

# 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.uk](http://www.applebytown.org.uk)

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## Accounts 2017 - 2018

**Annual Return for the Year Ending 31st March 2018 - Variance Statement**

No.	Description	31/03/2018	31/03/2017	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
1	Balances brought forward	109,429	93,903	15,526					
2	Annual Precept	74,937	72,659	2,278	3%	No	No	No	
3	Other Receipts	117,520	97,539	19,981	17%	Yes	No	Yes	
4	Staff Costs	76,459	76,000	459	1%	No	No	No	
5	Loan Repayments	0	0	0	0%	No	No	No	
6	All other payments	110,225	78,672	31,553	29%	Yes	No	Yes	
7	Balances carried forward. Must equal (1+2+3)-(4+5+6)	115,202	109,429	5,773					
8	Total cash and short term investments	103,515	96,758	6,757					
9	Fixed Assets	4,439,252	4,439,252	0	0%	No	No	No	
10	Total Borrowings	0	0	0	0%	No	No	No	

Signed:

Date: Wednesday 23rd May 2018

Cllr Rooke (Mayor)

Signed:

Date: Tuesday 8th May 2018

Jean Airey (Internal Auditor)

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Caroline Dodgeon (Clerk &amp; Responsible Financial Officer)



3. Other Receipts - Variance Statement	31/03/2018	31/03/2017	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
Council Tax Reduction Scheme	2,077	3,053	-976	-32%	Yes	No	Yes	Council Tax Reduction Scheme payment reduced by District Council
Rent	17,951	19,219	-1,269	-7%	No	No	No	
EDC Recycling	1,400	1,400	0	0%	No	No	No	
Interest	180	755	-575	-76%	Yes	No	Yes	No interest received on Cumberland Reserves Account
Fair Hill	3,450	3,450	0	0%	No	No	No	
Other Income	7,280	8,331	-1,051	-13%	No	No	No	
TIC Sales	32,195	36,765	-4,570	-12%	No	No	No	
TIC Grant	6,000	6,000	0	0%	No	No	No	
PH Lettings	11,719	14,870	-3,151	-21%	Yes	No	Yes	Less demand for Public Hall hire following aftermath of 2015 floods
Income from PV Panels	1,711	1,684	27	2%	No	Yes	No	
Other Grants	33,557	2,012	31,545	1568%	Yes	No	Yes	Grant of £30,000 towards Public Hall Heating System
<b>Totals</b>	<b>117,520</b>	<b>97,539</b>	<b>19,981</b>					

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6 Other Payments - Variance Statement	31/03/2018	31/03/2017	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
TIC Cost of Sales	20,464	25,039	-4,575	-18%	Yes	Yes	Yes	No Appleby Castle ticket sales
Stationery	2,070	2,535	-465	-18%	Yes	No	Yes	Purchasing cheaper printer cartridges
Heating & Lighting	4,610	5,153	-543	-11%	No	No	No	
Minor Repairs & Renewals	2,579	3,039	-460	-15%	No	No	Yes	Less repairs needed.
Telephone & Broadband	2,282	1,596	686	43%	Yes	No	Yes	New telephone system and contract.
Postage	124	164	-40	-24%	Yes	Yes	No	
Cleaning & Waste	1,434	1,524	-90	-6%	No	Yes	No	
Insurance	6,518	6,489	29	0%	No	Yes	No	
Licences & Compliance	3,697	1,774	1,923	108%	Yes	No	Yes	5 year electrical test in Public Hall
Professional Fees	1,323	3,755	-2,432	-65%	Yes	Yes	Yes	Detailed Repair Survey undertaken on Moot Hall in 2016-2017
Rates	4,298	3,932	366	9%	No	No	No	
Water	3,419	7,133	-3,714	-52%	Yes	No	Yes	Increased in 2016 - 2017 due to United Utilities not billing for Public Hall water for 18 months.
Training	90	45	45	100%	Yes	Yes	No	
Subscriptions	578	590	-12	-2%	No	Yes	No	
Elections	0	0	0	0%	No	Yes	No	
Advertising	1,972	1,606	366	23%	Yes	No	Yes	Town Council Leaflet printed & distributed to all those who live in the parish
Marketing	0	84	-84	-100%	Yes	Yes	No	
Audit	627	1,244	-617	-50%	Yes	No	Yes	Less external audit charges as under £200k and only one internal audit
IT	1,490	479	1,011	211%	Yes	No	Yes	New computer and printer purchased
Mayor Allowance	2397	2845	-448	-16%	Yes	No	Yes	Allowance not spent
Section 137 Grants	1,630	359	1,272	355%	Yes	No	Yes	More grants given
Catering	190	134	57	42%	Yes	Yes	No	
Planting	665	252	413	164%	Yes	No	Yes	
Christmas Lights	2,000	2,000	0	0%	No	Yes	No	
Bank Charges	686	596	90	15%	No	Yes	No	
Building Repairs	40,295	835	39,460	4726%	Yes	No	Yes	Major improvements to Public Hall heating system and replacement window for TIC
Flood / Insurance Repairs	3,270	3,681	-411	-11%	No	No	No	
Lift Maintenance	850	1,136	-286	-25%	Yes	No	Yes	No repairs required
Credit Card Machine	344	305	38	13%	No	Yes	No	
Printing	320	350	-30	-9%	No	Yes	No	
	110,225	78,672	31,552					

