

Sprowston Town Council year ending 31st March 2016

Balance Sheet as at

31st March 2016

Current Assets

Sales Ledger	5,231
Other Debtors	0
Prepayments	7,611
Vat Refund	10,106
Cash at Bank & in Hand	710,355

733,303

Current Liabilities

Purchase Ledger	54,750
Receipts in Advance	25
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

54,775

678,528

Reserves

Play Equipment Renewals Fund	15,500
Machinery Renewals Fund	20,000
Town Council Election Fund	0
Office Equipment Fund	10,000
Street Lighting Renewals Fund	32,000
Heating System Renewal Fund	13,000
Charities Capital Fund	0
Cemetery Land Fund	5,979
Sprowston Diamond Centre Fund	202,913
General Fund	136,870
General Fund (P&L Acc) - current year	242,266

678,528

Sprowston Town Council year ending 31st March 2016**Summary Income & Expenditure by Budget Heading year to date to****31st March 2016**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Administration</u>						
Expenditure	160,009	153,300	-6,709	0	-6,709	104.4%
Income	161,775	154,000	-7,775			
<u>Allotments</u>						
Expenditure	6,931	8,350	1,419	0	1,419	83.0%
Income	8,759	8,900	338			
<u>Cemetery</u>						
Expenditure	342,461	356,850	14,389	0	14,389	96.0%
Income	137,255	97,000	-38,913			
<u>Grants</u>						
Expenditure	1,650	1,000	-650	0	-650	165.0%
Income	3,800	1,000	-2,761			
<u>Diamond Centre</u>						
Expenditure	156,198	220,100	63,902	0	63,902	71.0%
Income	230,200	209,469	-20,731			
<u>Parks</u>						
Expenditure	320,868	225,500	-95,368	0	-95,368	142.3%
Income	258,878	155,900	-98,164			
<u>Street Scene</u>						
Expenditure	42,399	48,250	5,851	0	5,851	87.9%
Income	49,000	49,000	0			
<u>Totals</u>						
Expenditure	1,030,516	1,013,350	-17,166	0	-17,166	101.7%
Income	849,667	675,269	-168,005			
Transfers from reserves	423,115	330,000				
<u>Surplus / (Shortfall)</u>	242,266	(8,081)				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2016

Administration

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>
<u>Expenditure</u>						
6001 Wages/Salaries	90,579	90,000	-579		-579	100.6%
6002 Employers Ni	7,183	7,200	17		17	99.8%
6003 Employers Pension	18,565	18,500	-65		-65	100.4%
7005 Administration - Building Repairs	0	0	0		0	0.0%
7008 Administration - Insurance	7,897	7,600	-297		-297	103.9%
7009 Administration - Legal Fees	2,100	2,000	-100		-100	105.0%
7010 Administration - Bank Charges & Interest Charges	0	100	100		100	0.0%
7012 Administration - Audit Fees	2,707	3,250	543		543	83.3%
7013 Administration - Parish News Letter	2,145	3,000	855		855	71.5%
7014 Administration - Election Expenses	12,011	3,000	-9,011		-9,011	400.4%
7015 Administration - Travelling	1,295	500	-795		-795	259.0%
7016 Administration - Phone/Communications	529	1,000	471		471	52.9%
7017 Administration - IT	6,993	9,000	2,007		2,007	77.7%
7018 Administration - Website	105	200	95		95	52.5%
7020 Administration - Postage	195	400	205		205	48.8%
7021 Administration - Stationery	487	1,300	813		813	37.5%
7022 Administration - Printing & Photocopying	804	500	-304		-304	160.8%
7023 Administration - Office Equipment Purchase/Repair	115	300	185		185	38.3%
7024 Administration - Advertising	240	500	260		260	48.0%
7025 Administration - Subscriptions	2,130	2,500	370		370	85.2%
7026 Administration - Publications	20	100	80		80	20.0%
7027 Administration - Training	355	150	-205		-205	236.7%
7028 Administration - Health & Safety	548	100	-448		-448	548.0%
7029 Administration - Equipment Lease	820	1,800	980		980	45.6%
7030 Administration - Chairmans Allowance	330	200	-130		-130	165.0%
5002 Administration - Sundries & Contingencies	1,856	100	-1,756		-1,756	1856.0%
8100 Administration - Bad Debts	0	0	0		0	0.0%
<u>Total Expenditure</u>	160,009	153,300	-6,709	0	-6,709	104.4%
<u>Income</u>						
4006 Administration - Bank & Investment Income	2,035	2,000	-35			
4018 Administration - Sect 106/NHB/CIL	6,845	7,000	155			
4020 Administration - New Homes Bonus	5,275	0	-5,275			
4021 Administration - Grants Received	2,620	0	-2,620			
4090 Administration - Precept	139,280	139,280	0			
Administration - Transitional Grant	5,720	5,720	0			
<u>Total Income</u>	161,775	154,000	-7,775			
<u>Transfer from reserves (Election)</u>	4,270	0				
<u>Surplus / (Shortfall)</u>	6,036	700				

