

# APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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

[www.applebytown.org](http://www.applebytown.org)

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## Accounts 2018 - 2019



**Annual Return for the Year Ending 31st March 2019 - Variance Statement**

No.	Description	31/03/2019	31/03/2018	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
1	Balances brought forward	115,202	109,429	5,773					
2	Annual Precept	104,444	74,937	29,507	28%	Yes	No	Yes	Transfer of EDC Special Expenses to Precept
3	Other Receipts	86,323	117,520	-31,197	-36%	Yes	No	Yes	see P1a
4	Staff Costs	85,543	76,459	9,084	11%	No	No	No	
5	Loan Repayments	0	0	0	0%	No	No	No	
6	All other payments	93,154	110,225	-17,070	-18%	Yes	No	Yes	see P1b
7	Balances carried forward. Must equal (1+2+3)-(4+5+6)	127,272	115,202	12,070					
8	Total cash and short term investments	118,817	103,515	15,302					
9	Fixed Assets	4,474,252	4,439,252	35,000	1%	No	No	No	
10	Total Borrowings	0	0	0	0%	No	No	No	

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Date: Wednesday 22nd May 2019

Date:

Jean Airey (Internal Auditor)

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3. Other Receipts - Variance Statement	31/03/2019	31/03/2018	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
Council Tax Reduction Scheme	1,534	2,077	-543	-26%	Yes	No	Yes	Council Tax Reduction Scheme reduced by Eden District Council
Rent	21,812	17,951	3,861	22%	Yes	No	Yes	Less vacant properties in 2018-2019
EDC Recycling	1,400	1,400	0	0%	No	Yes	No	
Interest	1,627	180	1,448	806%	Yes	No	Yes	2 years interest received on Cumberland Reserves Account
Fair Hill	3,450	3,450	0	0%	No	Yes	No	
Other Income	2,884	7,280	-4,396	-60%	Yes	No	Yes	2017-2018 includes £3k insurance claim payment
TIC Sales	28,510	32,195	-3,685	-11%	No	No	No	
TIC Grant	6,000	6,000	0	0%	No	Yes	No	
PH Lettings	13,530	11,719	1,811	15%	No	No	No	
Income from PV Panels	1,589	1,711	-122	-7%	No	Yes	No	
Other Grants	2,064	33,557	-31,493	-94%	Yes	No	Yes	Grant of £30k towards Public Hall heating received in 2017-2018
DoS Footway Lighting	1,723	0	1,723	100%	Yes	No	Yes	Funding received from Eden District Council for devolved footway lighting
<b>Totals</b>	<b>86,123</b>	<b>117,520</b>	<b>-31,397</b>					

