

## **SALTNEY TOWN COUNCIL**

### **End of Year Accounts 2019-2020**

Please call or email the Town Clerk if you wish to inspect the accounts on a Monday or Friday on 01244 398829 or [townclerk@saltneytowncouncil.gov.uk](mailto:townclerk@saltneytowncouncil.gov.uk)  
I will make arrangements to be in the office

At Suite 15, Riverside House, River Lane, Saltney, Flintshire CH4 8RQ

between the hours 10.00am - 5.00pm on Monday to Friday  
commencing on 1 September 2020  
and ending on 28 September 2020

*Tracey Brown*

Town Clerk and Responsible Financial officer

# Accounting statements 2019-20 for:

Name of body: SALTNEY TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2019 (£)	31 March 2020 (£)	
			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	181,523	195,943	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	80,416	81,166	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	1,378	13,334	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	16,754	20,564	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	50,619	66,680	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	195,943	203,271	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	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	195,943	203,271	<b>All accounts:</b> 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	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	0	0	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	131,536	136,650	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).
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

## 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 2020, 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"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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"> <li>discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	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.

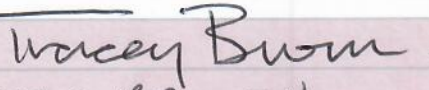
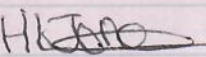
## Annual Governance Statement (Part 2)

	Agreed?			'YES' means that the Council/Board/ Committee:
	Yes	No*	N/A	
1. We have prepared and approved minutes for all meetings held by the Council (including its committees) that accurately record the business transacted and the decisions made by the Council or committee.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has kept and approved minutes in accordance with Schedule 12, Paragraph 41 of the Local Government Act 1972.
2. We have ensured that the Council's minutes (including those of its committees) are available for public inspection and have been published electronically.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Has made arrangements for the minutes to be available for public inspection in accordance with section 228 of the Local Government Act 1972 and has published the minutes on its website in accordance with section 55 of the Local Government (Democracy) (Wales) Act 2013.

\* 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.

<p><b>Certification by the RFO</b></p> <p>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 2020.</p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p>RFO signature: </p>	<p>Minute ref:</p>
<p>Name: TRACEY BROWN</p>	<p>Chair of meeting signature: </p>
<p>Date: 29.7.20</p>	<p>Name: HANNAH JONES</p>
	<p>Date: 29.7.20</p>

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

<p><b>Certification by the RFO</b></p> <p>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 2020.</p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p>
<p>RFO signature:</p>	<p>Minute ref:</p>
<p>Name:</p>	<p>Chair of meeting signature:</p>
<p>Date:</p>	<p>Name:</p>
	<p>Date:</p>

## Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2020 of:

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### External auditor's report

[Except for the matters reported below]\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated \_\_\_\_\_.]

### Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

\* Delete as appropriate.

## Annual internal audit report to:

Name of body: SALTNEY TOWN COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2020.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>SUBJECT TO:</b> issue three in interim internal audit report
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>EXCEPT FOR:</b> issue one in year-end internal audit report regarding year end reserve levels
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>See internal audit report regarding payroll and pension issues</b>
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>SUBJECT TO:</b> prior years external audit completion including clarification re accounting treatment of CCLA funds
11. Trust funds (including charitable trusts). The Council/Board/Committee has met its responsibilities as a trustee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
13. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text
14. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Insert text

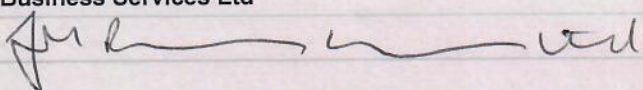
\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated 22/7/2020.] \* Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: JDH Business Services Ltd
Signature of person who carried out the internal audit: 
Date: JULY 23rd, 2020

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2020**  
**Saltney Town Council 2019/2020**

**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

*Tracey Brown*

Date

29.7.20

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

*Tracey Brown*

Dated

29.7.20

Signed on behalf of the above Council (Chair)

*H. Jones*

Date

29.7.20

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	181,523	195,943	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	80,416	81,166	Total amount of Precept income received in the year
3 Total other receipts	1,378	13,334	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	16,754	20,564	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	50,619	66,608	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	195,943	203,271	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	195,943	203,271	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	131,536	136,650	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



## Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	181,523	195,943	310	0	General Reserves
1	<b>181,523</b>	<b>195,943</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	80,416	81,166	1076	100	Precept
2	<b>80,416</b>	<b>81,166</b>	Total amount of Precept income received in the year		
3	0	11,830	115	999	VAT on Receipts
3	1,378	936	1090	100	Bank Interest
3	0	568	4104	201	Allotment rental income
3	<b>1,378</b>	<b>13,334</b>	Total income or receipts as recorded in the cashbook minus the Precept receipts		
4	10,928	15,404	4000	101	Salaries
4	2,345	1,592	4001	101	Employers NI
4	3,066	3,212	4002	101	Clerk's Income Tax
4	415	355	4005	101	Training
4	<b>16,754</b>	<b>20,564</b>	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	<b>0</b>	<b>0</b>	Total expenditure or payments of capital and interest made during the year on borrowings		
6	4,497	6,302	515	999	VAT on Payments
6	1,592	1,272	4003	101	Internet Provision
6	31	0	4007	101	Staff Travel & Subsistence
6	6,831	7,599	4008	101	Office Expenses
6	0	15	4009	101	Bank Charges
6	551	211	4020	101	Telephone
6	0	27	4021	101	Postage & Sundries
6	0	3,500	4022	106	Determination 44
6	104	41	4023	101	Stationery & Printing
6	542	595	4030	101	Audit Fees
6	511	73	4040	103	Town Mayors Allowance
6	113	421	4041	103	Members Travel & Subsistence
6	290	993	4042	103	Civic Expenses
6	876	948	4043	103	Members Training
6	262	506	4044	103	Council Room Rent
6	0	3,125	4055	102	Use of Consultants
6	6,010	2,680	4060	102	Elections
6	939	796	4070	102	Insurance
6	0	4,744	4080	104	S137
6	725	0	4081	104	Other Grants to Local Bodies
6	5,501	9,138	4082	104	Youth Club Summer Play Schemes
6	0	5	4100	201	Rents
6	205	100	4103	201	Allotments Rent
6	0	4,307	4153	202	Cameras

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	1,413	0	4200	105	OVW Subscriptions
6	150	0	4201	105	OVW Conference Fees
6	120	0	4203	105	OVW Training Course Fees
6	156	0	4253	101	SLCC SUBSCRIPTIONS ETC
6	5,602	2,435	4300	203	Lighting Maintenance
6	12,600	13,498	4350	204	Christmas Lighting
6	250	2,527	4360	205	Townscape
6	750	750	4501	401	Contingency
6	<b>50,619</b>	<b>66,608</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	<b>195,943</b>	<b>203,271</b>	Balances carried forwrd Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8	6,075	10,000	200	0	Current Bank A/c
8	87,698	90,347	201	0	Deposit A/C
8	102,170	102,925	205	0	CCLA
8	<b>195,943</b>	<b>203,271</b>	Total Cash & Investments The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9	131,536	136,650	9	0	Total Fixed Assets
9	<b>131,536</b>	<b>136,650</b>	Total Fixed Assets The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	<b>0</b>	<b>0</b>	Total Borrowings The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Bank Reconciliation Statement as at 31/03/2020  
for Cashbook 1 - Current Bank A/c

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<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
			<hr/>
			10,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			<hr/>
			10,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/>
			0.00
			<hr/>
			10,000.00
		Balance per Cash Book is :-	10,000.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2020  
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	30/11/2019	130	90,346.84
			<u>90,346.84</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			90,346.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			90,346.84
		Balance per Cash Book is :-	90,346.84
		Difference is :-	0.00

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Saltney Town Council 2019/2020

Bank - Cash and Investment Reconciliation as at 31 March 2020

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<u>Confirmed Bank &amp; Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/03/2018	Current Account	10,000.00	
30/11/2019	Deposit Account	90,346.84	
			100,346.84
<u>Other Cash &amp; Bank Balances</u>			
			102,924.65
			<u>203,271.49</u>
<u>Receipts not on Bank Statement</u>			
			0.00
			<u>203,271.49</u>
<u>Closing Balance</u>			
<u>All Cash &amp; Bank Accounts</u>			
1	Current Bank A/c		10,000.00
2	Deposit A/C		90,346.84
	Other Cash & Bank Balances		<u>102,924.65</u>
	Total Cash & Bank Balances		<u>203,271.49</u>