Sprowston Town Council year ending 31st March 2016**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2016****Allotments**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
6101	Allotments - Gross Pay	4,733	5,000	267		267	94.7%
6102	Allotments - Ers Ni	277	500	223		223	55.4%
6103	Allotments - Superannuation	867	1,000	133		133	86.7%
5101	Allotments - Vermin Control	592	850	258		258	69.6%
7104	Allotments - Water	462	400	-62		-62	115.5%
7106	Allotments - General Repairs	0	500	500		500	0.0%
5102	Allotments - Sundries & Contingencies	0	100	100		100	0.0%
	<u>Total Expenditure</u>	6,931	8,350	1,419	0	1,419	83.0%
	<u>Income</u>						
4101	Allotments - Allotment Rental	3,101	3,500	399			
4102	Allotments - Water Charges Received	658	400	-258			
4091	Allotments - Precept	4,803	5,000	197			
	Allotments - Transitional Grant	197					
	<u>Total Income</u>	8,759	8,900	338			
	<u>Surplus / (Shortfall)</u>	1,828	550				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2016

Cemetery

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
6201	Cemetery - Gross Pay	42,599	45,000	2,401		2,401	94.7%
6202	Cemetery - Ers Ni	2,495	4,500	2,005		2,005	55.4%
6203	Cemetery - Superannuation	7,812	9,250	1,438		1,438	84.5%
5201	Cemetery - Vermin Control	0	300	300		300	0.0%
5211	Cemetery - Trees, Shrubs & Plants	356	1,000	644		644	35.6%
5215	Cemetery - Waste Disposal & Skip Hire	1,151	3,000	1,849		1,849	38.4%
5220	Cemetery - Extension Costs & Land Works	254,021	260,000	5,979		5,979	97.7%
5221	Cemetery - Memorial Wall Expenses	3,205	2,000	-1,205		-1,205	160.3%
5223	Cemetery - Memorial Safety Repairs	0	250	250		250	0.0%
7202	Cemetery - Rates	2,448	2,500	52		52	97.9%
7203	Cemetery - Heat & Light	100	200	100		100	50.0%
7204	Cemetery - Water	710	250	-460		-460	284.0%
7211	Cemetery - Loan Charges	27,481	28,500	1,019		1,019	96.4%
5202	Cemetery - Sundries & Contingencies	83	100	17		17	83.0%
	<u>Total Expenditure</u>	342,461	356,850	14,389	0	14,389	96.0%
	<u>Income</u>						
4203	Cemetery - Graves	56,267	30,000	-26,267			
4204	Cemetery - Interment	33,729	20,000	-13,729			
4205	Cemetery - Memorials & Inscriptions	13,259	13,000	-259			
4092	Cemetery - Precept	32,658	34,000	1,342			
	Cemetery - Transitional Grant	1,342					
	<u>Total Income</u>	137,255	97,000	-38,913			
	<u>Transfer from reserves</u>	254,021	260,000				
	<u>Surplus / (Shortfall)</u>	48,815	150				

