#### **Stone Town Council**

### 4<sup>th</sup> June 2019

### Council Accounts 2018-19 and Audit Submission

### **Report of Town Clerk**

#### Introduction

- 1. This report sets out the Council's accounts for 2018-19. It compares the final outturn figures with the original budget for the year and the forecast produced as part of the budget process.
- 2. The proposed financial submission to the Council's external auditors is also attached for approval.

### **Background**

- 3. The Council's financial year runs from 1 April to 31 March. It is required to keep its accounts for that period in accordance with legal requirements, to report them for approval by the Council within three months of the year end, and to submit an annual return to its external auditors to a similar timescale.
- 4. The Council is also required to employ the services of an internal auditor, who examines the accounts, reviews the Council's internal control, completes the internal audit section of the annual return, and may produce a report identifying any areas of concern to Members. This internal audit has been performed by Sandie Morris, who will be reporting independently to the Council, as required.
- **5.** Subject to certain limited requirements, councils which turn-over less than £6.5 million per annum are not expected to comply with the accounting standards required of larger local authorities and have more freedom to determine their own form of accounts, subject to national recommendations on proper practices.

#### **Accounts 2018-19**

- 6. The Council's net revenue spending for 2018-19 was £276,388. This can be seen in detail in the Income and Expenditure Account set out at Appendix 1. The resulting effect on the Council's balance sheet can be seen at Appendix 2.
- 7. This net spending of £276,388 compares with £340,058 in the previous year, an approved budget of £361,000 and a forecast made at the time the 2018-19 budget was prepared of £304,900. This is set out in more detail in Appendix 3.
- 8. Explanations of the major variations between the original budget and the forecast were included in a series of budget reports to this Committee and its Sub-Committees during

- December 2017 and January 2018. Details of the major variations from the forecast that was made at the time the 2019-20 budget was prepared are set out later in the report.
- 9. In a number of cases identified below, spending was originally anticipated and provided for in 2018-19, but that expenditure has been delayed until the current year. In such cases I have recommended that the budgets be rolled forward to the new financial year to meet the costs when they are incurred. A figure of £24,810 has been contributed to the Rollover Reserve to allow this transfer between years to happen. The details of the makeup of this reserve are set out in the explanation of variances below.

#### **Explanation of Variances from Forecast**

- 10. Appendix 3 shows that the Council's net expenditure for 2018-19 was £28,512 less than forecast at the time the budget was prepared in January. Of this, £24,810 relates to budgets rolled over into the current financial year, leaving a true variance of £3,702 an underspending of just over 1%.
- 11. Details of the more significant variances (over £1,000 or where a rollover is proposed) are set out below:
- 12. Frank Jordan Centre (net £1,937 underspent) Income was £901 above forecast and expenditure £1,036 below.
- 13. **Town Market (net £2,229 overspent)** Income was £2,725 below forecast and expenditure £496 below.
- 14. **Building Maintenance (£9,700 underspent)** The building maintenance budget of £10,000 was supplemented by a £10,000 rollover from 2017-18. £10,300 of this budget was used to finance the replacement boiler at the Frank Jordan Centre leaving £9,700 unspent. This £9,700 has therefore been rolled forward via the rollover reserve.
- 15. **Crown Meadow Improvements (£2,268 underspent)** the majority of the underspending relates to the kingfisher bench (£430), pole re-seating at the amphitheatre (£350) fencing at the amphitheatre (£100) and welding of railings (£80) for which £960 has been rolled over via the rollover reserve.
- 16. **Allotments (£1,768 underspent)** Works on the road (£1,000) and tree removal (£350) at Newcastle Road were planned for 2018-19, but have been delayed to the current year. An amount of £1,350 has been rolled forward via the rollover reserve to meet these costs.
- 17. **Tourism and Town Promotion (£2,391 underspent)** Although the statement shows an underspend of £2,391 against the forecast, the true position is that the underspend is actually £1,391. This is due to the £1,000 contribution from this budget to the World War I event reserve being shown as a contribution to earmarked reserves in the accounts, rather than a charge to this budget. The underspend relates to the contingency provision of £2,000 provided in the budget not being fully required.

