

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

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 2017, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We 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.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.				has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took 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 and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.				disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Sprowston Town Council year ending 31st March 2017

Balance Sheet as at 31st March 2017

Current Assets

Sales Ledger	6,730
Other Debtors	0
Prepayments	932
Vat Refund	7,350
Cash at Bank & in Hand	2,069,719

2,084,731

Current Liabilities

Purchase Ledger	24,122
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

24,122

2,060,609

Reserves

Play Equipment Renewals Fund	15,500
Machinery Renewals Fund	20,000
Town Council Election Fund	6,000
Office Equipment Fund	10,000
Street Lighting Renewals Fund	32,000
Heating System Renewal Fund	13,000
Charities Capital Fund	0
Cemetery Land Fund	0
Diamond Centre Fund	1,688,049
Diamond Centre Nursery Fund	0
General Fund	393,979
General Fund (P&L Acc) - current year	-117,919

2,060,609

Sprowston Town Council year ending 31st March 2017

Bank Accounts & Cash

31st March 2017

1200	STC - General Account	4,208
1201	STC - Business Premium Account	0
1202	STC - Drawings Account	0
1203	STC - Salaries Account	4,253
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	1,000,000
1206	STC - Business Saver Account	10,797
1207	STC - Active Saver Account	1,051,331
1209	STC - Barclaycard Account	-1,026
1210	STC - Petty Cash Account	156

Total Bank & Cash Balances **2,069,719**

Cash Book

Opening Balance 01/04/2016	678,528
Add: Total Cash Receipts in year	722,676
Deduct: Total Cash Payments in year	(831,485)
Loan	1,500,000
	<u>2,069,719</u>

Prepared by: June Hunt (Town Clerk)

Date: 05/04/2017

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
	-40.00
	133.00
	710,355.28

Vat Liability	10106
Debtors Control	5231
Creditors Control	-54775
Prepayments	7610

Opening Balance **678528**

Date: 06/04/2017

Time: 13:51:47

Sprowston Town Council

(4-)

Page: 1

Nominal Balances

N/C From: 6001

N/C To: 6503

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
6001	Administration - Gross Pay	101,184.76	
6002	Administration - Ers Ni	10,602.35	
6003	Administration - Superannuation	19,605.60	
6011	Employers National Insurance Clearing Account		
6021	Employers Superannuation Clearing Account		
6101	Allotments - Gross Pay	5,082.05	
6102	Allotments - Ers Ni	383.59	
6103	Allotments - Superannuation	948.84	
6201	Cemetery - Gross Pay	45,738.43	
6202	Cemetery - Ers Ni	3,452.24	
6203	Cemetery - Superannuation	8,539.55	
6401	Diamond Centre - Gross Pay	54,020.20	
6402	Diamond Centre - Ers Ni	3,528.40	
6403	Diamond Centre - Superannuation	5,084.63	
6501	Parks - Gross Pay	50,820.46	
6502	Parks - Ers Ni	3,835.83	
6503	Parks - Superannuation	9,488.38	
		<u>322,315.31</u>	

Sprowston Town Council

Fixed Loan Repayments (Annuity Basis - combining both interest & principal)

Loan Number	Start Date	End Term Date	Scheme	Original Loan £	Interest Rate	Bal o/s at 30.09.2016 £	Charges + Interest Due £	Principal Due £	Bal o/s at 30/03/2017 £
Annuity Basis - combining both interest & principal									
481134	14.07.98	2018	20yrs Streetlighting	60,000.00	5.88	9,565.64	714.17	9,565.64	-
489751	21.03.05	2030	25yrs Bowls Pavilion & Works	100,000.00	4.90	68,358.79	1,674.79	1,815.87	66,542.92
491908	28.07.06	2021	15yrs Machinery Store	65,000.00	4.85	27,013.51	655.08	2,419.49	24,594.02
EIP - Equal instalments of principal									
497743	03.09.10	2035	25yrs Cemetery Extension	100,000.00	3.46	76,000.00	1,314.80	2,000.00	74,000.00
498274	11.01.11	2036	25yrs Cemetery Extension	50,000.00	4.99	39,000.00	973.05	1,000.00	38,000.00
498275	11.01.11	2021	10yrs Rec. Grd BMX & Play	125,000.00	3.53	56,250.00	992.81	6,250.00	50,000.00
499162	01.12.11	2031	20yrs Acquisition School Lane	314,000.00	3.31	243,350.00	4,027.44	7,850.00	235,500.00
499163	01.12.11	2021	10yrs Renovation School Lane	100,000.00	2.24	55,000.00	616.00	5,000.00	50,000.00
502857	13.03.14	2064	50yrs Cemetery Groundworks (260,000.00	4.50	247,000.00	5,557.50	2,600.00	244,400.00
51008991	19/10/2016	2036	20Yrs SDC:Sports Hall	1,500,000.00	2.26	-	2,551.63	29,869.22	1,470,130.78

