



Padiham Town Council

Annual Statement of Accounts

***For Year Ending
31st March 2023***

Part 1

Contents

PART 1

Statement of Accounts

Annual Return

Notes on Annual Return

Bank Reconciliations

End of Year Bank Balances

Petty Cash Report

Budget Monitoring Report

Asset register

Year Comparison

PART 2

Payments List

Receipts List

Customers List

Supplier List

Padiham Town Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	135,164.88	
Cash in Hand	338.68	
Grant		
Maintenance Grant	616.00	
Precept	91,990.00	
Bank interest		
Town Clerk Salary		25,422.31
Town Clerk cover		2,913.75
Payroll admin charges		479.00
Clerk expenses		
Insurance		1,392.44
Audit		800.00
Legal		
Subscriptions		
Rent		2,447.00
NNDR		3,874.76
Service charge		20,000.00
Bank charges		
Office equipment		220.22
Website hosting		69.00
Stationery		317.44
Postage		133.64
Printer & copier		1,027.00
External printing		
Recruitment		
Advertising		
Computer hardware		
Computer software		770.04
Gifts & hospitality		20.00
Rent		
NNDR		12,777.33
Telephone		495.23
Building Supervisor		8,425.09
Licences and Performing Rights		3,945.13
Laundry		483.00
Ballroom Hire receipts	10,002.74	100.00
Ballroom Bar takings	570.72	
Cleaning materials		1,071.19
Rent		
NNDR		2,605.67
Service charge		

**Padiham Town Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Archiving Group income contribution		
Rent		
Community Room income - hire	595.00	
Council chamber hire - income	400.00	
Wedding licence fee		200.00
Floral decorations		350.00
Mayoral chains / badges		
Mayor making		164.00
Mayor at Home		25.00
Mayoral Ball		
General donations / grants		
Christmas Lights switch on		9,115.75
Duck Race	2,414.00	5,042.34
Halloween Party	200.00	500.00
Party in the Park	500.00	4,021.71
Remembrance Service	44.24	1,862.58
Mayoral invitations	90.00	180.00
Beer Festival	1,119.02	1,671.29
Publicity		
Ballroom equipment		4,147.13
Donations	0.98	1.98
Markets		
Additional Projects		159.57
Licenses		783.00
Cleaning		2,208.00
Padiham on Parade		2,381.05
Summer Fair	70.00	2,651.48
Pension & NI		5,525.14
Newsletter		
Community Room NNDR		916.91
Painting Padiham		
Events General		1,143.46
Storeroom NNDR		243.63
Uncashed Cheques and receipts		
Business Support Grant		13,782.40
Padiham Business Vouchers		1,165.00
Community Room Refreshments		638.20
Town Centre Improvement Scheme		144.72
Electricity Feeder Pillar		639.64
Book of Condolence		44.46
Card Payments	20.64	83.90
Flag Poll Testing		2,085.19
Pre 2022 Tax Debt		1,616.66

**Padiham Town Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Training		130.00
VAT	8,220.59	8,485.72
	116,853.93	161,899.15
Closing Balances:		
Balances in Bank Account		90,208.34
Cash in Hand		250.00
TOTAL	252,357.49	252,357.49

The above statement represents fairly the financial position of the council as at 31 Mar 2023

Signed _____
Responsible Financial Officer

Date _____

Padiham Town Council
Annual Return

Accounts for Year from 01/04/2022 to 31/03/2023

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report .

Box No.	Description	Year ending		
		31/03/2022 £	31/03/2023 £	
1	Balances brought fwd	138083.43	135503.56	
2	Annual precept	85990.00	91990.00	
3	Total other receipts	29504.40	24863.93	*
4	Staff Costs	28755.82	33861.20	*
5	Loan interest/capital repayment	0.00	0.00	
6	Total other payments	89318.45	128037.95	*
7	Balances carried forward	135503.56	90458.34	*
8	Total Cash and Short Term Inve	135503.56	90458.34	*
9	Total Fixed Assets and Long Ter	64682.00	64682.00	
10	Total Borrowings	0.00	0.00	

Padiham Town Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

Box No.	Description	31/03/2022 £	31/03/2023 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	138083.43	135503.56				BALANCE B/F AGREES
2	Annual precept	85990.00	91990.00	6000.00	7%	No	
3	Total other receipts	29504.40	24863.93	-4640.47	16%	Yes	Increase in Ballroom receipts less income from grant of £2,285, less grants received in 2021 of £2,200
4	Staff Costs	28755.82	33861.20	5105.38	18%	Yes	An historical Tax Debt of £1,616, Clerk Cover of £2,913 plus annual pay rise of £500.
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	89318.45	128037.95	38719.50	43%	Yes	increase in professional fees £1,203, 3 years Service Charge £20,000 plus increased NNDR £10,134, increased events costs £10,059, less £4,413 less grant income
7	Balances carried forward	135503.56	90458.34	-45045.22	33%	Yes	Increased payments from previous years grants and less income from new grants
8	Total Cash and Short Term Investments	135503.56	90458.34	-45045.22	33%	Yes	Increased payments from previous years grants and less income from new grants
9	Total Fixed Assets and Long Term Investments	64682.00	64682.00	0.00	0%	No	
10	Total Borrowings	0.00	0.00	0.00	0%	No	

