



PENRYN Town Council

COUNCIL

12 JUNE 2017

Accounts – Year End 2016/17

Author: Helen Perry, Finance Officer

1. Background

Local Councils with an annual turnover of £6.5m or less must also complete an annual return summarising their activities at the end of each financial year. Each Council must approve this annual return no later than 30 June 2017.

The annual return, together with the bank reconciliation as at 31 March 2017, and an explanation of any significant variances are attached to the report.

2. Discussion

Annual Return

To agree the annual accounts return for the year ending 31 March 2017 for submission to the external auditor – Grant Thornton.

- **Unspent Budgets**

Council had no expenditure within the following budget lines:

Seat Maintenance	490
Litter Bin Maintenance	1,050
Furniture & Fittings	500
Bus Shelter – Capital Exp	3,000
Consumable – Public Toilets	330
Misc. Expenditure – Saracen House	200
Misc. Expenditure – Health & Safety	100
 Making a total saving	 £5,670

Please note all figures are to the nearest pound (£)

- **Total Income**

Council received a total income of **£388,625**

The majority of the income coming from the precept and Council Tax Support - **£309,439**

Grants - **£47,881**

Hall Hire - **£13,868** (£5,575 Town Hall, £8,293 Temperance Hall)

SSMHT Contribution to caretaking - **£1,315**

Penryn Combined Lighting Committee - **£2,752**

Harbour Commissioners (recharge for toilets) - **£5,515**

Burial Fees - **£3,980** (Burials £1,700, Reservations £100, Memorials £980, ERB's £1,200)

Bank Interest - **£295**

The remainder of the income coming from town events (£2,329), museum donations (£175) Footpath Income (£225) and other income (£851)

- **Total Expenditure**

Council's total expenditure for the 2016/2017 financial year was **£351,562**

Of which administration costs were £140,874 included within these costs are all staff costs, telephone, consultancy/audit, subscriptions, printing, computer package licences etc.

Town Hall - **£16,343** (N.D.R. £5,808, gas/electric £2,420, repairs/maintenance £1,928, interior decoration £3,000)

Temperance Hall - **£7,160** (N.D.R. £2,323, gas/electric £3,975)

Saracen House - **£14,797** (Rent £4,652, N.D.R. £2,202, electric £1,022, gas £5,869 - disputed invoice)

Car Parks - **£9,911** (Lease £6,493, N.D.R. £2,420, maintenance £999)

Burial Ground - **£6,231** (N.D.R. £629, maintenance £5,602)

Public Conveniences - **£10,896** (Contract £7,876, Water £1,356, N.D.R. £678, repairs £827)

Amenities - **£11,902** (various maintenance inc weed clearing, floral displays)

Grants/S137 - **£7,773** (S137/Community and minor repair grants)

Civic - **£6,321** (Mayor Allowance £2,750, Regalia £2,223, General £1,348)

Capital Expenditure - **£4,642**

Projects & Events - **£85,810** (Clock Tower £48,329, Penryn Week £2,048, 800th

Celebration £24,200, Chamber Refurb £2,307, Neighbourhood Plan £1,374)

Other Services - **£13,084** (CCTV £6,334, £6,750 Youth Service)

Penryn Library - **£14,716** (Professional Fees)

Health & Safety - **£619** (contracts and inspections)

Memorial Garden - **£481** (electricity)

Income 388,625

Expenditure 351,562

Saving 37,063

2017/2018 Financial Year

All budget lines will be set to the agreed amounts for 2017/2018 on the 1st April 2017. The only budgets carried forward are the minor repair grant (£300) and the Penryn Commemorates project remaining balance.

Any expenditure for outstanding agreed projects in 2016/2017 has been transferred to earmarked reserves.

3. Recommendation

That the:

- (a) Annual accounts 2016-17 be approved
- (b) Accounting Statements 2016-17 be approved

4. Appendices

Annual Accounts including:-

- a) Accounting Statement
- b) Bank Reconciliation Template and Statement
- c) Reconciliation between boxes 7 & 8 of the accounting statement and creditors and debtors list
- d) Summary of significant variances
- e) Explanation of significant variances (more than 15% change) Boxes 2, 3 & 6
- f) Income & expenditure account
- g) Balance sheet
- h) Ear-marked Reserves List

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

PENRYN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	128,702	173,414	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	223,466	287,129	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	65,052	101,495	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	118,819	119,771	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 smaller authority's borrowings (if any).
6. (-) All other payments	121,987	231,791	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	173,414	210,476	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	179,508	2210,405	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 plus long term investments and assets	3,068,520	3,075,990	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and 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. (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.
	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

06/17

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Schedules for submission to external auditor
Bank reconciliation template
Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please complete all green cells.