<u>821,537.94</u>	<u>19077.27</u>	<u>68370.22</u>	<u>2,253,167.72</u>
		<u>87,447.49</u>	

Half Year to 30/09/2016		Sprowston Town Council									
Fixed Loan Repayments (Annuity Basis - combining both interest & principal)											
Loan Number	Start Date	End Date	Term	Scheme	Original Loan	Interest Rate	Bal o/s at 31.03.2016	Interest Due	Principal Due	Principal Diff.	Bal o/s at 30/09/2016
					£		£	£	£	£	£
Annuity Basis - combining both interest & principal											
481134	14.07.98	2018	20yrs	Streetlighting	60,000.00	5.88	11,788.91	346.30	2,223.27		9,565.64
489751	21.03.05	2030	25yrs	Bowls Pavilion & Works	100,000.00	4.90	70,131.23	1,718.22	1,772.44		68,358.79
491908	28.07.06	2021	15yrs	Machinery Store	65,000.00	4.85	29,375.72	712.36	2,362.21		27,013.51
EIP - Equal instalments of principal											
497743	03.09.10	2035	25yrs	Cemetery Extension	100,000.00	3.46	78,000.00	1,349.40	2,000.00		76,000.00
498274	11.01.11	2036	25yrs	Cemetery Extension	50,000.00	4.99	40,000.00	998.00	1,000.00		39,000.00
498275	11.01.11	2021	10yrs	Rec. Grd BMX & Play	125,000.00	3.53	62,500.00	1,103.13	6,250.00		56,250.00
499162	01.12.11	2031	20yrs	Acquisition School Lane	314,000.00	3.31	251,200.00	4,157.36	7,850.00		243,350.00
499163	01.12.11	2021	10yrs	Renovation School Lane	100,000.00	2.24	60,000.00	672.00	5,000.00		55,000.00
502857	13.03.14	2064	50yrs	Cemetery Groundworks	260,000.00	4.50	249,600.00	5,616.00	2,600.00		247,000.00
Paid 01/04/16-30/09/2016								16672.77	31057.92		821,537.94
								47,730.69			

Sprowston Town Council year ending 31st March 2017

<u>Annual Return</u> <u>Box</u>	<u>31/03/2016</u>	<u>31/03/2017</u>	<u>Variance(£)</u>	<u>(%)</u>	<u>Detailed explanation</u>
1 Balances brought forward	859,377	678,528			
2 Annual precept	511,940	539,893	27,953	5.5%	
3 Total other receipts	337,727	1,697,795	1,360,068	402.7%	Receipt of £1,500,000k PWLB Loan re STC Phase 4
4 Staff costs	293,998	322,315	28,317	9.6%	
5 Loan interest/Capital repayments	96,704	135,178	38,474	39.8%	
6 All other payments	639,814	398,114	(241,700)	-37.8%	
7 Balances carried forward	678,528	2,060,609	1,382,081	203.7%	As above
8 Total cash & investments	710,355	2,069,719	1,359,364	191.4%	As above
9 Fixed assets & long term assets	2,670,466	2,809,386	138,920	5.2%	Please find attached Asset Inventory List Comparison Report
10 Total borrowings	852,595	2,253,168	1,400,573	164.3%	Please find attached Breakdown of Loans

Reconciliation Between Box 7 and Box 8

Carry forward value of Box 7	2,060,609
<u>Deduct</u>	
Debtors control	6,730
Vat refund due	7,350
Prepayments	932
<u>Add</u>	
Creditors Control	24,122
Receipts in advance	0
Rounding	0
	<u><u>2,069,719</u></u>