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6 Other Payments - Variance Statement	31/03/2019	31/03/2018	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
TIC Cost of Sales	18,503	20,464	-1,961	-10%	No	No	No	
Stationery	2,404	2,070	333	16%	Yes	No	Yes	Purchasing branded printer toners
Heating & Lighting	5,969	4,610	1,358	29%	Yes	No	Yes	Additional electricity account for Market Arcade Toilets (new service)
Minor Repairs & Renewals	5,650	2,579	3,071	119%	Yes	No	Yes	More minor renewals and repairs needed
Telephone & Broadband	2,463	2,282	182	8%	No	Yes	No	
Postage	122	124	-2	-1%	No	Yes	No	
Cleaning & Waste	9,351	1,434	7,918	552%	Yes	No	Yes	Includes cleaning contract for Market Arcade Toilets (new service)
Insurance	5,953	6,518	-565	-9%	No	No	No	
Licences & Compliance	2,670	3,697	-1,028	-28%	Yes	No	Yes	Public Hall 5 year electricity inspection required in 2017 - 2018
Professional Fees	3,060	1,323	1,737	131%	Yes	No	Yes	Purchase of Moot Hall drawings
Rates	5,972	4,298	1,674	39%	Yes	No	Yes	Includes rates for Market Arcade Toilets (new service)
Water	3,680	3,419	260	8%	No	No	No	
Training	130	90	40	44%	Yes	No	No	
Subscriptions	645	578	66	11%	No	Yes	No	
Elections	0	0	0	0%	No	Yes	No	
Advertising	1,337	1,972	-635	-32%	Yes	No	Yes	Tourist Information Centre area maps purchased in 2017 - 2018
Audit	600	627	-27	-4%	No	Yes	No	
IT	480	1,490	-1,010	-68%	Yes	No	Yes	No hardware renewed
Mayor Allowance	3022	2397	624	26%	Yes	No	Yes	Small underspend in 2017 - 2018. Small overspend in 2018 - 2019
Section 137 Grants	1,000	1,630	-630	-39%	Yes	No	Yes	Less Grants awarded
Catering	227	190	37	19%	Yes	Yes	No	
Planting	394	665	-271	-41%	Yes	No	Yes	Trees purchased in 2017-2018
Christmas Lights	2,000	2,000	0	0%	No	Yes	No	
Bank Charges	544	686	-142	-21%	Yes	Yes	No	
Building Repairs	13,878	40,295	-26,417	-66%	Yes	No	Yes	New heating system installed in the Public Hall 2017 - 2018
Flood / Insurance Repairs	0	3,270	-3,270	-100%	Yes	No	Yes	No flood insurance repairs in 2018 - 2019
Lift Maintenance	808	850	-43	-5%	No	Yes	No	
Returnable Deposit	100	0	100	100%	Yes	Yes	No	
Credit Card Machine	397	344	53	15%	No	Yes	No	
Printing	537	320	217	68%	Yes	No	Yes	More Tourist Information Centre leaflets printed
Bus Shelter	284	0	284	100%	Yes	No	Yes	Replace bus shelter broken window
Footway Lighting	977	0	977	100%	Yes	No	Yes	Cost of maintaining and operating footway lighting (new service)
	<b>93,154</b>	<b>110,225</b>	<b>-17,070</b>					

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Debitors and Creditors Variance Statement								
Debtors	31/03/2019	31/03/2018	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
Stock	9,355	8,020	1,335	17%	Yes	No	Yes	New ranges of stock purchased for Tourist Information Centre
VAT to reclaim	928	1,144	-216	-19%	Yes	No	Yes	Less VAT to reclaim
Debtors	943	2,304	-1,361	-59%	Yes	No	Yes	Improved debtor management
Prepayments	2,366	2,052	314	15%	No	No	No	
<b>Totals</b>	<b>13,591</b>	<b>13,520</b>	<b>71</b>					
Creditors	31/03/2018	31/03/2018	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
Creditors	4,867	973	-3,894	-400%	Yes	No	Yes	Payments now only made 28 days from date of invoice
VAT to pay	144	0	-144	100%	Yes	No	No	
Accruals & Deferred Income	125	859	734	85%	Yes	No	Yes	Less deferred income
	<b>5,136</b>	<b>1,833</b>	<b>-3,304</b>					

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**Appleby-in-Westmorland Town Council**

**Annual Return for the Year Ending 31st March 2019  
Reconciliation between Boxes 7 and 8**

	<b>2019</b>	<b>2018</b>
<b>Box 8</b>	<b>118,817</b>	<b>103,515</b>
Add Debtors	13,591	13,520
Less Creditors	5,136	1,833

**Box 7**                      **127,271**                      **115,202**

**Signed:**

**Date:** Wednesday 22nd May 2019

**Signed:**

**Date:** Jean Airey (Internal Auditor)

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Appleby-in-Westmorland Town Council

Annual Return for Year Ending 31st March 2019 - Bank Reconciliation

Cash Book Balance Brought Forward 31st March 2018	£	103,514.56
ADD: Receipts	£	201,268.00
LESS: Payments	£	185,965.37
<b>Cash Book Balance at 31st March 2019</b>	<b>£</b>	<b>118,817.19</b>
<b>Balances at Bank at 31st March 2019</b>		
Barclay - Current	£	6,321.65
Barclay - Saver	£	40,051.30
Cumberland Reserves	£	72,275.79
<b>Total</b>	<b>£</b>	<b>118,648.74</b>