- 18. **Grants to Outside Bodies (£5,263 underspent)** This underspending (rounded to £5,300) has been rolled forward via the rollover reserve.
- 19. Administration (£7,531 underspent) Expenditure on office equipment was below the level expected, and Website development and the replacement of the office carpet were delayed to the current year. Implementation on Members' IT support was delayed until the election of the new Council. The (rounded) underspending of £7,500 has been rolled forward to meet these costs in 2019-20 via the rollover reserve.
- 20. Audit and Legal Fees (£1,432 overspent) The overspending related to the £1,500 cost of legal advice related to a planning application. It was agreed at the General Purposes Committee meeting on 26<sup>th</sup> February 2019 that this would be funded from the Neighbourhood Plan Reserve.
- 21. **Neighbourhood Plan (£1,498 underspent)** This underspending relates almost entirely to the contingency provision of £1,500 provided in the budget not being required. Expenditure on preparing the Plan is met by a contribution from the earmarked reserve already set aside to meet its costs. No rollover is necessary to carry these funds forward to the current financial year.

#### **Audit Submission**

22. The completed financial statement to be submitted to the Council's external auditors is attached at Appendix 4 and the summary year-end bank reconciliation which will accompany it is at Appendix 5. It should be noted that the figure for income in the audit return is £535 different than set out in other parts of this report. This is because the Mayor's Charity Fund is required to be included within the accounts for external reporting purposes, but it is excluded from internal income and expenditure reports for the sake of clarity.

#### Recommendations

- 23. The Council are recommended to:
  - a. Approve the Council's Accounts for 2018-19 as set out in this document, including the use of the rollover reserve to allow the transfer of budgets between financial years and its proposed use in 2019-20.
  - b. Note the variances between the forecast outturn for 2018-19 and the actual outturn, and the reasons identified for the major variances.
  - c. Approve the financial statement for submission to the Council's external auditors.

# **Stone Town Council**

### Income and Expenditure Account 2018-19

2017-	-18		2018-	19
£	£		£	£
		Income		
9,169		Frank Jordan Centre	12,201	
10,005		Stone Station	8,410	
21,410		Town Market	20,375	
3,586		Allotments	3,607	
2,550		Tourism & Town Promotion	2,600	
-		Administration	25	
1,487		Civic Dinner & Hospitality	1,038	
552		Miscellaneous	-30	
150		Interest	572	
1,500		Neighbourhood Plan	1,500	
2,555	50,409	Total Income	2,555	50,2
		Expenditure		
107,548		Frank Jordan Centre	27,564	
17,094		Stone Station	17,157	
12,239		Town Market	15,204	
5,097		Car Parking	4,340	
1,554		Bus Shelters & Street Furniture	8,908	
519		Street Lighting	782	
719		Dog & Litter Bins	405	
250		Joules Clock	-	
97		Town Electricity Supply	329	
14,170		Grounds Maintenance	15,145	
3,106		Crown Meadow Improvements	1,432	
1,943		Allotments	2,439	
-		Environmental Projects	-	
13,135		Christmas Lights	12,975	
675		Advertising	60	
19,449		Tourism & Town Promotion	21,509	
-		Community Bus	3,527	
8,202		Grants to Outside Bodies	4,637	
128,170		Salaries & Employment Costs	141,081	
3,742		Accommodation	4,455	
8,202		Insurances	8,073	
26,811		Administration	19,194	
1,171		Audit & Legal Fees	2,632	
-		Town Council Elections	-	
2,957		Allowances - Mayor & Deputy Mayor	2,250	
995		Regalia & Presentations	223	
2,407		Civic Dinner & Hospitality	2,719	
1,363		Remembrance Sunday & War Memorials	1,856	
5,852		Miscellaneous	789	
3,000	200 457	Neighbourhood Plan	7,002	225.5
	390,467	Total Expenditure		326,6
	340,058	Total Net Expenditure		276,3
		Financing		
255,559		Precept	289,489	
18,166		Council Tax Support Grant	18,166	
11,461		Concurrent Functions Allowance	11,461	
31,260		Transfer from (to) Earmarked Reserves	19,462	
	316,446	Total Financing		338,5
_	-23,612	Net Surplus for Year	_	62,1
		Daga 4		