Prepared by: June Hunt (Town Clerk)
Date: 11/04/2017

ASSET INVENTORY LIST COMPARISON 2016/17 & 2017/18 for 2017/18 RECORDS

Asset Name	Asset No.	Initial Cost	Initial Cost	Difference	Diff. Description
		2016/17	2017/18		
Sisis Quadraplay Main Frame	A001	1	1	0	
McConnel Magnum Flail	A002	1	1	0	
Indespension Trailer	A003	2,800	2,800	0	
Indespension Tipper Trailer	A004	2,460	2,460	0	
Removed as duplicate of NME003 below	A005			0	
Indespension Plant Trailer	A006	2000	2000	0	
Recreation Ground Council Office (Rented)	B001	298,200	298,200	0	
Thatched Pavilion at Recreation Ground	B002	465,300	465,300	0	
Recreation Ground maintenance store maintenance store	B003	76,000	76,000	0	
Bowls Pavillon at Recreation Ground	B004	63,306	63,306	0	
Sparhawk Buildings including maintenance store	B005	174,200	174,200	0	
Cemetery Visitors Building and Toilets	B006	105,500	105,500	0	
Sprowston Diamond Centre School Lane	B007	418,000	418,000	0	
Barkers Lane OS Playing Field	L001	1	1	0	
Barkers Lane OS Playing Field	L002	24,000	24,000	0	
Cannerby Lane Green Space AA	L003	1	1	0	
Allotment Land-Site and Car Park	L004	1	1	0	
Allotment Land-Plots 1-18	L005	1	1	0	
Cemetery Land	L006	1	1	0	
Cemetery Land	L007	1	1	0	
Dixon Road PROW	L008	1	1	0	
Post Mill Close POS	L009	1	1	0	
Recreation Ground Playing Field	L010	1	1	0	
Recreation Ground Playing Field	L011	1	1	0	
Sparhawk Park Recreation Land	L012	10,000	10,000	0	
Removed 2015/16	L013	-	-	0	
Removed 2015/16	L014	-	-	0	
Wilks Farm Drive POS	L015	1	1	0	
Church Lane Cemetery Extension	L016	92,000	92,000	0	
Access Loke POS	L017	3,400	3,400	0	
Fenced Open Space School Lane	L018	96,103	96,103	0	
BBL Play Areas POS	L019	2	2	0	
WPG POS	L020	1	1	0	
Millenium Wood POS	L021	1	1	0	
Greens Power Mower 010H	ME001	1	1	0	
Removed 2014/15 and prior	ME002	-	-	0	
Removed 2014/15 and prior	ME003	-	-	0	
Removed 2014/15 and prior	ME004	-	-	0	
Removed 2014/15 and prior	ME005	-	-	0	
Removed 2014/15 and prior	ME006	-	-	0	
Removed 2014/15 and prior	ME007	-	-	0	
Tanaka Hedge Trimmer	ME008	1,405	1,405	0	
Honda Izy x 4	ME009	2,027	2,027	0	
Removed 2014/15 and prior	ME010	-	-	0	
Dennis FT610 Fine Turf Mower plus cassette	ME011	4,069	4,069	0	
Dennis FT610 Fine Turf Mower	ME012	6,830	6,830	0	
Hayter 48 Harrier Pro. 19"	ME013	664	664	0	
Dennis FT610 Power Unit Mower	ME014	4,350	4,350	0	
Echo HCA-265ES LW Long Reach Hedge Trimmer	ME015	399	399	0	
Tanaka 3300 Loop Brushcutters x 2	ME016	660	660	0	
Stihl Hand Held Blower	ME017	225	225	0	
ECHO Hedgetrimmer	ME018	320	320	0	
Echo Blower	ME019	149	149	0	
Husqvarna Chainsaw 72-555 18 Bar	ME020	450	450	0	
JD 4720 Compact Tractor AU14 BJF	MWE001	24,900	24,900	0	
Removed 2014/15 and prior	MWE002	-	-	0	
Removed 2014/15 and prior	MWE003	-	-	0	
Removed 2014/15 and prior	MWE004	-	-	0	
JD X595 unregistered	MWE005	9,000	9,000	0	
Volvo Mini Digger EC15B	MWE006	13,061	13,061	0	
Removed 2014/15 and prior	MWE007	-	-	0	
REMOVED 2016/17	MWE008	-	-	0	
JD X740 Lawn Tractor AU61 CYG	MWE009	9,620	9,620	0	
JD 4 x 4 Gator AO63 KWA	MWE010	11,800	11,800	0	
JD Compact Tractor 2032R AU15 AZT	MWE011	19,200	19,200	0	
Husqvarna Lawn Tractor AU66 CKC	MWE012	18,000	18,000	0	
Removed 2015/16 Replaced by NME011	NME001	1	-		
Balance Cart	NME002	248	248	0	
Major 8400 Roller Mower	NME003	5,650	5,650	0	
Stihl Pole Pruner	NME004	600	600	0	
DeWalt Drills x 2	NME005	1	1	0	
DeWalt Grinders x 2	NME006	1	1	0	
Sprayers x 6	NME007	1	1	0	
Top Dressing Spreader	NME008	1	1	0	
Fertilizer Spreader x 2	NME009	1	1	0	
Trailed Sprayer	NME010	1	1	0	
Impact Glider UK Machine 50Psi	NME011	455	455	0	
Bus Shelters	STREET FURNITURE	10	10	0	
Streetlights	STREET FURNITURE	842,000	842,000	0	
		2,809,386	2,809,385	0	



United Kingdom
Debt Management
Office

OFFICIAL

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Public Works Loan Board

The Clerk
Sprowston Town Council
Council Office
Sprowston Diamond Centre
School Lane, Sprowston
NORWICH
NR7 8TR

Our Ref : 08991

Date : 08 April 2017

Dear

SPROWSTON TOWN COUNCIL (NORFOLK) - PWLB BALANCE OUTSTANDING AS AT 31 March 2017

The schedule below details the balances outstanding on the loans to your authority from the Public Works Loan Commissioners.