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Padiham Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/03/2023		
	Cash in Hand 01/04/2022		135,503.56
	ADD		
	Receipts 01/04/2022 - 31/03/2023		116,853.93
			252,357.49
	SUBTRACT		
	Payments 01/04/2022 - 31/03/2023		161,899.15
A	Cash in Hand 31/03/2023 (per Cash Book)		90,458.34
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	250.00	
	Barclays Ballroom Account - 23710 31/03/2023	17,261.09	
	Barclays Town council account - 1C 31/03/2023	87,784.44	
			105,295.53
	Less unrepresented payments		14,837.19
			90,458.34
	Plus unrepresented receipts		
B	Adjusted Bank Balance		90,458.34
	A = B Checks out OK		

Padiham Town Council
BANK ACCOUNTS

Barclays Town council account - 101	£73,567.51
Barclays Ballroom Account - 237101	£16,640.83
Total in Banks	90,208.34
Cash	250.00
GRAND TOTAL (Banks and Cash)	£90,458.34

Padiham Town Council

Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			338.68	
45	01/04/2022		Tea & Toast	Tesco	-4.09	334.59	
46	01/04/2022		Tea & Toast	Tesco	-4.30	330.29	
61	01/04/2022		Cable ties	A1 Motorstores	-9.90	320.39	
59	07/04/2022		Laundry costs	Oak St Laundry	-24.00	296.39	
41	20/04/2022		Software	Digital River	-34.99	261.40	
59628	21/04/2022		Transfer from Barclays Town council account - 10		393.81	655.21	
48	02/05/2022		Tea & Toast	Tesco	-6.05	649.16	
54	04/05/2022		Stationery	Tesco	-6.30	642.86	
47	09/05/2022		Tea & Toast	Tesco	-6.60	636.26	
50	09/05/2022		Stamps	Tesco	-22.80	613.46	
38	09/05/2022		Community Room Improvements	Amazon	-18.60	594.86	
51	11/05/2022		Stationery	Tesco	-21.60	573.26	
57	12/05/2022		Stamps	Post Office Counte	-18.36	554.90	
58	12/05/2022		keys	EM Broadbelt	-3.50	551.40	
56	12/05/2022		Stationery	Tesco	-4.05	547.35	
36	15/05/2022		Equipment	Amazon	-4.20	543.15	
37	15/05/2022		Equipment	Amazon	-39.30	503.85	
52	16/05/2022		Stationery	Tesco	-4.47	499.38	
55	19/05/2022		Stationery	Tesco	-6.30	493.08	
60	19/05/2022		Laundry costs	Oak St Laundry	-24.00	469.08	
40	21/05/2022		Cleaning materials	W. Waddell Clean	-8.00	461.08	
39	21/05/2022		Cleaning	W. Waddell Clean	-68.00	393.08	
49	24/05/2022		Stationery	Tesco	-5.00	388.08	
68	24/05/2022		Stationery	Amazon	-36.78	351.30	
35	28/05/2022		Equipment	Amazon	-7.99	343.31	
53	30/05/2022		Stationery	Tesco	-12.75	330.56	
43	30/05/2022		Cleaning materials	W. Waddell Clean	-8.00	322.56	
42	30/05/2022		Cleaning	W. Waddell Clean	-68.00	254.56	
62	01/06/2022		Voucher	Various	-260.00	-5.44	
44	01/06/2022		Cable ties	A1 Shop	-5.99	-11.43	
26	04/06/2022		Ducks	Various	525.00	513.57	
65	04/06/2022		Stationery	EM Broadbelt	-5.00	508.57	
64	04/06/2022		Stationery	EM Broadbelt	-1.00	507.57	
66	04/06/2022		Stationery	Tesco	-4.50	503.07	
63	04/06/2022		Sound System	DJ	-30.00	473.07	
259	04/06/2022		Prize	Various	-525.00	-51.93	
67	06/06/2022		Stationery	Tesco	-20.52	-72.45	
69	06/06/2022		Stationery	Amazon	-14.19	-86.64	
70	07/06/2022		Stationery	Amazon	-30.68	-117.32	
71	08/06/2022		Equipment	Amazon	-13.00	-130.32	
60337	08/06/2022		Transfer from Barclays Town council account - 10		625.21	494.89	
170	09/06/2022		Equipment	Amazon	-59.98	434.91	
171	10/06/2022		Equipment	Amazon	-11.95	422.96	
110	13/06/2022		Tea & Toast	Tesco	-6.29	416.67	
111	13/06/2022		Equipment	Harry Garlick	-30.00	386.67	
119	15/06/2022		Stationery	SD Fire Alarms	-4.25	382.42	
112	16/06/2022		Stamps	Tesco	-16.32	366.10	
114	20/06/2022		Tea & Toast	Tesco	-9.17	356.93	
113	21/06/2022		Cable ties	A1 Motorstores	-4.99	351.94	
116	23/06/2022		Ballroom Investments	EM Broadbelt	-20.00	331.94	
117	24/06/2022		Cleaning materials	Tesco	-5.10	326.84	
118	24/06/2022		Stationery	Tesco	-20.49	306.35	
115	24/06/2022		Laundry costs	Oak St Laundry	-50.00	256.35	
120	28/06/2022		Voucher	Various	-10.00	246.35	