# **Stone Town Council**

## Balance Sheet as at 31 March 2019

2017-18			2018-19	
£	£		£	£
		Current Assets		
999		Debtors	1,919	
1,380		Payments in Advance	1,615	
2,183		VAT Recoverable	4,144	
303,364		Cash at Bank and In Hand	337,284	
	307,926	<b>Total Current Assets</b>		344,962
		Current Liabilities		
16,108		Creditors	10,098	
897		Receipts in Advance	931	
2,393		Payroll Taxation	2,143	
	19,398	<b>Total Current Liabilities</b>		13,171
<u> </u>	288,528	Total Net Assets	_ =	331,791
		Represented by		
231,927		General Fund Balances	294,117	
54,215		Earmarked Reserves	34,753	
2,386		Mayor's Charity Fund	2,921	
_	288,528	<b>Total Reserves and Balances</b>	_	331,791

Stone Town Council
Comparison of Actual 2018-19 with Budget and Forecast

Actual         Actual<				Actual Compared With	ared With	Actual Cor	Actual Compared With Forecast	ı Forecast
15.00         15.00 <th< th=""><th><u> </u></th><th></th><th>     </th><th>Budget</th><th>Variance</th><th>Forecast</th><th>Variance</th><th>Poport</th></th<>	<u> </u>		   	Budget	Variance	Forecast	Variance	Poport
f         f	-18 -18		Actual 2018-19	2018-19	2018-19	2018-19	2018-19	Paragraph
Frank Jordan Centre         15.353         15.500         +1.948         7.1870         -1.878           Stone Station         8.748         6.800         +1.948         7.000         +9.88           Stone Heritage Centre         -5.171         25,000         -1.660         -7.270         -6.270           Car Patring         -5.171         1.500         -1.660         -4.200         -1.66           Bus Shelters & Street Furniture         8.700         1.35.30         -4.722         9.000         -9.700           Bus Shelters & Street Furniture         8.70         1.36.30         -4.722         9.000         -9.700 <td< td=""><td>¦</td><td></td><td>¥</td><td>ч</td><td>ધ</td><td>ધ</td><td>Ŧ</td><td><b>P</b></td></td<>	¦		¥	ч	ધ	ધ	Ŧ	<b>P</b>
Stone Station         8,748         6,800         +1,948         7,800         +948           Stone Station         5,171         1,500         -5,000         -7,400         +2,229           Town Market         5,171         1,500         -6,671         7,400         -5,229           Bus States Furniture         8,908         13,690         -4,222         9,000         -92           Public Conveniences         782         5,000         -6,400         -7         -7         -1,600         -92           Dong Litter Bins         700         -6,000         -6,400         -6,000         -7         -1,800         -9,80         -1,80         -1,80         -1,180	379	Frank Jordan Centre	15,363	15,500	-137	17,300	-1,937	12
Stone Heritage Centre         25,000         -55,000         -6,71         -7,400         -4,229           Car Parking         4,340         6,000         -1,660         -1,600         -1,600         -1,600           Bus Sheiters & Street Furniture         8,908         13,630         -4,722         9,000         -29           Public Conveniences         72         5,00         -6,400         -7,24         9,000         -29           Street Lighting         72         500         -2,92         800         -1,80         -2,93           Joules Clore         72         500         -3,00         -30         -2,00         -2,53         100         -2,53         -2,53         -2,53         -2,53         -2,53         -2,50         -2,53         -2,50         -2,53 <t< td=""><td>680</td><td>Stone Station</td><td>8,748</td><td>6,800</td><td>+1,948</td><td>7,800</td><td>+948</td><td></td></t<>	680	Stone Station	8,748	6,800	+1,948	7,800	+948	
Car Perking         -5,171         1,500         -6,671         7,400         -4,229           Car Perking         4,340         6,000         -1,660         4,500         -16           Bus Shelters & Street Furniture         8,08         1,360         -6,400         -6,400         -6,900         -18           Public Conveniences         782         500         -5,25         800         -18           Dog & Litter Bins         7         20         -300         -70         -255           Joules Clock         -         9         70         -205         -70         -70           Town Electricity Supply         329         700         -3,700         -71         -70         -70           Building Maintenance         15,145         1,430         +129         4,45         -2,48         -6,45         -7,10           Ground Meadow Improvements         1,132         3,600         -2,48         3,700         -3,700         -5,70         -5,70         -6,70         -1,768           All Christmas Lights         1,132         3,800         -2,48         3,700         -2,28         1,230         -1,230         -1,230         -1,230         -1,230         -1,230         -1,230 <td< td=""><td></td><td>Stone Heritage Centre</td><td>ı</td><td>25,000</td><td>-25,000</td><td>1</td><td>•</td><td></td></td<>		Stone Heritage Centre	ı	25,000	-25,000	1	•	
