



Accounts 2018-19

THESE ACCOUNTS ARE FOR PUBLIC INSPECTION. YOU MAY TAKE COPIES IF YOU WISH. THE ORIGINAL VOUCHERS AND RECEIPTS WILL BE AVAILABLE FOR INSPECTION BETWEEN 10.00AM AND 5.00PM TUESDAY, WEDNESDAY AND THURSDAY COMMENCING 1 JULY 2019 AND ENDING ON 29 JULY 2019. BY TELEPHONING 10244 398829 OR BY EMAILING

TOWNCLERK@SALTNEYTOWNCOUNCIL.GOV.UK.

IF YOU WOULD PREFER TO VISIT THE OFFICE ON A MONDAY OR FRIDAY PLEASE LET ME KNOW IN ADVANCE AND I WILL MAKE ARRANGMENTS TO COME INTO THE OFFICE.

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2019
Saltney Town Council 2018/2019

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

Nancy Brown

Date

12.6.19.

I confirm that these accounts are approved by the Council and recorded as council minute reference

Nancy Brown

Dated

12.6.19.

Signed on behalf of the above Council (Chair

Shodham

Date

12.6.19.

Last Year £

This Year £

General Notes for Guidance

1	Balances brought forward	151,033	181,523	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	80,228	80,416	Total amount of Precept income received in the year
3	Total other receipts	25	1,378	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	14,996	16,754	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	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	34,767	50,619	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	181,523	195,943	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	181,523	195,943	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	131,536	132,343	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	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

TB

TB

Accounting statements 2018-19 for:

Name of body:

Insert name of body

SALTNEY TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2018 (£)	31 March 2019 (£)	

Please round all figures to nearest £.
Do not leave any boxes blank and report £0 or nil balances.
All figures must agree to the underlying financial records for the relevant year.

Statement of income and expenditure/receipts and payments

1. Balances brought forward	151,033	181,523	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	80,228	80,416	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	25	1,378	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	14,996	16,754	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 related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	34,767	50,619	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	181,522	195,944	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

Statement of balances

8. (+) Debtors and stock balances	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	181,522	195,944	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	181,522	195,944	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	131,536	132,343	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions).
			✓			✓	

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	✓		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23
9. Trust funds – in our capacity as trustee, we have: <ul style="list-style-type: none"> discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. 	Yes	No	N/A	3, 6
			✓	

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Annual Governance Statement (Part 2)

	Agreed?			'YES' means that the Council/Board/Committee:
	Yes	No*	N/A	
1. We have adopted standing orders and financial regulations as appropriate.	✓			Has properly established its internal rules setting out how it will conduct its business.
2. We have ensured that the Council's standing orders and financial regulations have been followed for all relevant transactions.	✓			Has followed its internal rules and reviewed its compliance with those rules
3. All committees and sub-committees of the council have been properly established and provided with appropriate terms of reference setting out the delegated responsibilities to make decisions or recommendations.	✓			Has ensured that where applicable, the Council has properly delegated its responsibilities to committees

* Please delete as appropriate.

Council/Board/Committee approval and certification

The Council/Board/Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: Insert minute reference and date of meeting
RFO signature: signature required <i>[Signature]</i> Name: name required <i>TERRY BROWN</i> Date: dd/mm/yyyy <i>12.06.2019</i>	Chair signature: signature required <i>[Signature]</i> Name: name required <i>STEPHEN EDWARDS</i> Date: dd/mm/yyyy <i>12.06.2019</i>

Council/Board/Committee re-approval and re-certification (only required if the Annual Return has been amended at audit)

Certification by the RFO I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.	Approval by the Council/Board/Committee I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: Insert minute reference and date of meeting
RFO signature: signature required <i>[Signature]</i> Name: name required <i>TERRY BROWN</i> Date: dd/mm/yyyy <i>12.06.2019</i>	Chair signature: signature required <i>[Signature]</i> Name: name required <i>STEPHEN EDWARDS</i> Date: dd/mm/yyyy <i>12.06.2019</i>