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Debitors and Creditors Variance Statement								
Debtors	31/03/2018	31/03/2017	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
Stock	8,020	7,924	-96	-1%	No	No	No	
VAT to reclaim	1,144	953	-191	-20%	Yes	Yes	No	
Debtors	2,304	2,381	77	3%	No	Yes	No	
Prepayments	2,052	2,286	233	10%	No	Yes	No	
<b>Totals</b>	<b>13,520</b>	<b>13,543</b>	<b>22</b>					
Creditors	31/03/2018	31/03/2017	Variance	Variance as %	> 15%	< £200	Explanation Required	Explanation
Creditors	973	621	-352	-57%	Yes	No	Yes	More payments outstanding
Accruals & Deferred Income	859	250	-609	-244%	Yes	Yes	Yes	More deferred income
	1,833	871	-961					

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**Appleby-in-Westmorland Town Council**

**Annual Return for the Year Ending 31st March 2018  
Reconciliation between Boxes 7 and 8**

	2018	2017
<b>Box 8</b>	<b>103,515</b>	<b>96,758</b>
Add Debtors	13,520	13,543
Less Creditors	1,833	871

**Box 7**                      **115,202**                      **109,429**

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Appleby-in-Westmorland Town Council

Annual Return for Year Ending 31st March 2018 - Bank Reconciliation

Cash Book Balance Brought Forward 31st March 2017	£	96,600.42
ADD: Receipts	£	204,685.06
LESS: Payments	£	197,901.15
<b>Cash Book Balance at 31st March 2018</b>	<b>£</b>	<b>103,384.33</b>

Balances at Bank at 31st March 2018

Barclay - Current	£	5,295.52
Barclay - Saver	£	27,180.88
Cumberland Reserves	£	70,907.93
<b>Total</b>	<b>£</b>	<b>103,384.33</b>

Less unpresented cheques:

Add uncleared payment:

<b>Total</b>	<b>£</b>	<b>103,384.33</b>
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Add petty cash:	£	130.23
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Add short term investments:	£	-
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<b>Box 8</b>	<b>£</b>	<b>103,514.56</b>
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## Appleby-in-Westmorland Town Council

### Balance Sheet at 31st March 2018

	2018	2017
<b>Long Term Assets</b>		
Cumberland Reserves	<b>70908</b>	70908
<b>Current Assests</b>		
Barclays Accounts	<b>32476</b>	25692
TIC Stock	<b>8020</b>	7924
VAT to Reclaim	<b>1142</b>	953
Debtors	<b>2304</b>	2381
Prepayments	<b>2052</b>	2286
<b>Petty Cash</b>		
Town Clerk	<b>62</b>	82
TIC	<b>69</b>	76
	<b>46,125</b>	39,393
<b>Current Liabilities</b>		
Creditors	<b>1831</b>	871
Advance Payments	<b>0</b>	0
	<b>1,831</b>	871
<b>Current Assets less Current Liabilities:</b>	<b>44,294</b>	<b>38,522</b>
<b>Total Assets</b>	<b>115,202</b>	<b>109,429</b>
<b>Capital &amp; Reserves</b>		
Reserves	<b>109429</b>	93903
P & L Account	<b>5773</b>	15527
	<b>115,202</b>	<b>109,429</b>





## Appleby-in-Westmorland Town Council

### Summary at 31st March 2018

	2018	2017
<b>Income</b>		
Precept	74,937	72,659
CTRS	2,077	3,053
Recycling	1,400	1,400
Other income	40,837	10,345
Fair Hill	3,450	3,450
Rent	17,951	19,219
Interest	180	755
	<u>140,831</u>	<u>110,881</u>
<b>Less</b>		
TIC	23,422	24,969
Public Hall	17,529	13,139
Administration	94,107	57,246
	<u>135,058</u>	<u>95,354</u>
<b>P &amp; L Account</b>	<b>5,773</b>	<b>15,527</b>



