

# ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 7 APRIL 2016

Hartfield Parish 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	58,411	49,784	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	69,013	70,393	Total amount of Precept income received in the year
3 Total other receipts	37,986	31,397	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	24,230	23,722	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 expenses
5 Loan interest/Capital repayments	27,878	27,248	Total expenditure or payments of capital and interest made during the year on borrowings
6 Total other payments	63,517	54,525	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	49,784	46,079	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	49,784	46,079	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	821,895	821,895	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10 Total Borrowings	297,498	283,331	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