Padiham Town Council

Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			338.68	
172	06/07/2022		Stationery	Amazon	-11.99	234.36	
61042	06/07/2022		Transfer from Barclays Ballroom Account - 23710		152.00	386.36	
154	07/07/2022		Equipment	EM Broadbelt	-65.00	321.36	
155	11/07/2022		Tea & Toast	Tesco	-3.95	317.41	
173	12/07/2022		Stationery	Amazon	-38.99	278.42	
158	13/07/2022		Wristbands	UK Wristbands	-46.99	231.43	
174	14/07/2022		Equipment	Amazon	-20.99	210.44	
156	18/07/2022		Stamps	Tesco	-10.88	199.56	
177	21/07/2022		Equipment	Amazon	-8.99	190.57	
175	21/07/2022		Equipment	Amazon	-13.99	176.58	
176	21/07/2022		Equipment	Amazon	-13.99	162.59	
178	21/07/2022		Stationery	Amazon	-10.99	151.60	
153	25/07/2022		Stationery	EM Broadbelt	-6.00	145.60	
151	25/07/2022		Tea & Toast	Tesco	-9.40	136.20	
159	25/07/2022		Land Registry Search	Gov.UK	-6.00	130.20	
157	26/07/2022		Wristbands	UK Wristbands	-31.86	98.34	
152	27/07/2022		Voucher	Various	-100.00	-1.66	
161	28/07/2022		Laundry costs	Oak St Laundry	-11.00	-12.66	
163	28/07/2022		Stamps	Tesco	-27.20	-39.86	
162	28/07/2022		Laundry costs	Oak St Laundry	-60.00	-99.86	
179	04/08/2022		Stationery	Amazon	-9.99	-109.85	
180	04/08/2022		Stationery	Amazon	-3.60	-113.45	
202	06/08/2022		Facepaint	Kirsty Howcroft	-250.00	-363.45	
168	08/08/2022		Tea & Toast	Tesco	-13.00	-376.45	
164	08/08/2022		Stamps	Tesco	-10.88	-387.33	
169	08/08/2022		Stationery	Tesco	-4.00	-391.33	
166	08/08/2022		Cleaning	W. Waddell Clean	-76.00	-467.33	
167	08/08/2022		Cleaning materials	W. Waddell Clean	-8.00	-475.33	
165	09/08/2022		Refreshments	HotCups2Go	-71.45	-546.78	
61721	09/08/2022		Transfer from Barclays Town council account - 10		933.78	387.00	
160	10/08/2022		Voucher	Various	-305.00	82.00	
61722	10/08/2022		Transfer from Barclays Ballroom Account - 23710		168.00	250.00	
207	15/08/2022		Tea & Toast	Tesco	-5.50	244.50	
208	22/08/2022		Tea & Toast	Tesco	-8.65	235.85	
212	26/08/2022		Cleaning materials	G. Pegg	-7.00	228.85	
216	31/08/2022		Card Payments	Amazon	-99.48	129.37	
210	01/09/2022		Stationery	Tesco	-4.72	124.65	
215	04/09/2022		Facepaint	Kirsty Howcroft	-250.00	-125.35	
209	05/09/2022		Tea & Toast	Tesco	-16.83	-142.18	
213	05/09/2022		Cleaning materials	W. Waddell Clean	-8.00	-150.18	
214	05/09/2022		Cleaning	W. Waddell Clean	-76.00	-226.18	
224	07/09/2022	DC	Card Payments	SumUp	-0.98	-227.16	
218	08/09/2022		Book of Condolence	Amazon	-22.99	-250.15	
217	08/09/2022		Book of Condolence	Amazon	-5.99	-256.14	
206	09/09/2022		Stationery	Tesco	-5.18	-261.32	
211	11/09/2022		Voucher	Various	-60.00	-321.32	
219	12/09/2022		Book of Condolence	Amazon	-12.39	-333.71	
220	13/09/2022		Book of Condolence	Amazon	-11.99	-345.70	
62332	14/09/2022		Transfer from Barclays Ballroom Account - 23710		84.00	-261.70	
62333	14/09/2022		Transfer from Barclays Town council account - 10		760.72	499.02	
62341	14/09/2022		Transfer from Barclays Town council account - 10		500.00	999.02	
252	15/09/2022		Equipment	EM Broadbelt	-11.40	987.62	
251	15/09/2022		Equipment	EM Broadbelt	-0.69	986.93	
249	15/09/2022		Cleaning materials	Tesco	-27.20	959.73	