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1076 Precept	81,166	81,116	(50)			100.1%	
1090 Bank Interest	936	0	(936)			0.0%	
	82,102	81,116	(986)			101.2%	0
Income :- Receipts							
Movement to/(from) Gen Reserve	82,102						
<b><u>101 Administration</u></b>							
4000 Salaries	15,404	13,200	(2,204)		(2,204)	116.7%	
4001 Employers NI	1,592	1,303	(289)		(289)	122.2%	
4002 Clerk's Income Tax	3,212	2,628	(584)		(584)	122.2%	
4003 Internet Provision	1,272	1,200	(72)		(72)	106.0%	
4005 Training	355	150	(205)		(205)	236.7%	
4007 Staff Travel & Subsistence	0	50	50		50	0.0%	
4008 Office Expenses	7,599	4,800	(2,799)		(2,799)	158.3%	
4009 Bank Charges	15	0	(15)		(15)	0.0%	
4020 Telephone	211	0	(211)		(211)	0.0%	
4021 Postage & Sundries	27	150	123		123	18.0%	
4023 Stationery & Printing	41	200	159		159	20.6%	
4030 Audit Fees	595	1,000	405		405	59.5%	
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%	
	30,323	25,481	(4,842)	0	(4,842)	119.0%	0
Administration :- Indirect Payments							
6000 less Transfer to EMR	20,000						
Movement to/(from) Gen Reserve	(50,323)						
<b><u>102 General</u></b>							
4055 Use of Consultants	3,125	500	(2,625)		(2,625)	624.9%	
4060 Elections	2,680	3,500	820		820	76.6%	
4070 Insurance	796	1,000	204		204	79.6%	
	6,601	5,000	(1,601)	0	(1,601)	132.0%	0
General :- Indirect Payments							
Movement to/(from) Gen Reserve	(6,601)						
<b><u>103 Civic</u></b>							
4040 Town Mayors Allowance	73	500	427		427	14.6%	
4041 Members Travel & Subsistence	421	300	(121)		(121)	140.4%	
4042 Civic Expenses	993	750	(243)		(243)	132.5%	
4043 Members Training	948	750	(198)		(198)	126.3%	

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4044 Council Room Rent	506	500	(6)		(6)	101.2%	
Civic :- Indirect Payments	2,942	2,800	(142)	0	(142)	105.1%	0
Movement to/(from) Gen Reserve	(2,942)						
<u>104 Grants</u>							
4080 S137	4,744	3,085	(1,659)		(1,659)	153.8%	
4082 Youth Club Summer Play Schemes	9,138	4,400	(4,738)		(4,738)	207.7%	
Grants :- Indirect Payments	13,882	7,485	(6,397)	0	(6,397)	185.5%	0
Movement to/(from) Gen Reserve	(13,882)						
<u>105 One Voice Wales</u>							
4200 OVW Subscriptions	0	650	650		650	0.0%	
4201 OVW Conference Fees	0	200	200		200	0.0%	
One Voice Wales :- Indirect Payments	0	850	850	0	850	0.0%	0
Movement to/(from) Gen Reserve	0						
<u>106 Member Remuneration</u>							
4022 Determination 44	3,500	2,100	(1,400)		(1,400)	166.7%	
4024 Determination 52	0	1,500	1,500		1,500	0.0%	
4025 Determination 53	0	500	500		500	0.0%	
Member Remuneration :- Indirect Payments	3,500	4,100	600	0	600	85.4%	0
Movement to/(from) Gen Reserve	(3,500)						
<u>201 Recreation Grounds</u>							
1200 Income Allotments	0	600	600			0.0%	
4104 Allotment rental income	568	0	(568)			0.0%	
Recreation Grounds :- Receipts	568	600	32			94.7%	0
4100 Rents	5	50	45		45	10.0%	
4102 Equipment & Playground Improve	0	10,000	10,000		10,000	0.0%	
4103 Allotments Rent	100	100	0		0	100.0%	
Recreation Grounds :- Indirect Payments	105	10,150	10,045	0	10,045	1.0%	0
Movement to/(from) Gen Reserve	463						
<u>202 Street Furniture</u>							
4150 Noticeboard Maintenance	0	1,500	1,500		1,500	0.0%	
4153 Cameras	4,307	0	(4,307)		(4,307)	0.0%	
Street Furniture :- Indirect Payments	4,307	1,500	(2,807)	0	(2,807)	287.1%	0
Movement to/(from) Gen Reserve	(4,307)						

