

Annual Internal Audit Report 2017/18

WATTON TOWN COUNCIL

NORFOLK

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

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

Date(s) internal audit undertaken

07/06/2018

Name of person who carried out the internal audit

STEPHEN CHRISTOPHER FOR AUDITING SOLUTIONS LTD

Signature of person who carried out the internal audit

Date

07/06/2018

XX NO PETTY CASH HELD

*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, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

WATTON TOWN COUNCIL

NORFOLK

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed		‘Yes’ means that this 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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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 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	N/A
	✓		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the authority will address the weaknesses identified.

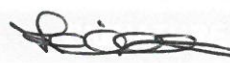
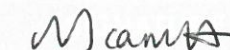
This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

6.1
dated 12 06 18

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.wattontowncouncil.gov.uk

Section 2 – Accounting Statements 2017/18 for

WATTON TOWN COUNCIL

NORFOLK

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	272353	313994	<i>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.</i>
2. (+) Precept or Rates and Levies	231332	254482	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	50522	60620	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	75064	91223	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	165149	171789	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	313994	366084	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	322023	361248	<i>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.</i>
9. Total fixed assets plus long term investments and assets	1090742	1109280	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

W. Cant

Date

12 06 18

I confirm that these Accounting Statements were approved by this authority on this date:

12 06 18

and recorded as minute reference:

6.2

Signed by Chairman of the meeting where approval of the Accounting Statements is given

[Signature]

Explanation of variances – pro forma

Name of smaller authority: **WATTON TOWN COUNCIL**

County area (local councils and parish meetings only): **NORFOLK**

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	231332	254482	23150	10	
Box 3 <i>Total other receipts</i>	50522	60620	10098	20	Chiefly result of increased income from the Cemetery due to number of burials and higher fees in 17/18 than in 16/17. £20000 in 17/18 against £9700 in 16/17.
Box 4 <i>Staff costs</i>	75064	91223	16159	21.5	Major staffing review undertaken in Jan 18 led to new staffing positions with increase in staffing hours and rates of pay. Approx £1800 per month in salary payments since Jan. and pension contribution of approx. £1400 since Nov. 16.
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0		
Box 6 <i>All other payments</i>	165149	171789	6640	4	
Box 9 <i>Total fixed assets & long term investments & assets</i>	1090742	1109280	18538	1.7	
Box 10 <i>Total borrowings</i>	0	0	0		
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: N/A				

Reconciliation between Box 7 and Box 8 in Section 2 – pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Name of smaller authority: WATTON TOWN COUNCIL

County area (local councils and parish meetings only): NORFOLK

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		366084
Deduct:		
Debtors		
• VAT		
•		
•		
	13353	
Deduct:		
Payments made in advance (prepayments)		
•		
•		
Total deductions		
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
•		
•		
Add:		
Receipts in advance (must not include deferred grants/loans received)		
•		
•		
	8517	
Total additions		
Box 8: Total cash and short term investments		361248

Watton Town Council
Uncashed payments\transfers out (All banks)
(Upto 31/03/2018)

Voucher	Date	Cheque No.	Description	Total	Bank
502	31/01/2017	203085	Window cleaning	15.00	Current Account
503	31/01/2017	203085	Window cleaning	10.00	Current Account
410	11/01/2018	203402	Training	72.00	Current Account
531	27/02/2018	203480	Water cooler	14.22	Current Account
548	27/03/2018	203481	Photocopying	33.71	Current Account
549	27/03/2018	203482	Toilet cleaning	97.76	Current Account
550	27/03/2018	203483	Toilet cleaning	97.76	Current Account
551	27/03/2018	203484	Sundries	58.39	Current Account
552	27/03/2018	203485	Office phone	92.36	Current Account
554	27/03/2018	203487	Accounts	154.08	Current Account
555	27/03/2018	203488	Badges	132.20	Current Account
556	27/03/2018	203489	Hoover bags	10.99	Current Account
557	27/03/2018	203479	Mayor's allowance	125.00	Current Account
558	27/03/2018	203490	Stair carpet	480.00	Current Account
559	27/03/2018	203491	Entertainment	250.00	Current Account
560	27/03/2018	203492	Cast crests	537.60	Current Account
561	27/03/2018	203493	Legal -alleyway	303.00	Current Account
562	27/03/2018	203494	Wages preperation	738.00	Current Account
563	27/03/2018	203495	LCAS Seminar	72.00	Current Account
564	27/03/2018	203496	Consultancy Fees	1,113.75	Current Account
565	27/03/2018	203497	Tree survey	828.00	Current Account
566	27/03/2018	203498	Consumables	116.17	Current Account
567	27/03/2018	203500	Grant Memory Cafe	500.00	Current Account
553	31/03/2018	203486	Fuel	36.99	Current Account
Total-----				5,888.98	