Loan Type	Repayment Due	Balance £ p	No. of Accounts
Fixed	13 March 13 September	244,400.00	1
Fixed	10 May 10 November	2,008,767.72	8
	Total Balance Outstanding	<u>2,253,167.72</u>	<u>9</u>

Yours sincerely,

Natasha John-Phillip
for Secretary

Bank Statement

1210
 STC - Petty Cash Account
 Currency: Pound Sterling

ARCHIVE<Year End 2017> Sprowston Town
 Sprowston Diamond Centre
 School Lane
 Sprowston, Norwich
 Norfolk
 NR7 8TR

Book Balance: £ 156.37

Date From: 01/04/2016

Date To: 31/03/2017

No	Date	Ref	Details	Payments £	Receipts £	Balance £
			B/Fwd Balance			132.51
12494	02/04/2016	Cash 1072	Makro-SDC room hire biscuits	28.98		103.53
12495	04/04/2016	Cash 1073	Tesco-SDC catering milk	1.48		102.05
12496	05/04/2016	Cash 1074	Tesco-Chairmans allowance	1.00		101.05
12497	05/04/2016	Cash 1074	Tesco-cleaning product	3.50		97.55
12498	06/04/2016	Cash 1075	Tesco-cleaning products	6.05		91.50
12499	09/04/2016	Cash 1076	Dunelm-SDC pre-school	3.99		87.51
12663	26/04/2016	Cash 1077	Wilco-Machinery fuses	7.99		79.52
12705	28/04/2016	Cash 1078	Ldn Cam. Exch.-Office camera	9.99		69.53
12706	29/04/2016	Cash 1079	Tesco-SDC room hire exps	4.00		65.53
12707	24/04/2016	Cash 1080	QD-Union Jack flag	9.96		55.57
12835	10/05/2016	TRANS	Bank Transfer		50.00	105.57
12996	10/05/2016	1081	Postage Ist Lrg Letter	1.27		104.30
12997	10/05/2016	1082	Postage Special	7.25		97.05
12998	17/05/2016	1083	Postage	8.70		88.35
12999	18/05/2016	1084	Tesco,s :Milk	1.48		86.87
13000	23/05/2016	1085	Homebase:Hose conn/adaptor	8.58		78.29
13350	30/06/2016	Cash Rec:	Sales Receipt		72.00	150.29
13352	28/06/2016	PC1086	PC:Tescos:Toilet Duck	2.30		147.99
13353	28/06/2016	PC1086	PC:Tescos:Toilet Duck	2.35		145.64
13354	23/06/2016	PC1087	PC:Tesco-Febreze Aerosol	2.00		143.64
13355	06/06/2016	PC1088	PC:Tesco Teabags/Milk	3.00		140.64
13356	19/06/2016	PC1089	PC;Makro Biscuit Packs	14.40		126.24
13392	06/07/2016	PC1090	Poundland:Dishwasher Cleaner	2.00		124.24
13403	11/07/2016	Cancel	PC: Tesco:Harpic	4.00		120.24
13404	11/07/2016	CP1091	PC: Tesco:Harpic	4.00		116.24
13409	10/07/2016	PC1092	PC:Tesco Teabags/Milk	3.00		113.24
13569	26/07/2016	Cash Tfr	Sales Receipt		20.00	133.24
13570	22/07/2016	P/C 1092	ALDI:Dishwasher Tabs,Tissues	3.28		129.96
13600	29/07/2016	P/C1093	Abrasive pads:Cemetery	20.28		109.68
13603	31/07/2016	P/C 1094	Tesco:Teabags,Milk	3.99		105.69
13604	31/07/2016	P/C 1094	Makro:Biscuits	28.99		76.70
13605	31/07/2016	P/C 1094	Norwich Elec:Hoover Parts	20.00		56.70
13624	09/08/2016	P/C 1095	P/C Tesco Milk 14/07/2016	1.00		55.70

