

ANNUAL RETURN
FOR THE YEAR ENDED 31 MARCH 2017
Pembroke Dock Town Council Current Year

SECTION 1 - THE STATEMENT OF ACCOUNTS

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2017. See page 6 and the Practitioners Guide for guidance

	Last Year £	This Year £	General Notes for Guidance
1 Balances brought forward	85,956	84,397	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 (+) Annual Precept	150,720	169,050	Total amount of Precept income received in the year
3 (+) Total other receipts	14	28	Total income or receipts as recorded in the cashbook minus the Precept
4 (-) Staff costs	58,857	70,181	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	93,436	78,871	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	84,397	104,424	Total balances and reserves at the end of the year, must equal (1 + 2 + 3) - (4 + 5 + 6)
8 (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts at the year end
9 (+) Total Cash & Investments	84,397	104,424	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March. This must agree with the reconciled cash book balances and not the balances shown on the bank statement
10 (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed (except borrowings) at the year end
11 (=) Balances Carried Forward	84,397	104,424	Total balances should equal line 7 above: Enter the total of (8 + 9 - 10)
12 Total Fixed Assets	2,141,720	2,142,715	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
13 Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

I confirm that the statement of accounts contained in this annual return presents fairly the financial position of the council and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2017

Signed Stewart Responsible Financial Officer Date _____

I confirm that these accounts were approved by the council and recorded as council minute reference:

Dated _____

Signed _____ Date _____

Chair of meeting approving council's accounts

Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2017

Pembroke Dock Town Council Current Year

	Last Year £	This Year £	Code and Centre		Code Description
1	0	0	300	0	Current Year Fund
1	85,956	84,397	310	0	General Reserves
1	0	0	320	0	Ear Marked Reserves
1	85,956	84,397	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	150,720	169,050	7701	701	Precept
2	150,720	169,050	Total amount of Precept income received in the year		
3	0	4	115	999	VAT on Receipts
3	14	24	7702	701	Bank Interest
3	14	28	Total income or receipts as recorded in the cashbook minus the Precept		
4	46,287	48,837	1201	102	Salaries
4	6,489	13,811	1203	102	Wages - PDTC
4	2,198	3,381	1205	102	Employers NI - PDTC
4	3,893	4,151	1206	102	Pensions
4	58,857	70,181	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	0	0	5	0	Loan Interest
5	0	0	Total expenditure or payments of capital and interest made during the year on borrowings		
6	-344	-530	515	999	VAT on Payments
6	163	75	1101	101	Advertising
6	98	83	1102	101	Internal Audit Fees
6	2,211	2,382	1103	101	Insurance
6	166	340	1105	101	Computer Support
6	516	625	1106	101	Telephone
6	0	50	1107	101	Travelling & Subsistence
6	445	254	1108	101	External Audit
6	528	285	1109	101	Postage
6	657	1,182	1110	101	Office Equipment
6	378	450	1111	101	Printing & Print Consumables
6	259	0	1112	101	Maintenance of Equipment
6	270	435	1113	101	Stationery
6	1,132	162	1114	101	Training
6	461	500	1115	101	Membership Fees
6	148	179	1116	101	Internet
6	250	272	1117	101	Website
6	4,000	4,000	1301	103	Mayor's Allowance
6	1,000	1,000	1302	103	Deputy Mayor's Allowance
6	1,128	1,396	1303	103	Mayoral Civic Events

Continued over page

Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2017

Pembroke Dock Town Council Current Year

	Last Year £	This Year £	Code and Centre		Code Description
6	185	50	1304	103	Official Entertainment
6	2,163	1,923	1401	104	General Rates
6	6,730	6,083	1402	104	Rent to Community Trust
6	15,210	14,095	1501	105	Christmas Lighting
6	170	87	1502	105	Utilities - Mem Lamp & Pump Ho
6	28	0	1503	105	Maintenance Centenary Lamp
6	2,301	4,672	1507	105	Floral Baskets
6	377	924	1508	105	Memorial Park Costs/Equipment
6	3,155	3,600	1509	105	Town Centre Regeneration
6	1,050	300	1601	106	Donations
6	1,500	0	1602	106	Vocal Energy
6	8,500	7,000	1603	106	Pater Hall Community Trust
6	4,500	4,000	1604	106	Pembroke Dock Festival Winter
6	7,000	4,994	1605	106	Pembroke Dock Festival Summer
6	1,000	0	1607	106	Pannar Robbins AFC
6	950	0	1608	106	Pembroke Dock Cricket Club
6	15,000	10,000	1609	106	Memorial Park
6	2,000	0	1610	106	St Patricks Hall
6	450	0	1611	106	Pembroke Dock Encompass
6	1,500	0	1613	106	Pembroke Dock Bicentenary
6	735	0	1614	106	Pembroke Dock Guide Unit
6	0	350	1615	106	Pembroke Dock Friendship Club
6	226	272	1701	107	Flowers, Wreaths etc.
6	170	148	1702	107	Bank Charges
6	1,649	1,649	1703	107	CCTV Contributions Redcare
6	1,705	1,705	1704	107	CCTV Contributions PCC
6	17	172	1705	107	Civic Regalia
6	0	2,000	1801	108	Twinning
6	0	0	1803	108	Winter Festival
6	1,699	1,698	1805	108	PDTC Xmas Festivities
6	(-) Total other payments	93,436	78,871	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	84,397	104,424	Total balances and reserves at the end of the year, must equal (1 + 2 + 3) - (4 + 5 + 6)	
8		0	0	100	0 Debtors
8		0	0	105	0 VAT Control A/c
8		0	0	110	0 Prepayments
8	(+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts at the year end	
9		61,986	31,987	200	0 Barclays Current A/c
9		22,412	72,436	201	0 Barclays Premium A/c
9		0	0	210	0 Petty Cash

Continued over page

Working Detail for ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2017

Pembroke Dock Town Council Current Year

	Last Year £	This Year £	Code and Centre	Code Description
9 (+) Total Cash & Investments	84,397	104,424		The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March. This must agree with the reconciled cash book balances and not the balances shown on the bank statement
10	0	0	500 0	Creditors
10	0	0	510 0	Accruals
10	0	0	1901 0	Net Pay Control Account
10	0	0	1902 0	NI Control Account
10	0	0	1903 0	PAYE Control Account
10	0	0	1904 0	Pensions Control Account
10 (-) Creditors	0	0		Income and expenditure accounts only: Enter the value of monies owed (except borrowings) at the year end
11 (=) Balances Carried Forward	84,397	104,424		Total balances should equal line 7 above: Enter the total of (8 + 9 - 10)
12	2,141,720	2,142,715	12 0	Total Fixed Assets
12 Total Fixed Assets	2,141,720	2,142,715		The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
13	0	0	13 0	Total Borrowings
13 Total Borrowings	0	0		The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)