Padiham Town Council

Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			338.68	
253	15/09/2022		Refreshments	Tesco	-20.36	939.37	
254	15/09/2022		Refreshments	Tesco	-3.32	936.05	
255	15/09/2022		Entertainer	Flat Cap Pack	-150.00	786.05	
250	15/09/2022		Cable ties	A1 Motorstores	-5.99	780.06	
256	15/09/2022		Entertainer	Red Hot Drop	-300.00	480.06	
247	16/09/2022		Card Payments	Various	-1.00	479.06	
248	16/09/2022		Stationery	Tesco	-14.70	464.36	
27	17/09/2022		income	Various	1,042.82	1,507.18	
33	17/09/2022		Mayor's Hospitality	Mayor of Burnley C	90.00	1,597.18	
258	26/09/2022		Halloween Party	G Pridden	-500.00	1,097.18	
257	28/09/2022		Flowers	So HR	-100.00	997.18	
246	29/09/2022		Voucher	Various	-40.00	957.18	
263	03/10/2022		Cleaning	W. Waddell Cleani	-76.00	881.18	
264	03/10/2022		Cleaning materials	W. Waddell Cleani	-8.00	873.18	
62726	06/10/2022		Transfer to Barclays Town council account - 1071		-590.00	283.18	
262	10/10/2022		Voucher	Various	-85.00	198.18	
261	10/10/2022		Tea & Toast	Tesco	-14.35	183.83	
260	10/10/2022		Flowers	So Floral	-20.00	163.83	
63253	11/10/2022		Transfer from Barclays Town council account - 10		342.17	506.00	
63312	11/10/2022		Transfer from Barclays Ballroom Account - 23710		84.00	590.00	
288	17/10/2022		Ticket Sales	Various	-45.00	545.00	
267	24/10/2022		Voucher	Various	-40.00	505.00	
266	24/10/2022		Tea & Toast	Tesco	-4.45	500.55	
265	25/10/2022		Stamps	Tesco	-10.88	489.67	
285	30/10/2022		Cleaning	W. Waddell Cleani	-76.00	413.67	
286	30/10/2022		Cleaning materials	W. Waddell Cleani	-8.00	405.67	
289	01/11/2022		Voucher	Various	-10.00	395.67	
305	07/11/2022		Wreath	Royal British Legic	-20.00	375.67	
301	07/11/2022		Equipment	Burnley Borough C	-12.00	363.67	
331	07/11/2022		Tea & Toast	Tesco	-8.60	355.07	
299	08/11/2022		Stationery	Tesco	-15.12	339.95	
298	08/11/2022		Laundry costs	Oak St Laundry	-57.00	282.95	
323	10/11/2022		Equipment	W Boyes & Co Ltd	-16.00	266.95	
297	11/11/2022		Equipment	Boyes	-8.00	258.95	
300	15/11/2022		Laundry costs	Oak St Laundry	-30.00	228.95	
302	15/11/2022		Piper	D Derbyshire	-50.00	178.95	
303	15/11/2022		Refreshments	HotCups2Go	-123.10	55.85	
64021	15/11/2022		Transfer from Barclays Ballroom Account - 23710		84.00	139.85	
64023	15/11/2022		Transfer from Barclays Town council account - 10		292.45	432.30	
306	16/11/2022		Stationery	Tesco	-1.00	431.30	
332	21/11/2022		Tea & Toast	Tesco	-3.38	427.92	
333	21/11/2022		Tea & Toast	Tesco	-7.35	420.57	
356	21/11/2022		Tea & Toast	Tesco	-6.75	413.82	
358	25/11/2022		Raffle	Tesco	-56.25	357.57	
325	25/11/2022		Equipment	A1 Motorstores	-5.99	351.58	
326	26/11/2022		Equipment	EM Broadbelt	-43.75	307.83	
327	26/11/2022		Equipment	EM Broadbelt	-6.00	301.83	
328	26/11/2022		Equipment	EM Broadbelt	-6.00	295.83	
330	26/11/2022		Piper	Derek Derbyshire	-50.00	245.83	
329	26/11/2022		Facepaint	Kirsty Howcroft	-250.00	-4.17	
324	28/11/2022		Equipment	EM Broadbelt	-90.00	-94.17	
66000	01/12/2022		Transfer from Barclays Town council account - 10		831.17	737.00	
359	05/12/2022		Tea & Toast	Tesco	-4.50	732.50	
360	12/12/2022		Tea & Toast	Tesco	-4.50	728.00	