Watton Town Council
BANK ACCOUNTS

Current Account	£183,695.12
Petty Cash Account	£0.00
ns&i Account	£0.00
Business Tracker	£0.00
Premium Account	£177,542.52
Total in Banks	361,237.64
Cash	10.00
GRAND TOTAL (Banks and Cash)	£361,247.64

Watton Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre Administration

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
1	Audit				1,935.00	1,593.40	342		342
3	Broadband				600.00	515.69	84		84
7	IT				4,000.00	3,649.46	351		351
8	Legal				4,302.10	4,109.00	193		193
9	Office Equipment				500.00	497.35	3		3
10	Office phone				760.00	1,185.96	-426		-426
11	Photocopying		15.10	15	250.00	344.50	-95		-79
12	Stationery				750.00	914.52	-165		-165
SUB TOTAL			15.10	15	13,097.10	12,809.88	287		302

Cost Centre Allotments

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
	Land lease				50.00		50		50
15	Allotment rent	680.00	778.00	98					98
16	Maintenance				1,000.00		1,000		1,000
SUB TOTAL		680.00	778.00	98	1,050.00		1,050		1,148

Cost Centre Bank Interest

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
2	Interest		119.59	120					120
75	Bank charges				20.00	19.92	0		0
SUB TOTAL			119.59	120	20.00	19.92	0		120

Cost Centre Cemetery

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
17	Cem. maintenance				1,500.00	575.00	925		925
19	Cemetery land				5,000.00		5,000		5,000
69	Cem. fees	4,000.00	20,270.00	16,270					16,270
SUB TOTAL		4,000.00	20,270.00	16,270	6,500.00	575.00	5,925		22,195

Cost Centre Civic

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
67	Allowance		1,438.00	1,438	3,000.00	2,143.99	856		2,294
68	Mayor's allowance				500.00	536.00	-36		-36
70	Charities		1,961.70	1,962		3,224.27	-3,224		-1,263
SUB TOTAL			3,399.70	3,400	3,500.00	5,904.26	-2,404		995

Cost Centre Clock Tower

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
21	Maintenance				5,000.00	4,301.00	699		699
79	Rates				250.00	221.35	29		29
SUB TOTAL					5,250.00	4,522.35	728		728

Cost Centre Community car

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
22	Drivers				297.90	297.90			
23	Phone		14.29	14					14

Watton Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL	14.29	14	297.90	297.90	14
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Cost Centre Contingency

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
24 Contingency		3,255.00	3,255	5,000.00	20,831.45	-15,831		-12,576
SUB TOTAL		3,255.00	3,255	5,000.00	20,831.45	-15,831		-12,576

Cost Centre Councillor expenses

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
66 Expenses				500.00	122.80	377		377
SUB TOTAL				500.00	122.80	377		377

Cost Centre Elections

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
By election				6,000.00		6,000		6,000
SUB TOTAL				6,000.00		6,000		6,000

Cost Centre Festive Market

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
25 Lights		10.00	10	9,000.00	15,304.00	-6,304		-6,294
26 Market		6,712.98	6,713	12,000.00	12,368.55	-369		6,344
SUB TOTAL		6,722.98	6,723	21,000.00	27,672.55	-6,673		50

Cost Centre General

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
72 Misc		9,014.50	9,015	14,000.00	20,231.13	-6,231		2,783
78 Ambulance								
SUB TOTAL		9,014.50	9,015	14,000.00	20,231.13	-6,231		2,783

Cost Centre Grants

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
29 Charlotte Harvey								
30 Citizens Advice								
31 Sports Association				5,000.00	5,000.00			
32 Grant allocation				5,000.00	2,745.00	2,255		2,255
71 Royal British Legion				25.00	352.50	-328		-328
SUB TOTAL				10,025.00	8,097.50	1,928		1,928

