	No	
VAT to reclaim	953	2,778	1,825	192%	Yes	Yes	Yes	Less expenditure therefore less VAT to reclaim.
Debtors	2,381	1,900	-481	-20%	Yes	Yes	Yes	Outstanding invoice for £1750.
Prepayments	2,286	2,675	389	17%	Yes	Yes	Yes	Cost of insurance reduced.
Totals	13,543	15,557	2,014					
Creditors	31/03/2017	31/03/2016	Variance	Variance as %	> 10%	> £100	Explanation Required	Explanation
Creditors	621	5,162	4,541	731%	Yes	Yes	Yes	Suppliers payments up to date.
Accruals & Deferred Income	250	320	70	28%	Yes	No	No	
	871	5,482	4,611					

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Appleby-in-Westmorland Town Council

**Annual Return for the Year Ending 31st March 2017
Reconciliation between Boxes 7 and 8**

	2017	2016
Box 8	96,758	83,828
Add Debtors	13,543	15,557
Less Creditors	871	5,482

Box 7 **109,429** **93,903**

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Caroline Dodgeon (Clerk & Responsible Financial Officer)



Appleby-in-Westmorland Town Council

Annual Return for Year Ending 31st March 2017 - Bank Reconciliation

Cash Book Balance Brought Forward 31st March 2016	£	83,701.51
ADD: Receipts	£	179,010.72
LESS: Payments	£	166,111.81
Cash Book Balance at 31st March 2017	£	96,600.42
Balances at Bank at 31st March 2017		
Barclay - Current	£	5,002.72
Barclay - Saver	£	20,689.77
Cumberland Reserves	£	70,907.93
Total	£	96,600.42

Less unpresented cheques:

Add uncleared payment:

Total **£ 96,600.42**

Add petty cash: £ 157.73

Add short term investments: £ -

Box 8 **£ 96,758.15**

Signed:

[Signature box for Cllr Connell]

Date: Wednesday 24th May 2017

Cllr Connell (Mayor)

Signed:

[Signature box for Caroline Dodgeon]

Date: Wednesday 24th May 2017

Caroline Dodgeon (Clerk & Responsible Financial Officer)

Signed:

[Signature box for Jean Airey]

Date: Thursday 11th May 2017

Jean Airey (Internal Auditor)



Appleby-in-Westmorland Town Council

Balance Sheet at 31st March 2017

	2017	2016
Long Term Assets		
Cumberland Reserves	70908	70,293
Current Assests		
Barclays Accounts	25692	13,409
TIC Stock	7924	8,204
VAT to Reclaim	953	2,778
Debtors	2381	1,900
Prepayments	2286	2,675
Petty Cash		
Town Clerk	82	87
TIC	76	39
	39,393	29,092
Current Liabilities		
Creditors	871	5,162
Advance Payments	0	320
	871	5,482
Current Assets less Current Liabilities:	38,522	23,610
Total Assets	109,429	93,903
Capital & Reserves		
Reserves	93903	91,169
P & L Account	15527	2,734
	109,429	93,903



Appleby-in-Westmorland Town Council

Summary at 31st March 2017

	2017	2016
Income		
Precept	72,659	71,924
CTRS	3,053	5,511
Recycling	1,400	1,400
Other income	10,345	49,822
Fair Hill	3,450	3,450
Rent	19,219	18,106
Interest	755	337
	<u>110,881</u>	<u>150,550</u>
Less		
TIC	24,969	26,832
Public Hall	13,139	17,038
Administration	57,246	103,946
	<u>95,354</u>	<u>147,816</u>
P & L Account	15,527	2,734



