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**Leominster Town Council**

**Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2021**

Explains the difference between boxes 7 & 8 on the Annual Return

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<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	<b>Total Reserves</b>	<b>411,302.34</b>	<b>369,728.95</b>
105	VAT Control A/c	4,871.88	5,647.97
110	Prepayments	24,409.76	6,493.23
120	Other Debtors	987.96	0.00
130	TIC Stock	12,352.80	10,055.49
515	PAYE/NI Due	0.00	203.64
	<b>Less Total Debtors</b>	<b>42,622.40</b>	<b>22,400.33</b>
500	Creditors	30,752.60	14,828.27
510	Accruals	171.71	7,746.66
515	PAYE/NI Due	3,642.95	0.00
516	Pension Due	0.00	4,717.72
550	Events Control	2,798.11	0.00
552	Membership control	332.24	332.24
560	Receipts in Advance	104.17	1,532.17
570	Mayors Charity	426.66	460.61
	<b>Plus Total Creditors</b>	<b>38,228.44</b>	<b>29,617.67</b>
	<b>Equals Total Cash and Bank Accounts</b>	<b>406,908.38</b>	<b>376,946.29</b>
200	Co-op Current Account	406,774.42	375,241.82
210	Petty Cash	83.96	104.47
212	Cash in Hand	0.00	1,550.00
225	Floats	50.00	50.00
	<b>Total Cash and Bank Accounts</b>	<b>406,908.38</b>	<b>376,946.29</b>

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**Leominster Town Council**

**Bank - Cash and Investment Reconciliation as at 31 March 2021**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/03/2021	Co-op Bank - 65321847	375,102.15
31/03/2021	Petty Cash	104.47
31/03/2021	Cash/Card Control	0.00
31/08/2016	HSBC TIC A/C	0.00
31/03/2017	Cash in hand	0.00

**375,206.62**

Other Cash & Bank Balances

**1,600.00**

**376,806.62**

Receipts not on Bank Statement

**139.67**

**Closing Balance**

**376,946.29**

All Cash & Bank Accounts

1	Co-op Current Account	375,241.82
2	Petty Cash	104.47
3	Cash/Credit Card Control	0.00
4	HSBC TIC A/C	0.00
5	TIC Petty Cash	0.00
	Other Cash & Bank Balances	1,600.00
	<b>Total Cash &amp; Bank Balances</b>	<b>376,946.29</b>

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2021**  
**Leominster Town Council**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
<b>1</b> Balances brought forward	<b>481,910</b>	<b>411,302</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records
<b>2</b> Annual Precept	<b>512,222</b>	<b>557,574</b>	Total amount of Precept income received in the year
<b>3</b> Total other receipts	<b>77,437</b>	<b>45,585</b>	Total income or receipts as recorded in the cashbook minus the Precept
<b>4</b> Staff costs	<b>331,085</b>	<b>324,948</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions
<b>5</b> Loan interest/Capital repayments	<b>42,134</b>	<b>42,378</b>	Total expenditure or payments of capital and interest made during the year on borrowings
<b>6</b> Total other payments	<b>287,048</b>	<b>277,406</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
<b>7</b> Balances carried forward	<b>411,302</b>	<b>369,729</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
<b>8</b> Total Cash & Investments	<b>406,908</b>	<b>376,946</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
<b>9</b> Total Fixed Assets	<b>859,520</b>	<b>910,978</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
<b>10</b> Total Borrowings	<b>630,642</b>	<b>602,715</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

Leominster Town Council  
Analytical Review 31 March 2021

	2020	2021	Variance £	Variance %	Explanation	
<b>Box 2</b>	512,222	557,574	45,352	8.85%	Under 15% No Explanation required	
					Reduction in Grant Income	-5,054
					Reduction in Room Hire Income due to lockdowns	-6,134
					Reduction in Market Income due to lockdowns	-12,038
					Reduction in Tourist Information Centre Income due to lockdown	-14,359
					Income from Green Sack Sales	4,061
					Movement across all other income headings	1,672
<b>Box 3</b>	77,437	45,585	-31,852	-41.13%		-31,852
<b>Box 4</b>	331,065	324,948	-6,117	-1.85%	Under 15% No Explanation required	
<b>Box 5</b>	42,134	42,378	244	0.58%	Under 15% no explanation required	
<b>Box 6</b>	287,048	277,406	-9,642	-3.36%	Under 15% no explanation required	0
<b>Box 9</b>	859,520	910,978	51,458	5.99%	Under 15% no explanation required	0
<b>Box 10</b>	630,642	602,715	-27,927	-4.43%	Under 15% no explanation required	