

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Karen Lowthrop : Town Clerk
Telephone : 017683 51177
Email : clerk@applebytown.org.uk
Facebook: Appleby in Westmorland
Twitter: @ApplebyCouncil



Town Clerk's Office
Moot Hall Boroughgate
Appleby-in-Westmorland
Cumbria CA16 6YB

www.applebytown.org

Accounts 2019 - 2020



Annual Return for the Year Ending 31st March 2020									
No.	Description	31/03/2020	31/03/2019	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
1	Balance brought forward	127,272	116,203	11,069					
2	Annual Receipt	116,627	104,444	12,183	6%	No	No	No	
3	Other Receipts	83,898	86,323	(2,425)	-3%	No	No	No	
4	Staff Costs	88,114	85,424	2,691	3%	No	No	No	Salary Increase
5	Loan Repayments	0	0	0	0%	No	No	No	
6	All other payments	80,240	93,156	(12,916)	-16%	No	No	No	Reduced due to Covid 19
7	Balance carried forward. Must equal (1+2+3)-(4+5+6)	153,116	127,272	25,844					
8	Total cash and short term investments	142,999	118,817	24,182					
9	Fixed Assets	4,476,162	4,474,252	1,910	0%	No	No	No	
10	Total Resources	0	0	0	0%	No	No	No	

Signed: Signed:

Date: Date:

Signed:

Date: Karen Lovthrop (Clerk & Responsible Financial Officer)



3. Other Receipts - Variance Statement	31/03/2020	31/03/2019	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
Council Tax Reduction Scheme	1,800	1,534	266	17%	Yes	No	Yes	Council Tax Reduction Scheme increased by Eden District Council
Rent	17,764	21,812	-4,048	-19%	Yes	No	Yes	Reduced Income due to Covid 19
EDC Recycling	2,100	1,400	700	50%	Yes	No	Yes	Additional Payment by EDC
Interest	1,165	1,627	-462	-28%	No	No	Yes	2 years interest received on Cumberland reserves account in 2019
Fair Hill	3,550	3,450	100	3%	No	Yes	No	
Other Income	5,210	2,884	2,326	81%	Yes	No	Yes	Increase in Pubic Hall bookings.
TIC Sales	27,322	28,510	-1,188	-4%	No	No	Yes	Closure of TIC due to Covid 19
TIC Grant	4,500	6,000	-1,500	-25%	Yes	No	Yes	Reduction in grant from EDC
PH Lettings	12,855	13,730	-875	-6%	No	No	Yes	Closure due to Covid 19
Income from PV Panels	1,656	1,589	67	4%	No	Yes	No	
Other Grants	4,705	2,064	2,641	128%	Yes	No	Yes	Heritage Action Zone grant re Crosses
DoS Footway Lighting	1,270	1,723	-453	-26%	Yes	No	Yes	Reduced funding received from Eden District Council for devolved footway lighting
Totals	83,898	86,323	-2,425					

Signed:

Signed:

Date:

Date:

Jean Airey (Internal Auditor)

Signed:

Date:

Karen Lowthrop (Clerk & Responsible Financial Officer)



6 Other Payments - Variance Statement	31/03/2020	31/03/2019	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
TIC Cost of Sales	13,159	18,503	-5,344	-29%	Yes	No	Yes	Reduced sales due to Covid 19
Stationery	1,929	2,404	-475	-20%	Yes	No	Yes	Purchasing generic printer toners
Heating & Lighting	9,212	5,969	3,244	54%	Yes	No	Yes	Additional electricity account for Market Arcade Toilets (new service) + Npower surcharge
Minor Repairs & Renewals	2,729	5,650	-2,921	-52%	Yes	No	Yes	Less minor renewals and repairs needed
Telephone & Broadband	2,275	2,463	-188	-8%	No	Yes	No	
Postage	177	122	55	45%	Yes	Yes	No	Additional TIC Marketing
Cleaning & Waste	10,499	9,351	1,147	12%	No	Yes	No	
Insurance	5,769	5,953	-184	-3%	No	No	No	
Licences & Compliance	3,039	2,670	369	14%	No	Yes	No	
Professional Fees	240	3,060	-2,820	-92%	No	No	Yes	No external reports required
Rates	5,782	5,972	-190	-3%	No	Yes	No	
Water	3,822	3,680	142	4%	No	No	No	
Training	320	130	190	146%	Yes	Yes	Yes	New Clerk training and TIC
Subscriptions	619	645	-26	-4%	No	Yes	No	
Elections	210	0	210	0%	No	Yes	No	
Advertising	365	1,337	-972	-73%	Yes	Yes	Yes	No TIC map printing required
Marketing	1,369	0	1,369	#DIV/0!	No	No	No	Appleby Town Leaflet circulation
Audit	827	600	227	38%	Yes	No	Yes	Increase in fees
IT	1,762	480	1,282	267%	Yes	No	Yes	Software & Hardware Renewal also due to Covid and homeworking
Mayor Allowance	1606	3022	-1,416	-47%	Yes	Yes	Yes	Small underspend in 2019 - 2020
Grant Payments	3494	0	3,494	0%	No	Yes	No	
Section 137 Grants	1,156	1,000	156	16%	Yes	No	No	
Catering	292	227	65	28%	Yes	Yes	No	
Planting	555	394	162	41%	Yes	Yes	Yes	Increase in flower costs and installation of troughs
Christmas Lights	2,000	2,000	0	0%	No	Yes	No	
Bank Charges	623	544	79	15%	Yes	Yes	No	
Building Repairs	3,648	13,878	-10,230	-74%	Yes	Yes	Yes	No additional major repairs
Lift Maintenance	994	808	186	23%	Yes	Yes	No	
Returnable Deposit	300	100	200	100%	Yes	Yes	Yes	Increase in depositable bookings
Credit Card Machine	485	397	88	22%	Yes	Yes	No	
Printing	0	537	-537	-100%	Yes	Yes	Yes	No TIC Leaflets required
Bus Shelter	60	284	-224	-79%	Yes	Yes	Yes	Reduction in repairs
Footway Lighting	931	977	-46	-5%	No	Yes	No	
	80,248	93,154	-12,907					