Sprowston Town Council year ending 31st March 2016**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2016****Grants**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
5307	<u>Expenditure</u>						
	Grants - Donations	1,650	1,000	-650		-650	165.0%
	<u>Total Expenditure</u>	<u>1,650</u>	<u>1,000</u>	<u>-650</u>	<u>0</u>	<u>-650</u>	<u>165.0%</u>
	<u>Income</u>						
4307	Grants - Recycling Credits	2,800	0	-2,800			
4321	Grants - Neighbourhood Plan	0	0	0			
4093	Precept - Grant Element	961	1,000	39			
	Grants - Transitional Grant	39					
	<u>Total Income</u>	<u>3,800</u>	<u>1,000</u>	<u>-2,761</u>			
	<u>Surplus / (Shortfall)</u>	<u>2,150</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2016

Diamond Centre

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6401 Diamond Centre - Gross Pay	55,045	96,000	40,955		40,955	57.3%
6402 Diamond Centre - Ers Ni	2,756	9,600	6,844		6,844	28.7%
6403 Diamond Centre - Superannuation	2,303	19,750	17,447		17,447	11.7%
5415 Diamond Centre - Waste Disposal & Skip Hire	576	650	74		74	88.6%
5418 Diamond Centre - Planning Permission	0	0	0		0	0.0%
5421 Diamond Centre - Room Hire Expenses	3,274	5,000	1,726		1,726	65.5%
5422 Diamond Centre - Field Hire Expenses	95	100	5		5	95.0%
5424 Diamond Centre - Improvements to	35,124	30,000	-5,124		-5,124	117.1%
5425 Diamond Centre - Lighting for Car Park & Field	0	0	0		0	0.0%
7402 Diamond Centre - Rates	6,960	7,000	40		40	99.4%
7403 Diamond Centre - Heat & Light	6,408	4,000	-2,408		-2,408	160.2%
7404 Diamond Centre - Water	667	1,500	833		833	44.5%
7405 Diamond Centre - Building Repairs	218	3,000	2,782		2,782	7.3%
7406 Diamond Centre - General Repairs	4,487	3,000	-1,487		-1,487	149.6%
7407 Diamond Centre - Cleaning & Supplies	2,369	3,000	631		631	79.0%
7411 Diamond Centre - Loan Charges	35,916	37,400	1,484		1,484	96.0%
7416 Diamond Centre - Phone/Communications	0	0	0		0	0.0%
5402 Diamond Centre - Sundries & Contingencies	0	100	100		100	0.0%
<u>Total Expenditure</u>	156,198	220,100	63,902	0	63,902	71.0%
<u>Income</u>						
4415 Diamond Centre - Hire of	50,468	30,000	-20,468			
4416 Diamond Centre - Field Hire	750	500	-250			
4417 Diamond Centre - Cinema Receipts	2,013	2,000	-13			
4094 Diamond Centre - Precept	169,986	169,986	0			
Diamond Centre - Transitional Grant	6,983	6,983	0			
<u>Total Income</u>	230,200	209,469	-20,731			
<u>Surplus / (Shortfall)</u>	74,002	(10,631)				