Working details for ANNUAL RETURN - Year ended 31 March 2019

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	151,033	181,523	310	0	General Reserves
1	Balances brought forward	151,033	181,523	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	80,228	80,416	1076	100	Precept
2	Annual Precept	80,228	80,416	Total amount of Precept income received in the year	
3	25	1,378	1090	100	Bank Interest
3	Total other receipts	25	1,378	Total income or receipts as recorded in the cashbook minus the Precept	
4	10,503	10,928	4000	101	Salaries
4	1,950	2,345	4001	101	Employers NI
4	1,961	3,066	4002	101	Clerk's Income Tax
4	583	415	4005	101	Training
4	Staff costs	14,996	16,754	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	0	0	Total expenditure or payments of capital and interest made during the year on borrowings	
6	3,619	4,497	515	999	VAT on Payments
6	1,395	1,592	4003	101	Internet Provision
6	169	31	4007	101	Staff Travel & Subsistence
6	116	6,831	4008	101	Office Expenses
6	667	551	4020	101	Telephone
6	0	104	4023	101	Stationery & Printing
6	918	542	4030	101	Audit Fees
6	147	0	4033	101	Professional Subscriptions
6	595	511	4040	103	Town Mayors Allowance
6	0	113	4041	103	Members Travel & Subsistence
6	0	290	4042	103	Civic Expenses
6	105	876	4043	103	Members Training
6	419	262	4044	103	Council Room Rent
6	250	0	4055	102	Use of Consultants
6	3,043	6,010	4060	102	Elections
6	923	939	4070	102	Insurance
6	2,579	0	4080	104	S137
6	2,600	725	4081	104	Other Grants to Local Bodies
6	0	5,501	4082	104	Youth Club Summer Play Schemes
6	5	0	4100	201	Rents
6	0	205	4103	201	Allotments Rent
6	0	1,413	4200	105	OVW Subscriptions
6	504	150	4201	105	OVW Conference Fees
6	1,760	120	4203	105	OVW Training Course Fees
6	0	156	4253	101	SLCC SUBSCRIPTIONS ETC
6	7,317	5,602	4300	203	Lighting Maintenance

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2019

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6		84	0	4302	203	Lighting Repairs
6		11,879	12,600	4350	204	Christmas Lighting
6		166	250	4360	205	Townscape
6		1,309	0	4401	301	Play Scheme 5-12yrs
6		-5,801	750	4501	401	Contingency
6	Total other payments	34,767	50,619	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	181,523	195,943	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		7,813	6,075	200	0	Current Bank A/c
8		72,813	87,698	201	0	Deposit A/C
8		100,897	102,170	205	0	CCLA
8	Total Cash & Investments	181,523	195,943	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		131,536	132,343	9	0	Total Fixed Assets
9	Total Fixed Assets	131,536	132,343	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Date: 11/04/2019

Saltney Town Council 2018/2019

Page 1

Time: 10:31

**Bank Reconciliation Statement as at 31/03/2019
for Cashbook 1 - Current Bank A/c**

User: BROWN

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/03/2018	552	10,000.00
			<u>10,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
19/03/2019 BACS Flintshire County Council		1,081.46	
19/03/2019 102879 VisionICT		66.00	
19/03/2019 02880 VisionICT		360.00	
21/03/2019 102881 One Voice Wales		724.00	
21/03/2019 102882 Society of Local Council Clerk		156.00	
27/03/2019 102883 Tracey Brown		1,100.32	
27/03/2019 102884 HMRC		436.77	
			<u>3,924.55</u>
			6,075.45
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,075.45
		Balance per Cash Book is :-	6,075.45
		Difference is :-	0.00

Date: 11/04/2019

Saltney Town Council 2018/2019

Page 1

Time: 10:26

User: BROWN

Bank Reconciliation Statement as at 31/03/2019
for Cashbook 2 - Deposit A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/03/2019	130	87,698.11
			<u>87,698.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87,698.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			87,698.11
		Balance per Cash Book is :-	87,698.11
		Difference is :-	0.00

Saltney Town Council 2018/2019

Summary Receipts and Payments for Year Ended 31st March 2019

Last Year Ended 31st March 2018		Current Year Ended 31st March 2019
------------------------------------	--	---------------------------------------

