

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2014

Tring Town Council

SECTION 1 - 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

Date

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

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	0	211,933	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records
2 Annual Precept	0	109,626	Total amount of Precept income received in the year
3 Total other receipts	0	118,745	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	0	98,969	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5 Loan interest/Capital repayments	0	13,487	Total expenditure or payments of capital and interest made during the year on the Council borrowings
6 Total other payments	0	<del>117,923</del> 117,924	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	0	209,924	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	0	210,087	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	0	1,754,782	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register
10 Total Borrowings	0	113,351	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 1;
- \* Bank Reconciliation as at 31 March

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**Tring Town Council**

**Bank - Cash and Investment Reconciliation as at 31 March 2014**

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		<u>Account Description</u>	<u>Balance</u>
<b><u>Bank Statement Balances</u></b>			
1		Current Account	500.00
1		Business Reserve	131,756.98
2		Bonus Saver	1,123.14
3		CCLA Account	79,467.97
4		Petty Cash	36.44
			<b>212,884.53</b>
<b><u>Unpresented Payments</u></b>			
1	25/03/2014	009510	27.41
1	25/03/2014	009511	47.99
1	25/03/2014	009512	700.00
1	25/03/2014	009518	193.05
1	25/03/2014	009519	850.00
1	25/03/2014	009520	43.97
1	25/03/2014	009522	156.00
1	25/03/2014	009523	98.52
1	25/03/2014	009524	34.22
1	25/03/2014	009525	264.00
1	25/03/2014	009527	300.00
1	25/03/2014	009529	4.97
1	25/03/2014	009530	60.00
1	25/03/2014	009526	17.00
			<b>2,797.13</b>
			<b>210,087.40</b>
<b><u>Receipts not on Bank Statement</u></b>			
0	31/03/2014	All Receipts Cleared	0.00
			<b>0.00</b>
<b>Closing Balance</b>			<b>210,087.40</b>
<b><u>All Cash &amp; Bank Accounts</u></b>			
Current Bank Accounts			129,459.85
Bonus Saver Account			1,123.14
Investment Account			79,467.97
Petty Cash			36.44
Other Bank & Cash Balances			0.00
<b>Total Bank &amp; Cash Balances</b>			<b>210,087.40</b>

## Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	0	211,933	310	0	General Reserves
1	0	<b>211,933</b>	Total balances & reserves at the begining of the year as recorded in the Council Financial Records		
2	0	109,626	1076	100	Precept
2	0	<b>109,626</b>	Total amount of Precept income received in the year		
3	0	364	1090	100	Interest Received
3	0	26,861	1100	100	Grants Received
3	0	612	1200	210	Rental Income
3	0	19,375	1200	302	Rental Income
3	0	4,800	1200	303	Rental Income
3	0	28,874	1200	310	Rental Income
3	0	3,000	1200	311	Rental Income
3	0	4,570	1200	312	Rental Income
3	0	11,133	1200	320	Rental Income
3	0	986	1200	330	Rental Income
3	0	3,000	1200	340	Rental Income
3	0	275	1200	350	Rental Income
3	0	1,759	1210	302	Income from Recharged Services
3	0	1,929	1210	303	Income from Recharged Services
3	0	615	1210	310	Income from Recharged Services
3	0	171	1210	311	Income from Recharged Services
3	0	148	1210	350	Income from Recharged Services
3	0	300	1215	312	Hire of Facilities
3	0	5,268	1215	330	Hire of Facilities
3	0	75	1220	240	Advertising Income
3	0	339	1220	330	Advertising Income
3	0	90	1220	400	Advertising Income
3	0	20	1220	401	Advertising Income
3	0	3,515	1300	400	Allotment Income
3	0	125	1300	401	Allotment Income
3	0	25	1900	320	Miscellaneous Income
3	0	516	1900	330	Miscellaneous Income
3	0	<b>118,745</b>	Total income or receipts as recorded in the cashbook minus the Precept		
4	0	32,602	4100	200	Administration Salaries
4	0	19,062	4105	200	Warden Salaries
4	0	15,479	4110	200	Information Centre Salaries
4	0	7,290	4115	200	Youth Council Salaries
4	0	15,014	4120	200	Tax & NI
4	0	9,522	4125	200	Pensions
4	0	<b>98,969</b>	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses		

## Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
5	0	13,487	4440	312	Loan Repayments
5	0	<b>13,487</b>	Total expenditure or payments of capital and interest made during the year on the Council borrowings		
6	0	5,179	4150	210	IT & Telecom Services
6	0	2,375	4155	210	Photocopier Costs
6	0	1,572	4160	210	Printing/Stationery/Postage
6	0	1,081	4165	210	Office Equipment & Furniture
6	0	316	4170	210	Training/Conf's/Publications
6	0	388	4180	210	Bank Charges
6	0	1,000	4210	220	Mayor's Allowance
6	0	255	4215	220	Civic Entertainment
6	0	1,095	4250	230	Audit
6	0	545	4255	230	Accountancy Fees
6	0	763	4260	230	Legal & Professional
6	0	965	4265	230	Surveyor's Fees
6	0	1,240	4265	300	Surveyor's Fees
6	0	360	4265	302	Surveyor's Fees
6	0	1,530	4265	330	Surveyor's Fees
6	0	3,648	4270	230	Payroll Fees
6	0	2,332	4300	230	Subscriptions
6	0	430	4320	240	Website
6	0	1,709	4325	240	Town Crier Newsletter
6	0	798	4330	240	Advertising & Promotions
6	0	1,825	4340	250	S137 Grants
6	0	1,000	4345	250	Permitted Powers Grants
6	0	2,000	4355	250	TDLHMS
6	0	5,000	4360	250	Tring Together Officer
6	0	5,000	4365	250	Tring Youth Project
6	0	300	4370	250	Tring Youth Council
6	0	1,063	4400	300	Electricity
6	0	205	4400	301	Electricity
6	0	554	4400	302	Electricity
6	0	1,138	4400	303	Electricity
6	0	297	4400	312	Electricity
6	0	145	4400	350	Electricity
6	0	185	4405	301	Gas
6	0	386	4405	302	Gas
6	0	155	4410	300	Water & Sewage
6	0	14	4410	301	Water & Sewage
6	0	26	4410	302	Water & Sewage
6	0	18	4410	303	Water & Sewage
6	0	-1,113	4410	310	Water & Sewage
6	0	764	4410	312	Water & Sewage
6	0	180	4410	330	Water & Sewage
6	0	52	4410	350	Water & Sewage

Continued on Page 3

## Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	0	508	4410	400	Water & Sewage
6	0	77	4410	401	Water & Sewage
6	0	3,973	4415	210	Rates
6	0	1,005	4415	301	Rates
6	0	1,848	4415	312	Rates
6	0	3,881	4415	320	Rates
6	0	60	4420	210	Refuse Collection
6	0	934	4420	312	Refuse Collection
6	0	317	4420	330	Refuse Collection
6	0	2,126	4425	210	Insurance
6	0	193	4425	300	Insurance
6	0	448	4425	302	Insurance
6	0	307	4425	303	Insurance
6	0	615	4425	310	Insurance
6	0	171	4425	311	Insurance
6	0	306	4425	330	Insurance
6	0	624	4430	312	Stall Holders Parking
6	0	127	4435	210	Repairs & Maintenance
6	0	29,945	4435	300	Repairs & Maintenance
6	0	594	4435	301	Repairs & Maintenance
6	0	1,706	4435	330	Repairs & Maintenance
6	0	4,582	4435	350	Repairs & Maintenance
6	0	3,175	4435	400	Repairs & Maintenance
6	0	45	4435	401	Repairs & Maintenance
6	0	4,190	4435	410	Repairs & Maintenance
6	0	26	4435	900	Repairs & Maintenance
6	0	2,500	4445	410	Christmas Decoration
6	0	63	4450	210	Cleaning
6	0	1,874	4455	330	Caretaking Services
6	0	1,218	4500	410	Street Furniture & Decoration
6	0	323	4510	410	Play Areas
6	0	1,209	4600	210	Miscellaneous Expenditure
6	0	30	4600	301	Miscellaneous Expenditure
6	0	450	4600	350	Miscellaneous Expenditure
6	0	6	4600	410	Miscellaneous Expenditure
6	0	1,696	4910	900	Project - Tring Town Plan
6	<b>0</b>	<b>117,923</b>	<b>Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5)</b>		
7	<b>0</b>	<b>209,924</b>	<b>Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]</b>		
8	0	129,460	200	0	Current Bank Accounts
8	0	1,123	210	0	Bonus Saver Account
8	0	79,468	220	0	Investment Account
8	0	36	250	0	Petty Cash

## Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>	
8	Total Cash & Investments	0	210,087		The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9		0	1,754,782	9	0	Total Fixed Assets
9	Total Fixed Assets	0	1,754,782			The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register
10		0	113,351	10	0	Total Borrowings
10	Total Borrowings	0	113,351			The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)