Signed:

Signed:

Date:

Date:

Jean Airey (Internal Auditor)

Signed:

Date:

Karen Lowthrop (Clerk & Responsible Financial Officer)



Debtors and Creditors Variance Statement								
Debtors	31/03/2020	31/03/2019	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
Stock	8,156	9,355	-1,199	-13%	No	Yes	No	
VAT to reclaim	1,493	928	565	61%	Yes	No	Yes	More VAT to claim
Debtors	3,177	943	2,234	237%	Yes	No	Yes	impact of Covid 19 on customers
Prepayments	1,784	2,366	-582	-25%	Yes	No	Yes	Change in payment schedules
Totals	14,610	13,591	1,019					
Creditors	31/03/2020	31/03/2019	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
Creditors	3,734	4,867	1,133	23%	Yes	Yes	Yes	Payments now only made 28 days from date of invoice
VAT to pay	0	144	144	100%	Yes	Yes	No	
Accruals & Deferred Income	760	125	-635	-508%	Yes	No	Yes	More deferred income
	4,494	5,136	642					

Signed:

Signed:

Date:

Date:

Jean Airey (Internal Auditor)

Signed:

Date:

Karen Lowthrop (Clerk & Responsible Financial Officer)



Appleby-in-Westmorland Town Council

**Annual Return for the Year Ending 31st March 2020
Reconciliation between Boxes 7 and 8**

	2020	2019
Box 8	142,999	118,817
Add Debtors	14,610	13,591
Less Creditors	4,494	5,136

Box 7 **153,115** **127,272**

Signed:

Date:

Signed:

Date:

Jean Airey (Internal Auditor)

Signed:

Date:

Karen Lowthrop (Clerk & Responsible Financial Officer)



Appleby-in-Westmorland Town Council

Annual Return for Year Ending 31st March 2020 - Bank Reconciliation

Cash Book Balance Brought Forward 31st March 2019	£	118,817.19
ADD: Receipts	£	199,445.51
LESS: Payments	£	175,264.18
Cash Book Balance at 31st March 2020	£	142,998.52
Balances at Bank at 31st March 2020		
Barclay - Current	£	5,037.32
Barclay - Saver	£	59,504.06
Cumberland Reserves	£	78,334.56
Total	£	142,875.94

Less unpresented cheques:

Add uncleared payment:

Total **£ 142,875.94**

Add petty cash: £ 122.58

Add short term investments: £ -

Box 8 **£ 142,998.52**

Signed:

Date:

Signed:

Date:

Jean Airey (Internal Auditor)

Signed:

Date:

Karen Lowthrop (Clerk & Responsible Financial Officer)



Appleby-in-Westmorland Town Council

Balance Sheet at 31st March 2020

	2020	2019
Long Term Assets		
Cumberland General Reserves	48,335	42,276
Cumberland Building Reserves	<u>30,000</u>	<u>30,000</u>
	78,335	72,276
Current Assets		
Barclays Accounts	64,541	46,373
TIC Stock	8,156	9,355
VAT to Reclaim	1,493	784
Debtors	3,177	943
Prepayments	1,784	2,366
Petty Cash		
Town Clerk	86	97
TIC	37	72
	79,274	59,988
Current Liabilities		
Creditors	4,494	4,992
Advance Payments	<u>-</u>	<u>-</u>
	4,494	4,992
Current Assets less Current Liabilities:	<u>74,780</u>	<u>54,996</u>
Total Assets	153,115	127,272
Capital & Reserves		
Reserves	127,272	115,202
P & L Account	25,843	12,070
	153,115	127,272



Appleby-in-Westmorland Town Council

Summary at 31st March 2020

	2020	2019
Income		
Precept	110,307	104,444
Admin	37,565	36,494
Public Hall	14,511	15,319
TIC	27,322	28,510
TIC Grant	4,500	6,000
	<hr/>	<hr/>
	194,205	190,767
Less		
Cost of Sales		
TIC	13,159	18,503
	<hr/>	<hr/>
	181,046	172,264
Less		
Expenditure		
Admin	79,812	83,867
Public Hall	29,721	33,914
TIC	45,670	42,413
	<hr/>	<hr/>
	155,203	160,194
P & L Account	25,843	12,070