Car Parking         4,340         6,000         -1,660         4,500         -1,60           Bus Shetters & Street Furniture         8,908         1,340         6,400         -92           Public Conveniences         70         -295         800         -18           Street Lighting         70         -295         700         -295           Joules Clore         320         -300         -7         -8           Joules Clore         322         300         -9,700         -9,700         -9,700           Town Electricity Supply         329         20         -9,700	170	Town Market	-5,171	1,500	-6,671	-7,400	+2,229	13
Bus Shelters & Street Furniture         8,908         13,630         4,722         9,000         -92           Public Conveniences         -         6,400         -6,400         -	260	Car Parking	4,340	9000	-1,660	4,500	-160	
Public Conveniences         6,400         6,400         -6,400         -1,28         8.0         -1,18 <td>554</td> <td>Bus Shelters &amp; Street Furniture</td> <td>8,908</td> <td>13,630</td> <td>-4,722</td> <td>000'6</td> <td>-92</td> <td></td>	554	Bus Shelters & Street Furniture	8,908	13,630	-4,722	000'6	-92	
Street Lighting         782         500         +282         800         -18           Dog & Litter Bins         405         700         -395         700         -295           Joules Clock         -         300         +129         700         -295           Jounes Clock         -         9,700         -9,700         -9,700         -9,700         -9,700           Town Electricity Supply         -         -         9,700         -1,768         -1,768         -1,768         -1,768         -1,768         -1,768         -1,768         -1,430		Public Conveniences		6,400	-6,400	•	•	
Dog & Litter Bins         405         700         -295         700         -295           Joules Clock         -         300         -300         - </td <td>519</td> <td>Street Lighting</td> <td>782</td> <td>200</td> <td>+282</td> <td>800</td> <td>-18</td> <td></td>	519	Street Lighting	782	200	+282	800	-18	
Joules Clock         300         -300         -71           Building Maintenance         - 9,00         +129         400         -71           Building Maintenance         - 9,00         +129         9,00         -9,70           Grounds Maintenance         15,145         14,500         +645         14,500         -9,70           Ground Maintenance         1,5,145         1,600         -2,248         3,700         -2,268           Westhridge Park         -1,168         1,500         -2,248         3,700         -2,268           Westhridge Park         -1,168         1,500         -2,035         100         -1,768           Allorments         -1,168         1,500         -2,035         1,300         -1,768           Christinas Lights         60         5,700         -5,640         1,300         -2,391           Advertising         60         5,700         -5,640         1,300         -2,391           Advertising         70         -2,543         3,00         -3,73         -3,90         -3,90           Community Bus         3,27         3,60         -2,543         3,00         -3,11         -3,11         -3,11         -3,11         -3,11         -3,11	719	Dog & Litter Bins	405	700	-295	700	-295	
Town Electricity Supply 329 200 4129 400 771  Building Maintenance 15,145 1,450 9,700 1,4500 1,400	250	Joules Clock	ı	300	-300	•	•	
Building Maintenance         .         9,700         -2,268         1,708         -2,689         -1,768         -1,432         -1,432         -1,432         -1,432         -1,432         -1,432	26	Town Electricity Supply	329	200	+129	400	-71	
Grounds Maintenance         15,145         14,500         +645         14,500         +645           Crown Meadow Improvements         1,432         3,680         -2,248         3,700         -2,288           Westbridge Park         -1,168         1,300         -2,646         60         1,768           Allotments         12,975         15,000         -2,640         100         -40           Christmas Lights         60         5,700         -2,640         100         -40           Advertising         18,909         21,500         -2,591         21,300         -2,391           Community Bus         3,527         3,600         -2,563         21,300         -2,391           Community Bus         3,527         3,600         -2,563         21,300         -2,381           Grants to Outside Bodies         4,637         9,900         -5,63         21,300         -2,381           Accommodation         4,637         9,900         -5,63         4,100         +35           Administration         4,635         4,00         +32         4,100         +35           Administration         2,632         1,200         -1,443         1,200         -1,443           Allowance	,	Building Maintenance	ı	9,700	-9,700	9,700	-9,700	14
