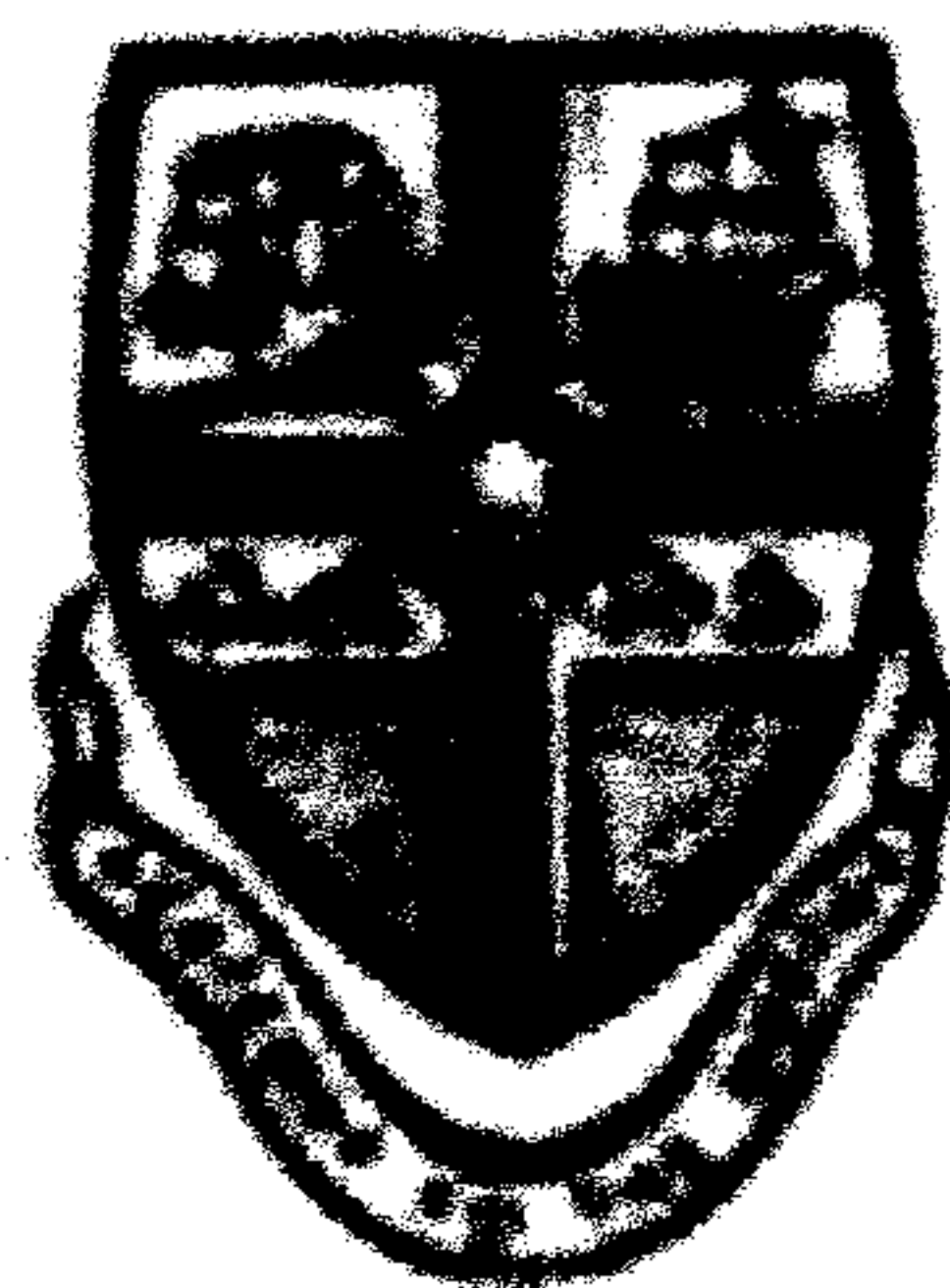


BAWTRY TOWN COUNCIL

ACCOUNTS 2016-17



BAWTRY TOWN COUNCIL
ACCOUNTS FOR THE FINANCIAL YEAR 2016-17
SUPPORTING NOTES

1. ASSETS

Boundary Signs were purchased and the Fixed Asset List amended accordingly

The following assets were held:

Land (Nominal Value)

New Hall	1.00
Market Hill	1.00
Wharf Street Play park	1.00
Cemetery	1.00
Allotments	1.00
Pinfold - Doncaster Rd	1.00
Memorial Sports Field	1.00
Land, Station Rd/Doncaster Rd	1.00
War Memorial	1.00

Buildings

New Hall Community Centre	564302
Memorial Sports Field - Cricket and Football Pavilion	143505
Memorial Sports Field - Bowling Pavilion	16606
Bowling Hut	516

Equipment

Snow Plough	4995
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Street Furniture

Boundary Signs (2017)	6892
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TOTAL 736,825.00

2. INVESTMENTS

The Council holds no investments.