Difference between box 7+ 8 on annual Return

Tring Town Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2014

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	<b>Total Reserves</b>	<b>0.00</b>	<b>209,923.93</b>
2	100 Debtors	0.00	1,736.64
2	101 Other Debtors	0.00	1,112.86
2	105 VAT Control Account	0.00	1,917.61
2	110 Prepayments	0.00	4,277.19
	<b>Less Total Debtors</b>	<b>0.00</b>	<b>9,044.30</b>
3	500 Creditors	0.00	4,640.16
3	510 Accruals	0.00	2,246.04
3	516 Tax & NI Outstanding	0.00	1,198.43
3	550 Rent Deposit	0.00	1,123.14
	<b>Plus Total Creditors</b>	<b>0.00</b>	<b>9,207.77</b>
	<b>Equals Total Cash and Bank Accounts</b>	<b>0.00</b>	<b>210,087.40</b>
5	200 Current Bank Accounts	0.00	129,459.85
5	210 Bonus Saver Account	0.00	1,123.14
5	220 Investment Account	0.00	79,467.97
5	250 Petty Cash	0.00	36.44
	<b>Total Cash and Bank Accounts</b>	<b>0.00</b>	<b>210,087.40</b>

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			1,736.64	
101	Other Debtors			1,112.86	
105	VAT Control Account			1,917.61	
110	Prepayments			4,277.19	
200	Current Bank Accounts			129,459.85	
210	Bonus Saver Account			1,123.14	
220	Investment Account			79,467.97	
250	Petty Cash			36.44	
310	General Reserves				211,933.11
500	Creditors				4,640.16
510	Accruals				2,246.04
516	Tax & NI Outstanding				1,198.43
550	Rent Deposit				1,123.14
1076	Precept	100	General Council		109,626.09
1090	Interest Received	100	General Council		363.89
1100	Grants Received	100	General Council		26,860.98
1200	Rental Income	210	Office		612.00
1200	Rental Income	302	Market House - Ground Floor		19,375.00
1200	Rental Income	303	Market House - First Floor		4,800.00
1200	Rental Income	310	Market Place - Auction Rooms		28,873.83
1200	Rental Income	311	Market Place - Museum		3,000.00
1200	Rental Income	312	Market Place - Open Area		4,570.00
1200	Rental Income	320	Old School Yard		11,132.90
1200	Rental Income	330	Pond Close North		986.00
1200	Rental Income	340	New Road		3,000.00
1200	Rental Income	350	Other Holdings		275.00
1210	Income from Recharged	302	Market House - Ground Floor		1,758.90
1210	Income from Recharged	303	Market House - First Floor		1,929.23
1210	Income from Recharged	310	Market Place - Auction Rooms		615.35
1210	Income from Recharged	311	Market Place - Museum		170.78
1210	Income from Recharged	350	Other Holdings		147.87
1215	Hire of Facilities	312	Market Place - Open Area		300.00
1215	Hire of Facilities	330	Pond Close North		5,267.50
1220	Advertising Income	240	Communications		75.00
1220	Advertising Income	330	Pond Close North		339.25
1220	Advertising Income	400	Allotments - Duckmore Lane		90.00
1220	Advertising Income	401	Allotments - Bulbourne		20.00
1300	Allotment Income	400	Allotments - Duckmore Lane		3,515.00
1300	Allotment Income	401	Allotments - Bulbourne		125.00
1900	Miscellaneous Income	320	Old School Yard		25.00
1900	Miscellaneous Income	330	Pond Close North		516.08
4100	Administration Salaries	200	Salary	32,602.44	