Admin & Property Trading Account year ended 31st March 2020

Income	2020	2019	
CTRS	1,800	1,534	
Recycling	2,100	1,400	
Other income	11,186	6,671	
Fair Hill	3,550	3,450	
Rent	17,764	21,812	
Interest	1,165	1,627	
	<u>37,565</u>	<u>36,494</u>	
			36,494
Expenses			
Salaries	36,733	33,461	
Print & Stationery	1,163	1,248	
Heat/Light	3,973	1,839	
Minor R&R	2,148	2,396	
Telephone	881	1,062	
Postage	69	51	
Cleaning	8,686	7,862	
Insurance	2,911	3,142	
Licence & Compliance	1,187	971	
Professional Fees	240	3,060	
Rates	3,192	3,440	
Water	1,613	1,250	
Training	260	80	
Subscriptions	619	645	
Election	210	0	
Advertising	345	667	
Audit	414	240	
Mayors Allowance	1,606	3,022	
IT	1,019	312	
Planting	555	394	
Catering	75	44	
Grant Payments	3,494		
Section 137 Grants	1,156	1,000	
Insurance Claim Repairs	0	0	
Building Repairs	3,648	13,878	
Christmas Lights	2,000	2,000	
Bank Charges	623	544	
Bus Shelters	60	284	
Footway Lighting Maintenance	931	977	
Contingency	0	0	
	<u>79,812</u>	<u>83,867</u>	
			83,867
Net Trading Deficit	- 42,247	- 47,373	



Appleby-in-Westmorland Town Council

Public Hall Trading Account year ended 31st March 2020

	2020		2019
Income			
Lettings	12,855		13,530
Income from PV Panels	1,656		1,589
Returnable Deposits	-		200
Net Income	<u>14,511</u>		<u>15,319</u>
Expenses			
Salaries	16,209		18,597
Stationery	-		70
Heating & Lighting	3,966		3,050
Minor Repairs & Renewals	345		3,154
Telephone & Broadband	370		299
Cleaning and Refuse	1,651		1,379
Insurance	1,799		1,705
Licence & Compliance	1,123		1,090
Lift Maintenance	994		808
Rates	651		636
Water	2,025		2,228
Advertising	-		650
Audit	207		120
IT (Hardware & Software)	83		30
Returnable Deposits	<u>300</u>		<u>100</u>
	29,721		33,914
Net Trading Deficit	- 15,211		- 18,595



Appleby-in-Westmorland Town Council

Tourist Information Centre Trading Account year ended 31st March 2020

	2020	2019
Income		
Sales	27322	28510
Cost of sales	<u>13159</u>	<u>18503</u>
Net Sales Income	14,163	10,007
Other Income	4,500	6,000
EDC grant		
Net Sales Income and Other Income	<u>18,663</u>	<u>16,007</u>
Expenses		
Salaries	35173	33486
Stationery	766	1086
Heat & Light	1273	1080
Minor R&R	236	99
Telephone	1025	1102
Postage	108	71
Cleaning	161	111
Insurance	1059	1106
Licence & Compliance	729	609
Rates	1939	1896
Water	184	202
Training	60	50
Credit Card Machine	485	397
Marketing	1369	0
Advertising	20	20
Audit	207	240
Computer (Hardware & Software)	660	138
Printing	0	537
Catering	<u>217</u>	<u>183</u>
	45,670	42,413
Net Trading Deficit	-27,006	-26,406



Appleby-in-Westmorland Town Council

Creditors at 31st March 2020

Creditors

Barclays Bank	33.56
Beacon Fire Protection	426.00
CALC	60.00
Carlisle Business Supplies	86.09
Chubb	102.13
D Cleator	26.77
Corona	559.17
J Duffy Ltd	30.60
Eden District Council	341.39
Enterprise	850.00
G Little & Son	40.00
Logic	156.00
NFU	26.24
Nest Pensions	113.05
Npower	678.47
Paul Simpson	60.00
Waterplus	144.53
	3,734.00



Appleby-in-Westmorland Town Council

2020

Debtors at 31st March 2020

Description	£
ACAT	100.00
Appleby-In-Westmorland Society	680.00
Appleby Carnival	30.00
Arthritis Research UK	30.00
Appleby Archaeology	30.00
Cards for Good Causes	472.84
CWFWI	130.00
Eden District Council	1400.00
Evergreen Club	60.00
Learning Fields	100.00
NHSBT	60.00
Remote Cinema	50.00
Sugar & Spice	34.56

3177.40



Appleby-in-Westmorland Town Council

Subscriptions and Section 137 Grants at 31st March 2020

Subscriptions	2020	2019
CALC	404	356
NFU	315	289
	719	645
Section 137 Grants		
Learning Fields	506	
Appleby Primary School	650	
Appleby Town Carnival		1,000
	1156	1000
Other Donations		
Appleby PCC (Heart of Eden Newsletter)	250	650
	250	650