## Detailed Receipts &amp; Payments by Budget Heading 31/03/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Lighting</u>							
4300 Lighting Maintenance	2,435	4,300	1,865		1,865	56.6%	
4302 Lighting Repairs	0	1,000	1,000		1,000	0.0%	
Lighting :- Indirect Payments	2,435	5,300	2,865	0	2,865	45.9%	0
Movement to/(from) Gen Reserve	(2,435)						
<u>204 Christmas Lights</u>							
4350 Christmas Lighting	13,498	15,000	1,502		1,502	90.0%	
Christmas Lights :- Indirect Payments	13,498	15,000	1,502	0	1,502	90.0%	0
Movement to/(from) Gen Reserve	(13,498)						
<u>205 Townscape</u>							
4360 Townscape	2,527	6,000	3,473		3,473	42.1%	
Townscape :- Indirect Payments	2,527	6,000	3,473	0	3,473	42.1%	0
Movement to/(from) Gen Reserve	(2,527)						
<u>301 Matched Funding</u>							
4402 Youth Club extra day	0	2,100	2,100		2,100	0.0%	
Matched Funding :- Indirect Payments	0	2,100	2,100	0	2,100	0.0%	0
Movement to/(from) Gen Reserve	0						
<u>401 Contingency</u>							
4501 Contingency	750	0	(750)		(750)	0.0%	
Contingency :- Indirect Payments	750	0	(750)	0	(750)		0
Movement to/(from) Gen Reserve	(750)						
<u>999 VAT</u>							
115 VAT on Receipts	11,830	0	(11,830)			0.0%	
VAT :- Receipts	11,830	0	(11,830)				0
515 VAT on Payments	6,302	(4,000)	(10,302)		(10,302)	(157.5%)	
VAT :- Indirect Payments	6,302	(4,000)	(10,302)	0	(10,302)	(157.5%)	0
Movement to/(from) Gen Reserve	5,528						



## Detailed Receipts &amp; Payments by Budget Heading 31/03/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	94,500	81,716	(12,784)			115.6%	
Payments	87,171	81,766	(5,405)	0	(5,405)	106.6%	
Net Receipts over Payments	<u>7,328</u>	<u>(50)</u>	<u>(7,378)</u>				
less Transfer to EMR	20,000						
Movement to/(from) Gen Reserve	<u>(12,672)</u>						

Saltney Town Council 2019/2020

Summary Receipts and Payments for Year Ended 31st March 2020

Last Year Ended 31st March 2019		Current Year Ended 31st March 2020
	<b>Operating Income</b>	
81,793.85	Income	82,101.55
0.00	Recreation Grounds	568.00
0.00	VAT	11,830.04
<u>81,793.85</u>	<b>Total Receipts</b>	<u>94,499.59</u>
	<b>Running Costs</b>	
26,560.52	Administration	30,323.45
6,948.89	General	6,601.06
2,051.50	Civic	2,941.50
6,226.00	Grants	13,881.95
1,683.00	One Voice Wales	0.00
0.00	Member Remuneration	3,500.00
205.00	Recreation Grounds	105.00
0.00	Street Furniture	4,306.84
5,601.97	Lighting	2,435.16
12,600.00	Christmas Lights	13,497.60
249.50	Townscape	2,526.99
750.00	Contingency	750.00
4,496.90	VAT	6,301.90
<u>67,373.28</u>	<b>Total Payments</b>	<u>87,171.45</u>
	<b><u>Receipts and Payments Summary</u></b>	
181,522.78	Opening Balance	195,943.35
81,793.85	Add Total Receipts(As Above)	94,499.59
<u>263,316.63</u>		<u>290,442.94</u>
67,373.28	Less Total Payments(As Above)	87,171.45
<u>195,943.35</u>	Closing Balance	<u>203,271.49</u>
	<b>These cumulative funds are represented by:</b>	
6,075.45	Current Bank A/c	10,000.00
87,698.11	Deposit A/C	90,346.84
102,169.79	CCLA	102,924.65
<u>195,943.35</u>		<u>203,271.49</u>
	<b>Reserve Balances are represented by:</b>	
14,420.57	Current Year Fund	7,328.14
181,522.78	General Reserves	175,943.35
0.00	Earmarked Reserves	20,000.00
<u>195,943.35</u>		<u>203,271.49</u>

Signed : \_\_\_\_\_ (Chairman) \_\_\_\_\_ (RFO)