Bank Statement

1210

STC - Petty Cash Account

Currency: Pound Sterling

ARCHIVE<Year End 2017> Sprowston Town

Sprowston Diamond Centre

School Lane

Sprowston, Norwich

Norfolk

NR7 8TR

Book Balance: £ 156.37

Date From: 01/04/2016

Date To: 31/03/2017

No	Date	Ref	Details	Payments £	Receipts £	Balance £
13625	09/08/2016	P/C 1095	P/C Tesco Flash	2.00		53.70
13626	09/08/2016	P/C 1095	P/C Tesco Milk 05/08/2016	1.00		52.70
13627	09/08/2016	P/C 1095	P/C Postage allotment	1.74		50.96
13634	09/08/2016	Paid via	Sales Receipt		10.00	60.96
13638	09/08/2016	P/C 1096	Homebase:Cement Maki Face	6.29		54.67
13639	09/08/2016	P/C 1097	J.Salmon:A/N 2017 Calenders	9.00		45.67
13640	09/08/2016	P/C 1097	The Colman Group:Planners	3.97		41.70
13677	11/08/2016	Cancel	Timpsons:Pavilion Boiler Key	7.50		34.20
13739	22/08/2016	P/C 1099	Homebase:Cement maxi	6.29		27.91
13741	23/08/2016	Cash	Sales Receipt		10.00	37.91
13860	01/09/2016	P/C1100	Screwfix:Buckets	16.99		20.92
14236	26/09/2016	1101	P/C cookshop:Measuring	1.55		19.37
14358	05/10/2016	TRANS	Bank Transfer		100.00	119.37
14359	27/09/2016	P/C1102	Makro:Biscuits	28.98		90.39
14360	03/10/2016	P/C1102	Tesco:Milk	1.48		88.91
14361	05/10/2016	P/C1102	Newscene:Milk	2.00		86.91
14362	05/10/2016	P/C1102	Birth card:Chloe Smith MP	0.75		86.16
14464	17/10/2016	P/C 1103	P/C Tesco,s Milk	1.48		84.68
14465	17/10/2016	P/C 1103	P/C Greetings Card	2.00		82.68
14498	24/10/2016	P/C 1104	Tesco:Tea,Milk	3.50		79.18
14499	24/10/2016	P/C 1104	Tesco:Brush,Torch,Clean.Mat.	9.00		70.18
14621	11/08/2016	Cancel	Cancel - see tran 13677		7.50	77.68
14622	11/08/2016	P/C 1098	Timpsons:Pavilion Boiler Key	7.50		70.18
14632	02/11/2016	P/C 1105	Screwfix:Wiper Blade	3.99		66.19
14633	02/11/2016	P/C 1105	Timpsons:New Keys Pavilion	20.00		46.19
14766	15/11/2016	P/C 1106	Timpsons:New KeysCemetary	7.50		38.69
14848	23/11/2016	1107	Post Office:Recorded Delivery	5.60		33.09
14849	23/11/2016	1108	Tesco:Coffee (Dementia ctr)	2.10		30.99
14945	01/12/2016	P/C1109	Aldi:Milk ,Teabags	5.26		25.73
14950	05/12/2016	P/C 1110	Xmas Cards	20.00		5.73
14951	05/12/2016	P/C 1110	Absolutely Fabulous DVD	10.00		-4.27
14958	05/12/2016	TRANS	Trf to petty cash		50.00	45.73
15033	14/12/2016	1111	Milk,Mince Pies	6.97		38.76
15164	05/01/2017	P/C 1112	Tesco:Dishwasher tabs,Salt	14.90		23.86
15182	09/01/2017	Petty Cash	Aldi:Milk,Teabags	4.27		19.59

Bank Statement

1210
 STC - Petty Cash Account
 Currency: Pound Sterling

ARCHIVE<Year End 2017> Sprowston Town
 Sprowston Diamond Centre
 School Lane
 Sprowston, Norwich
 Norfolk
 NR7 8TR

Book Balance: £ 156.37

Date From: 01/04/2016

Date To: 31/03/2017

No	Date	Ref	Details	Payments £	Receipts £	Balance £
15207	10/01/2017	P/C 1114	Aldi :Tea,Coffee	4.28		15.31
15293	11/01/2017	P/C 1115	Aldi:Kettle	19.99		-4.68
15294	16/01/2017	P/C 1115	Aldi: Milk	1.98		-6.66
15296	17/01/2017	TRANS	Petty Cash		200.00	193.34
15389	26/01/2017	P/C 1116	P/C Tesco,s :Milk	1.49		191.85
15390	26/01/2017	P/C 1116	P/C Aldi :Milk	0.99		190.86
15391	26/01/2017	P/C 1116	P/C Tesco,s :Fuses	2.00		188.86
15392	27/01/2017	P/C 1117	P/C Aldi :Milk,Teabags	5.57		183.29
15425	31/01/2017	P/C 1118	Aldi: Milk	1.98		181.31
15634	23/02/2017	P/C 1119	Aldi: Milk	2.97		178.34
15635	23/02/2017	P/C 1119	Wilco:Puncture Kit	2.49		175.85
15697	03/03/2017	P/C 1120	Aldi:Teabags/Milk/Consumable	8.04		167.81
15722	08/03/2017	p/c1121	Pension Forum:Parking	5.10		162.71
15761	13/03/2017	P/C1122	Aldi:Milk	1.98		160.73
15764	16/03/2017	P/C 1122	Tesco,s Milk	1.00		159.73
15831	21/03/2017	P/C1122	Card Factory: Sympathy/Get	2.37		157.36
15833	11/07/2016	Cancel	Cancel - see tran 13403		4.00	161.36
15834	11/07/2016	CP1091	PC: Tesco:Harpic	4.00		157.36
15904	30/03/2017	P/C 1123	Aldi:Milk	0.99		156.37

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

SPROWSTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	859,377	678,528	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	511,940	539,893	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	337,727	1697,795	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	293,998	322,315	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 employment expenses.
5. (-) Loan interest/capital repayments	96,704	135,178	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	639,814	398,114	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	678,528	2,060,609	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	710,355	2,069,719	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2670,466	2,809,386	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	852,595	2,253,168	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

J. Trust

Date

07/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

07/06/2017

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

SPROUSTON TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority'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 alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit STEPHEN CHRISTOPHER FOX AUDITING SOLUTIONS LTD

Signature of person who carried out the internal audit *S. Christopher* Date 01/06/2017

*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).
 **Note: 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 (add separate sheets if needed).