<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4105	Warden Salaries	200	Salary	19,061.85	
4110	Information Centre Salaries	200	Salary	15,479.42	
4115	Youth Council Salaries	200	Salary	7,289.84	
4120	Tax & NI	200	Salary	15,013.51	
4125	Pensions	200	Salary	9,522.33	
4150	IT & Telecom Services	210	Office	5,179.38	
4155	Photocopier Costs	210	Office	2,374.62	
4160	Printing/Stationery/Postage	210	Office	1,572.46	
4165	Office Equipment & Furniture	210	Office	1,080.93	
4170	Training/Conf's/Publications	210	Office	315.93	
4180	Bank Charges	210	Office	388.00	
4210	Mayor's Allowance	220	Civic	1,000.00	
4215	Civic Entertainment	220	Civic	255.30	
4250	Audit	230	Legal & Professional	1,095.00	
4255	Accountancy Fees	230	Legal & Professional	545.00	
4260	Legal & Professional	230	Legal & Professional	763.00	
4265	Surveyor's Fees	230	Legal & Professional	965.00	
4265	Surveyor's Fees	300	Market House - Council Chamber	1,239.85	
4265	Surveyor's Fees	302	Market House - Ground Floor	360.00	
4265	Surveyor's Fees	330	Pond Close North	1,530.00	
4270	Payroll Fees	230	Legal & Professional	3,647.73	
4300	Subscriptions	230	Legal & Professional	2,332.38	
4320	Website	240	Communications	430.04	
4325	Town Crier Newsletter	240	Communications	1,708.50	
4330	Advertising & Promotions	240	Communications	797.84	
4340	S137 Grants	250	Grants	1,825.00	
4345	Permitted Powers Grants	250	Grants	1,000.00	
4355	TDLHMS	250	Grants	2,000.00	
4360	Tring Together Officer	250	Grants	5,000.00	
4365	Tring Youth Project	250	Grants	5,000.00	
4370	Tring Youth Council	250	Grants	300.00	
4400	Electricity	300	Market House - Council Chamber	1,063.44	
4400	Electricity	301	Market House - Info. Centre	204.88	
4400	Electricity	302	Market House - Ground Floor	553.86	
4400	Electricity	303	Market House - First Floor	1,138.10	
4400	Electricity	312	Market Place - Open Area	297.13	
4400	Electricity	350	Other Holdings	144.63	
4405	Gas	301	Market House - Info. Centre	184.83	
4405	Gas	302	Market House - Ground Floor	385.56	
4410	Water & Sewage	300	Market House - Council Chamber	154.74	
4410	Water & Sewage	301	Market House - Info. Centre	13.51	
4410	Water & Sewage	302	Market House - Ground Floor	25.86	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4410	Water & Sewage	303	Market House - First Floor	17.74	
4410	Water & Sewage	310	Market Place - Auction Rooms		1,112.86
4410	Water & Sewage	312	Market Place - Open Area	763.69	
4410	Water & Sewage	330	Pond Close North	180.11	
4410	Water & Sewage	350	Other Holdings	51.72	
4410	Water & Sewage	400	Allotments - Duckmore Lane	507.93	
4410	Water & Sewage	401	Allotments - Bulbourne	76.62	
4415	Rates	210	Office	3,973.20	
4415	Rates	301	Market House - Info. Centre	1,004.85	
4415	Rates	312	Market Place - Open Area	1,848.00	
4415	Rates	320	Old School Yard	3,880.80	
4420	Refuse Collection	210	Office	60.00	
4420	Refuse Collection	312	Market Place - Open Area	934.36	
4420	Refuse Collection	330	Pond Close North	316.90	
4425	Insurance	210	Office	2,126.15	
4425	Insurance	300	Market House - Council Chamber	193.00	
4425	Insurance	302	Market House - Ground Floor	448.34	
4425	Insurance	303	Market House - First Floor	307.09	
4425	Insurance	310	Market Place - Auction Rooms	615.35	
4425	Insurance	311	Market Place - Museum	170.78	
4425	Insurance	330	Pond Close North	305.67	
4430	Stall Holders Parking	312	Market Place - Open Area	624.00	
4435	Repairs & Maintenance	210	Office	126.52	
4435	Repairs & Maintenance	300	Market House - Council Chamber	29,944.96	
4435	Repairs & Maintenance	301	Market House - Info. Centre	593.78	
4435	Repairs & Maintenance	330	Pond Close North	1,705.86	
4435	Repairs & Maintenance	350	Other Holdings	4,581.61	
4435	Repairs & Maintenance	400	Allotments - Duckmore Lane	3,175.17	
4435	Repairs & Maintenance	401	Allotments - Bulbourne	44.53	
4435	Repairs & Maintenance	410	Open Spaces & Environment	4,190.00	
4435	Repairs & Maintenance	900	Projects	26.16	
4440	Loan Repayments	312	Market Place - Open Area	13,487.36	
4445	Christmas Decoration	410	Open Spaces & Environment	2,500.00	
4450	Cleaning	210	Office	62.87	
4455	Caretaking Services	330	Pond Close North	1,874.47	
4500	Street Furniture & Decoration	410	Open Spaces & Environment	1,217.83	
4510	Play Areas	410	Open Spaces & Environment	323.33	
4600	Miscellaneous Expenditure	210	Office	1,208.67	
4600	Miscellaneous Expenditure	301	Market House - Info. Centre	29.50	
4600	Miscellaneous Expenditure	350	Other Holdings	450.12	
4600	Miscellaneous Expenditure	410	Open Spaces & Environment	6.00	
4910	Project - Tring Town Plan	900	Projects	1,695.76	

Date : 06/05/2014

**Tring Town Council**

Page No 4

Time: 17:05

**Trial Balance for Month No: 12**

User :AN

Account Number Order

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<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
				<hr/>	<hr/>
<b>Trial Balance Totals :</b>				<b>450,624.39</b>	<b>450,624.39</b>
				<hr/>	<hr/>
<b>Difference</b>				<b>0.00</b>	