

Section 2 – Accounting Statements 2017/18 for

PENRITH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	48,217	113,246	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	230,078	372,145	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	41,451	33,595	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	109,387	135,266	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	97,113	191,980	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	113,246	191,740	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	123,016	214,895	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	15,329	24,794	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 25/06/2018

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2018

and recorded as minute reference:

PTC18/29 & ii

Signed by Chairman of the meeting where approval of the Accounting Statements is given



Explanation of variances – pro forma

Name of smaller authority: **PENRITH TOWN COUNCIL**

County area (local councils and parish meetings only): **CUMBRIA**

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)																
Box 2 <i>Precept or Rates and Levies</i>	230,078	372,145	142,067	62	Increase in precept for an increase staff, activities and office relocation. Planning (Neighbourhood Plan) 10,000 Reduction in Contingency -7,072 Communities, Culture and Economic Growth 85,900 Contribution to reserves 24,367 Staffing costs 39,915 Elections -6,000 Other -5,043																
Box 3 <i>Total other receipts</i>	41,451	33,595	(7856)	19	16-17 - One-off grants for the year: <ul style="list-style-type: none"> • 9,000 Locality grant for Neighbourhood Plan • 150.00 ACT grant for Neighbourhood Plan 17-18 - Increase in Council Tax Base																
Box 4 <i>Staff costs</i>	109,387	135,266	25,879	24	18-19 Increased staff base																
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0	0																	
Box 6 <i>All other payments</i>	97,113	191,980	94,867	98	Increased costs and activities such as: <table border="0" style="width: 100%;"> <tr> <td>Grants</td> <td style="text-align: right;">23,628</td> </tr> <tr> <td>Sponsorship</td> <td style="text-align: right;">8,622</td> </tr> <tr> <td>Festivals</td> <td style="text-align: right;">9,000</td> </tr> <tr> <td>Christmas Lights</td> <td style="text-align: right;">10,000</td> </tr> <tr> <td>Data Protection</td> <td style="text-align: right;">1,295</td> </tr> <tr> <td>Fairhill Park</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Civic Functions</td> <td style="text-align: right;">1,746.25</td> </tr> <tr> <td>Office relocation</td> <td style="text-align: right;">35,219</td> </tr> </table>	Grants	23,628	Sponsorship	8,622	Festivals	9,000	Christmas Lights	10,000	Data Protection	1,295	Fairhill Park	5,000	Civic Functions	1,746.25	Office relocation	35,219
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Box 9 <i>Total fixed assets & long term investments & assets</i>	15,329	24,794	9,465	62	Office relocation – additional assets and disposals overleaf
Box 10 <i>Total borrowings</i>	0	0	0	0	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: NA				

Explanation of variances – pro forma

Name of smaller authority: **PENRITH TOWN COUNCIL**
County area (local councils and parish meetings only): **CUMBRIA**

<u>ADDITIONAL ASSETS 17-18</u>	<u>Custodian</u>	<u>Type</u>	<u>Location</u>	<u>Date acquired</u>	<u>Net Asset Cost Value</u>	<u>Asset transfer Value</u>	<u>Insurance Value</u>
Office Blinds	Council Office	Equipment	Council Office	09/09/2017	£506.21	£0.00	£506.21
VIGOR 2760N ROUTER/FIREWALL	Council Office	Equipment	Council Office	25/09/2017	£79.00	£0.00	£79.00
ZYXEL PRES 660R-D1 ADSL2+ ROUT	Council Office	Equipment	Council Office	25/09/2017	£99.00	£0.00	£99.00
ZYXEL AMG1302 MODEM/ROUTER	Council Office	Equipment	Council Office	25/09/2017	£99.00	£0.00	£99.00
CABINET 27U 600X1000X1322	Council Office	Equipment	Council Office	25/09/2017	£689.00	£0.00	£689.00
CABINET CASTOR SET (X4)	Council Office	Equipment	Council Office	25/09/2017	£59.00	£0.00	£59.00
FIXED CAB SHELF 100KG 600MM	Council Office	Equipment	Council Office	25/09/2017	£53.00	£0.00	£53.00
FIXED SHELF 600MM - 50KG LOAD	Council Office	Equipment	Council Office	25/09/2017	£29.00	£0.00	£29.00
ASSINIA 24 PORT PATCH PANEL CAT6	Council Office	Equipment	Council Office	25/09/2017	£136.00	£0.00	£136.00
CAT 6 UTP MODULE	Council Office	Equipment	Council Office	25/09/2017	£116.00	£0.00	£116.00
1U LETTERBOX BRUSH STRIP	Council Office	Equipment	Council Office	25/09/2017	£25.00	£0.00	£25.00
VARIOUS	Council Office	Equipment	Council Office	25/09/2017	£32.26	£0.00	£32.26
STARTECH 1M PATCH LEAD RED	Council Office	Equipment	Council Office	25/09/2017	£6.72	£0.00	£6.72
TP-LINK 24 PORT GIG POE SWITCH	Council Office	Equipment	Council Office	25/09/2017	£299.00	£0.00	£299.00
UBIQUITI UNIFI AC LR AP	Council Office	Equipment	Council Office	25/09/2017	£179.00	£0.00	£179.00
UBIQUITI UNIFI AC LR AP	Council Office	Equipment	Council Office	25/09/2017	£179.00	£0.00	£179.00
PATCH 29 PORTS TO PATCH PANEL	Council Office	Equipment	Council Office	25/09/2017	£495.00	£0.00	£495.00
NSN PANASONIC VX310 HOSTED PHONE	Council Office	Equipment	Council Office	25/09/2017	£85.00	£0.00	£85.00
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NSN PANASONIC VX310 HOSTED PHONE	Council Office	Equipment	Council Office	25/09/2017	£179.00	£0.00	£179.00
INTEL I5 3330 3.00/4G/1TB/DVD1	Council Office	Equipment	Council Office	25/09/2017	£549.00	£0.00	£549.00
BROTHER MFC-J6930DW MULTIFUNCTION -COPIER	Council Office	Furniture	Council Office	01/02/2018	£299.00	£0.00	£299.00
1 - Tubby 2 Seater Sofa, Navy Product code: SOFTUBY51BLU-UK	Council Office	Furniture	Council Office	11/07/2017	£179.00	£0.00	£179.00
2 - ALBA CHROME COAT STAND CHROME/BLACK PMCLASS	Council Office	Furniture	Council Office	11/09/2017	£215.70	£0.00	£215.70