Qtrly Bank Reconciliation

Sprowston Town Council
 Sprowston Diamond Centre
 School Lane, Sprowston, Norwich, NR7 8TR

Financial year ending 31 March 2017

Prepared by..... *[Signature]*..... (Name and role (Clerk/RFO etc))

Date...30TH September 2016.....

Approved by..... *[Signature]*..... (Name and role (RFO/Chair of Finance etc))

Date...30th September 2016..... *[Signature]*

Balance per bank statements as at 2016	£	£
General Account	8,049.30	
Business Premium Account	-	
Drawings Account	100.00	
Salaries Account	8,696.31	
Petty Cash Imprest Account		
Treasury Deposits	-	
Business Saver Account	15,624.99	
Active Saver Account	858,711.85	
Barclaycard Account	-155.50	
Petty Cash Account	9.61	
		891,017.34
Less: un-presented cheques at 2016		
Cheque number xxxxxx		
Cheque number xxxxxx		
Plus: unbanked cash at 2016	41.50	
CashBanked not cleared on bank statement		1,649.00
Net bank balances as at..... 2016		892,624.84
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</i>		
CASH BOOK		
Opening Balance	678,528.00	
Plus: Receipts in the year	630,490.00	
Less: Payments in the year	- 416,394.00	
Closing balance per cash book (receipts and payments book) as at 2016(must equal net bank balances above	892,624.00	

[Signature]
 STEPHAN CHRISTOPHER
 PER ACCOUNTING SOLUTIONS LTD
 6/12/16.

Sprowston Town Council – 2017 Internal Audit Review Checklist - Part 1 - Meeting standards

[Source: Governance and Accountability for Local Councils | Part 2 - The annual return and corporate governance.]

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	Terms of reference for internal audit were approved by full council. (See Financial Risk Assessments – Internal Audit Assurance) Internal audit work takes into account both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements.	Yes Yes Yes	
2. Independence	Internal audit has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to management. Internal audit does not have any other role within the council.	Yes Yes	
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Yes	
4. Relationships	All responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files and in the Internal Auditor's Report). Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan).	Yes Yes Yes	
5 Audit Planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council. Internal audit made its final report in accordance with the plan on 1 June 2017	Yes Yes	

Review conducted by Council, and adopted at a full meeting of the Council on 7 June 2017 :-

Cllr Ian Moncur

Chairman of the Meeting

June Hunt

Clerk & Responsible Financial Officer

Sprowston Town Council – 2017 Internal Audit Review Checklist - Part 2 - Characteristics of Effectiveness

[Source: Governance and Accountability for Local Councils - Part 2 - The Annual Return and Corporate Governance.]

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Areas for development
1. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.	Yes	
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.	Yes	
3. Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.	Yes	
4. Add value and assist the Council in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Yes	
5. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes Yes	
6. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes Yes	
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.	Yes Yes	

Review conducted by Council, and adopted at a full meeting of the Council on 7 June 2017 :-

Cllr Ian Moncur

Chairman of Meeting

June Hunt

Clerk & Responsible Financial Officer

Table 1: Areas where there may be scope to use insurance to help manage risk.	Evidence of control
<p>Risk identification</p> <p>Insurance cover for risk is the most common approach to certain types of inherent risks.</p> <p>The protection of physical assets owned by the Council – buildings, furniture, equipment, etc. (loss or damage).</p> <p>The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (public liability).</p> <p>The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).</p> <p>Loss of cash through theft or dishonesty (fidelity guarantee).</p> <p>Legal liability as a consequence of asset ownership (public liability).</p> <p>Internal controls include:</p> <ul style="list-style-type: none"> An up to date register of assets and investments. Regular maintenance arrangements for physical assets. Annual review of risk and the adequacy of cover. Ensuring the robustness of insurance providers. 	<p>Zurich Policy No. YLL-122003-6303</p> <p>Part A Material Damage</p> <p>Part E Public Liability £10,000,000</p> <p>Part D £250,000</p> <p>Part N £500,000</p> <p>Part E £10,000,000</p> <p>Completed</p> <p>Repairs & Renewals Fund Established</p> <p>As part of Internal Audit Review Checklist</p> <p>Zurich Municipal – Used by Local Authorities</p>

