

# ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 3 JUNE 2020

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>   |
|---|--------------------|--------------------|---|
| <b>1</b> Balances brought forward         | <b>367,651</b>     | <b>200,230</b>     | Total balances & reserves at the beginning of the year as recorded in the Financial Records   |
| <b>2</b> Annual Precept                   | <b>393,500</b>     | <b>407,500</b>     | Total amount of Precept income received in the year   |
| <b>3</b> Total other receipts             | <b>117,599</b>     | <b>297,349</b>     | Total income or receipts as recorded in the cashbook minus the Precept  |
| <b>4</b> Staff costs                      | <b>287,407</b>     | <b>309,296</b>     | 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 |
| <b>5</b> Loan interest/Capital repayments | <b>10,473</b>      | <b>10,237</b>      | Total expenditure or payments of capital and interest made during the year on borrowings  |
| <b>6</b> Total other payments             | <b>380,641</b>     | <b>221,547</b>     | Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)                               |
| <b>7</b> Balances carried forward         | <b>200,230</b>     | <b>363,999</b>     | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]  |
| <b>8</b> Total Cash & Investments         | <b>192,996</b>     | <b>343,998</b>     | The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March   |
| <b>9</b> Total Fixed Assets               | <b>4,715,761</b>   | <b>4,784,912</b>   | The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register  |
| <b>10</b> Total Borrowings                | <b>88,125</b>      | <b>82,128</b>      | 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