Sprowston Town Council year ending 31st March 2016

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2016

Parks

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6501 Parks - Gross Pay	47,332	50,000	2,668		2,668	94.7%
6502 Parks - Ers Ni	2,772	3,500	728		728	79.2%
6503 Parks - Superannuation	8,680	10,250	1,570		1,570	84.7%
5508 Parks - Machinery Tool Repair/Replace	22,436	20,000	-2,436		-2,436	112.2%
5509 Parks - Playground Equipment Repairs	1,901	7,500	5,599		5,599	25.3%
5510 Parks - Horticultural Consumables	1,822	2,000	178		178	91.1%
5511 Parks - Trees, Shrubs & Plants	1,859	3,000	1,141		1,141	62.0%
5512 Parks - Sports Pitches Consumables	1,749	3,000	1,251		1,251	58.3%
5513 Parks - Paths, Seats & Signs	5,084	500	-4,584		-4,584	1016.8%
5514 Parks - Fencing, Gates & Walls	10,660	2,000	-8,660		-8,660	533.0%
5515 Parks - Waste Disposal & Skip Hire	2,193	2,500	307		307	87.7%
5516 Parks - Fuel for Machinery	3,060	4,500	1,440		1,440	68.0%
5517 Parks - Health & Safety inc Protective Clothing	12,317	2,000	-10,317		-10,317	615.9%
5518 Parks - Pavilion Refurbishment	154,164	70,000	-84,164		-84,164	220.2%
7501 Parks - Land Lease	240	500	260		260	48.0%
7502 Parks - Rates	5,774	5,500	-274		-274	105.0%
7503 Parks - Heat & Light	2,258	3,000	742		742	75.3%
7504 Parks - Water	3,931	2,500	-1,431		-1,431	157.2%
7505 Parks - Building Repairs	2,956	2,000	-956		-956	147.8%
7507 Parks - Cleaning & Supplies	1,488	1,500	12		12	99.2%
7511 Parks - Loan Charges	28,168	29,000	832		832	97.1%
7516 Parks - Phone/Communications	59	150	91		91	39.3%
7519 Parks - Training	0	500	500		500	0.0%
5502 Parks - Sundries & Contingencies	-35	100	135		135	-35.0%
<u>Total Expenditure</u>	320,868	225,500	-95,368	0	-95,368	142.3%
<u>Income</u>						
4508 Parks - Bowling Green Fees	2,873	2,900	27			
4509 Parks - Cricket Square Fees	254	200	-54			
4510 Parks - Football Pitch Fees	5,154	4,250	-904			
4511 Parks - Tennis Court Fees	0	0	0			
4512 Parks - Pavillion Hire Fees	135	300	165			
4513 Parks - Delegated Verge Cutting	9,671	9,500	-171			
4514 Parks - Grants Received	101,913	0	-101,913			
4519 Parks - Recreation Ground Hire	1,262	1,250	-12			
4520 Parks - Hire of Recreation Ground Office	15,616	15,500	-116			
4095 Parks - Precept	117,186	122,000	4,814			
Parks - Transitional Grant	4,814					
<u>Total Income</u>	258,878	155,900	-98,164			
<u>Transfer from reserves</u>	164,824	70,000				
<u>Surplus / (Shortfall)</u>	102,834	400				

Sprowston Town Council year ending 31st March 2016**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2016****Street Scene**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
5603	Street Scene - Light Maintenance	5,763	15,000	9,237		9,237	38.4%
5604	Street Scene - Notice Board & Signs	135	2,000	1,865		1,865	6.8%
5605	Street Scene - Dog & Litter Bins	5,108	5,000	-108		-108	102.2%
5606	Street Scene - Cleaning Bottle Banks/Bus Shelters	1,188	1,000	-188		-188	118.8%
7603	Street Scene - Heat & Light	25,066	20,000	-5,066		-5,066	125.3%
7611	Street Scene - Loan Charges	5,139	5,150	11		11	99.8%
5602	Street Scene - Sundries & Contingencies	0	100	100		100	0.0%
	<u>Total Expenditure</u>	42,399	48,250	5,851	0	5,851	87.9%
	<u>Income</u>						
4096	Street Scene - Precept	47,066	47,066	0			
	Street Scene - Transitional Grant	1,934	1,934	0			
	<u>Total Income</u>	49,000	49,000	0			
	<u>Surplus / (Shortfall)</u>	6,601	750				

Sprowston Town Council year ending 31st March 2016

Bank Accounts & Cash

31st March 2016

1200	STC - General Account	2,880
1201	STC - Business Premium Account	5,000
1202	STC - Drawings Account	726
1203	STC - Salaries Account	6,595
1204	STC - Petty Cash Imprest Account	345
1205	STC - Treasury Deposits	0
1206	STC - Business Saver Account	201,004
1207	STC - Active Saver Account	493,712
1209	STC - Barclaycard Account	-40
1210	STC - Petty Cash Account	133

Total Bank & Cash Balances **710,355**

Cash Book

Opening Balance 01/04/2015	859,377
Add: Total Cash Receipts in year	826,719
Deduct: Total Cash Payments in year	(975,741)
Rounding	0
	<u>710,355</u>

Prepared by: June Hunt (Town Clerk)
Date: 14/04/2016

Bank Statement Balance

(All receipts and payments cleared as at 31/03/2016)

2,880.00
5,000.00
726.00
6,595.47
344.57
0.00
201,004.39
493,711.85