APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson : Town Clerk
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Town Clerk's Office
Moot Hall Boroughgate
Appleby-in-Westmorland
Cumbria CA16 6YB

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Year End Accounts
Period 1 April 2022 to 31 March 2023

Appleby-in-Westmorland Town Council

Annual Return for the Year Ending 31st March 2023								
No.	**Description**	**31/03/2023**	**31/03/2022**	**Variance**	**Variance as %**	**> 15%**	**Explanation Required**	**Explanation**
1	Balances brought forward	**171,851**	172,758	-907	-1%	No		
2	Annual Precept	**135,980**	121,605	14,375	12%	No	No	
3	Other Receipts	**290,607**	377,522	-86,915	-23%	Yes	Yes	See P1a for breakdown
4	Staff Costs	**100,509**	88,943	11,566	13%	No	No	
5	Loan Repayments	**-**	-	0	0%	No	No	
6	Other Payments	**384,374**	411,091	-26,717	-6%	No	No	
7	Balances carried forward (1+2+3)-(4+5+6)	**113,555**	171,851					
8	Total cash and short term investments	**138,273**	147,850					
9	Fixed Assets	**4,476,102**	4,476,102	0	0%	No	No	
10	Total Borrowings	**0**	0	0	0%	No	No	

Signed: Duncan Curley (Chair)

Date: 21st June 2023

Signed: Jean Airey (Internal Auditor)

Date: 30th May 2023

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Appleby-in-Westmorland Town Council

3. Other Receipts - Variance Statement	31/03/2023	31/03/2022	Variance	Variance as %	> 15%	Explanation Required	Explanation
Council Tax Reduction Scheme	**1,766**	**1,656**	110	7%	No	No	
TIC Sales	**24,387**	**13,568**	10,819	80%	Yes	Yes	Moved back into Moot Hall so more stock needed for bigger retail space
Shop Rent	**21,762**	**11,204**	10,558	94%	Yes	Yes	All retail units occupied and rental income higher than expected
Public Hall Lettings	**15,757**	**10,356**	5,401	52%	Yes	Yes	Use of hall for the year higher than expected
Fair Hill Rent	**3,715**	**3,700**	15	0%	No	No	
Recycling	**1,400**	**700**	700	100%	Yes	Yes	Payment of £700 for year 2021-22 received in previous year
Public Hall Solar Panels	**2,054**	**1,895**	159	8%	No	No	
Rural Payments Scheme	**2,285**	**2,713**	-428	-16%	Yes	Yes	Reduction in payments scheme
Wayleaves	**38**	**38**	0	0%	No	No	
DoS Footway Lighting	**-**	**423**	-423	-100%	Yes	Yes	Final payment received previous year
Other Income	**3,407**	**14,638**	-11,231	-77%	Yes	Yes	2021-22 included Apprenticeship and charity grants, rates and utility rebates
EDC Grants	**1,913**	**20,335**	-18,422	-91%	Yes	Yes	2021-22 included Covid, town centre and events grants
Other Grants	**1,092**	**6,496**	-5,404	-83%	Yes	Yes	2021-22 included CCC Covid grant
Interest	**1,463**	**387**	1,076	278%	Yes	Yes	Interest payment for Cumberland Reserves account
Moot Hall Repair Project	**37,110**	**289,413**	-252,303	-87%	Yes	Yes	Majority of repair work to Moot Hall was carried out in 2021-22
West Cloisters Building Repair Project	**75,919**	**-**	75,919	100%	Yes	Yes	New building repair project for 2022-23
East Cloisters Building Repair Project	**96,539**	**-**	96,539	100%	Yes	Yes	New building repair project for 2022-23
Totals	**290,607**	**377,522**					

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Appleby-in-Westmorland Town Council