Padiham Town Council

Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			338.68	
361	16/12/2022		Equipment	Tesco	-6.40	721.60	
357	16/12/2022		Laundry costs	Oak St Laundry	-40.00	681.60	
418	05/01/2023		Cleaning	W. Waddell Clean		681.60	
355	05/01/2023		Cleaning	W. Waddell Clean	-126.00	555.60	
432	09/01/2023		Tea & Toast	Tesco	-11.50	544.10	
362	10/01/2023		Refreshments	Tesco	-11.39	532.71	
415	16/01/2023		Cleaning materials	EM Broadbelt	-3.50	529.21	
424	16/01/2023		Cleaning materials	EM Broadbelt	-10.75	518.46	
416	23/01/2023		Cleaning	W. Waddell Clean		518.46	
363	23/01/2023		Cleaning	W. Waddell Clean	-76.00	442.46	
430	23/01/2023		Tea & Toast	Tesco	-12.10	430.36	
419	26/01/2023		Laundry costs	Oak St Laundry	-71.00	359.36	
390	07/02/2023		Tea & Toast	Tesco	-4.80	354.56	
422	07/02/2023		Tea & Toast	Tesco		354.56	
393	13/02/2023		Refreshments	Amazon	-10.79	343.77	
417	13/02/2023		Cleaning	W. Waddell Clean		343.77	
392	13/02/2023		Cleaning	W. Waddell Clean	-84.00	259.77	
394	13/02/2023		Card Payments	SumUp	-1.00	258.77	
420	15/02/2023		Laundry costs	Oak St Laundry	-60.00	198.77	
406	16/02/2023		Stationery	EM Broadbelt	-1.20	197.57	
396	16/02/2023		Office Equipment	Amazon	-14.49	183.08	
397	16/02/2023		Stationery	Amazon	-109.99	73.09	
398	16/02/2023		Stationery	Amazon	-3.39	69.70	
407	16/02/2023		Cleaning	D & A Cleaning	-180.00	-110.30	
421	16/02/2023		Cleaning	D & A Cleaning		-110.30	
433	20/02/2023		Stationery	Tesco	-4.86	-115.16	
431	20/02/2023		Tea & Toast	Tesco	-7.75	-122.91	
423	23/02/2023		Voucher	Various	-240.00	-362.91	
429	27/02/2023		Tea & Toast	Tesco	-6.75	-369.66	
67425	02/03/2023		Transfer from Barclays Town council account - 10		144.80	-224.86	
67427	02/03/2023		Transfer from Barclays Ballroom Account - 23710		466.00	241.14	
434	08/03/2023		Stationery	Tesco	-15.12	226.02	
428	13/03/2023		Tea & Toast	Tesco	-4.75	221.27	
426	16/03/2023		Laundry costs	Oak St Laundry	-56.00	165.27	
427	20/03/2023		Tea & Toast	Tesco	-4.75	160.52	
435	20/03/2023		Cleaning	W. Waddell Clean	-126.00	34.52	
437	21/03/2023		Office Equipment	Amazon	-8.49	26.03	
438	21/03/2023		Office Equipment	Amazon	-8.99	17.04	
436	21/03/2023		Refreshments	HotCups2Go	-156.60	-139.56	
425	23/03/2023		Voucher	Various	-15.00	-154.56	
67680	23/03/2023		Transfer from Barclays Ballroom Account - 23710		182.00	27.44	
67681	23/03/2023		Transfer from Barclays Town council account - 10		222.56	250.00	
			CLOSING BALANCE			250.00	

Padiham Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

3 May 2023 (2022-2023)

Income		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
1	Grant							(N/A)
2	Maintenance Grant		616.00	616.00				616.00 (N/A)
3	Precept	91,990.00	91,990.00					(0%)
4	Bank interest							(N/A)
110	Donations		0.98	0.98		1.98	-1.98	-1.00 (N/A)
126	Business Support Grant					13,782.40	-13,782.40	-13,782.40 (N/A)
127	Padiham Business Vouchers				2,000.00	1,165.00	835.00	835.00 (41%)
SUB TOTAL		91,990.00	92,606.98	616.98	2,000.00	14,949.38	-12,949.38	-12,332.40 (-13%)

Salaries and Wages		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
5	Town Clerk Salary				21,930.00	25,422.31	-3,492.31	-3,492.31 (-15%)
8	Town Clerk cover				1,200.00	2,913.75	-1,713.75	-1,713.75 (-142%)
9	Payroll admin charges				300.00	479.00	-179.00	-179.00 (-59%)
119	Pension & NI				5,304.00	5,525.14	-221.14	-221.14 (-4%)
134	Pre 2022 Tax Debt					1,616.66	-1,616.66	-1,616.66 (N/A)
SUB TOTAL					28,734.00	35,956.86	-7,222.86	-7,222.86 (-25%)

Expenses		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
11	Clerk expenses				100.00		100.00	100.00 (100%)
135	Training					130.00	-130.00	-130.00 (N/A)
SUB TOTAL					100.00	130.00	-30.00	-30.00 (-30%)

Professional Charges		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
14	Insurance				975.00	1,392.44	-417.44	-417.44 (-42%)
15	Audit				800.00	800.00		(0%)
16	Legal							(N/A)
17	Subscriptions							(N/A)
114	Licenses				50.00	783.00	-733.00	-733.00 (-1466%)
SUB TOTAL					1,825.00	2,975.44	-1,150.44	-1,150.44 (-63%)

Town Council office & Admini		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							