Cost Centre Grounds Maintenance/Gardening

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
27 Gardening				15,475.00	15,475.00			
28 Grounds Maintenance				13,880.00	12,863.40	1,017		1,017
SUB TOTAL				29,355.00	28,338.40	1,017		1,017

Cost Centre Health & Safety

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
5 Health & Safety				1,730.00	1,712.08	18		18
SUB TOTAL				1,730.00	1,712.08	18		18

Watton Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre Insurance

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
6 Insurance				5,875.00	5,872.08	3		3
SUB TOTAL				5,875.00	5,872.08	3		3

Cost Centre Linmore Unit

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
33 Services				1,100.00	316.78	783		783
34 Rates				2,100.00	2,166.90	-67		-67
77 Rent				6,000.00	6,699.00	-699		-699
SUB TOTAL				9,200.00	9,182.68	17		17

Cost Centre Market

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
18 Rent	8,500.00	5,763.80	-2,736					-2,736
80 Rates				4,400.00	1,086.10	3,314		3,314
84 Market Supervisor					500.00	-500		-500
SUB TOTAL	8,500.00	5,763.80	-2,736	4,400.00	1,586.10	2,814		78

Cost Centre Open Spaces

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
41 General Maintenance				1,945.00	2,842.95	-898		-898
42 Trees				2,000.00	690.00	1,310		1,310
57 Bus Shelter				120.00	130.00	-10		-10
SUB TOTAL				4,065.00	3,662.95	402		402

Cost Centre Play Areas

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
43 Inspections				1,255.00	1,255.00			
SUB TOTAL				1,255.00	1,255.00			

Cost Centre Precept

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
73 Precept	254,482.00	254,482.00						
74 Grant	9,078.00	9,078.00						
SUB TOTAL	263,560.00	263,560.00						

Cost Centre Staff

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
48 Salaries				70,000.00	58,666.73	11,333		11,333
49 Expenses								
50 Cover				500.00		500		500
51 HMRC				15,000.00	14,909.51	90		90
83 Pensions				6,000.00	17,646.52	-11,647		-11,647
SUB TOTAL				91,500.00	91,222.76	277		277

Cost Centre Subs

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
13 Subs				1,260.00	1,258.45	2		2

Watton Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL					1,260.00	1,258.45	2	2
Cost Centre Toilets								
		Receipts			Payments			Net Position
Code Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
44 Electricity				3,500.00	375.04	3,125		3,125
45 Rates				2,200.00	1,817.40	383		383
46 Water				1,500.00	1,010.62	489		489
47 Cleaning				5,000.00	2,690.29	2,310		2,310
81 Repairs					492.22	-492		-492
SUB TOTAL				12,200.00	6,385.57	5,814		5,814
Cost Centre Training								
		Receipts			Payments			Net Position
Code Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
52 Course fees				1,500.00	1,799.40	-299		-299
53 Subsistence				500.00	59.95	440		440
SUB TOTAL				2,000.00	1,859.35	141		141
Cost Centre Van								
		Receipts			Payments			Net Position
Code Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
54 Fuel				1,000.00	314.39	686		686
55 Maintenance				3,000.00	127.24	2,873		2,873
56 Tax/Insurance				1,750.00	599.29	1,151		1,151
SUB TOTAL				5,750.00	1,040.92	4,709		4,709
Cost Centre VAS signs								
		Receipts			Payments			Net Position
Code Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
76 Signs								
SUB TOTAL								
Cost Centre VAT								
		Receipts			Payments			Net Position
Code Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
82 VAT return								
SUB TOTAL								
Cost Centre Wayland Hall								
		Receipts			Payments			Net Position
Code Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
58 Gas				4,300.00	3,817.43	483		483
59 Cleaning materials				600.00	598.52	1		1
60 Electricity				1,000.00	821.06	179		179
61 Water				500.00	233.04	267		267
62 Rates		2,188.92	2,189	7,650.00	9,436.50	-1,787		402
63 Window cleaning				180.00	167.00	13		13
64 Maintenance/refurbishment				2,500.00	617.18	1,883		1,883
65 Service contracts				1,500.00	1,700.07	-200		-200
SUB TOTAL		2,188.92	2,189	18,230.00	17,390.80	839		3,028
NET TOTAL	276,740.00	315,101.88	38,362	273,060.00	271,851.88	1,208		39,570
G.A.T.		18,072.30			22,097.18			
GROSS TOTAL		333,174.18			293,949.06			

