

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2020

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>
1	Balances brought forward	284,421	481,910	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	484,632	512,222	Total amount of Precept income received in the year
3	Total other receipts	321,218	77,437	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	241,186	331,085	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 expenses
5	Loan interest/Capital repayments	27,971	42,134	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	339,204	287,048	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	481,910	411,302	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	477,630	406,908	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	828,074	859,520	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	658,333	630,642	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

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance and General Purposes</u>								
<u>101 Administration - Central Costs</u>								
1076 Precept	0	278,787	557,574	278,787			50.0%	
Administration - Central Costs :- Income	0	278,787	557,574	278,787			50.0%	0
4012 Software, IT and Support	1,280	1,833	7,000	5,167		5,167	26.2%	
4014 Website	20	20	1,000	980		980	2.0%	
4016 Photocopier	74	184	3,500	3,316		3,316	5.3%	
4019 Recruitment	0	0	500	500		500	0.0%	
4020 Advertising	0	0	500	500		500	0.0%	
4027 Equipment	0	0	1,000	1,000		1,000	0.0%	
4030 Telephone	351	698	4,000	3,302		3,302	17.4%	
4035 Postage	0	0	700	700		700	0.0%	
4040 Printing and Stationery	59	59	1,800	1,741		1,741	3.3%	
4048 Subscriptions	0	2,414	3,000	586		586	80.5%	
4050 Insurance	0	7,494	7,500	6		6	99.9%	
4900 Contingency	0	0	2,000	2,000		2,000	0.0%	
Administration - Central Costs :- Indirect Expenditure	1,785	12,701	32,500	19,799	0	19,799	39.1%	0
Net Income over Expenditure	(1,785)	266,086	525,074	258,988				
<u>105 Corporate Management</u>								
4000 Salaries	10,742	21,213	145,000	123,787		123,787	14.6%	
4008 Travel and Subsistance	12	213	2,100	1,887		1,887	10.1%	
4010 Conferences and Training	0	0	2,500	2,500		2,500	0.0%	
4016 Photocopier	311	311	0	(311)		(311)	0.0%	
4125 Bank Charges	0	29	1,000	971		971	2.9%	
4130 Accountancy/Corporate Gov.	865	865	2,200	1,335		1,335	39.3%	
4131 Internal Audit	0	0	600	600		600	0.0%	
4132 External Audit	0	0	1,500	1,500		1,500	0.0%	
4135 Legal and Professional	0	0	500	500		500	0.0%	
4140 Employment/Health & Safety	0	0	2,140	2,140		2,140	0.0%	
Corporate Management :- Indirect Expenditure	11,931	22,631	157,540	134,909	0	134,909	14.4%	0
Net Expenditure	(11,931)	(22,631)	(157,540)	(134,909)				
<u>110 Democratic Services</u>								
4200 Elections	0	0	1,500	1,500		1,500	0.0%	
4210 Mayor's Allowance	0	0	4,000	4,000		4,000	0.0%	
4211 Mayor Making	0	0	1,100	1,100		1,100	0.0%	