Operating Income

80,252.84	Income	81,793.85
80,252.84	Total Receipts	81,793.85

Running Costs

18,407.55	Administration	26,560.52
4,215.98	General	6,948.89
1,118.50	Civic	2,051.50
5,178.80	Grants	6,226.00
2,264.00	One Voice Wales	1,683.00
5.00	Recreation Grounds	205.00
7,401.38	Lighting	5,601.97
11,879.00	Christmas Lights	12,600.00
165.81	Townscape	249.50
1,309.00	Matched Funding	0.00
-5,800.77	Contingency	750.00
3,618.99	VAT	4,496.90
49,763.24	Total Payments	67,373.28

Receipts and Payments Summary

151,033.18	Opening Balance	181,522.78
80,252.84	Add Total Receipts(As Above)	81,793.85
231,286.02		263,316.63
49,763.24	Less Total Payments(As Above)	67,373.28
181,522.78	Closing Balance	195,943.35

These cumulative funds are represented by:

7,812.59	Current Bank A/c	6,075.45
72,813.31	Deposit A/C	87,698.11
100,896.88	CCLA	102,169.79
181,522.78		195,943.35

Reserve Balances are represented by:

30,489.60	Current Year Fund	14,420.57
151,033.18	General Reserves	181,522.78
181,522.78		195,943.35

Signed : _____ (Chairman) _____ (RFO)

Detailed Receipts & Payments by Budget Heading 31/03/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	80,416	80,416	0			100.0%	
1090 Bank Interest	1,378	0	(1,378)			0.0%	
Income :- Receipts	81,794	80,416	(1,378)			101.7%	0
Movement to/(from) Gen Reserve	81,794						
101 Administration							
4000 Salaries	10,928	13,200	2,272		2,272	82.8%	
4001 Employers NI	2,345	1,303	(1,042)		(1,042)	180.0%	
4002 Clerk's Income Tax	3,066	2,628	(438)		(438)	116.7%	
4003 Internet Provision	1,592	500	(1,092)		(1,092)	318.3%	
4005 Training	415	200	(215)		(215)	207.4%	
4007 Staff Travel & Subsistence	31	150	119		119	20.6%	
4008 Office Expenses	6,831	1,200	(5,631)		(5,631)	569.3%	
4020 Telephone	551	320	(231)		(231)	172.1%	
4021 Postage & Sundries	0	150	150		150	0.0%	
4023 Stationery & Printing	104	500	396		396	20.8%	
4030 Audit Fees	542	1,000	458		458	54.2%	
4031 Equipment	0	150	150		150	0.0%	
4032 Books & Publications	0	500	500		500	0.0%	
4033 Professional Subscriptions	0	150	150		150	0.0%	
4253 SLCC SUBSCRIPTIONS ETC	156	0	(156)		(156)	0.0%	
Administration :- Indirect Payments	26,561	21,951	(4,610)	0	(4,610)	121.0%	0
Movement to/(from) Gen Reserve	(26,561)						
102 General							
4055 Use of Consultants	0	3,000	3,000		3,000	0.0%	
4060 Elections	6,010	3,500	(2,510)		(2,510)	171.7%	
4070 Insurance	939	1,000	61		61	93.9%	
General :- Indirect Payments	6,949	7,500	551	0	551	92.7%	0
Movement to/(from) Gen Reserve	(6,949)						
103 Civic							
4040 Town Mayors Allowance	511	750	239		239	68.1%	
4041 Members Travel & Subsistence	113	300	187		187	37.6%	
4042 Civic Expenses	290	1,500	1,210		1,210	19.3%	
4043 Members Training	876	750	(126)		(126)	116.7%	
4044 Council Room Rent	262	500	238		238	52.4%	
Civic :- Indirect Payments	2,052	3,800	1,749	0	1,749	54.0%	0
Movement to/(from) Gen Reserve	(2,052)						