## Admin & Property Trading Account year ended 31st March 2018

<b>Income</b>	<b>2018</b>	<b>2017</b>
CTRS	2,077	3,053
Recycling	1,400	1,400
Other income	40,837	10,345
Fair Hill	3,450	3,450
Rent	17,951	19,219
Interest	180	755
	65,894	38,222
<b>Expenses</b>		
Salaries	27,132	29,315
Print & Stationery	1,015	1,680
Heat/Light	1,043	1,043
Minor R&R	2,028	1,708
Telephone	1,035	673
Postage	40	108
Cleaning	204	165
Insurance	3,318	3,557
Licence & Compliance	728	759
Professional Fees	1,323	3,755
Rates	1,840	1,645
Water	835	549
Training	0	0
Subscriptions	578	590
Election	0	0
Advertising	248	145
Audit	514	689
Mayors Allowance	2,397	2,845
IT	1,230	270
Planting	665	252
Catering	51	26
Section 137 Grants	1,630	359
Appleby Flood Relief Fund	0	0
Insurance Claim Repairs	3,270	3,681
Building Repairs	40,295	835
Christmas Lights	2,000	2,000
Bank Charges	686	596
Contingency	0	0
	94,107	57,246
<b>Net Trading Deficit</b>	<b>-28213</b>	<b>-19024</b>



## Appleby-in-Westmorland Town Council

### Public Hall Trading Account year ended 31st March 2018

	2018	2017
<b>Income</b>		
Lettings	11719	14870
Income from PV Panels	<u>1711</u>	<u>1684</u>
<b>Net Income</b>	<b>13,430</b>	<b>16,554</b>
<b>Expenses</b>		
Salaries	17680	11987
Heating & Lighting	2632	3293
Minor Repairs & Renewals	308	1180
Telephone & Broadband	287	173
Cleaning and Refuse	1010	1234
Insurance	1976	1937
Licence & Compliance	2461	713
Lift Maintenance	850	1136
Rates	617	641
Water	2429	6384
Advertising	650	751
Audit	57	198
IT (Hardware & Software)	<u>0</u>	<u>66</u>
	<b>30,959</b>	<b>29,693</b>
<b>Net Trading Deficit</b>	<b>-17529</b>	<b>-13139</b>



## Appleby-in-Westmorland Town Council

### Tourist Information Centre Trading Account year ended 31st March 2018

	2018	2017
<b>Income</b>		
Sales	32195	36765
Cost of sales	<u>20464</u>	<u>25039</u>
<b>Net Sales Income</b>	<b>11,731</b>	<b>11,726</b>
<b>Expenses</b>		
Salaries	31647	34698
Stationery	1056	856
Heat & Light	935	816
Minor R&R	243	150
Telephone	959	750
Postage	83	55
Cleaning	219	125
Insurance	1224	995
Licence & Compliance	508	303
Rates	1840	1645
Water	155	199
Training	90	45
Credit Card Machine	344	305
Marketing	0	84
Advertising	1074	710
Audit	57	357
Computer (Hardware & Software)	260	144
Printing	320	350
Catering	<u>139</u>	<u>108</u>
	<b>41,153</b>	<b>42,695</b>
Overall operating cost	<u>-29,422</u>	<u>-30,969</u>
less EDC Grant	<b>6000</b>	<b>6000</b>
<b>Net Trading Deficit</b>	<b>-23,422</b>	<b>-24,969</b>



## Appleby-in-Westmorland Town Council

### Creditors at 31st March 2018

#### Creditors

A/C		£
CAR002	Carlisle Business Supplies	-1.80
COR002	Corona	427.63
HAY001	Hayloft Publishing	-4.00
HEA001	Heatons Office Solutions	-7.49
TUF001	Tufton Arms Hotel	559.00

**973.34**



## Appleby-in-Westmorland Town Council

### Debtors at 31st March 2018

Description	£
Appleby Primary School	30.00
Cards for good Causes	490.61
Federation of WI's	30.00
Eden District council	700.00
Environment Agency	120.00
Appleby Fire Service	30.00
Ian Bailey	206.00
Inner Wheel	40.00
Jo Chapman	360.00
NHS Success Regime	65.00
North Westmorland Arts	198.92
Remote Cinema	63.56
John Tillotson	-30.00
<b>Total</b>	<b>2304.09</b>



## Appleby-in-Westmorland Town Council

### Subscriptions and Section 137 Grants at 31st March 2018

<b>Subscriptions</b>	<b>2018</b>	<b>2017</b>
CALC	<b>345.78</b>	339
NFU	<b>207.7</b>	208
Appleby Chamber of Trade	<b>25</b>	25
LCAS Registration Fee		50
	<b>578</b>	<b>622</b>
<b>Section 137 Grants</b>		
Appleby Remote Cinema	<b>1,000</b>	90
Poppy Wreath		19
Great North Air Ammbulance Service	<b>250</b>	250
Fellside Singers	<b>165</b>	
Appleby Town Band	<b>215</b>	
	<b>1630</b>	<b>359</b>
<b>Other Donations</b>		
Appleby PCC (Heart of Eden Newsletter)	<b>650</b>	650
	<b>650</b>	<b>650</b>