Detailed Income & Expenditure by Budget Heading 01/06/2020

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4212 Civic Events	0	0	1,500	1,500		1,500	0.0%	
4215 Civic Regalia	0	0	1,000	1,000		1,000	0.0%	
4220 Civic Officers	0	0	1,200	1,200		1,200	0.0%	
Democratic Services :- Indirect Expenditure	0	0	10,300	10,300	0	10,300	0.0%	0
Net Expenditure	0	0	(10,300)	(10,300)				
115 Grants								
1065 Small Grants Received	161	377	0	(377)			0.0%	
Grants :- Income	161	377	0	(377)				0
4235 General Grants	0	0	10,000	10,000		10,000	0.0%	
4236 Community Centre	0	0	8,000	8,000		8,000	0.0%	
4237 Grange Court	0	0	7,000	7,000		7,000	0.0%	
4238 Youth Funding	0	1,000	9,000	8,000		8,000	11.1%	
4239 CAB Grant	0	8,000	8,000	0		0	100.0%	
4241 Small Grants Expenditure	2,104	2,154	0	(2,154)		(2,154)	0.0%	
Grants :- Indirect Expenditure	2,104	11,154	42,000	30,846	0	30,846	26.6%	0
Net Income over Expenditure	(1,944)	(10,778)	(42,000)	(31,222)				
125 Corn Square								
1400 Income-Room Hire	(21)	(21)	17,000	17,021			(0.1%)	
1403 Income Flat	(333)	(333)	13,000	13,333			(2.6%)	
Corn Square :- Income	(354)	(354)	30,000	30,354			(1.2%)	0
4180 Cleaning	221	221	3,200	2,979		2,979	6.9%	
4181 Window Cleaning	0	0	600	600		600	0.0%	
4182 Electricity	229	229	3,500	3,271		3,271	6.5%	
4183 Gas	350	350	3,500	3,150		3,150	10.0%	
4185 Business Rates	1,010	2,025	11,500	9,475		9,475	17.6%	
4186 Water Rates	76	152	1,800	1,648		1,648	8.4%	
4187 Repairs and Renewals	504	661	3,500	2,839		2,839	18.9%	
4188 Fixtures and Fittings	383	383	2,500	2,117		2,117	15.3%	
4700 Loan Repayments	0	0	27,734	27,734		27,734	0.0%	
Corn Square :- Indirect Expenditure	2,772	4,020	57,834	53,814	0	53,814	7.0%	0
Net Income over Expenditure	(3,126)	(4,374)	(27,834)	(23,460)				
130 Tourist Information								
1010 Income-Commission	0	0	1,400	1,400			0.0%	

Detailed Income & Expenditure by Budget Heading 01/06/2020

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1510 Income-Coach trips	0	0	8,000	8,000			0.0%	
1511 Income-Books & Maps	0	0	4,900	4,900			0.0%	
1512 Income-Cards	0	0	1,400	1,400			0.0%	
1513 Income-Souvenirs	0	0	6,600	6,600			0.0%	
1514 Income-Food/Drinks	0	0	4,500	4,500			0.0%	
1515 Income-Craft	0	0	2,400	2,400			0.0%	
1516 Income-Advertising	0	0	300	300			0.0%	
Tourist Information :- Income	<u>0</u>	<u>0</u>	<u>29,500</u>	<u>29,500</u>			0.0%	<u>0</u>
3000 Cost of Sales	0	0	18,000	18,000		18,000	0.0%	
3010 Costs-Coach Trips	0	0	8,000	8,000		8,000	0.0%	
4000 Salaries	4,070	7,987	50,000	42,013		42,013	16.0%	
Tourist Information :- Indirect Expenditure	<u>4,070</u>	<u>7,987</u>	<u>76,000</u>	<u>68,013</u>	<u>0</u>	<u>68,013</u>	10.5%	<u>0</u>
Net Income over Expenditure	<u>(4,070)</u>	<u>(7,987)</u>	<u>(46,500)</u>	<u>(38,513)</u>				
Finance and General Purposes :- Income	(194)	278,809	617,074	338,265			45.2%	
Expenditure	22,663	58,494	376,174	317,680	0	317,680	15.5%	
Movement to/(from) Gen Reserve	<u>(22,857)</u>	<u>220,316</u>						