Crown Meadow Improvements         1,432         3,680         -2,248         3,700         -2,268           Westbridge Park         -1,168         1,300         -2,468         6.00         -1,768           Christmas Lights         12,975         15,000         -2,025         12,300         +675           Advertising         6         5,700         -5,640         100         -40           Tourism & Town Promotion         18,909         21,500         -2,591         21,300         -2,391           Community Bus         3,527         3,600         -2,391         21,300         -2,391           Community Bus         3,527         3,600         -2,391         21,300         -2,391           Community Bus         3,527         3,600         -2,391         21,300         -2,391           Grants to Outside Bodies         4,637         9,900         -5,263         4,100         -1,300           Accommodation         4,435         4,200         -3,263         4,100         -1,300           Administration         1,916         2,632         1,200         -1,443         1,200         -1,443           Administration         2,523         3,00         -2,521         1,000         -1,	170	Grounds Maintenance	15,145	14,500	+645	14,500	+645	
Westbridge Park         -	106	Crown Meadow Improvements	1,432	3,680	-2,248	3,700	-2,268	15
Allotments 1,168 1,300 2,468 600 1,768 Christmas Lights 60 12,975 15,000 2,025 12,300 4675 Advertising 60 5,700 5,640 100 40 Tourism & Town Promotion 18,909 21,500 2,591 21,300 2,391 Tourism & Town Promotion 18,909 21,500 2,591 21,300 2,391 Community Bus 3,527 3,600 -5,263 9,900 -5,263 Salaries & Employment Costs 141,081 140,200 4881 141,100 -119 Accommodation 4,455 4,200 4,255 4,100 4,325 Insurances 8,073 8,400 -3,27 8,300 -2,27 Administration 19,169 26,690 -7,521 26,700 7,531 Audit & Legal Fees 2,632 1,200 4,1,432 1,200 4,1,432 Town Council Elections - Allowances - Mayor & Deputy Mayor 2,250 3,100 -850 2,900 -650 Regalia & Presentations 2,250 2,000 -1,44 1,900 -1,490 Miscellaneous Sunday & War Memorials 1,856 2,000 -1,44 1,900 -1,499 Interest -572 -572 -600 -8,299 7,000 -1,499 Neighbourhood Plan 5,502 11,400 -8,692 2,612 304,900 -28,512	1	Westbridge Park	Ī	1	·	1	•	
Christmas Lights         12,975         15,000         -2,025         12,300         +675           Advertising         60         5,700         -5,640         100         -40           Tourism & Town Promotion         18,999         21,500         -5,591         21,300         -2,391           Tourism & Town Promotion         3,527         3,600         -7,33         3,600         -7,33           Community Bus         3,527         3,600         -5,633         9,900         -5,83           Grants to Outside Bodies         4,637         4,001         +881         141,100         -19           Accommodation         4,455         4,00         +255         4,100         +323           Accommodation         19,169         26,690         -7,521         8,400         -2,53           Administration         19,169         26,690         -7,521         26,700         -1,432           Town Council Elections         -         -         -         -         -         -           Administration         2,532         1,200         +1,432         1,200         +1,432           Town Council Elections         -         -         -         -         -         -	543	Allotments	-1,168	1,300	-2,468	009	-1,768	16
Advertising         60         5,700         -5,640         100         -40           Tourism & Touris	135	Christmas Lights	12,975	15,000	-2,025	12,300	+675	
Tourism & Town Promotion         18,909         21,500         -2,591         21,300         -2,391           Community Bus         3,527         3,600         -73         3,600         -73           Grants to Outside Bodies         4,637         9,900         -5,263         9,900         -5,263           Salaries & Employment Costs         141,081         140,200         +881         141,100         +19           Accommodation         4,455         4,200         +255         4,100         +355           Insurances         8,073         8,400         -7,521         26,700         -7,531           Administration         19,169         26,690         -7,521         26,700         -7,531           Administration         2,632         1,200         +1,432         1,200         +1,432           Town Council Elections         -         -         -         -         -         -         -           Administration         2,532         1,000         +1,432         1,200         +1,432         -         -           Administrations         2,532         2,500         -2,77         5,000         -2,77         -2,77         -2,77         -2,77         -2,77         -2,77	575	Advertising	09	5,700	-5,640	100	-40	
