ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2018

Colney Heath PC 2017/2018

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistant with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer [signature] Date 14/06/2018

I confirm that these accounts are approved by the Council and recorded as council minute reference 95/18 Dated 14/06/2018

Signed on behalf of the above Council (Chair) Pete A E Cook Date 14/06/2018

		Last Year £	This Year £	General Notes for Guidance
1	Balances brought forward	**131,736**	**243,591**	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	**173,000**	**173,250**	Total amount of Precept income received in the year
3	Total other receipts	**84,912**	**18,364**	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	**71,072**	**108,891**	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	**2,575**	**2,575**	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	**72,409**	**120,222**	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	**243,591**	**203,517**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	**237,753**	**230,311**	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	**630,050**	**1,188,050**	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	**15,905**	**13,858**	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

Colney Heath PC 2017/2018

Working details for ANNUAL RETURN - Year ended 31 March 2018

		Last Year £	This Year £	Code	Centre	Code Description
1		78,736	190,591	310	0	General Reserves
1		14,000	14,000	320	0	EMR - Common Fund
1		13,000	13,000	321	0	EMR - Building Fund
1		19,000	19,000	322	0	EMR - Neighbourhood Plan Fund
1		7,000	7,000	323	0	EMR - Community Dev Fund
1	Balances brought forward	**131,736**	**243,591**	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2		173,000	173,250	1076	100	Precept
2	Annual Precept	**173,000**	**173,250**	Total amount of Precept income received in the year		
3		0	50	1000	410	Rent Received
3		4,920	4,920	1000	510	Rent Received
3		100	0	1010	100	Pitch Fees
3		1,825	4,562	1015	240	Colney Heath Common Income
3		403	0	1040	220	Community Activity Income
3		135	18	1050	260	Allotment Fees
3		1,279	0	1060	250	St Marks Income
3		18,159	0	1077	100	Council Tax Support Grant
3		500	0	1078	100	Grants Received
3		4,254	0	1078	120	Grants Received
3		1,160	0	1078	240	Grants Received
3		185	64	1080	100	Bank Interest
3		0	6,893	1106	410	Section 106
3		0	755	1107	410	Roestock Park donation
3		469	1,101	1110	210	Community Bus (Inc)
3		51,523	0	1200	100	Treasure Tots
3	Total other receipts	**84,912**	**18,364**	Total income or receipts as recorded in the cashbook minus the Precept		
4		34,054	43,018	4000	100	Wages
4		19,688	17,987	4000	230	Wages
4		4,606	3,785	4000	240	Wages
4		2,700	911	4000	250	Wages
4		0	10,413	4001	100	HMRC
4		3,000	10,404	4005	100	Employer National Insurance
4		957	0	4005	230	Employer National Insurance
4		2,863	20,560	4010	100	Employer Pension Contribution
4		1,021	80	4010	240	Employer Pension Contribution
4		0	394	4050	100	Staff Expenses
4		28	143	4050	250	Staff Expenses
4		489	0	4052	100	Staff Allowance
4		826	1,194	4055	100	Staff Training
4		839	0	4270	100	Staff Advertising Cost
4	Staff costs	**71,072**	**108,891**	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		

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Working details for ANNUAL RETURN - Year ended 31 March 2018