Detailed Income & Expenditure by Budget Heading 01/06/2020

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Market</u>								
1402 Income-Market	0	0	16,000	16,000			0.0%	
Market :- Income	0	0	16,000	16,000			0.0%	0
4000 Salaries	0	891	6,000	5,109		5,109	14.8%	
4020 Advertising	0	0	1,000	1,000		1,000	0.0%	
4021 Promotions	0	250	1,000	750		750	25.0%	
4048 Subscriptions	0	358	0	(358)		(358)	0.0%	
Market :- Indirect Expenditure	0	1,499	8,000	6,501	0	6,501	18.7%	0
Net Income over Expenditure	0	(1,499)	8,000	9,499				
<u>220 Central Area Toilets</u>								
4182 Electricity	0	0	750	750		750	0.0%	
4185 Business Rates	165	327	1,700	1,373		1,373	19.2%	
4186 Water Rates	0	0	1,500	1,500		1,500	0.0%	
4300 Maintenance	0	0	500	500		500	0.0%	
Central Area Toilets :- Indirect Expenditure	165	327	4,450	4,123	0	4,123	7.3%	0
Net Expenditure	(165)	(327)	(4,450)	(4,123)				
<u>225 The Grange Toilets</u>								
4182 Electricity	53	53	1,100	1,047		1,047	4.8%	
4186 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4300 Maintenance	0	0	500	500		500	0.0%	
The Grange Toilets :- Indirect Expenditure	53	53	3,600	3,547	0	3,547	1.5%	0
Net Expenditure	(53)	(53)	(3,600)	(3,547)				
<u>250 Economic Development</u>								
4023 Newsletter	240	360	1,560	1,200		1,200	23.1%	
4047 Market Town Forum	0	0	250	250		250	0.0%	
4230 Events Fund	0	0	5,000	5,000		5,000	0.0%	
4370 Leominster in Bloom	0	138	5,000	4,862		4,862	2.8%	
4375 CCTV	0	2,759	11,035	8,276		8,276	25.0%	
4380 Festive Lights	0	446	16,000	15,554		15,554	2.8%	
Economic Development :- Indirect Expenditure	240	3,703	38,845	35,142	0	35,142	9.5%	0
Net Expenditure	(240)	(3,703)	(38,845)	(35,142)				

Detailed Income & Expenditure by Budget Heading 01/06/2020

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260 Capital Projects</u>								
4027 Equipment	0	0	500	500		500	0.0%	
4305 Play Areas	0	0	9,500	9,500		9,500	0.0%	
4378 Signage Project	8,992	8,992	0	(8,992)		(8,992)	0.0%	
4700 Loan Repayments	0	0	14,000	14,000		14,000	0.0%	
4710 Capital Fund	774	13,234	85,000	71,766		71,766	15.6%	
Capital Projects :- Indirect Expenditure	<u>9,766</u>	<u>22,226</u>	<u>109,000</u>	<u>86,774</u>	<u>0</u>	<u>86,774</u>	<u>20.4%</u>	<u>0</u>
Net Expenditure	<u>(9,766)</u>	<u>(22,226)</u>	<u>(109,000)</u>	<u>(86,774)</u>				
Environment and Services :- Income	25	119	21,000	20,881			0.6%	
Expenditure	23,324	54,837	380,400	325,563	0	325,563	14.4%	
Movement to/(from) Gen Reserve	<u>(23,299)</u>	<u>(54,718)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Planning and Highways</u>								
<u>300 Planning and Highways</u>								
4240 Travel Fund	0	0	4,500	4,500		4,500	0.0%	
Planning and Highways :- Indirect Expenditure	0	0	4,500	4,500	0	4,500	0.0%	0
Net Expenditure	0	0	(4,500)	(4,500)				
Planning and Highways :- Income	0	0	0	0			0.0%	
Expenditure	0	0	4,500	4,500	0	4,500	0.0%	
Movement to/(from) Gen Reserve	0	0						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Earmarked Reserves</u>								
<u>901 Earmarked Reserves</u>								
9000 Election Reserve	3,105	3,105	16,150	13,046		13,046	19.2%	
9001 CCTV Reserve	0	0	4,500	4,500		4,500	0.0%	
9002 Town Centre Enhancements	0	0	20,000	20,000		20,000	0.0%	
9003 Equioment Rollong Programme	0	0	20,725	20,725		20,725	0.0%	
9004 Play Equipment Reserve	0	0	6,000	6,000		6,000	0.0%	
9005 Public Convienience Reserve	0	0	51,800	51,800		51,800	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	0	0	27,638	27,638		27,638	0.0%	
9008 Unspent Loans	0	0	150,466	150,466		150,466	0.0%	
Earmarked Reserves :- Indirect Expenditure	3,105	3,105	305,629	302,525	0	302,525	1.0%	0
Net Expenditure	(3,105)	(3,105)	(305,629)	(302,525)				
Earmarked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	3,105	3,105	305,629	302,525	0	302,525	1.0%	
Movement to/(from) Gen Reserve	(3,105)	(3,105)						
Grand Totals:- Income	(169)	278,928	638,074	359,146			43.7%	
Expenditure	49,092	116,435	1,066,703	950,268	0	950,268	10.9%	
Net Income over Expenditure	(49,261)	162,493	(428,629)	(591,122)				
Movement to/(from) Gen Reserve	(49,261)	162,493						