Admin & Property Trading Account year ended 31st March 2017

Income	2017	2016	
CTRS	3,053	5,511	
Recycling	1,400	1,400	
Other income	10,345	49,822	
Fair Hill	3,450	3,450	
Rent	19,219	18,106	
Interest	755	337	
	<u>38,222</u>	<u>78,626</u>	
Expenses			
Salaries	29,315	24,335	
Print & Stationery	1,680	1,473	
Heat/Light	1,043	1,921	
Minor R&R	1,708	2,426	
Telephone	673	942	
Postage	108	145	
Cleaning	165	485	
Insurance	3,557	4,469	
Licence & Compliance	759	610	
Professional Fees	3,755	588	
Rates	1,645	1,704	
Water	549	239	
Training	0	390	
Subscriptions	590	551	
Election	0	368	
Advertising	145	279	
Audit	689	348	
Mayors Allowance	2,845	2,845	
IT	270	277	
Appleby in Bloom	252	262	
Catering	26	21	
Section 137 Grants	359	600	
Appleby Flood Relief Fund	0	16,777	
Insurance Claim Repairs	3,681	12,803	
Building Repairs	835	28,088	
Christmas Lights	2,000	0	
Bank Charges	596	0	
Contingency	0	1,000	
	<u>57,246</u>	<u>103,946</u>	
Net Trading Deficit	-19024	-25320	



Appleby-in-Westmorland Town Council

Public Hall Trading Account year ended 31st March 2017

	2017	2016
Income		
Lettings	14870	12,849
Income from PV Panels	<u>1684</u>	<u>1,769</u>
Net Income	16,554	14,618
Expenses		
Salaries	11987	14,129
Stationery	0	20
Heating & Lighting	3293	4,191
Minor Repairs & Renewals	1180	6,303
Telephone & Broadband	173	332
Cleaning and Refuse	1234	832
Insurance	1937	1,656
Licence & Compliance	713	1,065
Lift Maintenance	1136	850
Rates	641	636
Water	6384	614
Advertising	751	650
Marketing	0	21
Audit	198	214
IT (Hardware & Software)	<u>66</u>	<u>143</u>
	29,693	31,656
Net Trading Deficit	-13139	-17038



Appleby-in-Westmorland Town Council

Tourist Information Centre Trading Account year ended 31st March 2017

	2017	2016
Income		
Sales	36765	40,425
Cost of sales	<u>25039</u>	<u>27,904</u>
Net Sales Income	11,726	12,521
Expenses		
Salaries	34698	36,734
Stationery	856	750
Heat & Light	816	1,073
Minor R&R	150	123
Telephone	750	886
Postage	55	67
Cleaning	125	107
Insurance	995	1,727
Licence & Compliance	303	383
Rates	1645	1,704
Water	199	75
Training	45	250
Credit Card Machine	305	364
Marketing	84	30
Advertising	710	67
Audit	357	214
Computer (Hardware & Software)	144	487
Printing	350	210
Catering	<u>108</u>	<u>102</u>
	42,695	45,353
Overall operating cost	<u>-30,969</u>	<u>-32,832</u>
less EDC Grant	6000	6,000
Net Trading Deficit	-24,969	-26,832



Appleby-in-Westmorland Town Council

Creditors at 31st March 2017

Creditors

A/C		£
BER001	P & K M Berwick	308.04
BT001	British Telecom	-27.14
CAR002	Carlisle Business Supplies	-1.80
CLE001	D Cleator	9.96
GAS001	British Gas	299.28
HAY001	Hayloft Publishing	-4.00
NES001	NEST Pensions	52.68
UNI001	United Utilities	-15.77

621.25



Appleby-in-Westmorland Town Council

Debtors at 31st March 2017

Description	£
AHDB	40.00
Appleby Chamber of Trade	320.25
Cumbria County Council	65.00
Federation of WI's	30.00
Evergreen Club	20.00
Historic England	1750.00
NHS Success Regime	65.00
North Westmorland Arts	99.46
Eden Support Group for Parkins	30.00
Remote Cinema	0.95
St John's Hearing Aid Centre	40.00
Total	2460.66



Appleby-in-Westmorland Town Council

Subscriptions and Section 137 Grants at 31st March 2017

Subscriptions	2017	2016
CALC	339	339
NFU	208	194
Appleby Chamber of Trade	25	0
Poppy Appeal		18
LCAS Registration Fee	50	
	622	551
Section 137 Grants		
Hospice at Home	90	
Poppy Wreath	19	
Great North Air Ammbulance Service	250	
Appleby Archeaology		100
Appeby Sports & Carnival		500
	359	600
Other Donations		
Appleby PCC (Heart of Eden Newsletter)	650	650
	650	650