

Section 1 – Accounting statements for

PENRYN TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance							
	31 March 2011 £	31 March 2012 £								
1 Balances brought forward	60,763	83,317	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 (+) Annual precept	173,500	177,000	Total amount of precept received or receivable in the year.							
3 (+) Total other receipts	31,652	68,990	Total income or receipts as recorded in the cashbook less the precept received (box 2). Include any grants received here.							
4 (-) Staff costs	84,779	93,707	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	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).							
6 (-) All other payments	97,819	181,949	Total expenditure or payments as recorded in the cashbook less staff costs (box 4) and loan interest/capital repayments (box 5).							
7 (=) Balances carried forward	83,317	53,651	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)							
8 Total cash and short term investments	78,278	46,116	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.							
9 Total fixed assets and long term assets	2,839,929	2,925,786	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.							
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).							
11 Trust funds (including charitable) disclosure note	<table border="1"> <tr> <td>YES</td> <td>NO</td> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	YES	NO	YES	NO	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Disclosure Note: The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)
YES	NO	YES	NO							
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

PENRYN TOWN COUNCIL
Accounts for the Year Ended 31st March 2012
Explanation of significant variations from last year to this year

Other Income - was £37,338 higher than last year, due to:

Grant received this year for Temperance Hall refurbishment	34,959
Insurance claim receivable this year for flood damage to Temperance Hall	10,000
Cornwall Council contribution to CCTV this year	7,558
Higher contribution from Cornwall Council towards Council Office costs last year	(10,465)
Lower Burial income this year	(1,543)
Lower Hall letting income this year	(3,067)

Other Costs - were £84,130 higher than last year, mainly due to:

Temperance Hall costs higher this year, primarily from Refurbishment programme and Flood damage	67,958
Higher Town Hall costs this year, primarily due to Repairs and maintenance	10,464
Higher Burial maintenance costs this year	3,145
Higher Civic costs this year - no Mayor's Allowance last year	2,750
Higher administration costs this year (staff training, printing and computer related costs)	3,070
Higher capital expenditure last year - Bins	(1,592)
Lower Bus Shelter maintenance costs this year	(1,053)
Lower Grants this year	(781)

The difference between line 7 and line 8 for the current year is:

Line 8 - Bank & Cash	46,116
Payments in Advance	8,570
Debtors	1,333
Insurance Claim Receivable	10,000
Receipts in advance	(1,650)
VAT Liability	(8,240)
Creditors and accruals	(2,478)
Line 7 - Balances	<u>53,651</u>

**PENRYN TOWN COUNCIL
BANK RECONCILIATION
As at the 31st March 2012**

	TOTAL
	£
Balance b/fwd at 01.04.11	78,277.71
Add Receipts	257,981.12
Deduct Payments	290,142.78
Balance c/fwd at 31.03.12	<u>46,116.05</u>
Bank Balances as at 31.03.12:	
Lloyds Treasurers Account	22,046.49
Lloyds 30 Day Account	28,734.08
Cash in Hand Balance at 31.03.12	<u>384.65</u>
	51,165.22
Plus receipts not banked	250.00
Less outstanding cheques:	
709679	20.00
709815	99.79
709818	145.00
709819	50.00
709823	440.44
709824	12.65
709825	2,594.06
709826	45.00
709827	60.00
709828	187.23
709829	<u>1,645.00</u>
	5,299.17
	<u>46,116.05</u>

PENRYN TOWN COUNCIL

Income & Expenditure Account

For the Year Ended 31st March 2012

Year Ended 31st March 2011		Year Ended 31st March 2012
£		£
	<u>INCOME</u>	
173,500	Precept	177,000
114	Gross Interest	36
10,243	Hall Lettings & Rent	7,176
3,145	Burial Fees	1,602
13,954	Contribution to Saracen House Costs	3,489
273	Museum Donations	195
	CCTV Income	7,558
	Grants and Donations - Halls	35,976
2,857	Other Grants and Donations	2,212
	Insurance Claims	10,000
1,066	Other	746
205,152	TOTAL INCOME	245,990
	<u>EXPENDITURE</u>	
85,554	Administration	97,519
11,586	Saracen House	11,752
1,277	Civic	4,327
7,928	S.137, Grants and Community Support	7,147
5,511	Capital Expenditure	3,919
1,829	Footpaths and Seats	1,302
18,906	Town Hall	29,370
23,487	Temperance Hall	91,445
1,390	Bus Shelters	337
7,912	Car Parks	8,043
11,484	CCTV	11,042
1,206	Burial Ground	4,351
1,097	Doorstep Green	1,500
1,228	Memorial Gardens	373
2,203	Other Expenses	3,229
182,598	TOTAL EXPENDITURE	275,656
	General Fund	
59,464	Opening Balance at 1st April 2011	83,317
205,152	Add Total Income	245,990
264,616		329,307
182,598	Deduct Total Expenditure	275,656
82,018		53,651
1,299	Transfers (to)/from Earmarked Reserves	0
83,317	Closing Balance at 31st March 2012	53,651