		Last Year £	This Year £	Code	Centre	Code Description
5		2,575	2,575	4650	260	Loan Repayment
5	Loan interest/Capital repayments	**2,575**	**2,575**	Total expenditure or payments of capital and interest made during the year on borrowings		
6		400	0	4009	100	Pensions Regulator
6		186	171	4035	230	Clothing
6		83	189	4045	100	Mileage
6		832	762	4045	230	Mileage
6		35	450	4060	100	Members Training
6		0	340	4070	100	Members Expenses
6		748	1,040	4080	100	Stationery
6		1,389	851	4085	100	Office Equipment
6		246	112	4090	100	Postage
6		2,050	8,595	4095	100	Rent
6		1,335	1,432	4100	100	Subscriptions/Membership
6		2,300	2,720	4105	100	Audit Fees
6		0	3,208	4106	410	section 106
6		272	204	4110	100	Bank Charges
6		1,918	1,479	4115	100	Broadband/Phone
6		60	0	4120	100	Alarm Costs
6		240	0	4120	510	Alarm Costs
6		332	1,404	4125	100	Website
6		4,087	3,839	4130	100	IT Support & Maintenance
6		1,522	4,085	4135	100	Photocopier
6		0	100	4137	100	section 137 expenditure
6		1,100	743	4140	100	Hire of Community Hall
6		60	418	4140	270	Hire of Community Hall
6		30	0	4140	500	Hire of Community Hall
6		1,038	839	4145	100	Business Rates (Parish Office)
6		35	35	4150	100	Data Protection
6		43	48	4155	100	Refreshments
6		10	0	4200	100	Repairs & Maintenance
6		672	2,132	4200	230	Repairs & Maintenance
6		379	722	4200	240	Repairs & Maintenance
6		338	0	4200	250	Repairs & Maintenance
6		0	12	4200	400	Repairs & Maintenance
6		0	44	4200	410	Repairs & Maintenance
6		0	5,754	4200	435	Repairs & Maintenance
6		0	295	4200	440	Repairs & Maintenance
6		125	0	4200	500	Repairs & Maintenance
6		7,427	0	4200	510	Repairs & Maintenance
6		159	133	4205	410	Electricity
6		0	587	4205	500	Electricity
6		142	89	4205	520	Electricity
6		0	255	4210	500	Water

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Working details for ANNUAL RETURN - Year ended 31 March 2018

		Last Year £	This Year £	Code	Centre	Code Description
6		1,010	450	4220	100	Legal Fees
6		24	0	4220	230	Legal Fees
6		0	3,693	4220	410	Legal Fees
6		6	0	4220	500	Legal Fees
6		0	500	4220	510	Legal Fees
6		0	600	4220	520	Legal Fees
6		6,686	9,132	4220	600	Legal Fees
6		1,893	1,852	4225	100	Insurance
6		63	0	4240	100	Contingency
6		6,152	2,783	4250	100	HR Consultancy
6		648	545	4255	100	Payroll Services
6		3,743	5,676	4305	120	Grants Made
6		1,109	942	4400	210	Hire of Mini Bus
6		0	1,090	4405	210	Community Bus (Expenditure)
6		700	475	4450	220	Larks in the Park
6		402	26	4455	220	Christmas Activities
6		-5	65	4460	220	Community Activities
6		0	66	4470	220	Beating the Bounds
6		1,862	2,390	4500	240	Grass Cutting
6		525	1,040	4500	400	Grass Cutting
6		1,106	0	4500	405	Grass Cutting
6		900	1,170	4500	410	Grass Cutting
6		560	1,040	4500	415	Grass Cutting
6		290	250	4500	420	Grass Cutting
6		700	1,300	4500	425	Grass Cutting
6		392	980	4500	430	Grass Cutting
6		532	585	4500	435	Grass Cutting
6		0	2,600	4500	510	Grass Cutting
6		1,485	1,755	4510	230	Bus Shelter Expenditure
6		1,137	595	4515	230	Garden Expenditure
6		600	550	4517	230	Winter Salt Storage - R Paxton
6		2,718	3,484	4520	230	Dog Waste
6		1,371	1,492	4521	230	Waste Collection
6		0	600	4522	240	Incursions
6		599	333	4525	230	Inspections
6		972	7,292	4550	240	The Common Expenditure
6		0	1,500	4560	240	Common Incursion
6		-372	1,830	4600	270	Neighbourhood Plan
6		5,011	18,213	4805	600	Legal Fees Tyttenhanger/Ent Sl
6		0	243	4820	100	Shredding
6	Total other payments	**72,409**	**120,222**	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	**243,591**	**203,517**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		

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Colney Heath PC 2017/2018

Working details for ANNUAL RETURN - Year ended 31 March 2018

		Last Year £	This Year £	Code	Centre	Code Description
8		9,687	3,938	200	0	Nat West Current Bank A/C
8		10,965	0	205	0	Nat West Capital A/C
8		217,095	141,374	210	0	Business Direct Reserve A/C
8		0	85,000	215	0	Metro Bank
8		7	0	250	0	Petty Cash
8	Total Cash & Investments	**237,753**	**230,311**	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		630,050	1,188,050	9	0	Total Fixed Assets
9	Total Fixed Assets	**630,050**	**1,188,050**	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10		15,905	13,858	10	0	Total Borrowings
10	Total Borrowings	**15,905**	**13,858**	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		