Table 2: Areas where there may be scope to work with others to help manage risk.	Evidence of control
<p>Risk identification</p> <p>In addition to the risks above: Service interruption due to the long term absence of the Town Clerk / RFO</p> <p>Internal controls include</p> <p>Standing Orders and financial regulations dealing with the award of contracts for services or purchase of capital equipment.</p> <p>Regular reporting on performance by suppliers/providers/contractors.</p> <p>Annual review of contracts.</p> <p>Adoption of and adherence to Codes of Practice for procurement and investment.</p> <p>Arrangements to detect and deter fraud and/or corruption.</p> <p>Regular bank reconciliation.</p> <p>Administrative Officers trained to undertake wide range of administrative tasks</p> <p>The Chairman undertakes financial tasks and is authorised to sign cheques together with another authorised Councillor in the absence of the Clerk for more than 21 days</p>	<p>No interruption to services provided, other than banking arrangements</p> <p>In place and reviewed regularly</p> <p>Monthly</p> <p>1st April</p> <p>N/A at this time – will be considered as part of the Corporate Strategy</p> <p>Internal Audit / Full Council / Town Clerk initial all invoices.</p> <p>Monthly</p> <p>No disruption to service</p> <p>Action undertaken would be reported to Full Council.</p>

Table 3: Areas where there may be a need to self- manage risk.	Evidence of control
<p>Risk identification</p> <p><i>There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable.</i></p> <p>Internal controls include</p> <p>Keeping proper financial records in accordance with Statutory requirements.</p> <p>Ensuring all businesses activities are within legal powers applicable to local councils.</p> <p>Complying with restrictions on borrowing.</p> <p>Ensuring that all requirements are met under Employment Law and Inland Revenue Regulations.</p> <p>Ensuring that all requirements are met under Customs & Excise Regulations (especially VAT).</p> <p>Ensuring the adequacy of the annual precept within sound budgeting arrangements.</p> <p>Monitoring of performance against agreed standards under partnership agreements.</p> <p>Ensuring the proper use of funds granted to local community bodies under specific powers or the General Power of Competence.</p> <p>Proper, timely and accurate reporting of council business in the minutes.</p> <p>Responding to electors wishing to exercise their rights of inspection.</p>	<p>Monthly and Annual Reporting in place</p> <p>Relevant Statutes included on Budget / Accounts papers</p> <p>N/A at this time.</p> <p>Job Descriptions in place and timely returns to Inland Revenue. Appointment by the Council of Elcons Personnel Consultants.</p> <p>Quarterly VAT return – VAT 100</p> <p>Full Council Report</p> <p>N/A at this time - will be considered as part of the evaluation test when it happens</p> <p>Relevant Statutes incorporated onto budget papers and Council Minutes</p> <p>3 weekly cycle of Council Meetings.</p> <p>Statutory notices and advertising.</p>

SPROWSTON TOWN COUNCIL – FINANCIAL RISK ASSESSMENT 2017/2018

<p>Meeting the laid down timetables when responding to consultation invitation.</p> <p>Meeting the requirements for Foundation Level parish status or other accreditation.</p> <p>Proper document control.</p> <p>Register of members' interests and gifts and hospitality, complete, accurate and up to date.</p> <p>Regular scrutiny of financial records and proper arrangements for the approval of expenditure.</p> <p>Banking and Investment arrangements</p> <p>Use of schedules and imprest accounts</p> <p>BACS payments made by Finance Officer</p> <p>Recording in the minutes the approved expenditure.</p> <p>Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the Council; systems of updating records for any changes in relevant legislation.</p> <p>Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.</p> <p>Regular budget monitoring statements.</p> <p>Developing systems of performance measurement.</p> <p>Procedures for dealing with and monitoring grants or loans made or received.</p> <p>Minutes properly numbered and paginated with a master copy kept in safekeeping</p>	<p>Deadlines to ensure completion.</p> <p>Awarded Quality Gold April 2016.</p> <p>Consecutively numbered stationery.</p> <p>Register at Council meetings.</p> <p>Invoices to Finance Officer.</p> <p>All banking arrangements and changes to such arrangements approved by Council and minuted.</p> <p>Council authorises payment by Bank Internet payment where possible or Town Clerk to sign specific cheques for specific amounts</p> <p>Town Clerk verifies payments and invoice matches at time of making payment</p> <p>Payments made under Power of Competence.</p> <p>Annually in accordance to time-table.</p> <p>VAT returns completed in timely manner. Sage, HMRC, NALC & SLCC notices read.</p> <p>Quarterly to Full Council.</p> <p>Staff appraisals in place. Performance measurement considered as part of the Corporate Strategy.</p> <p>Presented to Full Council</p> <p>Consecutively numbered</p>
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<p>Documented procedures to deal with enquiries from the public.</p> <p>Documented procedures to deal with responses to consultation requests.</p> <p>Monitoring arrangements by the Council regarding Local Council Award Scheme.</p> <p>Documented procedures for document receipt, circulation, response, handling and filing.</p> <p>Procedures in place for recording and monitoring members' interests, gifts and hospitality.</p> <p>Adoption of codes of conduct for members and employees.</p> <p>Internal Audit Assurance</p> <p>Review of internal controls in place and their documentation.</p> <p>Review of minutes to ensure legal powers in place, recorded and correctly applied.</p> <p>Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements, etc. including petty cash transactions.</p> <p>Review and testing of arrangements to prevent and detect fraud and corruption.</p> <p>Testing of disclosures.</p> <p>Testing of specific internal controls and reporting findings to management.</p>	<p>Daily report sheet kept/ visitor sheet/Telephone calls logged.</p> <p>Placed on Standing Committee Agenda.</p> <p>Reviewed.</p> <p>Documents dated on opening, filed in alphabetical order, accounts software updated.</p> <p>Declaration of interests register at every meeting, forms completed annually.</p> <p>Councillor code adopted May 2002. Updated 2012.</p> <p>Annual External Audit before September annually</p> <p>Internal Audit – Auditing Solutions Ltd Appointment made by Council 2006, confirmed each subsequent year.</p>
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Sprowston Town Council		Payments	Meeting	Date:	7th June 2017
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18/04/2017	42640	The Alarm Company	450.00	90.00	540.00 50
18/04/2017	42638	SDC A/N Security Alarm Maintenance Rec.GRD & S,Hawk security Maintenance	182.00	36.40	218.40
			632.00	126.40	758.40
		Collier Turf Care Ltd			
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
15/05/2017	129699	2 sets Goal Posts and Nets	5,347.36	1,069.47	6,416.83 51
30/05/2017	130019	Belchim, Grass Seeds, Fertilisers	578.15	76.36	654.51
			5,925.51	1,145.83	7,071.34
		Contractors Equipment Sales Ltd			
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
22/05/2017	72391	Volvo EC15BX TV Camso rubber tracks	320.00	64.00	384.00 52
		CPL Petroleum			
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
24/05/2017	8132241	1000 litres red diesel	459.90	23.00	482.90 53
		Flameskill Ltd			
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18/05/2017	604092	Inspection+ test of Fire alarm Systems	95.00	19.00	114.00 54
		Harveyson Haulage Ltd			
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
09/05/2017	34729	Cess pit	107.00	21.40	128.40 55
		Ingleton Wood LLP			
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30/04/2017	300467/BL	M&E Design of the Sports hall	2,350.00	470.00	2,820.00 56
		Intouch Systems			
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
25/05/2017	623515	2 Year Cloudcare Antivirus	180.00	36.00	216.00 57