PENRYN TOWN COUNCIL

Balance Sheet

For the Year Ended 31st March 2012

As at 31st March 2011		As at 31st March 2012
£		£
	LONG TERM ASSETS	
0	Investments	0
	CURRENT ASSETS	
2,340	Debtors	1,333
0	Insurance Claims Receivable	10,000
8,422	Payments in Advance	8,570
2,049	Recoverable VAT	0
78,278	Bank and Cash in Hand	46,116
91,089	TOTAL ASSETS	66,019
	CURRENT LIABILITIES	
7,772	Creditors and Accruals	2,478
	VAT Liability	8,240
	Receipts in Advance	1,650
83,317	NET ASSETS	53,651
	Represented By:	
83,317	GENERAL FUND	53,651
0	EARMARKED RESERVES	0
83,317	TOTAL FUNDS	53,651

The above statement represents fairly the financial position of the authority as at 31st March 2012, and reflects its income and expenditure during the year.

Approved by the Council on

Signed.....
Mayor

Signed.....
Responsible Financial Officer

PENRYN TOWN COUNCIL
Accounts for the Year Ended 31st March 2012
Supporting Statement

1) <u>Assets</u>	Value £
a) Additions in the Year were:	
Computers (2) and Laptop	1,496
Bus Shelter	2,212
Office Furniture	211
	3,919
b) At 31st March 2012 the following assets were held:	Value £
Land: Burial Ground - nominal value	1
Buildings:	
Town Hall, Museum and Clock Tower	1,780,689
Temperance Hall	870,559
Gentleman's Hut	23,738
Furniture, Fixtures and Fittings:	
Town Hall, Museum and Clock Tower	21,674
Temperance Hall	8,200
Saracen House	3,511
Other Contents:	
Town Hall, Museum and Clock Tower	23,436
Saracen House	3,511
Office Equipment	7,029
Civic Regalia, Badge of Office and Silverware	58,079
Civic Robes, Hats and Wigs	1,989
Chains of Office	28,597
Opie Oil Painting	4,594
Bissom Oil Painting	11,490
Miscellaneous Oil Paintings	6,891
Wayside Seas (18)	11,717
Bus Shelters (3)	6,034
Bus Shelters (1) -purchased 2008/9	2,284
Bus Shelters (1) -purchased 2009/10	3,012
Bus Shelters (1) -purchased 2010/11	1,977
Bus Shelters (1) -purchased 2011/12	2,212
Mobility Scooter	0
Fitness Equipment	3,045
Assets acquired - not specifically insured	8,152
Burial Ground Gates	3,365
CCTV - Equipment only	30,000
Total	2,925,786

The basis of valuation of these assets is Insurance value or actual cost.

2) Earmarked Reserves

At the 31st March 2012, the Council held the following earmarked reserves:

As at <u>31.03.11</u> £	In/ <u>(Out)</u> £	As at <u>31.03.12</u> £
0		0

PENRYN TOWN COUNCIL
Accounts for the Year Ended 31st March 2012
Staff Costs

	<u>2010/11</u>	<u>2011/12</u>
Administration:		
Net Salaries - Admin	43,323.94	43,552.17
Inland Revenue	16,336.82	14,360.40
Pensions	2,904.48	15,515.36
Caretaker Tax/NI	5,816.21	4,831.70
Caretaker	15,033.55	15,063.94
Bus Shelter Wages	1,190.00	0.00
Staff Clothing	173.54	383.75
Opening Creditors	0.00	0.00
Closing Creditors	0.00	0.00
	<u>84,778.54</u>	<u>93,707.32</u>
	84,779	93,707