2. Other Payments - Variance Statemer	31/03/2023	31/03/2022	Variance	Variance as %	> 15%	Explanation Required	Explanation
TIC Cost of Sales	**16,002**	**12,141**	3,861	32%	Yes	Yes	More stock needed for move back to Moot Hall.
Rates	**4,187**	**3,840**	347	9%	No	No	
Heating & Lighting	**18,538**	**15,483**	3,055	20%	Yes	Yes	Increase in all utility costs
Water	**860**	**4,417**	-3,557	-81%	Yes	Yes	2021-22 included backdated charges and 2022-23 includes credit
Telephone & Broadband	**2,566**	**3,228**	-662	-20%	Yes	Yes	New contract negotiated with better terms
Cleaning & Refuse	**11,666**	**8,444**	3,222	38%	Yes	Yes	Increase in cleaning contract costs
Building Repairs	**12,876**	**9,792**	3,084	31%	Yes	Yes	Significant work carried out on all properties
Minor Repairs & Renewals	**554**	**1,613**	-1,059	-66%	Yes	Yes	Underspend on budget
Dowpitts Wood Maintenance	**2,450**	**-**	2,450	100%	Yes	Yes	Urgent work to trees to make safe (50% of costs covered by charity grant)
Footway Lighting	**-**	**800**	-800	-100%	Yes	Yes	Charges waived by District Council for 2022-23
Bus Shelter Cleaning	**180**	**240**	-60	-25%	Yes	Yes	Less cleaning carried out than expected
Lift Maintenance	**964**	**1,426**	-462	-32%	Yes	Yes	2021-22 included backdated charges
Insurance	**7,996**	**8,485**	-489	-6%	No	No	
Licences & Compliance	**3,131**	**1,665**	1,466	88%	Yes	Yes	Additional servicing for all properties (electrics, fire alarm, security, boiler)
Professional Fees	**1,075**	**1,610**	-535	-33%	Yes	Yes	Year end accountancy charges less than expected
Subscriptions	**690**	**438**	252	58%	Yes	Yes	Additional membership for SLCC
Training	**867**	**532**	335	63%	Yes	Yes	Additional staff training undertaken
Postage	**86**	**81**	5	6%	No	No	
Stationery & Printing	**2,063**	**2,250**	-187	-8%	No	No	
Marketing & Advertising	**2,789**	**3,185**	-396	-12%	No	No	
ICT	**892**	**1,297**	-405	-31%	Yes	Yes	No Sage Accounting software charges
Christmas Lights	**-**	**2,073**	-2,073	100%	Yes	Yes	Grant given from charity
Planting	**765**	**313**	452	144%	Yes	Yes	Included grass cutting contract
Catering	**-**	**130**	-130	-100%	Yes	Yes	No costs incurred
Audit	**1,754**	**654**	1,100	168%	Yes	Yes	Increase in External Audit costs because of higher expenditure band
Elections	**-**	**-**	0	0%	No	No	
Mayor's Allowance	**2,578**	**2,849**	-271	-10%	No	No	
Grant Payments	**-**	**171**	-171	100%	Yes	Yes	No grant payments made
Section 137 Grants	**-**		0	0%	No	No	
Covid Compliance	**-**	**15**	-15	-100%	Yes	Yes	No Covid compliance
Rent Refunds & Returnable Deposits	**30**	**500**	-470	-94%	Yes	Yes	No tenants vacated retail units
Credit Card Machine Charges	**670**	**506**	164	32%	Yes	Yes	Higher charges incurred because of increase in number of transactions
Bank Charges	**487**	**368**	119	32%	Yes	Yes	Higher charges incurred because of increase in number of transactions
Community Projects	**4,299**	**6,996**	-2,697	-39%	Yes	Yes	Jubilee celebration activities
Harold Spensley	**673**	**89**	584	656%	Yes	Yes	Installation of memorial bench
Contingency	**2,814**	**2,395**	419	18%	Yes	Yes	Plaque stone installation and Moot Hall opening events
Moot Hall Move	**1,569**	**1,039**	530	51%	Yes	Yes	Misc costs incurred for moving back to Moot Hall, including Chamber
Moot Hall Building Repairs Project	**46,977**	**308,901**	-261,924	-85%	Yes	Yes	Majority of work carried out on Moot Hall in 2021-22
West Cloisters Building Repair Project	**85,536**	**-**	85,536	100%	Yes	Yes	New building repairs project for 2022-23
East Cloisters Building Repair Project	**145,790**	**-**	145,790	100%	Yes	Yes	New building repairs project for 2022-23
	384,374	**407,966**	**-23,592**				

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Appleby-in-Westmorland Town Council

