

## Section 2 – Accounting Statements 2017/18 for

### TOWEDNACK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	13973	14739	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	7172	7172	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2417	4715	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	3216	3539	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	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	5607	7673	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	14739	15414	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	14739	15414	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	6183	6183	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).
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

*Signature* **SIGNATURE REQUIRED**

Date **20/4/18**

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

**24/4/18**

and recorded as minute reference:

**Minutes 24/04/18 15f)**

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

*Signature* **SIGNATURE REQUIRED**

## Bank reconciliation – pro forma

Name of smaller authority: Towednack Parish Council

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

### Financial year ending 31 March 2018

Prepared by: Mrs Fiona Drew, Clerk & RFO to the Council

Date: 05/04/18

Balance per bank statements as at 31 March 2018:	£	£
General Account	5023.79	
Deposit Account	1795.52	
Cemetery Account	9175.23	
		<hr/>
		15994.54
Petty cash float (if applicable)		
Less: any un-presented cheques at 31 March 2018		
Cheque no 300184	(580.00)	
		<hr/>
		(580.00)
Add: any un-banked cash at 31 March 2018		
		<hr/>
Net balances as at 31 March 2018 (Box 8)		<hr/>
		15414.54

***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

#### CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)	14739.14
Add: Receipts in the year	11887.17
Less: Payments in the year	(11211.77)
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Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<hr/>
	15414.54

(See [example](#) for guidance if required)



## Explanation of variances – pro forma

Name of smaller authority: Towednack Parish Council

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

**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 £)
<b>Box 2</b> <i>Precept or Rates and Levies</i>	7172	7172	NIL	NIL	N/A
<b>Box 3</b> <i>Total other receipts</i>	2417	4715	+2298	95.1%	An additional £880 was received in Cemetery fees. A VAT reclaim was made for £789. The LMP grant increased by £437.
<b>Box 4</b> <i>Staff costs</i>	3216	3539	+323	10%	N/A
<b>Box 5</b> <i>Loan interest/ capital repayments</i>	NIL	NIL	NIL	NIL	N/A
<b>Box 6</b> <i>All other payments</i>	5607	7673	+2066	36.9%	Repairs to Church road for £1620, repairs to the Fingerpost of £1155 and election costs of £226 in 2017/18. No advertising required (£440) and grass cutting of Cledy Meadow £540 less as 2016/17 was for two years.
<b>Box 9</b> <i>Total fixed assets &amp; long term investments &amp; assets</i>	6183	6183	NIL	NIL	N/A
<b>Box 10</b> <i>Total borrowings</i>	NIL	NIL	NIL	NIL	N/A
<b>Explanation for 'high' reserves</b>	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: Cemetery Account (ring fenced for Cemetery related items): £9175.23 Deposit Account (three month reserve): £1795.52				