Community Bus       3,527       3,600       -73       3,600       -73         Grants to Outside Bodies       4,637       9,900       -5,263       9,900       -5,633         Salaries & Employment Costs       141,081       140,200       +881       141,100       -19         Accommodation       4,455       4,200       +255       4,100       +355         Insurances       8,073       8,400       -327       8,300       -227         Administration       19,169       26,690       -7,521       26,700       -7,531         Audit & Legal Fees       2,632       1,200       +1,432       1,200       +1,432         Town Council Elections       -       -       -       -       -       -         Allowances - Mayor & Deputy Mayor       2,250       3,100       +1,432       1,200       +1,432         Regalia & Presentations       2,250       3,100       +681       1,500       -500         Regalia & Presentations       1,681       1,000       +681       1,500       -44         Niscellaneous       818       1,500       -7,899       7,000       -1,499         Interest       -5,502       11,400       -5,899       7,000	399	Tourism & Town Promotion	18,909	21,500	-2,591	21,300	-2,391	17
Grants to Outside Bodies         4,637         9,900         -5,263         9,900         -5,263           Salaries & Employment Costs         141,081         140,200         +881         141,100         -19           Accommodation         4,455         4,200         +255         4,100         +355           Insurances         8,073         8,073         8,400         -327         8,300         -227           Administration         19,169         26,690         -7,521         26,700         -7,531           Audit & Legal Fees         2,632         1,200         +1,432         1,200         +1,432           Audit & Legal Fees         -         -         -         -         -         -           Audit & Legal Fees         2,632         3,100         -850         2,900         -1,432           Audit & Legal Fees         2,250         3,100         -850         2,900         -570           Allowances - Mayor & Deputy Mayor         2,250         3,100         -277         500         -277           Civic Dinner & Hospitality         1,681         1,600         -682         1,500         -144           Niscellaneous         818         1,500         -28         -600	1	Community Bus	3,527	3,600	-73	3,600	-73	
Salaries & Employment Costs       141,081       140,200       +881       141,100       -19         Accommodation       4,455       4,200       +255       4,100       +355         Insurances       8,073       8,400       -327       8,300       -227         Administration       19,169       26,690       -7,521       26,700       -7,531         Audit & Legal Fees       2,632       1,200       +1,432       1,200       +1,432         Town Council Elections       -       -       -       -       -         Allowances - Mayor & Deputy Mayor       2,250       3,100       -850       2,900       -550         Regalia & Presentations       2,23       5,00       -277       5,00       -277         Remembrance Sunday & War Memorials       1,681       1,000       -144       1,900       -44         Miscellaneous       818       1,500       -28       -600       +28         Interest       -572       -600       -28       -600       +28         Neighbourhood Plan       5,502       11,400       -8,619       -7,610       -1,499         276,388       361,000       -84,612       364,900       -28,512       -1,499	202	Grants to Outside Bodies	4,637	6,900	-5,263	006′6	-5,263	18
Accommodation         4,455         4,200         +255         4,100         +355           Insurances         8,073         8,400         -327         8,300         -227           Administration         19,169         26,690         -7,521         26,700         -7,531           Adudit & Legal Fees         -         -         -         -         -         -           Audit & Legal Fees         1,200         +1,432         1,200         +1,432         -         -         -           Audit & Legal Fees         -	170	Salaries & Employment Costs	141,081	140,200	+881	141,100	-19	
Insurances         8,073         8,400         -327         8,300         -227           Administration         19,169         26,690         -7,521         26,700         -7,531           Audit & Legal Fees         2,632         1,200         +1,432         1,200         +1,432           Town Council Elections         -         -         -         -         -           Allowances - Mayor & Deputy Mayor         2,250         3,100         -850         2,900         -650           Regalia & Presentations         2,23         500         -277         500         -277           Civic Dinner & Hospitality         1,681         1,000         +681         1,500         +181           Remembrance Sunday & War Memorials         1,856         2,000         -144         1,900         -682           Miscellaneous         818         1,500         -682         -600         +1,81           Interest         -572         -600         +28         -600         -1,499           Neighbourhood Plan         5,502         11,400         -5,899         7,000         -1,499           Angle Apple - 1,249         -273         -274,990         -274,99         -274,99         -274,99 <td>742</td> <td>Accommodation</td> <td>4,455</td> <td>4,200</td> <td>+255</td> <td>4,100</td> <td>+322</td> <td></td>	742	Accommodation	4,455	4,200	+255	4,100	+322	