Debtors and Creditors Variance Statement							
Debtors	**31/03/2023**	**31/03/2022**	**Variance**	**Variance as %**	**> 15%**	**Explanation Required**	**Explanation**
Stock	4,850	7,485	-2,635	-35%	Yes	Yes	Less stock held for 2022-23 as in smaller premises.
VAT to reclaim	1,905	20,140	-18,235	-91%	Yes	Yes	2021-22 included VAT to re-claim on Moot Hall building repairs.
Debtors	770	1,321	-551	-42%	Yes	Yes	Payments pending as detailed in Debtors.
Prepayments	1,899	1,553	346	22%	Yes	Yes	Annual insurance cover and premises licence.
Totals	**9,424**	**30,499**					
Creditors	**31/03/2023**	**31/03/2022**	**Variance**	**Variance as %**	**> 15%**	**Explanation Required**	**Explanation**
Creditors	4,138	5,898	-1,760	-30%	Yes	Yes	Payments due with terms of 28 days as detailed in Creditors.
Accruals	13,886	600	13,286	2214%	Yes	Yes	Accruals for 2.5% retention on three building repair projects.
Deferred Income	16,118	-	16,118	100%	Yes	Yes	Monies held for Jubilee playground fundraising and HAZ project.
Totals	**34,142**	**6,498**					

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Annual Return for the Year Ending 31st March 2023
Reconciliation between Boxes 7 and 8

	2023	2022
Box 8	**138,273**	**147,850**
Add Debtors	9,424	30,499
Less Liabilities	34,142	6,498
Box 7	**113,555**	171,851

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Appleby-in-Westmorland Town Council

Annual Return for Year Ending 31st March 2023 - Bank Reconciliation

Cash Book Balance Brought Forward 31st March 2022	**£**	**147,850**
ADD: Receipts	£	504,732
LESS: Payments	£	514,309
Cash Book Balance at 31st March 2023	**£**	**138,273**
Balances at Bank at 31st March 2023		
Barclay - Current	£	49,428
Barclay - Saver	£	7,999
Cumberland Reserves	£	80,846
Total	**£**	**138,273**
Less unpresented cheques:	£	-
Add uncleared payments:	£	-
Total	**£**	**138,273**
Add short term investments:	£	-
Box 8	**£**	**138,273**

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Appleby-in-Westmorland Town Council

Balance Sheet at 31st March 2023

	2023		2022	
Long Term Assets				
Cumberland General Reserves		80,846		118,947
		80,846		118,947
Current Assets				
Barclays Accounts	57,427		28,897	
TIC Stock	4,850		7,485	
VAT to Reclaim	1,905		20,140	
Debtors	770		1,321	
Prepayments	1,899		1,553	
Petty Cash	-		6	
		66,851		59,402
Current Liabilities				
Creditors	4,138		5,898	
Accruals	13,886		600	
Deferred Income	16,118		-	
		34,142		6,498
Current Assets less Current Liabilities:		32,709		52,904
Total Assets		113,555		171,851
Capital & Reserves				
Reserves brought forward		171,851		172,758
P & L Account Deficit/Surplus		- 58,296		- 907
		113,555		171,851

Appleby-in-Westmorland Town Council

Creditors at 31st March 2023

Creditors		2023
	Crosby Grainger	260
	NPower	120
	NPower	96
	NPower	266
	Barclays	28
	Corona Energy	544
	Corona Energy	606
	Corona Energy	1,211
	Waterplus	27
	Waterplus	28
	BT	44
	BT	33
	NEST	306
	Document Solutions	37
	Document Solutions	74
	Low Howgill	270
	Barclaycard	52
	Chubb	68
	Chubb	68
		4,138

Appleby-in-Westmorland Town Council

Debtors at 31st March 2023

		2023
Debtors		
	Appleby Fire Service	30.00
	Womans Section Royal British Legion	30.00
	Euphoric Circus	30.00
	NHS Blood and Transport	150.00
	Appleby Archaeology	15.00
	Appleby-in-Westmorland Society	30.00
	Highlights Rural Touring Scheme	75.00
	Cumbria Music Service	180.00
	Appleby Community Enterprises	180.00
	Audrey Gilmour	50.00
		770

Appleby-in-Westmorland Town Council

Subscriptions and Section 137 Grants at 31st March 2023

	2023	2022
Subscriptions		
SLCC	236	
CALC & NALC	454	438
	690	**438**
Section 137 Grants	**0**	**0**
Other Grants & Donations	**0**	**0**