Watton Town Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2018

Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure**Code**

IT	Anglia IT Solutions dd	IT	74.00
Toilets Cleaning Undercharged	CGM Group 203507	Cleaning	5,377.26
Contingency	Myhills 203508	Contingency	21.52
Fuel	Esso UK/Watton Service 203511	Fuel	53.43
Cleaning Products	ESPO 203512	Cleaning materials	90.31
Character Area Appraisal Training	Compass Point 203513	Misc	1,500.00
NP Expenses	Liz Whitcher 203515	Misc	41.60
Project Management March 18	Neil Featherstone 203521	Misc	1,003.13
Sundries 2017/18	SJ Scarrott 203522	Contingency	18.72
British Gas Toilets	British Gas dd	Electricity	336.90
			£8,516.87

Watton Town Council
Year End Working Document
Year ending 31/03/2018

Last Year		A	B	C	A - B + C
			Last Years	This Years	
<u>InclExp</u>	<u>Income</u>	<u>Receipts</u>	<u>Adjustments</u>		<u>Income</u>
68.26	Administration	15.10	0.00	0.00	15.10
83.38	Bank Interest	119.59	0.00	0.00	119.59
745.00	Allotments	778.00	0.00	0.00	778.00
9,738.50	Cemetery	20,270.00	0.00	0.00	20,270.00
2,143.28	Festive Market	6,722.98	0.00	0.00	6,722.98
1,785.87	Linmore Unit	0.00	0.00	0.00	0.00
6,466.90	Market	5,763.80	0.00	0.00	5,763.80
2,195.55	Civic	3,399.70	0.00	0.00	3,399.70
1,100.00	Open Spaces	0.00	0.00	0.00	0.00
11,357.76	General	9,014.50	0.00	0.00	9,014.50
244,586.00	Precept	263,560.00	0.00	0.00	263,560.00
1,600.00	VAS signs	0.00	0.00	0.00	0.00
0.95	Contingency	3,255.00	0.00	0.00	3,255.00
0.00	Community car	14.29	0.00	0.00	14.29
0.00	Wayland Hall	2,188.92	0.00	0.00	2,188.92
-17.00	Restated	0.00	0.00	0.00	0.00
		315,101.88	0.00	0.00	315,101.88

Last Year			Last Years		This Years	
<u>InclExp</u>	<u>Expense</u>	<u>Payments</u>	<u>Adjustments</u>		<u>Expense</u>	
7,856.49	Administration	12,809.88	22.66	74.00	12,861.22	
19.92	Bank Interest	19.92	0.00	0.00	19.92	
631.38	Health & Safety	1,712.08	0.00	0.00	1,712.08	
6,463.81	Insurance	5,872.08	0.00	0.00	5,872.08	
1,174.11	Subs	1,258.45	0.00	0.00	1,258.45	
500.00	Allotments	0.00	0.00	0.00	0.00	
1,249.00	Cemetery	575.00	0.00	0.00	575.00	
20,307.90	Clock Tower	4,522.35	0.00	0.00	4,522.35	
2,335.00	Community car	297.90	160.90	0.00	137.00	
4,200.00	Contingency	20,831.45	3,000.00	40.24	17,871.69	
18,744.59	Festive Market	27,672.55	0.00	0.00	27,672.55	
35,044.45	Grounds Maintenance/Gardening	28,338.40	4,726.31	0.00	23,612.09	
9,405.00	Grants	8,097.50	0.00	0.00	8,097.50	
7,872.51	Linmore Unit	9,182.68	0.00	0.00	9,182.68	
1,465.00	Market	1,586.10	0.00	0.00	1,586.10	
4,078.81	Civic	5,904.26	0.00	0.00	5,904.26	
2,737.85	Open Spaces	3,662.95	0.00	0.00	3,662.95	
9,226.50	Play Areas	1,255.00	9,076.50	0.00	-7,821.50	
9,807.95	Toilets	6,385.57	345.00	5,714.16	11,754.73	
75,063.92	Staff	91,222.76	0.00	0.00	91,222.76	
1,279.06	Training	1,859.35	0.00	0.00	1,859.35	
1,557.16	Van	1,040.92	0.00	53.43	1,094.35	
19,776.92	Wayland Hall	17,390.80	16.42	90.31	17,464.69	
212.75	Councillor expenses	122.80	9.00	0.00	113.80	
4,921.71	General	20,231.13	0.00	2,544.73	22,775.86	
3,250.00	VAS signs	0.00	0.00	0.00	0.00	
-8,969.00	Restated	0.00	0.00	0.00	0.00	
		<u>271,851.88</u>	<u>17,356.79</u>	<u>8,516.87</u>	<u>263,011.96</u>	

