

Section 1 – Accounting statements for: **TOWN/VILLAGE COMMUNITY COUNCIL**

	Year ending		Notes and guidance for completion				
	31 March 2012 (£)	31 March 2013 (£)					
1. Balances brought forward	5409	2438	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to Line 7 of the previous year.				
2. (+) Annual precept	12000	16000	Total amount of precept income received in the year.				
3. (+) Total other receipts	4427	9681	Total income or receipts recorded in the cashbook, minus the precept. Includes support, discretionary and revenue grants.				
4. (-) Staff costs	8562	8350	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 related expenses.				
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year or the Council's borrowing (if any).				
6. (-) Total other payments	10936	14938	Total expenditure or payments as recorded in the cashbook minus staff costs (Line 4) and loan interest/capital repayments (Line 5).				
7. (+) Balances carried forward	2438	4831	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).				
8. (+) Debtors and stock balances	NIL	NIL	Income and expenditure accounts only: Enter the value of debts owed to and stock balances held at the year-end.				
9. (+) Total cash and investments	2438	4831	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.				
10. (-) Creditors	NIL	NIL	Income and expenditure accounts only: Enter the value of monies owed by the Council (except borrowing) at the year-end.				
11. (-) Balances carried forward	2438	4831	Total balances should equal line 7 above. Enter the total of (8+9-10).				
12. Total fixed assets and long-term assets	174064	217057	The recorded current book value at 31 March of all fixed assets owned by the Council and any other long-term assets - eg, loans to third parties, other investments to be held for the long term i.e. more than 12 months.				
13. Total borrowing	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (excluding PFI/DF).				
14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	The Council acts as sole trustee for and is responsible for managing (a) trust funds/assets (trustees should note that the figures above do not include any trust transactions)
			✓			✓	

**TONGWYNLAIS  
COMMUNITY COUNCIL  
STATEMENT OF  
ACCOUNTS  
YEAR ENDING 31st  
MARCH 2013**

**BANK  
RECONCILIATION**

1st April 2012 Cash Book Balance b/f	£2,437.94
Income	£25,680.86
Expenditure	-£23,287.94
<b>CASH BOOK BALANCE 31st MARCH 2013</b>	<b><u>£4,830.86</u></b>

**STATEMENT OF ACCOUNTS**

Statement no. 44 as at 25/02/2013	£7,482.93
Statement no. 10 as at 11/03/2013	£2,238.33
Statement no. 44 as at 11/03/2013	£4,382.42
<b>TOTAL</b>	<b>£14,103.68</b>
Minus cheques not represented :-	
As per list (refer to Appendix A - unrepresented transactions)	-£9,272.82
plus receipts not banked	<u>£0.00</u>
<b>BALANCE</b>	<b><u>£4,830.86</u></b>

**TONGWYNLAIS  
COMMUNITY COUNCIL  
STATEMENT OF  
ACCOUNTS  
YEAR ENDING 31st  
MARCH 2013**

	<b>Year Ended 31/03/2012</b>	<b>Year Ended 31/03/2013</b>
<b>INCOME</b>		
Precept	£12,000.00	£16,000.00
Donations	£630.00	£480.00
Interest on Investments	£2.15	£2.35
Tanyard Letting	£1,527.60	£1,533.60
VAT Received	£958.11	£634.91
Castell Coch Passes	£42.00	£21.00
Other	£1,267.07	£7,009.00
<b>TOTAL INCOME</b>	<b>£16,426.93</b>	<b>£25,680.86</b>
<b>EXPENDITURE</b>		
Wages	£8,561.59	£8,349.82
Section 137	£228.34	£0.00
Tanyard Running Costs	£2,757.51	£1,380.12
Projects	£4,980.37	£4,556.43
VAT To Reclaim	£634.91	£783.71
Election Costs	£0.00	£0.00
Admin Insurance & Repairs	£1,290.75	£7,538.75
Sundries	£398.51	£454.03
Services	£546.00	£225.08
<b>TOTAL EXPENDITURE</b>	<b>£19,397.98</b>	<b>£23,287.94</b>
<b>BALANCE ON YEAR</b>	<b>-£2,971.05</b>	<b>£2,392.92</b>
<b>GENERAL FUND</b>	<b>2012</b>	<b>2013</b>
Balance of 1st April	£5,408.99	£2,437.94

Income	£16,426.93	£25,680.86
Expenditure	-£19,397.98	-£23,287.94
<b>FINAL BALANCE</b>	<b>£2,437.94</b>	<b>£4,830.86</b>

\*Appendix A - unrepresented transactions

31/01/2013	1285	80
31/01/2013	1286	30
05/03/2013	D/D	521.59
15/03/2013	1290	1000
26/02/2013	1291	206.05
21/03/2013	1292	2286
25/03/2013	1293	2600
25/03/2013	1294	1750
25/03/2013	1295	64.8
26/03/2013	1296	499.43
25/03/2013	1297	234.95
		<b>9272.82</b>

## Explanation of Variances

Attachment 2

### Tongwynlais Community Council

Section 1	2011/12 £	2012/13 £	Variance (+/-) £	Detailed explanation of variance
<b>Box 2</b> Annual Precept	12000	16000	4000	Precept was raised to cover increase in expenses
<b>Box 3</b> Other receipts	4427	9680.86	5253.86	Insurance claim and compensation received Donations received were lower than previous year
<b>Box 4</b> Staff costs	8561.59	8349.82	-211.77	
<b>Box 5</b> Loan interest/ capital	Nil	Nil	N/A	
<b>Box 6</b> Other payments	10836.39	14938.12	4101.73	Repair bills from water leak (Insurance and compensation claimed for in Box 3) further repair bills will be included in 2013/14 as repair work was on going.
<b>Box 7</b> Balances carried forward	2437.94	4830.86	2392.92	Some of the insurance money received was still in the accounts at end of year, this was then paid out in April 2013.
<b>Box 8</b> Debtors	Nil	Nil	N/A	
<b>Box 10</b> Creditors	Nil	Nil	N/A	
<b>Box 12</b> Fixed & long term assets	170104	217057.2	46953.15	Property and assets were re valued in November 2012 by Insurance company.
<b>Box 13</b> Total borrowings	Nil		N/A	