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2017	
Authority name and reference	PENRYN TOWN COUNCIL CWL106		
Prepared by: Name Role (Clerk/RFO etc)		Date:	
Approved by: Name Role (RFO/Chair etc)		Date:	
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
Lloyds Treasurer's Account	190,331.00		
Lloyds 30 Day Account	31769.89		
Petty Cash	175.39		222,276.28
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
See attached list			4,938.76
Add any unbanked cash at 31 March 2017: (List date & amount received)			
31.03.2017 - Treasurer's Account	4,067.36		4067.36
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			221,404.88

The net balances reconcile to the Cash Book for the year, as follows:

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	179,507.66
Add: Receipts in the year:	403,888.39
Less: Payments in the year:	361,991.17
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	221,404.88
Must equal total net bank balances above and Section 2, Box 8	

Please complete all shaded boxes and send this form with your Annual Return to:
 Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT
 or email to Jo.farr@uk.gt.com

Penryn Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2017

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1		Lloyds - Treasurer Accounts	190,331.00
2		Lloyds - 30 Day Account	31,769.89
3		Investment Holding Account	0.00
4		Petty Cash	175.39
5		Procurement Card	0.00
			222,276.28
<u>Unpresented Payments</u>			
1	31/01/2017	000630	209.57
1	28/02/2017	000609	150.00
1	28/02/2017	000610	100.00
1	07/03/2017	000613	35.00
1	31/03/2017	000616	787.63
1	31/03/2017	000617	110.77
1	31/03/2017	000618	3,467.40
1	31/03/2017	000619	34.85
1	31/03/2017	000615	74.61
1	31/03/2017	000620	43.54
			5,013.37
			217,262.91
<u>Receipts not on Bank Statement</u>			
1	31/03/2017		4,067.36
4	31/03/2017		74.61
			4,141.97
Closing Balance			221,404.88
<u>All Cash & Bank Accounts</u>			
		Lloyds - Treasurer Account	189,384.99
		Lloyds - Instant Access	31,769.89
		Investment Holding Account	0.00
		Petty Cash	250.00
		Procurement Card	0.00
		Other Bank & Cash Balances	0.00
		Total Bank & Cash Balances	221,404.88

Schedules for submission to external auditor

Schedule D

Reconciliation between boxes 7 and 8 on the Annual Return

This should only be applicable if accounting on an income and expenditure basis

Authority name and reference		PENRYN TOWN COUNCIL CWL106
		£
A	Figure in Box 8 of 2017 column of the Annual Return	221,405
B	Less Creditors at 31 March 2017 – owed by the Authority (please supply a detailed list of creditors – see below) Also subtract any receipts in advance	35,357
C	Plus Debtors at 31 March 2017 – owed to the Authority (please supply a detailed list of debtors – see below) Also add any payments made in advance (prepayments)	24,428
D	TOTAL	210,476

	Figure in Box 7 of 2017 column of the Annual Return (must equal line D above)	210,476
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Creditors/receipts in advance list

Name	Invoice/receipt in advance reference	Date	£ amount
Total – agreed to B			See attached list

Debtor list/prepayments list

Name	Debtor/prepayment reference	Date	£ amount
Total – agreed to C			See attached list

Please complete all shaded boxes and send this form with your Annual Return to:
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 or email to Jo.farr@uk.gt.com

PENRYN TOWN COUNCIL CWL106
Schedule D - Line B - CREDITORS/RECEIPTS IN ADVANCE LIST

<u>Date</u>	<u>Invoice/Credit No.</u>	<u>Creditors Balance</u>	<u>Accruals Balance</u>	<u>Receipts in Advance</u>	<u>Total</u>
24.03.17	952252919	11.84			11.84
22.03.17	26	192.00			192.00
21.10.16	99800946	7,503.86			7,503.86
17.03.17	EC18991862	43.08			43.08
30.03.17	3	490.10			490.10
31.03.17	19	606.61			606.61
10.03.17	27536595	15.54			15.54
31.03.17	18711	1,353.24			1,353.24
31.03.17	18711	682.43			682.43
21.03.17	25838138	3,930.05			3,930.05
31/03/17	Accrual		800.00		800.00
31/03/17	Accrual		250.00		250.00
31/03/17	Accrual		350.00		350.00
31/03/17	Accrual		500.00		500.00
31/03/17	Accrual		195.00		195.00
31/03/17	Accrual		1,085.00		1,085.00
31/03/17	Accrual		520.00		520.00
31/03/17	Accrual		857.00		857.00
31/03/17	Receipt in Advance			2,600.00	2,600.00
31/03/17	Receipt in Advance			50.00	50.00
31.03.17	Receipt in Advance			13,321.38	13,321.38
TOTALS					
			14,828.75	4,557.00	15,971.38
					35,357.13