Detailed Receipts & Payments by Budget Heading 31/03/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Grants							
4080 S137	0	5,714	5,714		5,714	0.0%	
4081 Other Grants to Local Bodies	725	0	(725)		(725)	0.0%	
4082 Youth Club Summer Play Schemes	5,501	4,400	(1,101)		(1,101)	125.0%	
Grants :- Indirect Payments	6,226	10,114	3,888	0	3,888	61.6%	0
Movement to/(from) Gen Reserve	(6,226)						
105 One Voice Wales							
4200 OVW Subscriptions	1,413	650	(763)		(763)	217.4%	
4201 OVW Conference Fees	150	200	50		50	75.0%	
4203 OVW Training Course Fees	120	0	(120)		(120)	0.0%	
One Voice Wales :- Indirect Payments	1,683	850	(833)	0	(833)	198.0%	0
Movement to/(from) Gen Reserve	(1,683)						
201 Recreation Grounds							
1200 Income Allotments	0	600	600			0.0%	
Recreation Grounds :- Receipts	0	600	600			0.0%	0
4100 Rents	0	50	50		50	0.0%	
4103 Allotments Rent	205	100	(105)		(105)	205.0%	
Recreation Grounds :- Indirect Payments	205	150	(55)	0	(55)	136.7%	0
Movement to/(from) Gen Reserve	(205)						
202 Street Furniture							
4150 Noticeboard Maintenance	0	2,000	2,000		2,000	0.0%	
4151 Signposts and Maintenance	0	250	250		250	0.0%	
Street Furniture :- Indirect Payments	0	2,250	2,250	0	2,250	0.0%	0
Movement to/(from) Gen Reserve	0						
203 Lighting							
4300 Lighting Maintenance	5,602	4,300	(1,302)		(1,302)	130.3%	
4302 Lighting Repairs	0	1,000	1,000		1,000	0.0%	
Lighting :- Indirect Payments	5,602	5,300	(302)	0	(302)	105.7%	0
Movement to/(from) Gen Reserve	(5,602)						
204 Christmas Lights							
4350 Christmas Lighting	12,600	15,000	2,400		2,400	84.0%	
Christmas Lights :- Indirect Payments	12,600	15,000	2,400	0	2,400	84.0%	0
Movement to/(from) Gen Reserve	(12,600)						

Detailed Receipts & Payments by Budget Heading 31/03/2019

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Townscape</u>							
4360 Townscape	250	6,000	5,751		5,751	4.2%	
Townscape :- Indirect Payments	<u>250</u>	<u>6,000</u>	<u>5,751</u>	<u>0</u>	<u>5,751</u>	<u>4.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(250)</u>						
<u>301 Matched Funding</u>							
4402 Youth Club extra day	0	3,600	3,600		3,600	0.0%	
Matched Funding :- Indirect Payments	<u>0</u>	<u>3,600</u>	<u>3,600</u>	<u>0</u>	<u>3,600</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>						
<u>401 Contingency</u>							
4501 Contingency	750	1,186	436		436	63.2%	
Contingency :- Indirect Payments	<u>750</u>	<u>1,186</u>	<u>436</u>	<u>0</u>	<u>436</u>	<u>63.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(750)</u>						
<u>999 VAT</u>							
515 VAT on Payments	4,497	(4,000)	(8,497)		(8,497)	(112.4%)	
VAT :- Indirect Payments	<u>4,497</u>	<u>(4,000)</u>	<u>(8,497)</u>	<u>0</u>	<u>(8,497)</u>	<u>(112.4%)</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,497)</u>						
Grand Totals:- Receipts	81,794	81,016	(778)			101.0%	
Payments	67,373	73,701	6,328	0	6,328	91.4%	
Net Receipts over Payments	<u>14,421</u>	<u>7,315</u>	<u>(7,106)</u>				
Movement to/(from) Gen Reserve	<u>14,421</u>						