Date: 11/06/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	18/05/2020
N/A	N/A	Worcestershire pension fund	£4,612.85	Pension contribution - May 2020			
21/04/2020	91346101	Herefordshire Council	£251.80	Signage project - Liz	27/05/2020	253633	Previously approved
18/05/2020	96347	DCS (Digital Copier Systems)	£27.55	printing and copying			
14/05/2020	539642	CleanMy	£8.04	Cleaning and hygiene products			
N/A	N/A	HMRC	£3,832.42	PAYE tax and NI - May 2020			
N/A	N/A	wages	£18,227.74	wages - May 2020	18/05/2020		N/A
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	19/05/2020
15/05/2020	29433	HFAS Herefordshire Fire Alarms Services	£126.00	Annual service of fire alarm & emergency lights on 07/05/2020 - Corn Square office			
15/05/2020	29434	HFAS Herefordshire Fire Alarms Services	£48.00	Annual service of fire alarm & emergency lights on 07/05/2020 -Servant Quarter			
REFUND	REFUND	Richard Fothergill	£5.00	Allotment deposit refund			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	21/05/2020
19/05/2020	INV-8136	Barrington Print Ltd	£192.60	2000xPharmacy Bookmarks			
06/02/2020	365365A	Leander Architectural	£10,539.00	Leominster Welcome Signs			
N/A	N/A	ECHO	£907.00	Grant	31/05/2020	266381	agreed on 27/04/2020 GP meeting
N/A	N/A	Community Wheels	£775.00	Grant	31/05/2020	266382	agreed on 27/04/2020 GP meeting
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	27/05/2020
27/05/2020	45330	BOSS Border Office supplies and Systems LTd	£0.18	printing and copying			
13/05/2020	0826AIV371	Travis Perkins	£288.87	6m roll lead, sawn timber, batteries.			
18/05/2020	0826AIV482	Travis Perkins	£319.11	various drainage sockets and pipes, fixing bands, lubricant.			
27/05/2020	91351345	Herefordshire Council	£169.90	Waste Collection & disposal			