Explanation of variances – pro forma

Name of smaller authority: **PENRITH TOWN COUNCIL**
County area (local councils and parish meetings only): **CUMBRIA**

<u>ADDITIONAL ASSETS 17-18 Continued</u>	<u>Custodian</u>	<u>Type</u>	<u>Location</u>	<u>Date acquired</u>	<u>Net Asset Cost Value</u>	<u>Asset transfer Value</u>	<u>Insurance Value</u>
3 - ACRYLIC PLAQUES, 1 - ACRYLIC DOOR SIGN & DOOR VINYL	Council Office	Furniture	Council Office	20/09/2017	£1,034.00	£0.00	£1,034.00
1 - RADIAL END EXTENSION BOARDROOM TABLE WITH SILVER TRUMPET BASE IN OAK.	Council Office	Furniture	Council Office	29/09/2017	£183.60	£0.00	£183.60
1 - RECTANGULAR 2000MM WIDE BOARDROOM TABLE WITH SILVER TRUMPET BASE IN OAK.	Council Office	Furniture	Council Office	29/09/2017	£345.00	£0.00	£345.00
3 - MAESTRO 25 C LEG STRAIGHT DESK SILVER LEG 1600 OAK	Council Office	Furniture	Council Office	29/09/2017	£327.00	£0.00	£327.00
4 - TALL, DEEP MOBILE PEDESTAL WITH TWO SHALLOW DRAWERS AND ONE FILING DRAWER IN OAK	Council Office	Furniture	Council Office	29/09/2017	£416.00	£0.00	£416.00
2 - QUATTRO EXTRA HIGH BACK POSTURE CHAIR IN COBALT AD004	Council Office	Furniture	Council Office	29/09/2017	£550.00	£0.00	£550.00
12 - ORION CHROME FRAME STACKABLE CHAIR - BLUE FABRIC	Council Office	Furniture	Council Office	29/09/2017	£332.28	£0.00	£332.28
1 - PISA RECTANGULAR MEETING/LEISURE TABLE	Council Office	Furniture	Council Office	09/10/2017	£270.20	£0.00	£270.20
1 - 4 DRAWER FILING CABINET	Council Office	Furniture	Council Office	16/10/2017	£115.00	£0.00	£115.00
1 - RANGER FIRE RESISTANT HIGH STEEL STORAGE WITH KEY LOCK W930 X D525 X H1950MM	Council Office	Furniture	Council Office	31/10/2017	£1,075.00	£0.00	£1,075.00
1- NOBO DARK BLUE BARRACUDA MOBILE FLIPCHART/DRYWIPE EASEL 1902386	Council Office	Furniture	Council Office	13/11/2017	£186.84	£0.00	£186.84
					£9,677.81		£9,677.81

LESS

<u>Disposal Asset Description</u>	<u>Asset Location</u>	<u>Custodian</u>	<u>Date of Disposal</u>	<u>Reason for Disposal</u>	<u>Value</u>
BT land line	Council Office	Clerk	Sep-17	Office relocation	£105.00
Server protection	Council Office	Clerk	Sep-17	Office relocation	£109.00

Reconciliation between Box 7 and Box 8 in Section 2 – pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Name of smaller authority: PENRITH TOWN COUNCIL

County area (local councils and parish meetings only): CUMBRIA

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		191,740
Deduct: Debtors		
• VAT 2,793		
	2,793	
Deduct: Payments made in advance (prepayments)		
	0	
Total deductions		2,793
Add: Creditors (must not include community infrastructure levy (CIL) receipts)		
• CREDITORS 21,244		
• PAYE 2,545		
• PENSION 2,159		
	25,948	
Add: Receipts in advance (must not include deferred grants/loans received)		
	0	
Total additions		25,948
Box 8: Total cash and short term investments		214,895