Deposits for Weddings in 2017/18
Hail Hire - April 17
Grant - Permatin Pocket Park -
Expenditure in 2017/18

PENRYN TOWN COUNCIL CWL106
Schedule D - Line C - DEBTORS/PREPAYMENTS LIST

Invoice Date	Invoice No		Balance
31.03.17	10236	Active Plus	60.00
30.11.16	10209	Cheap Dance Date	108.00
31.12.16	10213	Cheap Dance Date	66.00
31.01.17	10216	Cheap Dance Date	138.00
28.02.17	10224	Cheap Dance Date	36.00
31.03.17	10235	Cheap Dance Date	96.00
31.03.17	10241	Cornwall Council	6,468.40
31.10.16	10203	Cornwall Housing	54.00
28.02.17	10226	FXU	192.00
31.03.17	10239	FXU	144.00
31.08.16	10185	Harlow Party	60.00
31.03.17	10238	NHS Kernow	54.00
31.03.17	10233	Outlook Sw	270.00
31.05.16	10162	Poltair	36.00
31.03.17	10234	Swamp Circus	54.00
30.11.16	10208	Tanya	120.00
31.12.16	10212	Tanya	60.00
31.01.17	10215	Tanya	120.00
28.02.17	10225	Tanya	90.00
31.03.17	10237	Tanya	90.00
31.03.17	CN10012	Tanya	-30.00
31.03.17	10240	University	30.00
31.03.17	VAT	HMRC	10,281.59
31.03.17	31.03.17	Insurance 2017/18	3,870.31
31.03.17	31.03.17	Car Parl lease April-June 17	1,623.17
31.03.17	31.03.17	Photocopier lease April-June 17	177.20
31.03.17	31.03.17	Toilet Hire -Event June 17	160.00
TOTALS			24,428.67

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference	PENRYN TOWN COUNCIL CWL106				
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2016 figure times 100 (c / a *100) %	Explanation required? Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	223,466	287,129	63,663	28.5	Yes
Box 3 -Total other receipts	62,052	101,495	39,443	63.6	Yes
Box 4 -Staff costs	118,819	119,771	952	0.8	No
Box 5 -Loan interest/ capital repayments	0	0	0	0	No
Box 6 -All other payments	121,987	231,791	109,804	90.0	Yes
Box 9 -Total fixed assets plus long-term investments and assets	3,068,520	3,075,990	7,470	0.2	No
Box 10 – Total borrowings	0	0	0	0	NO



Schedule C2

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	PENRYN TOWN COUNCIL CWL106	
BOX NO	2	£
(b) Figure in 2017 column		287,129
(a) Figure in 2016 column		223,466
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		63,663

Reasons (as many as are applicable)	Amount £
Reason 1 Town Hall repairs, predominately the Clock Tower	40,000
Reason 2 800 Anniversary Celebrations	15,000
Reason 3 Neighbourhood Plan	7,000
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	62,000
(f) Unexplained amount £ of total variance at (d - e)	1,663
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	0.7
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	Yes



Schedule C2

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	PENRYN TOWN COUNCIL CWL106	
BOX NO	3	£
(b) Figure in 2017 column		101,495
(a) Figure in 2016 column		62,052
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		39,443

Reasons (as many as are applicable)	Amount £
Reason 1 Grants – Clock Tower repairs	24,000
Reason 2 Grant – Local Devolution Fund	13,902
Reason 3 Grant – 800 Celebrations	7,200
Reason 4 Lower Council Tax Support Grant	(4,250)
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	40,852
(f) Unexplained amount £ of total variance at (d - e)	(1,409)
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	2.3
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	Yes



Schedule C2

Suggested layout for explanations of individual variances

One sheet to be prepared for each variance that requires explanation.