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
03/04/2018	732 5812 41	telecoms	Saltney Town Council	14.02
25/04/2018	732 5812 41	Telecoms	Saltney Town Council	11.92
30/04/2018	785 3757 77	website host	Saltney Town Council	60.00
30/04/2018	891 7527 83	conference 16/5/18	Saltney Town Council	30.00
01/05/2018	162631871	Brymau Estates	Saltney Town Council	60.00
01/05/2018	732 5812 41	telecoms	Saltney Town Council	14.11
14/05/2018	994353578	office chair	Saltney Town Council	33.60
14/05/2018	732 5812 41	IT support new office	Saltney Town Council	224.37
24/05/2018	722 0275 73	storage- xmas lights	Saltney Town Council	2,520.00
24/05/2018	453 5418 49	Clerks bus cards comp slips	Saltney Town Council	20.80
25/05/2018	732 5812 41	IT provision	Saltney Town Council	11.92
01/06/2018	732 5812 41	Telecoms	Saltney Town Council	14.02
01/06/2018	162631871	Brymau Estates	Saltney Town Council	60.00
25/06/2018	732 5812 41	IT, internet	Saltney Town Council	24.56
02/07/2018	732 5812 41	telecoms	Saltney Town Council	14.02
02/07/2018		Office Rent- July	Saltney Town Council	60.00
25/07/2018	732 5812 41	IT provision	Saltney Town Council	11.92
01/08/2018	771 7444 12	Internal Auditor	Saltney Town Council	108.40
01/08/2018	732 5812 41	telecoms	Saltney Town Council	14.02
01/08/2018		Office Rent	Saltney Town Council	60.00
21/08/2018	625 0823 58	St Davids Eco Project	Saltney Town Council	49.90
28/08/2018	732 5812 41	internet provision	Saltney Town Council	19.18
03/09/2018	732 5812 41	telecoms	Saltney Town Council	14.02
03/09/2018		office	Saltney Town Council	60.00
25/09/2018	732 5812 41	internet provision	Saltney Town Council	19.18
01/10/2018	732 5812 41	telecom	Saltney Town Council	14.02
01/10/2018		office rent	Saltney Town Council	60.00
25/10/2018	732 5812 41	telecom	Saltney Town Council	19.18
01/11/2018	732 5812 41	telecom	Saltney Town Council	14.02
01/11/2018		rent	Saltney Town Council	60.00
21/11/2018	785 3757 77	VisionICT annual contract	Saltney Town Council	102.00
22/11/2018	920 9508 27	software maintenance	Saltney Town Council	23.80
26/11/2018	732 5812 41	telecom	Saltney Town Council	20.58
03/12/2018	732 5812 41	Telecoms	Saltney Town Council	14.02
03/12/2018		office rent	Saltney Town Council	60.00
27/12/2018	732 5812 41	Business developement	Saltney Town Council	20.58
02/01/2019	732 5812 41	telecoms	Saltney Town Council	14.02
02/01/2019		office rent	Saltney Town Council	60.00

Date 11/04/2019

Saltney Town Council 2018/2019

Page 2

Time 10:52

End Date of Assessment

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
25/01/2019	732 5812 41	internet provision	Saltney Town Council	20.58
01/02/2019	732 5812 41	PRISM Solutions Ltd	Saltney Town Council	14.02
01/02/2019		Office rent	Saltney Town Council	60.00
25/02/2019	732 5812 41	IT	Saltney Town Council	20.58
01/03/2019	732 5812 41	telecoms	Saltney Town Council	14.02
01/03/2019		office rent	Saltney Town Council	60.00
06/03/2019	920 9508 27	RBS Software Solutions	Saltney Town Council	83.94
18/03/2019	771 7444 12	JDH Business Services Ltd	Saltney Town Council	120.00
19/03/2019	785 3757 77	website renewal	Saltney Town Council	11.00
19/03/2019	785 3757 77	website hosting/support	Saltney Town Council	60.00
25/03/2019	732 5812 41	IT Support	Saltney Town Council	20.58
Total VAT Detail from Cashbook				4,496.90

I (Full name in BLOCK LETTERS)

am claiming a refund of four thousand, four hundred and ninety six pounds and 90 pence
(Pounds in words pence in figures)**£ 4,496.90**

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature Date
(Designated responsible officer)

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.

Saltney Town Council 2018/2019

Bank - Cash and Investment Reconciliation as at 31 March 2019

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2018	Current Account	10,000.00
31/03/2019	Deposit Account	87,698.11

97,698.11

Other Cash & Bank Balances

102,169.79

199,867.90

Unpresented Payments

3,924.55

195,943.35

Receipts not on Bank Statement

0.00

Closing Balance

195,943.35

All Cash & Bank Accounts

1	Current Bank A/c	6,075.45
2	Deposit A/C	87,698.11
	Other Cash & Bank Balances	102,169.79
	Total Cash & Bank Balances	195,943.35