3. LEASES

The Town Council holds no leases. The Gainsborough Road Toilets lease with DMBC expired in December 2016 and was not renewed.

4. SECTION 137 PAYMENTS/ POWER OF COMPETENCE

The limit for spending under Section 137 of the Local Government Act 1972 is £20,486.62 (£7.42 per elector). However the Council adopted the General Power of Competence in 2016 and therefore no limit applies.

BARS- Donation (gala)	500.00
Royal British Legion - Donations (wreaths)	100.00
Luke Stocks - Donation	100.00
Mosaic Trust- Donation	300.00
	<u><u>1000.00</u></u>

5. BORROWINGS

At the 31st March 2017 no loans to the Council were outstanding

6. DEBTS OUTSTANDING

At the 31st March, 2017 outstanding debts due to the Council were:

£2131.54 VAT to be reclaimed from HM Revenue And Customs in 2016-17

£ 5711.00 Pay & Display receipts for March 2017

£ 9036.11 Agency Agreement (Staff salary reimbursment 2016-17)

7. TENANCIES

The Council leases the New Hall to the New Hall Managment Committee for an annual rent of £5.00

The Council leases the Memorial Sports Field to Bawtry Action for Recreational Sports for an annual rent of £5.00

8. ADVERTISING AND PUBLICITY

£1783.35 exc VAT was incurred on newsletters and publicity during the year.

9. PENSIONS

The Council made no payments to any pension funds on behalf of its employees.

Auto enrolment and contributions will commence in April 2017

Signed

Chairman

Signed

Clerk to the Council

Dated :

June 2017

Bawtry Town Council 2016/2017

Bank - Cash and Investment Reconciliation as at 31 March 2017

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2017	Current Bank A/c	299.35
31/03/2017	Market Hall Fund	135,951.70
31/03/2017	Money Market	77,339.66

213,590.71

All Cash & Bank Accounts

Current Bank A/c	299.35
Market Hall Fund	135,951.70
Money Market	77,339.66
Other Cash & Bank Balances	0.00
Total Cash & Bank Balances	213,590.71

**Bank Reconciliation Statement as at 31/03/2017
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c	31/03/2017	747	299.35
			<u>299.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			299.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			299.35
		Balance per Cash Book is :-	299.35
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2017
for Cashbook 2 - Market Hall Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Market Hall Fund	31/03/2017	534	135,951.70
			<u>135,951.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			135,951.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			135,951.70
		Balance per Cash Book is :-	135,951.70
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2017
for Cashbook 3 - Money Market**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Money Market	31/03/2017	36	77,339.66
			<u>77,339.66</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			77,339.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			77,339.66
		Balance per Cash Book is :-	77,339.66
		Difference is :-	0.00

Bawtry Town Council 2016/2017

Summary Receipts and Payments for Year Ended 31st March 2017

Last Year Ended 31st March 2016		Current Year Ended 31st March 2017
	Operating Income	
0.00	Administration	36,824.52
0.00	Allotments	1,089.00
0.00	Cemetery	12,110.00
0.00	Market Hill	79,881.96
0.00	Memorial Sports Field	3,991.72
0.00	Events	1,909.29
0.00	VAT Data	8,566.52
0.00	Total Receipts	144,373.01
	Running Costs	
0.00	Administration	42,391.00
0.00	Allotments	1,316.04
0.00	Cemetery	6,190.68
0.00	Market Hill	18,801.74
0.00	Memorial Sports Field	38,346.26
0.00	Environment	24,498.57
0.00	Events	5,932.46
0.00	Bawtry Enhancements	6,892.35
0.00	VAT Data	9,393.10
0.00	Total Payments	153,762.20
	Receipts and Payments Summary	
0.00	Opening Balance	222,979.90
0.00	Add Total Receipts(As Above)	144,373.01
0.00		367,352.91
0.00	Less Total Payments(As Above)	153,762.20
0.00	Closing Balance	213,590.71
	These cumulative funds are represented by:	
0.00	Current Bank A/c	299.35
0.00	Market Hall Fund	135,951.70
0.00	Money Market	77,339.66
0.00		213,590.71
	Reserve Balances are represented by:	
0.00	Current Year Fund	-9,389.19
0.00	General Reserves	222,979.90
0.00		213,590.71

Signed : _____ (Chairman) _____ (RFO)