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
<u>Cashbook</u>				
01/04/2019	732 5812 41	telecoms	Saltney Town Council	14.02
01/04/2019	785 3757 77	Bieniall	Saltney Town Council	11.00
01/04/2019		Office Rent	Saltney Town Council	60.00
01/04/2019	785 3757 77	Correction	Saltney Town Council	-11.00
12/04/2019	785 3757 77	Initial upgrade of website	Saltney Town Council	87.50
25/04/2019	732 5812 41	Internet provision	Saltney Town Council	20.58
01/05/2019	732 5812 41	telecoms	Saltney Town Council	14.07
01/05/2019		office rent	Saltney Town Council	60.00
13/05/2019	826 2063 46	paint for allots/signs/stamps	Saltney Town Council	11.03
28/05/2019	732 5812 41	Business Development	Saltney Town Council	20.58
03/06/2019	732 5812 41	Telecoms	Saltney Town Council	14.07
03/06/2019		Office Rent - June 19	Saltney Town Council	60.00
11/06/2019	920 9508 27	Year End 2019	Saltney Town Council	110.25
25/06/2019	732 5812 41	Business Development Internet	Saltney Town Council	20.58
01/07/2019	732 5812 41	Telecoms	Saltney Town Council	14.02
01/07/2019		Office Rent - July 19	Saltney Town Council	60.00
22/07/2019	891 7527 83	Conference TB,JS,VG,EA	Saltney Town Council	72.50
25/07/2019		Business Development Internet	Saltney Town Council	20.58
29/07/2019	155244616	HR and HS package	Saltney Town Council	624.90
01/08/2019	732 5812 41	telecoms	Saltney Town Council	14.02
01/08/2019		Annual cover	Saltney Town Council	159.25
01/08/2019		Office Rent	Saltney Town Council	60.00
27/08/2019	732 5812 41	Business Development	Saltney Town Council	20.58
29/08/2019	771 7444 12	Audit 18/19	Saltney Town Council	119.00
02/09/2019	732 5812 41	Telecoms	Saltney Town Council	14.05
02/09/2019		Office Rent - Sept 19	Saltney Town Council	60.00
25/09/2019	732 5812 41	Business Development	Saltney Town Council	20.58
01/10/2019	732 5812 41	Telecoms	Saltney Town Council	14.02
01/10/2019		Rent	Saltney Town Council	60.00
15/10/2019	785 3757 77	website annual payment	Saltney Town Council	102.00
18/10/2019		printer ink- amazon account	Saltney Town Council	8.23
18/10/2019		Risk Assessments	Saltney Town Council	210.00
23/10/2019		2 x 360 HD Cameras	Saltney Town Council	861.37
25/10/2019	732 5812 41	Business Development	Saltney Town Council	20.58
30/10/2019	651 9366	Christmas Lights (part 1)	Saltney Town Council	1,349.76
01/11/2019	732 5812 41	Telecoms	Saltney Town Council	14.02
01/11/2019		Office Rent	Saltney Town Council	60.00
07/11/2019	651 9366	Christmas Lights (Part 2)	Saltney Town Council	1,349.76

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
25/11/2019	732 5812 41	Business Development	Saltney Town Council	20.58
01/12/2019	732 5812 41	PRISM Solutions Ltd	Saltney Town Council	14.06
02/12/2019		Office Rent	Saltney Town Council	60.00
10/12/2019	920 9508 27	Alpha Software update	Saltney Town Council	20.67
23/12/2019	771 7444 12	GDPR-review	Saltney Town Council	80.00
27/12/2019	732 5812 41	Business development	Saltney Town Council	20.58
02/01/2020	732 5812 41	PRISM Solutions Ltd	Saltney Town Council	14.02
02/01/2020		Office Rent- Jan	Saltney Town Council	60.00
27/01/2020	732 5812 41	Internet	Saltney Town Council	20.58
03/02/2020	732 5812 41	Telecoms	Saltney Town Council	14.02
03/02/2020		Office rent	Saltney Town Council	60.00
25/02/2020	732 5812 41	Business development	Saltney Town Council	20.58
02/03/2020	732 5812 41	Telecoms	Saltney Town Council	14.33
02/03/2020		Office rent	Saltney Town Council	60.00
25/03/2020	732 5812 41	Business Development	Saltney Town Council	20.58
			Total VAT Detail from Cashbook	6,301.90

I .....  
(Full name in BLOCK LETTERS)

am claiming a refund of six thousand, three hundred and one pounds and 90 pence  
(Pounds in words pence in figures)

£ 6,301.90

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.