<u>Invoice Date</u>	<u>Invoice No.</u>	Magdalen Medical Practice	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
23/05/2017	4838	Mr M Durrant:Medical Report	60.00		60.00	58
<u>Invoice Date</u>	<u>Invoice No.</u>	M,W Surfacing Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
15/05/2017	2912	Resurfacing to Edwards Road Car Park	29,520.00	5,904.00	35,424.00	59
<u>Invoice Date</u>	<u>Invoice No.</u>	Norwich Electrical Co	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31/05/2017	20193	Remedial work:Offices recreation Ground	75.00	15.00	90.00	60
<u>Invoice Date</u>	<u>Invoice No.</u>	NVCS Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
22/05/2017	40057	Filter Coffee	73.69		73.69	61
		TOTAL OF INVOICES	39,798.10	7,824.63	47,622.73	Tf 276
Transfer:		STC Drawings a/c to Salaries a/c	30,000.00		30,000.00	Tf 277
Transfer:		STC Drawings a/c to Petty Cash Imprest a/c				
			69,798.10	7,824.63	77,622.73	
Transfer:		STC General a/c to STC Drawings a/c			77,622.73	Tf

..... Councillor

..... Town Clerk

7th June 2017

Sprowston Town Council Barclaycard Payments

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15/05/2017	220216	Hacel Lighting Ltd <u>Details</u> Breeze Uplight Glass	19.00	3.80	22.80
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
17/05/2017	4066298-00	Hayley Group Ltd <u>Details</u> Ball Bearings	20.00	4.00	24.00
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
26/05/2017	390100059	Homebase Ltd <u>Details</u> Cuprinol Protector	28.32	5.67	33.99

Total of Payments

67.32 13.47 80.79

Due by Direct Debit 27 th June 2017

Sprowston Town Council		Direct Debits		Meeting	Date:	7th June 2017
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30/04/2017	531733	Anglia Farmers Ltd	7.14	1.43	8.57	
		Vodafone:01/04/2017-30/04/2017	414.42	82.89	497.31	
		Comm Tech:20/02/2017-30/04/2017	1.36	0.27	1.63	
		Anglia Farmers:Rebate Jan-Mar 17 Spend	56.27	3.06	59.33	
		SSE:Sparhawk Park :30/12/2016-03/04/2017	42.10	2.29	44.39	
		SSE:Cemetery :30/12/2016-03/04/2017	189.92	1.90	191.82	
		Screwfix:Wellington Boots,Boots.Safety Gloves	73.38	14.66	88.04	
		Screwfix:Yale Door Lock				
			781.87	105.96	887.83	
30/04/2017	535648	Vodafone:Renumbered Line:Preschool Rechar	92.41	18.48	110.89	
			874.28	124.44	998.72	
		British Gas				
		<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
09/05/2017	280776905	Diamond Centre: 06/02/2017-04/05/2017	1,409.88	281.97	1,691.85	
			1,409.88	281.97	1,691.85	
Total Direct Debits			2,284.16	406.41	2,690.57	