Less unpresented cheques:

Add uncleared payment:

**Total** **£ 118,648.74**

Add petty cash: £ 168.45

Add short term investments: £ -

**Box 8** **£ 118,817.19**

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Date: Wednesday 22nd May 2019

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Date:

Jean Airey (Internal Auditor)

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Date: Wednesday 22nd May 2019

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## Appleby-in-Westmorland Town Council

### Balance Sheet at 31st March 2019

	2019	2018
<b>Long Term Assets</b>		
Cumberland General Reserves	42276	70908
Cumberland Building Reserves	30000	
	72276	70908
<b>Current Assets</b>		
Barclays Accounts	46373	32476
TIC Stock	9355	8020
VAT to Reclaim	784	1142
Debtors	943	2304
Prepayments	2366	2052
<b>Petty Cash</b>		
Town Clerk	97	62
TIC	72	69
	59,988	46,125
<b>Current Liabilities</b>		
Creditors	4992	1831
Advance Payments	0	0
	4,992	1,831
<b>Current Assets less Current Liabilities:</b>	<u>54,996</u>	<u>44,294</u>
<b>Total Assets</b>	<b>97,272</b>	<b>115,202</b>
<b>Capital &amp; Reserves</b>		
Reserves	115202	109429
P & L Account	12069	5773
	<b>127,272</b>	<b>115,202</b>





## Appleby-in-Westmorland Town Council

### Summary at 31st March 2019

	2019	2018
<b>Income</b>		
Precept	104,444	74,937
CTRS	1,534	2,077
Recycling	1,400	1,400
Other income	6,671	40,837
Fair Hill	3,450	3,450
Rent	21,812	17,951
Interest	1,627	180
	<u>140,937</u>	<u>140,831</u>
<b>Less</b>		
TIC	26,406	23,422
Public Hall	18,595	17,529
Administration	83,867	94,107
	<u>128,868</u>	<u>135,058</u>
<b>P &amp; L Account</b>	<b>12,069</b>	<b>5,773</b>



## Admin & Property Trading Account year ended 31st March 2019

<b>Income</b>	<b>2019</b>	<b>2018</b>	
CTRS	1,534	2,077	
Recycling	1,400	1,400	
Other income	6,671	40,837	
Fair Hill	3,450	3,450	
Rent	21,812	17,951	
Interest	1,627	180	
	<u>36,494</u>	<u>65,894</u>	
			65,894
<b>Expenses</b>			
Salaries	33,461	27,132	
Print & Stationery	1,248	1,015	
Heat/Light	1,839	1,043	
Minor R&R	2,396	2,028	
Telephone	1,062	1,035	
Postage	51	40	
Cleaning	7,862	204	
Insurance	3,142	3,318	
Licence & Compliance	971	728	
Professional Fees	3,060	1,323	
Rates	3,440	1,840	
Water	1,250	835	
Training	80	0	
Subscriptions	645	578	
Election	0	0	
Advertising	667	248	
Audit	240	514	
Mayors Allowance	3,022	2,397	
IT	312	1,230	
Planting	394	665	
Catering	44	51	
Section 137 Grants	1,000	1,630	
Insurance Claim Repairs	0	3,270	
Building Repairs	13,878	40,295	
Christmas Lights	2,000	2,000	
Bank Charges	544	686	
Bus Shelters	284	0	
Footway Lighting Maintenance	977	0	
Contingency	0	0	
	<u>83,867</u>	<u>94,107</u>	
			94,107
<b>Net Trading Deficit</b>	<b>-47373</b>	<b>-28213</b>	