Bawtry Town Council 2016/2017

Summary Receipts and Payments for Year Ended 31st March 2017

Last Year Ended 31st March 2016		Current Year Ended 31st March 2017
	Operating Income	
0.00	Administration	36,824.52
0.00	Allotments	1,089.00
0.00	Cemetery	12,110.00
0.00	Market Hill	79,881.96
0.00	Memorial Sports Field	3,991.72
0.00	Events	1,909.29
0.00	VAT Data	8,566.52
<u>0.00</u>	Total Receipts	<u>144,373.01</u>
	Running Costs	
0.00	Administration	42,391.00
0.00	Allotments	1,316.04
0.00	Cemetery	6,190.68
0.00	Market Hill	18,801.74
0.00	Memorial Sports Field	38,346.26
0.00	Environment	24,498.57
0.00	Events	5,932.46
0.00	Bawtry Enhancements	6,892.35
0.00	VAT Data	9,393.10
<u>0.00</u>	Total Payments	<u>153,762.20</u>
	Receipts and Payments Summary	
0.00	Opening Balance	222,979.90
0.00	Add Total Receipts(As Above)	144,373.01
		<u>367,352.91</u>
0.00	Less Total Payments(As Above)	153,762.20
<u>0.00</u>	Closing Balance	213,590.71
	These cumulative funds are represented by:	
0.00	Current Bank A/c	299.35
0.00	Market Hall Fund	135,951.70
0.00	Money Market	77,339.66
<u>0.00</u>		<u>213,590.71</u>
	Reserve Balances are represented by:	
0.00	Current Year Fund	-9,389.19
0.00	General Reserves	222,979.90
<u>0.00</u>		<u>213,590.71</u>

Signed : _____ (Chairman) _____ (RFO)

Detailed Receipts & Payments by Budget Heading 31/03/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>101 Administration</u>						
1005 Income Rent	5	5	0			100.0%
1006 Income Grants	2,314	0	(2,314)			0.0%
1007 Income Staff Recharge	8,298	7,000	(1,298)			118.5%
1015 Income Interest	207	500	293			41.4%
1176 Precept	24,601	24,600	(1)			100.0%
1177 Council Tax Support Grant	1,399	1,400	1			99.9%
4000 Salaries	(12,895)	(17,000)	4,105	4,105		75.9%
4001 PAYE/NI	(8,163)	(5,000)	(3,163)	(3,163)		163.3%
4003 Clerk Allowance	(600)	(600)	0	0		100.0%
4005 Staff Training	0	(650)	650	650		0.0%
4006 Audit & Accountancy Fees	(1,364)	(600)	(764)	(764)		227.3%
4007 Insurance	(2,869)	(2,900)	31	31		98.9%
4008 Legal & Professional Fees	(5,322)	(1,000)	(4,322)	(4,322)		532.2%
4009 Election Costs	(3,656)	0	(3,656)	(3,656)		0.0%
4010 Stationery	(219)	(600)	381	381		36.5%
4011 Postage	(131)	0	(131)	(131)		0.0%
4012 Website	(775)	0	(775)	(775)		0.0%
4013 Advertising & Newsletter	(1,783)	(1,227)	(556)	(556)		145.3%
4016 Subscriptions	(1,072)	(800)	(272)	(272)		134.0%
4025 Repairs & Maintenance	0	(1,800)	1,800	1,800		0.0%
4031 Grants S 137	(1,000)	(7,000)	6,000	6,000		14.3%
4045 Neighbourhood Plan	(469)	(2,000)	1,532	1,532		23.4%
4052 Training Fees Members	(180)	0	(180)	(180)		0.0%
4075 Miscellaneous Expenses	(1,894)	(4,200)	2,307	2,307		45.1%
<u>102 Allotments</u>						
1001 Income Allotments	1,089	715	(374)			152.3%
4020 Rates	(22)	0	(22)	(22)		0.0%
4021 Water	(133)	(150)	17	17		88.6%
4025 Repairs & Maintenance	0	(450)	450	450		0.0%
4030 Contract Maintenance	(1,161)	(900)	(261)	(261)		129.0%
<u>103 Cemetery</u>						
1002 Income Cemetery	12,110	8,000	(4,110)			151.4%
4020 Rates	(390)	0	(390)	(390)		0.0%
4021 Water	(52)	0	(52)	(52)		0.0%
4022 Waste	(416)	(380)	(36)	(36)		109.5%
4024 Electricity	0	(400)	400	400		0.0%
4025 Repairs & Maintenance	(140)	(1,500)	1,360	1,360		9.3%
4030 Contract Maintenance	(5,193)	(3,100)	(2,093)	(2,093)		167.5%

