

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2021
Swaffham Town Council

SECTION 2 - 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 Date

I confirm that these accounts are approved by the Council and recorded as council minute reference Dated

Signed on behalf of the above Council (Chair) Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	200,230	359,652	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	407,500	419,500	Total amount of Precept income received in the year
3 Total other receipts	293,002	73,386	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	309,296	308,449	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	10,237	10,002	Total expenditure or payments of capital and interest made during the year on borrowings
6 Total other payments	221,547	180,321	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	359,652	353,766	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	344,199	354,228	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	4,784,912	4,784,912	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10 Total Borrowings	82,128	76,071	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 2;
- * Bank Reconciliation as at 31 March

Swaffham Town Council
Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Income Summary	
407,500	Precept	419,500
<u>407,500</u>	Sub Total	<u>419,500</u>
	Operating Income	
194,501	Earmarked Capital Reserves	13,388
2,020	Town Hall	9
1,132	Administration & Miscellaneous	1,314
30,248	Market	18,251
6,374	Events & Tourism	1,943
4,094	Allotments	8,439
17	Public Toilets	7
21,143	Cemetery & Churchyard	25,642
25,010	Open Spaces	658
7,962	Amenities & Agency	3,736
500	Swaffham Emergency Action	0
<u>700,502</u>	Total Income	<u>492,886</u>
	Running Costs	
0	Un-earmarked Capital Reserves	2,675
46,528	Earmarked Capital Reserves	69,640
18,950	Earmarked Revenue Reserves	4,000
22,908	Town Hall	22,031
337,718	Administration & Miscellaneous	341,083
9,161	Market	5,097
4,313	Events & Tourism	694
10,974	Outside Equipment & Vehicles	9,093
1,981	Allotments	2,530
9,053	Public Toilets	5,160
3,828	Cemetery & Churchyard	4,709
39,969	Open Spaces	4,396
35,698	Amenities & Agency	27,663
<u>541,080</u>	Total Expenditure	<u>498,772</u>
	General Fund Analysis	
85,171	Opening Balance	310,575
700,502	Plus : Income for Year	492,886
<u>785,673</u>		<u>803,461</u>
541,080	Less : Expenditure for Year	498,772
<u>244,593</u>		<u>304,690</u>
(61,635)	Transfers TO / FROM Reserves	(40,709)
<u>306,228</u>	Closing Balance	<u>345,399</u>

13/05/2021

Swaffham Town Council

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Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
Current Assets			
19,514	Debtors	1,992	
1,892	Vat Due	4,183	
29,686	Unity Trust Current	9,536	
297,297	Unity Trust Deposit	345,438	
108	Petty Cash	309	
5,121	SK8 Park & MUGA Fund	0	
12,839	Unity Trust Capital Reserves	0	
366,458			361,457
366,458	Total Assets		361,457
Current Liabilities			
852	Lloyds Credit Card	1,054	
173	Creditors	133	
3,930	Allotment Deposits	4,610	
484	Allotment Key Deposits	479	
1,367	Market Licence Bond	1,414	
6,806			7,690
359,652	Total Assets Less Current Liabilities		353,766
Represented By			
310,575	General Reserves		345,399
49,077	Earmarked Reserves		8,368
359,652			353,766

The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	1,992	
105	Vat Due	4,183	
201	Unity Trust Current	9,536	
202	Unity Trust Deposit	345,438	
210	Petty Cash	309	
218	Lloyds Credit Card	(1,054)	
	Total Current Assets		360,403
	<u>Current Liabilities</u>		
501	Creditors	133	
565	Allotment Deposits	4,610	
570	Allotment Key Deposits	479	
575	Market Licence Bond	1,414	
	Total Current Liabilities		6,636
	Net Current Assets		353,766
	Total Assets less Current Liabilities		353,766
	<u>Represented by :-</u>		
305	Current Year Fund	34,824	
310	General Reserves	310,575	
320	Revenue Earmarked Reserves	1,464	
350	Capital Earmarked Reserves	6,904	
	Total Equity		353,766

Swaffham Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2021	Unity Trust Current	9,536.04
31/03/2021	Unity Trust Deposit	345,437.53
30/09/2020	Unity Trust Sk8 and Muga fund	0.00
30/09/2020	CAPITAL RESERVES	0.00
31/03/2021	Lloyds Credit Card	-1,054.12
31/03/2021	Petty Cash	308.68

354,228.13

Other Cash & Bank Balances

0.00

354,228.13

All Cash & Bank Accounts

1	Unity Trust Current	9,536.04
2	Unity Trust Deposit	345,437.53
3	SK8 Park & MUGA Fund	0.00
4	Unity Trust Capital Reserves	0.00
5	Lloyds Credit Card	-1,054.12
6	Petty Cash	308.68
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	354,228.13

Swaffham Town Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2021

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	359,651.52	353,766.40
101	Debtors	19,514.45	1,991.63
105	Vat Due	1,891.96	4,182.86
	Less Total Debtors	21,406.41	6,174.49
501	Creditors	172.99	133.00
565	Allotment Deposits	3,930.00	4,610.00
570	Allotment Key Deposits	483.75	478.75
575	Market Licence Bond	1,367.37	1,414.47
	Plus Total Creditors	5,954.11	6,636.22
	Equals Total Cash and Bank Accounts	344,199.22	354,228.13
201	Unity Trust Current	29,686.43	9,536.04
202	Unity Trust Deposit	297,297.21	345,437.53
210	Petty Cash	108.44	308.68
216	SK8 Park & MUGA Fund	5,120.73	0.00
217	Unity Trust Capital Reserves	12,838.78	0.00
218	Lloyds Credit Card	-852.37	-1,054.12
	Total Cash and Bank Accounts	344,199.22	354,228.13