## Appleby-in-Westmorland Town Council

### Public Hall Trading Account year ended 31st March 2019

	2019		2018	
<b>Income</b>				
Lettings	13530		11719	
Income from PV Panels	1589		1711	
Returnable Deposits	<u>200</u>		<u>0</u>	
<b>Net Income</b>		<b>15,319</b>		<b>13,430</b>
<b>Expenses</b>				
Salaries	18597		17680	
Stationery	70			
Heating & Lighting	3050		2632	
Minor Repairs & Renewals	3154		308	
Telephone & Broadband	299		287	
Cleaning and Refuse	1379		1010	
Insurance	1705		1976	
Licence & Compliance	1090		2461	
Lift Maintenance	808		850	
Rates	636		617	
Water	2228		2429	
Advertising	650		650	
Audit	120		57	
IT (Hardware & Software)	30		0	
Returnable Deposits	<u>100</u>		<u>0</u>	
		<b>33,914</b>		<b>30,959</b>
<b>Net Trading Deficit</b>		<b>-18595</b>		<b>-17529</b>



## Appleby-in-Westmorland Town Council

### Tourist Information Centre Trading Account year ended 31st March 2019

	2019	2018
<b>Income</b>		
Sales	28510	32195
Cost of sales	<u>18503</u>	<u>20464</u>
<b>Net Sales Income</b>	<b>10,007</b>	<b>11,731</b>
<b>Expenses</b>		
Salaries	33486	31647
Stationery	1086	1056
Heat & Light	1080	935
Minor R&R	99	243
Telephone	1102	959
Postage	71	83
Cleaning	111	219
Insurance	1106	1224
Licence & Compliance	609	508
Rates	1896	1840
Water	202	155
Training	50	90
Credit Card Machine	397	344
Marketing	0	0
Advertising	20	1074
Audit	240	57
Computer (Hardware & Software)	138	260
Printing	537	320
Catering	<u>183</u>	<u>139</u>
	<b>42,413</b>	<b>41,153</b>
Overall operating cost	<u>-32,406</u>	<u>-29,422</u>
less EDC Grant	<b>6000</b>	<b>6000</b>
<b>Net Trading Deficit</b>	<b>-26,406</b>	<b>-23,422</b>



## Appleby-in-Westmorland Town Council

### Creditors at 31st March 2019

#### Creditors

A/C		£
AGE001	Age Concern	375.00
APP007	Appleby Primary School	30.00
ASK001	Askham Hall	72.00
LEA001	Learning Fields Community	100.00
NHS001	NHS Blood and Transport	60.00
NOR001	North Westmorland Arts	32.05
SAM	Mr & Mrs Sambrook	59.00
STE001	Stepping Stones School of Dance	150.00
SUG001	Sugar and Spice	34.56
WAR001	Warcop and Sandford WI	30.00

**942.61**



## Appleby-in-Westmorland Town Council

### Debtors at 31st March 2019

Description	£
Appleby in Westmorland Society	196.00
Barclaycard - Merchant Services	22.63
Beacon Fire Protection	400.80
D Cleator	11.96
Corona	408.61
Cumberland & Westmorland Herald	120.00
Mark Denton Photographic	110.86
Eden District Council (Recovery)	1935.90
Enterprise Managed Services	896.37
Heatons Office Solutions	-43.79
Logic	156.00
Lomond	151.03
National Farmers Union	25.28
NEST Pensions	100.69
Npower	533.63
Ollie Collie Ltd	43.56
H Pigney & Son	10.48
George Romney Ltd	21.17
Swan Wholsale	18.72
Walkers Windows	40
Waterplus	-292.41

**4867.49**



## Appleby-in-Westmorland Town Council

### Subscriptions and Section 137 Grants at 31st March 2019

<b>Subscriptions</b>	<b>2019</b>	<b>2018</b>
CALC	356	346
NFU	288.69	208
	<b>645</b>	<b>553</b>
<b>Section 137 Grants</b>		
Appleby Remote Cinema		1,000
Great North Air Ammbulance Service		250
Fellside Singers		165
Appleby Town Band		215
Appleby Town Carnival	1,000	
	<b>0</b>	<b>1630</b>
<b>Other Donations</b>		
Appleby PCC (Heart of Eden Newsletter)	650	650
	<b>650</b>	<b>650</b>