

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2018

Pembroke Dock Town Council Current Year

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 Amanda Dilleway Date 14/6/2018

I confirm that these accounts are approved by the Council and recorded as council minute reference 34.13 Dated 14/6/2018

Signed on behalf of the above Council (Chair)  Date 14/06/18

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	84,397	104,424	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	169,050	169,050 ✓	Total amount of Precept income received in the year
3	Total other receipts	28	32 ✓	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	70,181	56,848	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	78,871	102,175	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	104,424	114,482	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	104,424	114,382	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	0	0	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

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	84,397	104,424	310	0	General Reserves
1	84,397	104,424	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	169,050	169,050	7701	701	Precept
2	169,050	169,050	Total amount of Precept income received in the year		
3	4	0	115	999	VAT on Receipts
3	24	32	7702	701	Bank Interest
3	28	32	Total income or receipts as recorded in the cashbook minus the Precept		
4	48,837	49,015	1201	102	Salaries
4	13,811	0	1203	102	Wages - PDTC
4	3,381	3,667	1205	102	Employers NI - PDTC
4	4,151	4,166	1206	102	Pensions
4	70,181	56,848	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	Total expenditure or payments of capital and interest made during the year on borrowings		
6	-530	956	515	999	VAT on Payments
6	75	0	1101	101	Advertising
6	83	60	1102	101	Internal Audit Fees
6	2,382	2,264	1103	101	Insurance
6	340	79	1105	101	Computer Support
6	625	488	1106	101	Telephone
6	50	0	1107	101	Travelling & Subsistence
6	254	299	1108	101	External Audit
6	295	400	1109	101	Postage
6	1,182	484	1110	101	Office Equipment
6	450	508	1111	101	Printing & Print Consumables
6	0	143	1112	101	Maintenance of Equipment
6	435	301	1113	101	Stationery
6	162	670	1114	101	Training
6	500	1,062	1115	101	Membership Fees
6	179	334	1116	101	Internet
6	272	258	1117	101	Website
6	4,000	2,039	1301	103	Mayor's Allowance
6	1,000	1,000	1302	103	Deputy Mayor's Allowance
6	1,396	1,653	1303	103	Mayoral Civic Events
6	50	0	1304	103	Official Entertainment
6	1,923	2,445	1401	104	General Rates
6	6,083	1,076	1402	104	Storage Rent & Room Hire
6	0	1,386	1403	104	New Council Office Project
6	0	3,420	1404	104	Office Rent

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Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	14,095	12,875	1501	105	Christmas Lighting	
6	87	177	1502	105	Utilities - Mem Lamp & Pump Ho	
6	0	92	1505	105	Maintenance Pump House	
6	4,672	6,859	1507	105	Floral Baskets	
6	924	796	1508	105	Memorial Park Costs/Equipment	
6	3,600	0	1509	105	Town Centre Regeneration	
6	0	13,309	1511	105	Street Cleaning	
6	300	1,200	1601	106	Donations	
6	7,000	5,000	1603	106	Pater Hall Community Trust	
6	4,000	4,000	1604	106	Pembroke Dock Festival Winter	
6	4,994	5,000	1605	106	Pembroke Dock Festival Summer	
6	10,000	10,000	1609	106	Memorial Park	
6	0	1,000	1614	106	Pembroke Dock Guide Unit	
6	350	250	1615	106	Pembroke Dock Friendship Club	
6	0	1,500	1616	106	Sunderland Trust	
6	0	750	1617	106	Pennar Village Green	
6	0	1,250	1618	106	Llanion Cove (Tall Ships)	
6	0	9,123	1619	106	Regeneration Group (Town Team)	
6	272	238	1701	107	Flowers, Wreaths etc.	
6	148	81	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	172	416	1705	107	Civic Regalia	
6	2,000	3,000	1801	108	Twinning	
6	1,698	580	1805	108	PDTC Xmas Festivities	
6	Total other payments	78,871	102,175	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	104,424	114,482	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		31,987	36,914	200	0	Barclays Current A/c
8		72,436	77,468	201	0	Barclays Premium A/c
8	Total Cash & Investments	104,424	114,382	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9	Total Fixed Assets	0	0	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)		