Authority name and reference	PENRYN TOWN COUNCIL CWL106	
BOX NO	6	£
(b) Figure in 2017 column		231,791
(a) Figure in 2016 column		121,987
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		109,804

Reasons (as many as are applicable)	Amount £
Reason 1 Town Hall repairs - Clock Tower	41,865
Reason 2 Professional costs related to Library devolution	13,396
Reason 3 800 Anniversary Celebrations costs	24,200
Reason 4 CCTV monitoring costs – first full year	5,092
Reason 5 Higher Grants, including Youth Service	10,936
Reason 6 Retrospective Gas costs for Saracen House	5,869
Reason 7 Town Hall Chamber refurbishment and interior decoration	5,307
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	106,665
(f) Unexplained amount £ of total variance at (d - e)	3,139
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	2.6
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	Yes

Please complete all shaded boxes and send this form with your Annual Return to:
Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT
or email to Jo.farr@uk.gt.com

PENRYN TOWN COUNCIL

Income & Expenditure Account

For the Year Ended 31st March 2017

<u>Year Ended</u> <u>31st March 2016</u>		<u>Year Ended</u> <u>31st March 2017</u>
£		£
	<u>INCOME</u>	
223,466	Precept	287,129
26,560	CTS Grant	22,310
165	Gross Interest	295
11,175	Hall Lettings & Rent	13,868
5,350	Burial Fees	3,980
263	Museum Donations	175
10,884	Grants and Donations, incl. Xmas Lights	50,633
5,256	Toilets Recharge	5,515
2,399	Other, incl. Events	4,719
<u>285,518</u>	TOTAL INCOME	<u>388,624</u>
	<u>EXPENDITURE</u>	
140,082	Administration (Incl. All Staff costs)	140,874
8,687	Saracen House	14,797
4,189	Civic	6,321
9,156	S.137, Grants and Community Support	14,523
4,595	Capital Expenditure	4,642
12,206	Amenities	11,902
11,430	Town Hall	16,343
7,731	Temperance Hall	7,160
9,992	Car Parks	9,911
10,308	Public Conveniences	10,896
1,242	CCTV	6,334
3,391	Cemetery	6,231
15,801	Projects & Events	85,810
1,000	Library	14,716
996	Other Costs	1,102
<u>240,806</u>	TOTAL EXPENDITURE	<u>351,562</u>
	General Fund	
105,017	Opening Balance at 1st April 2015	87,229
<u>285,518</u>	Add Total Income	<u>388,624</u>
390,535		475,853
<u>240,806</u>	Deduct Total Expenditure	<u>351,562</u>
149,729		124,291
<u>(62,500)</u>	Transfers (to)/from Earmarked Reserves	<u>(286)</u>
<u>87,229</u>	Closing Balance at 31st March 2016	<u>124,005</u>

PENRYN TOWN COUNCIL

Balance Sheet

For the Year Ended 31st March 2017

As at 31st March 2016		As at 31st March 2017
£		£
	LONG TERM ASSETS	
0	Investments	0
	CURRENT ASSETS	
6,653	Debtors	8,316
9,132	Payments in Advance	5,830
736	Recoverable VAT	10,282
<u>179,508</u>	Bank and Cash in Hand	<u>221,405</u>
196,029	TOTAL ASSETS	245,833
	CURRENT LIABILITIES	
5,496	Creditors and Accruals	19,386
17,119	Receipts in Advance	15,971
<u>173,414</u>	NET ASSETS	<u>210,476</u>
	Represented By:	
87,229	GENERAL FUND	124,005
<u>86,185</u>	EARMARKED RESERVES	<u>86,471</u>
<u>173,414</u>	TOTAL FUNDS	<u>210,476</u>

The above statement represents fairly the financial position of the authority as at 31st March 2017, and reflects its income and expenditure during the year.

Approved by the Council on

Signed.....
Mayor

Signed.....
Responsible Financial Officer

Schedule E

Analysis of earmarked reserves

Authority name and reference	PENRYN TOWN COUNCIL CWL106
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Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
		See attached list
(a) TOTAL		86,471

Note: * short-term investments would be included in Box 8 of the Accounting Statements in the Annual return; long-term investments would be in Box 9.

Please provide an explanation for any high level of general reserves if over 3 times (or less than 0.1) of the precept/rates and levies.

	£
(b) Precept/rates and levies (Accounting Statements Box 2)	287,129
(c) Balance carried forward (Accounting Statements Box 7)	210,476
(d) Amount of balances less total earmarked reserves (c – a)	124,005
Ratio of balances less earmarked reserves to Precept/rates and levies (d / b)	0.4
Reason if over 3 times or less than 0.1	

PENRYN TOWN COUNCIL CWL106

YEAR ENDED 31 MARCH 2017

EARMARKED RESERVES

	Held as	£
Election expenses	short-term investment	4,000
Commercial Road Car Park	short-term investment	6,000
Glasney Field	short-term investment	2,000
College Field	short-term investment	2,000
Library devolution	short-term investment	27,186
Broad Street Pavement Fund	short-term investment	25,000
Emergency Plan	short-term investment	600
Rent - Permarin	short-term investment	1,604
Town Hall Exterior Decoration	short-term investment	17,081
Litter Bins	short-term investment	1,000
		86,471