Padiham Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

3 May 2023 (2022-2023)

18 Rent		650.00	2,447.00	-1,797.00	-1,797.00 (-276%)	
19 NNDR		675.00	3,874.76	-3,199.76	-3,199.76 (-474%)	
20 Service charge		5,000.00	20,000.00	-15,000.00	-15,000.00 (-300%)	
21 Bank charges					(N/A)	
22 Office equipment		500.00	220.22	279.78	279.78 (55%)	
24 Website hosting		165.00	69.00	96.00	96.00 (58%)	
25 Stationery		600.00	317.44	282.56	282.56 (47%)	
26 Postage		100.00	133.64	-33.64	-33.64 (-33%)	
27 Printer & copier		1,000.00	1,027.00	-27.00	-27.00 (-2%)	
28 External printing		250.00		250.00	250.00 (100%)	
29 Recruitment					(N/A)	
30 Advertising					(N/A)	
31 Computer hardware					(N/A)	
32 Computer software		250.00	770.04	-520.04	-520.04 (-208%)	
34 Gifts & hospitality			20.00	-20.00	-20.00 (N/A)	
125 Uncashed Cheques and receipts					(N/A)	
131 Book of Condolence			44.46	-44.46	-44.46 (N/A)	
132 Card Payments	20.64	20.64	83.90	-83.90	-63.26 (N/A)	
SUB TOTAL	20.64	20.64	9,190.00	29,007.46	-19,817.46	-19,796.82 (-215%)

Ballroom

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39 Rent				1.00		1.00	1.00 (100%)
40 NNDR				9,800.00	12,777.33	-2,977.33	-2,977.33 (-30%)
43 Telephone					495.23	-495.23	-495.23 (N/A)
44 Building Supervisor				5,000.00	8,425.09	-3,425.09	-3,425.09 (-68%)
45 Licences and Performing Rights				1,500.00	3,945.13	-2,445.13	-2,445.13 (-163%)
46 Laundry				400.00	483.00	-83.00	-83.00 (-20%)
47 Ballroom Hire receipts	12,000.00	10,002.74	-1,997.26		100.00	-100.00	-2,097.26 (-17%)
48 Ballroom Bar takings	200.00	570.72	370.72				370.72 (185%)
49 Cleaning materials				650.00	1,071.19	-421.19	-421.19 (-64%)
96 Publicity							(N/A)
103 Ballroom equipment				5,000.00	4,147.13	852.87	852.87 (17%)
116 Cleaning				3,500.00	2,208.00	1,292.00	1,292.00 (36%)
124 Storeroom NNDR				230.00	243.63	-13.63	-13.63 (-5%)
SUB TOTAL	12,200.00	10,573.46	-1,626.54	26,081.00	33,895.73	-7,814.73	-9,441.27 (-24%)

Archiving group

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51 Rent				1,980.00		1,980.00	1,980.00 (100%)
52 NNDR				2,220.00	2,605.67	-385.67	-385.67 (-17%)
53 Service charge							(N/A)
59 Archiving Group income contrib	1,000.00		-1,000.00				-1,000.00 (-100%)
SUB TOTAL	1,000.00		-1,000.00	4,200.00	2,605.67	1,594.33	594.33 (11%)

Padiham Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

3 May 2023 (2022-2023)

Community room

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60	Rent						(N/A)	
63	Community Room income - hire	800.00	595.00	-205.00			-205.00 (-25%)	
121	Community Room NNDR				860.00	916.91	-56.91 (-6%)	
128	Community Room Refreshments					638.20	-638.20 (N/A)	
SUB TOTAL		800.00	595.00	-205.00	860.00	1,555.11	-900.11 (-54%)	

Council chamber

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
64	Council chamber hire - income	300.00	400.00	100.00			100.00 (33%)	
65	Wedding licence fee				100.00	200.00	-100.00 (-100%)	
66	Floral decorations				100.00	350.00	-250.00 (-250%)	
SUB TOTAL		300.00	400.00	100.00	200.00	550.00	-250.00 (-50%)	

Mayoralty

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
68	Mayoral chains / badges				165.00		165.00 (100%)	
69	Mayor making				440.00	164.00	276.00 (62%)	
70	Mayor at Home				100.00	25.00	75.00 (75%)	
71	Mayoral Ball				500.00		500.00 (100%)	
90	Mayoral invitations		90.00	90.00	100.00	180.00	-80.00 (10%)	
SUB TOTAL			90.00	90.00	1,305.00	369.00	1,026.00 (78%)	

Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
83	General donations / grants						(N/A)	
113	Additional Projects				4,140.00	159.57	3,980.43 (96%)	
120	Newsletter				2,000.00		2,000.00 (100%)	
129	Town Centre Improvement Sche				6,000.00	144.72	5,855.28 (97%)	
SUB TOTAL					12,140.00	304.29	11,835.71 (97%)	

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
85	Christmas Lights switch on				6,000.00	9,115.75	-3,115.75 (-51%)	
86	Duck Race		2,414.00	2,414.00	3,000.00	5,042.34	-2,042.34 (12%)	
87	Halloween Party		200.00	200.00	200.00	500.00	-300.00 (-50%)	

Padiham Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

3 May 2023 (2022-2023)

88 Party in the Park	220.00	500.00	280.00	3,000.00	4,021.71	-1,021.71	-741.71 (-23%)
89 Remembrance Service		44.24	44.24	1,700.00	1,862.58	-162.58	-118.34 (-6%)
94 Beer Festival	1,400.00	1,119.02	-280.98	1,400.00	1,671.29	-271.29	-552.27 (-19%)
112 Markets							(N/A)
117 Padiham on Parade				2,000.00	2,381.05	-381.05	-381.05 (-19%)
118 Summer Fair		70.00	70.00	2,500.00	2,651.48	-151.48	-81.48 (-3%)
122 Painting Padiham				1,000.00		1,000.00	1,000.00 (100%)
123 Events General				475.00	1,143.46	-668.46	-668.46 (-140%)
130 Electricity Feeder Pillar					639.64	-639.64	-639.64 (N/A)
133 Flag Poll Testing					2,085.19	-2,085.19	-2,085.19 (N/A)
SUB TOTAL	1,620.00	4,347.26	2,727.26	21,275.00	31,114.49	-9,839.49	-7,112.23 (-31%)