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	03/06/2020
21/05/2020	0826AIV576	Travis Perkins	£125.13	timbers, pipe valve, pipe connector, round wire			
30/05/2020	LNJUN0370	The Leominster News	£120.00	June issue			
20/05/2020	SINV0017314 2	Border Office supplies & Systems Ltd (BOSS)	£71.36	Laminating pouches, dividers, lever arch files			
27/05/2020	91351435	Herefordshire Council	£3,104.50	Recharge for Leominster East/North/south/West Parish Ward uncontested election for 2 May 2019			
29/05/2020	13148	Microshade Business Consultants Ltd	£708.00	Accounting support for May including Year End Close			
29/05/2020	540552	Cleanmy Ltd	£48.71	Hygiene and cleaning products			
03/06/2020	576405	Cleanmy Ltd	£35.26	Health & safety Law poster and COSHH notice			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	08/06/2020
05/06/2020	INV19087	HVOSS	£179.00	427 Bus Replacement March 2020			
20/05/2020	SINV0017314 1	Border Office supplies & Systems Ltd (BOSS)	£10.79	A4 Laminating Pouch - Pack of 100			
05/06/2020	SINV0017428 8	Border Office supplies & Systems Ltd (BOSS)	£81.47	Storage Boxes x3			
27/05/2020	0826AIV720	Travis Perkins	£245.66	Eurothane GP Board x8 sheets			
01/06/2020	0826AIV800	Travis Perkins	£26.21	Planed Timber x7			
28/05/2020	0826AIV737	Travis Perkins	£164.99	Plasterboard, Cavity Slab, Drywall Screws			
20/05/2020	495483	Arrow Plant & Tool Hire	£215.50	5lte Sprayer,grease cartridge,anti-sieze,ear plugs,gallup,cable ties,spectacles,scotchlock,light bulbs,insulation tapes,tail bulbs,kitchen & multipurpose cleaners,trimmer line.			
21/05/2020	495522	Arrow Plant & Tool Hire	£172.80	Warning system			
27/05/2020	495698	Arrow Plant & Tool Hire	£30.60	Hire - medium breaker & transformer			
29/05/2020	495896	Arrow Plant & Tool Hire	£46.14	Barrier tape,chalk powder,anti freeze,blade fuses, galv round			
31/05/2020	151442	Quickskip Hereford Ltd	£37.20	Wheelie Bin - Corn square			
23/06/2020	13206	Microshade Business Consultants Ltd	£650.87	IT Hosting			
S/O	S/O	Reps of Raymond Martin Caldicott Deceased	£3.80	Adjustment: new Standing Order amount is £60.77 from June 2020. £56.97 was deducted on 05/06/2020 therefore additional payment of £3.80 made.	08/06/2020	289018	
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	11/06/2020
10/06/2020	541515	Cleanmy Ltd	£20.63	Hygiene and cleaning products			
10/06/2020	91354219	Herefordshire Council	£2,758.54	CCTV contribution 01/07/2020-30/09/2020			

Date: 23/06/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	15/06/2020
04/06/2020	0826AIV911	Travis Perkins	£20.63	Multifinish plaster x3			
09/06/2020	0826AIV028	Travis Perkins	£280.98	sink drainer, tap, waste, base unit, wall unit, timber, architrave			
04/06/2020	0826AIV909	Travis Perkins	£55.92	timber 2.4m x10			
01/06/2020	A8120373768	ATS Euromaster	£119.09	Mark's car-Battery, Environmental Display			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	18/06/2020
17/06/2020	577788	Cleanmy	£107.80	Disposable aprons			
18/06/2020	wages	wages		wages-June			
18/06/2020	N/A	HMRC	£3,751.60	PAYE & NI - June 2020			
18/06/2020	expenses	Liz Womack	£9.99	Expenses-Groundwire licence - call forwarding app			
18/06/2020	expenses	Lena Dahnsjo	£9.99	Expenses-Groundwire licence - call forwarding app			
18/06/2020	expenses	Jackie Whittall	£9.99	Expenses-Groundwire licence - call forwarding app			
18/06/2020	expenses	Julie Debbage	£9.99	Expenses-Groundwire licence - call forwarding app			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	23/06/2020
06/06/2020	SM21744	Rialtas Business Solutions Ltd	£206.40	Allotment software annual support/maintenace	23/06/2020	253096	
22/06/2020	96743	DCS Digital Copier Systems	£21.46	Copying and printing			
28/05/2020	45436	Station Motors (Leo) Ltd	£103.08	CP08 supply/fit rear silencer,mounting&clapm, bungee.			
N/A	N/A	Worcestershire Pension Fund	£4,995.62	Pension June 2020			
18/06/2020	3375	Roundabout Stationery	£23.98	Frame, Dater, Paper			
12/06/2020	938235051	arco	£448.57	various uniforms			