Watton Town Council
Income & Expenditure Account
01/04/2017 to 31/03/2018

(Last) Year Ended
 31 Mar 2017

(Current) Year Ended
 31 Mar 2018

	<u>Income</u>	
68.26	Administration	15.10
83.38	Bank Interest	119.59
745.00	Allotments	778.00
9,738.50	Cemetery	20,270.00
2,143.28	Festive Market	6,722.98
1,785.87	Linmore Unit	0.00
6,466.90	Market	5,763.80
2,195.55	Civic	3,399.70
1,100.00	Open Spaces	0.00
11,357.76	General	9,014.50
244,586.00	Precept	263,560.00
1,600.00	VAS signs	0.00
0.95	Contingency	3,255.00
	Community car	14.29
	Wayland Hall	2,188.92
	Restated	0.00
-17.00		
£281,854.45		£315,101.88

	<u>Expense</u>	
7,856.49	Administration	12,861.22
19.92	Bank Interest	19.92
631.38	Health & Safety	1,712.08
6,463.81	Insurance	5,872.08
1,174.11	Subs	1,258.45
500.00	Allotments	0.00
1,249.00	Cemetery	575.00
20,307.90	Clock Tower	4,522.35
2,335.00	Community car	137.00
4,200.00	Contingency	17,871.69
18,744.59	Festive Market	27,672.55
35,044.45	Grounds Maintenance/Gardenii	23,612.09
9,405.00	Grants	8,097.50
7,872.51	Linmore Unit	9,182.68
1,465.00	Market	1,586.10
4,078.81	Civic	5,904.26
2,737.85	Open Spaces	3,662.95
9,226.50	Play Areas	-7,821.50
9,807.95	Toilets	11,754.73
75,063.92	Staff	91,222.76
1,279.06	Training	1,859.35
1,557.16	Van	1,094.35
19,776.92	Wayland Hall	17,464.69
212.75	Councillor expenses	113.80
4,921.71	General	22,775.86
3,250.00	VAS signs	0.00
-8,969.00	Restated	0.00
£240,212.79		£263,011.96

Watton Town Council
Income & Expenditure Account
01/04/2017 to 31/03/2018

(Last) Year Ended
31 Mar 2017

(Current) Year Ended
31 Mar 2018

	<u>General Fund</u>	
272,352.70	Balance at 01 Apr 2017	313,994.36
281,854.45	ADD Total Income	315,101.88
<u>554,207.15</u>		<u>629,096.24</u>
240,212.79	DEDUCT Total Expenditure	263,011.96
<u>313,994.36</u>		<u>366,084.28</u>
0.00	Transfer to/from Reserves	0.00
<u>£313,994.36</u>	Balance at 31 Mar 2018	<u>£366,084.28</u>

Watton Town Council
BALANCE SHEET
31/03/2018

<i>(Last) Year Ended</i> 31 Mar 2017		<i>(Current) Year Ended</i> 31 Mar 2018
£	CURRENT ASSETS	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
0.00	Debtors (Net of provision for doubtful debts)	0.00
0.00	Payments in advance	0.00
9,328.63	VAT Recoverable	13,353.51
0.00	Temporary lendings (investments)	0.00
322,022.52	Cash in hand	361,247.64
331,351.15	TOTAL ASSETS	374,601.15
	CURRENT LIABILITIES	
17,356.79	Creditors	8,516.87
0.00	Temporary borrowing	0.00
<u>313,994.36</u>	NET ASSETS	<u>366,084.28</u>
	Represented by:	
313,994.36	General fund Balance	366,084.28
	Reserves:	
0.00	Capital	0.00
0.00	Earmarked	0.00
0.00	Adjustments	0.00
<u>313,994.36</u>		<u>366,084.28</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2018

Signed _____
 Responsible Financial Officer

Date _____

Watton Town Council
SUMMARY OF VAT POSITION

<u>Actual to date</u>	
Brought Forward	£-9,328.63
Receipts	<u>£18,072.30</u>
Sub Total	£8,743.67
Payments	<u>£22,097.18</u>
Bal. carry/fwd.	-£13,353.51