10:07

Detailed Receipts & Payments by Budget Heading 31/03/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>104 Market Hill</u>						
1000 Income - Market Hill	79,882	80,000	118			99.9%
4020 Rates	(5,808)	(6,000)	192		192	96.8%
4024 Electricity	(337)	0	(337)		(337)	0.0%
4025 Repairs & Maintenance	(12,657)	(2,000)	(10,657)		(10,657)	632.8%
<u>105 Memorial Sports Field</u>						
1003 Income MSF	1,205	0	(1,205)			0.0%
1004 Income MSF Recharges	2,782	2,700	(82)			103.0%
1005 Income Rent	5	600	595			0.8%
4020 Rates	(2,935)	(3,500)	565		565	83.9%
4021 Water	(197)	0	(197)		(197)	0.0%
4022 Waste	(312)	(300)	(12)		(12)	104.0%
4024 Electricity	0	(2,500)	2,500		2,500	0.0%
4025 Repairs & Maintenance	(4,964)	(3,500)	(1,464)		(1,464)	141.8%
4030 Contract Maintenance	(3,150)	(3,200)	50		50	98.4%
4040 BARS	(26,000)	0	(26,000)		(26,000)	0.0%
4075 Miscellaneous Expenses	(788)	0	(788)		(788)	0.0%
<u>106 Environment</u>						
4000 Salaries	(17,403)	(14,000)	(3,403)		(3,403)	124.3%
4020 Rates	(648)	0	(648)		(648)	0.0%
4025 Repairs & Maintenance	(166)	0	(166)		(166)	0.0%
4030 Contract Maintenance	(3,700)	0	(3,700)		(3,700)	0.0%
4032 Toilets	(554)	(3,500)	2,947		2,947	15.8%
4033 War Memorial	0	(5,000)	5,000		5,000	0.0%
4035 Wharf Street	(270)	(1,000)	730		730	27.0%
4041 Street Cleaning	(808)	(2,300)	1,492		1,492	35.1%
4051 Rental Fees	(630)	0	(630)		(630)	0.0%
4075 Miscellaneous Expenses	(320)	0	(320)		(320)	0.0%
<u>107 Events</u>						
1008 Income Miscellaneous	1,909	0	(1,909)			0.0%
4050 Christmas Event	(5,932)	(7,000)	1,068		1,068	84.7%
<u>108 Bawtry Enhancements</u>						
4030 Contract Maintenance	0	(2,500)	2,500		2,500	0.0%
4080 Boundary Signs	(6,892)	(2,000)	(4,892)		(4,892)	344.6%
4081 Litter Bins	0	(2,500)	2,500		2,500	0.0%
4082 Flower/Baskets	0	(5,000)	5,000		5,000	0.0%
4083 Feasibility Study	0	(5,000)	5,000		5,000	0.0%
4084 Market Hill Frontages	0	(7,500)	7,500		7,500	0.0%

Detailed Receipts & Payments by Budget Heading 31/03/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>999 VAT Data</u>						
115 VAT on Receipts	8,567	0	(8,567)			0.0%
515 VAT on Payments	(9,393)	0	(9,393)		(9,393)	0.0%
Grand Totals:- Receipts	144,373	125,520	(18,853)			115.0%
Payments	153,762	130,557	(23,205)	0	(23,205)	117.8%
Net Receipts over Payments	(9,389)	(5,037)	4,352			
Movement to/(from) Gen Reserve	(9,389)					

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2017
Bawtry Town Council 2016/2017

SECTION 1 - 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	0	222,980	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	0	24,601	Total amount of Precept income received in the year
3 Total other receipts	0	119,772	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	0	38,461	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	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6 Total other payments	0	115,301	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	0	213,591	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	0	213,591	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	0	736,825	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10 Total Borrowings	0	0	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 1;
- * Bank Reconciliation as at 31 March

BAWTRY TOWN COUNCIL
EXPLANATION OF SIGNIFICANT VARIATIONS 2016-17

Box 4 STAFF COSTS

2016 Figure	56,668
2017 Figure	38,461
Variance (32% decrease)	<u>-18,207</u>
Contractual Gratuity in 2015/2016	20,211
Other - New Clerk salary reduction in 2016/ 2017(less than 15%)	-2,004
Staffing Costs decrease of:	<u><u>£18,207</u></u>

Box 6 OTHER PAYMENTS

2016 Figure	85635.00
2017 Figure	115301.00
Variance (35% Increase)	<u>29,666</u>

The following were incurred/ increased:

Market Hill car park- increased maintenance	3837
Election costs in 2016/2017	3656
New website in 2016/17	775
Increased cemetery maintenance in 2016/17	703
Increased VAT on payments in 2016/17	3031
Christmas event increases in 2016/17	5932
Toilets - reduced expenditure/maintenance in 2016/17	-2933
Sports field - reduced maintenance in 2016/17	-833
Sports field - increased utilites/rates 2016/17	3444
Neighbourhood Plan (reduced costs in 2017)	-2424
S137 payments reduced	-1690
Net BARS pavilion grant increase in 2016/17	15500
No third party contribution for sports field in 2016/17	-5357
New boundary signs in 2016/17	6892
Other (less than 15%)	-867
Expenditure Increase of	<u><u>£29,666</u></u>