Administration       19,169       26,690       -7,521       26,700       -7,531         Audit & Legal Fees       2,632       1,200       +1,432       1,200       +1,432         Town Council Elections       -       -       -       -       -         Allowances - Mayor & Deputy Mayor       2,250       3,100       -850       2,900       -650         Regalia & Presentations       2,250       -277       500       -277         Civic Dinner & Hospitality       1,681       1,000       +681       1,500       +181         Remembrance Sunday & War Memorials       1,856       2,000       -144       1,900       -44         Miscellane ous       818       1,500       -682       1,500       -682         Interest       -572       -600       +28       -600       -1,499         Neighbourhood Plan       5,502       11,400       -5,899       7,000       -1,499         276,388       361,000       -84,612       304,900       -28,512	202	Insurances	8,073	8,400	-327	8,300	-227	
Audit & Legal Fees       2,632       1,200       +1,432       1,200       +1,432         Town Council Elections       -       -       -       -       -         Allowances - Mayor & Deputy Mayor & 2,250       3,100       -850       2,900       -650         Regalia & Presentations       2,23       500       -277       500       -277         Civic Dinner & Hospitality       1,681       1,000       +681       1,500       +481         Remembrance Sunday & War Memorials       1,856       2,000       -144       1,900       -44         Miscellane ous       818       1,500       -682       1,500       -682         Interest       -572       -600       +28       -600       -1,499         Neighbourhood Plan       5,502       11,400       -5,899       7,000       -1,499         276,388	311	Administration	19,169	26,690	-7,521	26,700	-7,531	19
Town Council Elections       - <td>171</td> <td>Audit &amp; Legal Fees</td> <td>2,632</td> <td>1,200</td> <td>+1,432</td> <td>1,200</td> <td>+1,432</td> <td>20</td>	171	Audit & Legal Fees	2,632	1,200	+1,432	1,200	+1,432	20
Allowances - Mayor & Deputy Mayor 2,250 3,100 -850 5.900 -650  Regalia & Presentations 223 5.00 -277 5.00 -277  Civic Dinner & Hospitality 1,681 1,500 +681 1,500 +181  Remembrance Sunday & War Memorials 1,856 2,000 -144 1,500 -682  Interest -572 -600 +28 -600 +28  Neighbourhood Plan 5,502 11,400 -5,899 7,000 -1,499	ı	Town Council Elections	ı	1	•	1	•	
Regalia & Presentations       223       500       -277       500       -277         Civic Dinner & Hospitality       1,681       1,000       +681       1,500       +181         Remembrance Sunday & War Memorials       1,856       2,000       -144       1,900       -44         Miscellaneous       818       1,500       -682       1,500       -682         Interest       -572       -600       +28       -600       +28         Neighbourhood Plan       5,502       11,400       -5,899       7,000       -1,499         276,388       361,000       -84,612       304,900       -28,512	957	Allowances - Mayor & Deputy Mayor	2,250	3,100	-850	2,900	-650	
Civic Dinner & Hospitality       1,681       1,000       +681       1,500       +181         Remembrance Sunday & War Memorials       1,856       2,000       -144       1,900       -44         Miscellaneous       818       1,500       -682       1,500       -682         Interest       -572       -600       +28       -600       +28         Neighbourhood Plan       5,502       11,400       -5,899       7,000       -1,499         276,388       361,000       -84,612       304,900       -28,512	395	Regalia & Presentations	223	200	-277	200	-277	
Remembrance Sunday & War Memorials       1,856       2,000       -144       1,900       -44         Miscellane ous       818       1,500       -682       1,500       -682         Interest       -600       +28       -600       +28         Neighbourhood Plan       5,502       11,400       -5,899       7,000       -1,499         276,388       361,000       -84,612       304,900       -28,512	920	Civic Dinner & Hospitality	1,681	1,000	+681	1,500	+181	
Miscellaneous       818       1,500       -682       1,500       -682         Interest       -572       -600       +28       -600       +28         Neighbourhood Plan       5,502       11,400       -5,899       7,000       -1,499         276,388       361,000       -84,612       304,900       -28,512	363	Remembrance Sunday & War Memorials	1,856	2,000	-144	1,900	44	
Interest -572 -600 +28 -600 +28  Neighbourhood Plan 5,502 11,400 -5,899 7,000 -1,499  276,388 361,000 -84,612 304,900 -28,512	300	Miscellaneous	818	1,500	-682	1,500	-682	
Neighbourhood Plan       5,502       11,400       -5,899       7,000       -1,499         276,388       361,000       -84,612       304,900       -28,512	150	Interest	-572	009-	+28	009-	+28	
276,388 361,000 -84,612 304,900	200	Neighbourhood Plan	5,502	11,400	-5,899	7,000	-1,499	21
	) 28	ı	276,388	361,000	-84,612	304,900	-28,512	