Summary

NET TOTAL	107,910.00	108,633.34	723.34	107,910.00	153,413.43	-45,503.43	-44,780.09 (-20%)
V.A.T.		8,220.59			8,485.72		
GROSS TOTAL		116,853.93			161,899.15		

Padiham Town Council

Fixed asset register

Date	31/03/2015		31/03/2016		31/03/2018		19/11/2018		31/03/2020		31/03/2021		31/03/2022		31/03/2022	
	Description	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value	Value
	Civic Regalia	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550
	Computer Equipment	2,800	2,800	2,800	2,800	2,800	1,120	1,120	1,120	1,120	1,120	1,120	1,120	1,120	1,120	1,120
	Teak Bookcase and Filing Cabinet	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300
	Miscellaneous Furniture	160	160	160	160	160	160	160	160	160	160	160	160	160	160	160
	2 Record/CD Decks, Amplifier, Disco Lights, Speakers and Stands	1,500	1,500	1,500	1,500	1,500	1,500	1,500	0	0	0	0	0	0	0	0
	20 Rectangular Folding Tables	1,995	1,995	1,995	1,995	1,995	1,995	1,995	1,995	1,995	1,995	1,995	1,995	1,995	1,995	1,995
	10 Circular Banquet Tables	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385
	88 folding Chairs	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360	3,360
	10 Instant Pop-up Market Stalls	8,760	Flood loss	Flood loss	Flood loss	Flood loss	505	505	505	505	505	505	505	505	505	505
	144 x Place Settings of Cutlery (7 x pieces each)	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525	2,525
	144 x Place Settings of Crockery (7 x pieces each)	370	370	370	370	370	370	370	370	370	370	370	370	370	370	370
	Brother DCP -84000 Colour printer/scanner	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50
	Hard Drive backup	60	60	60	60	60	60	60	60	60	60	60	60	60	60	60
	Union Flag															
	Various banners		162	162	162	162	162	162	162	162	162	162	162	162	162	162
	Table cloths		200	200	200	200	200	200	200	200	200	200	200	200	200	200
	Lawnmower		400	400	400	400	400	400	345	345	345	345	345	345	345	345
	Trophy								121	121	121	121	121	121	121	121
	Hotplate								500	500	500	500	500	500	500	500
	Sack Truck								72	72	72	72	72	72	72	72
	Safe								58	58	58	58	58	58	58	58
	Dishwasher								92	92	92	92	92	92	92	92
	2 Cupboards								709	709	709	709	709	709	709	709
	Baby Change								25	25	25	25	25	25	25	25
	Toaster								192	192	192	192	192	192	192	192
	Feather Banners								444	444	444	444	444	444	444	444
	Sound System								340	340	340	340	340	340	340	340
	Lighting Bar															
	Water Boiler															
	96 Chairs, 2 chair storage units and 2 table trollies								3,678	3,678	3,678	3,678	3,678	3,678	3,678	3,678
	20 Tables															
	6 folding tables															
	6 tables															
	Cinema Light and Sound System															
	24 Chairs															
	Changing Room Benches and Lockers															
	Piano															
	TOTAL	29,280	21,122	20,472	23,921	28,555	28,555	28,555	28,555	28,555	28,555	28,555	28,555	28,555	64,191	75,673

Padiham Town Council Cost Centre Year Comparison Summary All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Income								
Grant								
Maintenance Grant		616.00				616.00		
Precept	91,990.00	91,990.00			85,990.00	85,990.00		
Bank interest								
Donations		0.98		1.98				
Business Support Grant				13,782.40				
Padiham Business Vouchers			2,000.00	1,165.00				
SUB TOTAL	91,990.00	92,606.98	2,000.00	14,949.38	93,990.00	97,273.00	47,110.00	19,362.56
Salaries and Wages								
First Officer Salary								
Town Clerk Salary			21,930.00	25,422.31			22,370.00	23,234.29
First Officer cover								474.50
Town Clerk cover			1,200.00	2,913.75				
Payroll admin charges			300.00	479.00			300.00	220.00
Pension & NI			5,304.00	5,525.14			7,144.00	5,047.03
Pre 2022 Tax Debt				1,616.66				
SUB TOTAL			28,734.00	35,956.86			29,814.00	28,975.82
Expenses								
Clerk expenses			100.00				100.00	
Training				130.00				
SUB TOTAL			100.00	130.00			100.00	
Professional Charges								
Insurance			975.00	1,392.44			925.00	937.47
Audit			800.00	800.00			1,240.00	775.00
Legal								
Subscriptions								
Licenses			50.00	783.00			50.00	60.00
SUB TOTAL			1,825.00	2,975.44			2,215.00	1,772.47
Town Council office & Administration								
Rent			650.00	2,447.00			650.00	2,914.00
NNDR			675.00	3,874.76			675.00	324.35
Service charge			5,000.00	20,000.00			5,000.00	
Bank charges								