### Section 2 - Accounting Statements 2018/19 for

### STONE TOWN COUNCIL

	Year ending		Notes and guidance		
	31 March 2018 £	31 March 2019 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.		
Balances brought forward	344,318	268,528	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	255,559	289,489	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3. (+) Total other receipts	80,036	79,925	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	130,714	141,061	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.		
<ol> <li>(-) Loan interest/capital repayments</li> </ol>	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).		
6. (-) All other payments	260,671	185,070	Total expenditure or payments as recorded in the cash- book less staff costs (line 4) and loan interest/capital repayments (line 5).		
7. (=) Balances carried forward	288,528	331,791	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	303,365	337,284	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.		
Total fixed assets plus long term investments and assets	287,824	294,104	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (Including PWLB).		
(For Local Councils Only) Disclosure note re Trust funds (including charitable)		Yes No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.		
		V	N.B. The figures in the accounting statements above do not include any Trust transactions.		

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 23/05/2019

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Annual Governance and Accountability Return 2018/19 Part 3 Local Councils, Internal Drainage Boards and other Smaller Authorities\*

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### **Summary Bank Reconciliation**

**Local Council Name: Stone Town Council** 

Financial year ending 31 March 2019

Prepared by	(Nam	e and Position)	Date			
Balance per bank statements as at 31 N	March 2019:					
		<u>£</u>	<u>£</u>			
Current Account		1,500.00				
Business Reserve		323,836.42				
National Savings		13,107.65	222 444 67			
			338,444.07			
Less: unpresented cheques at 31 March	n 2019					
Cheque Number:	013189	30.00				
	013273	926.00				
	013284	246.43				
	013285	40.72				
	013286	117.18				
	013287	16.18				
		2 549	1,376.51			
Add: unbanked cash at 31 March 2019:						
		216.10	216.10			
Net balances as at 31 March 2019			337,283.66			
CASH BOOK						
Opening Balance 1 April 2018			303,365.46			
Add: Receipts in the year			394,129.55			
Less: Payments in the year			360,211.35			
Closing balance per cash book as at 31 March 2019						
(receipts and payments)			337,283.66			