Padiham Town Council Cost Centre Year Comparison Summary All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Office equipment			500.00	220.22			500.00	114.00
Website hosting			185.00	69.00			165.00	284.00
Stationery			600.00	317.44			600.00	183.20
Postage			100.00	133.64			100.00	49.80
Printer & copier			1,000.00	1,027.00			1,000.00	1,427.00
External printing			250.00				250.00	
Recruitment								
Advertising								
Computer hardware			250.00	770.04			750.00	563.88
Computer software				20.00				
Gifts & hospitality								
Uncashed Cheques and receipts				44.46				
Book of Condolence				83.90				
Card Payments		20.64						
SUB TOTAL		20.64	9,190.00	29,007.46			9,690.00	5,860.23
Ballroom								
Rent			1.00				1.00	
NNDR			9,800.00	12,777.33			9,800.00	7,235.50
Telephone				495.23				
Building Supervisor			5,000.00	8,425.09			4,500.00	4,154.07
Licences and Performing Rights			1,500.00	3,945.13			1,500.00	778.32
Laundry			400.00	483.00			400.00	551.00
Ballroom Hire receipts	12,000.00	10,002.74		100.00	6,000.00	4,463.00		
Ballroom Bar takings	200.00	570.72			200.00			
Cleaning materials			650.00	1,071.19			650.00	1,050.30
Publicity							2,000.00	
Ballroom equipment			5,000.00	4,147.13		8,395.00	8,000.00	11,741.16
Cleaning			3,500.00	2,208.00			3,000.00	1,898.00
Storeroom NNDR			230.00	243.63			230.00	
SUB TOTAL	12,200.00	10,573.46	26,081.00	33,895.73	6,200.00	12,858.00	30,081.00	27,408.35
Archiving group								
Rent			1,980.00				1,980.00	1,980.00
NNDR			2,220.00	2,605.67			2,220.00	127.40
Service charge								
Archiving Group Income contribution	1,000.00				1,000.00			
SUB TOTAL	1,000.00		4,200.00	2,605.67	1,000.00		4,200.00	2,107.40

Padiham Town Council Cost Centre Year Comparison Summary All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Community room								
Rent						180.00		
Community Room income - hire	800.00	595.00	860.00	918.91	800.00	195.00	860.00	1,105.29
Community Room NDR				638.20				206.31
Community Room Refreshments								
SUB TOTAL	800.00	595.00	860.00	1,555.11	800.00	375.00	860.00	1,311.60
Council chamber								
Council chamber hire - Income	300.00	400.00	100.00	200.00	300.00	300.00	100.00	200.00
Wedding licence fee			100.00	350.00			100.00	
Floral decorations								
SUB TOTAL	300.00	400.00	200.00	550.00	300.00	300.00	200.00	200.00
Mayoratry								
Mayoral chains / badges			165.00				165.00	
Mayor making			440.00	164.00			440.00	
Mayor at Home			100.00	25.00			100.00	27.60
Mayoral Ball			500.00				500.00	
Mayoral invitations		90.00	100.00	180.00			100.00	221.00
SUB TOTAL		90.00	1,305.00	369.00			1,305.00	248.60
Projects								
General donations / grants			4,140.00	159.57		2,200.00	4,140.00	1,872.06
Additional Projects			2,000.00				2,000.00	
Newsletter			6,000.00	144.72				
Town Centre Improvement Scheme								
SUB TOTAL			12,140.00	304.29		2,200.00	6,140.00	1,872.06
Events								
Christmas Lights switch on			6,000.00	9,115.75			9,000.00	7,264.03
Duck Race		2,414.00	3,000.00	5,042.34		657.40	1,000.00	2,891.46
Halloween Party		200.00	200.00	500.00	400.00	400.00	600.00	600.00
Party in the Park	220.00	500.00	3,000.00	4,021.71	220.00	280.00	5,000.00	4,394.50
Remembrance Service		44.24	1,700.00	1,862.58			1,700.00	623.62
Beer Festival	1,400.00	1,119.02	1,400.00	1,671.29	1,400.00	1,151.00	1,400.00	1,470.71
Markets								
Padham on Parade			2,000.00	2,381.05			4,000.00	
Summer Fair		70.00	2,500.00	2,651.48			2,500.00	

Padiham Town Council
Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Painting Padiham			1,000.00				1,000.00	2,004.16
Events General			475.00	1,143.46			2,000.00	1,807.20
Electricity Feeder Pillar				639.64				
Flag Poll Testing				2,085.19				
SUB TOTAL	1,620.00	4,347.26	21,275.00	31,114.49	2,020.00	2,488.40	28,200.00	21,055.68
NET TOTAL	107,910.00	108,633.34	107,910.00	153,413.43	104,310.00	115,494.40	159,915.00	110,174.77
V.A.T.		8,220.59		8,485.72				7,898.50
GROSS TOTAL		116,853.93		161,899.15		115,494.40		118,074.27