



# ***Padstow Town Council***

## ***Annual Statement of Accounts***

***For Year Ending  
31<sup>st</sup> March 2024***

***Part 1***

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**Padiham Town Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	90,208.34	
Cash in Hand	250.00	
Grant		
Maintenance Grant	616.00	
Precept	95,577.00	
Bank interest	5.00	
Town Clerk Salary		25,017.77
Town Clerk cover		2,110.02
Payroll admin charges		300.00
Clerk expenses		
Insurance		1,593.03
Audit		920.00
Legal		
Subscriptions		
Rent		2,483.42
NNDR		374.62
Service charge		
Bank charges		
Office equipment		2,550.14
Website hosting		329.00
Stationery		596.42
Postage		24.00
Printer & copier		1,615.20
External printing		120.90
Recruitment		
Advertising		
Computer hardware		
Computer software		1,151.28
Gifts & hospitality		
Rent		
NNDR		10,669.02
Telephone		557.80
Building Supervisor		9,344.60
Licences and Performing Rights		70.00
Laundry		382.00
Ballroom Hire receipts	17,438.83	1,186.33
Ballroom Bar takings	580.04	
Cleaning materials		1,209.54
Rent		
NNDR		1,965.34
Service charge		

**Padiham Town Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Archiving Group income contribution	2,000.00	
Rent		
Community Room income - hire	1,757.50	0.25
Council chamber hire - income	80.00	
Wedding licence fee		200.00
Floral decorations		
Mayoral chains / badges		500.00
Mayor making		889.78
Mayor at Home		151.00
Mayoral Ball		
General donations / grants	180.00	
Christmas Lights switch on	621.00	11,245.66
Duck Race	367.00	4,846.39
Halloween Party		
Party in the Park		2,210.00
Remembrance Service		2,725.72
Mayoral invitations		60.00
Beer Festival	1,364.00	724.04
Publicity		
Ballroom equipment	135.00	6,476.25
Donations		
Markets		
Additional Projects		9,660.16
Licenses		4,302.09
Cleaning		2,199.22
Padiham on Parade		2,000.00
Summer Fair	75.00	665.33
Pension & NI		8,004.10
Newsletter		
Community Room NNDR		1,008.60
Painting Padiham		1,002.75
Events General	81.00	559.45
Storeroom NNDR		
Uncashed Cheques and receipts	632.48	
Business Support Grant		
Padiham Business Vouchers		230.00
Community Room Refreshments		721.65
Town Centre Improvement Scheme		
Electricity Feeder Pillar		732.32
Book of Condolence		
Card Payments	12.00	332.08
Flag Poll Testing		
Pre 2022 Tax Debt		

**Padiham Town Council**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Training		
Town Clerk Tax		2,886.65
Employer Pension & NI		1,699.51
Piano	4,000.00	3,529.00
Assistant Clerk Salary		2,815.20
Maintenance		2,774.44
Service Charge		11,400.00
Tea & Toast		202.22
Ladies Toilets		4.20
Annex Refurbishment		118.43
Toilet Refurbishment		10.83
Assistant Clerk Tax		408.00
Wedding Fair		179.20
Cenotaph	2,200.00	2,200.00
Accounts		
VAT		7,786.30
	<b>127,721.85</b>	<b>162,031.25</b>
<b>Closing Balances:</b>		
Balances in Bank Account		56,256.78
Cash in Hand		-107.84
<b>TOTAL</b>	<b>218,180.19</b>	<b>218,180.19</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

## Padiham Town Council

## Annual Return

## Accounts for Year from 01/04/2023 to 31/03/2024

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		
		31/03/2023 £	31/03/2024 £	
1	Balances brought fwd	135,503.56	90,458.34	*
2	Annual precept	91,990.00	95,577.00	
3	Total other receipts	24,863.93	32,144.85	*
4	Staff Costs	33,861.20	35,131.89	
5	Loan interest/capital repayment	0.00	0.00	
6	Total other payments	128,037.95	126,899.36	
7	Balances carried forward	90,458.34	56,148.94	*
8	Total Cash and Short Term Inve	90,458.34	56,148.94	*
9	Total Fixed Assets and Long Ter	75,673.00	86,040.00	
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	31/03/2023 £	31/03/2024 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	135503.56	90458.34				BALANCE B/F AGREES
2	Annual precept	91990.00	95577.00	3587.00	4%	No	
3	Total other receipts	24863.93	32144.85	7280.92	29%	Yes	Increase in Ballroom Hire charges of £7,436.09.
4	Staff Costs	33861.20	35131.89	1270.69	4%	No	
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	128037.95	126899.36	-1138.59	1%	No	
7	Balances carried forward	90458.34	56148.94	-34309.40	38%	Yes	The Council agreed to use reserves to balance the budget.
8	Total Cash and Short Term Investments	90458.34	56148.94	-34309.40	38%	Yes	The Council agreed to use reserves to balance the budget.
9	Total Fixed Assets and Long Term Investments	75673.00	86040.00	10367.00	14%	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**  
**BANK ACCOUNTS**

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Barclays Town council account - 10:	£51,203.81
Barclays Ballroom Account - 23710:	£4,842.45
Credit Card	£210.52
<b>Total in Banks</b>	<b>56,256.78</b>
<hr/>	
<b>Cash</b>	
<hr/>	
<b>GRAND TOTAL (Banks and Cash)</b>	<b>£56,256.78</b>

## Padiham Town Council

### Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>250.00</b>	
54	01/04/2023	Cash	Tea & Toast	Tesco	-9.35	240.65	
56	01/04/2023	Cash	Stationery	Amazon	-19.49	221.16	
59	03/04/2023	Cash	Tea & Toast	Tesco	-9.85	211.31	
58	04/04/2023	Cash	Hi vis	Amazon	-79.50	131.81	
39	15/04/2023	Cash	Laundry costs	Oak St Laundry		131.81	
40	15/04/2023	Cash	Laundry costs	Oak St Laundry	-21.00	110.81	
53	17/04/2023	Cash	Tea & Toast	Tesco	-4.80	106.01	
55	17/04/2023	Cash	Cleaning	W. Waddell Clean	-126.00	-19.99	
57	18/04/2023	Cash	Stationery	Amazon	-39.99	-59.98	
52	24/04/2023	Cash	Tea & Toast	Tesco	-7.80	-67.78	
48	25/04/2023	Cash	Stationery	Tesco	-10.00	-77.78	
49	25/04/2023	Cash	Stationery	Tesco	-19.50	-97.28	
50	25/04/2023	Cash	Stationery	Tesco	-6.00	-103.28	
44	26/04/2023	Cash	Cable ties	A1 Motorstores	-6.60	-109.88	
45	26/04/2023	Cash	Stationery	EM Broadbelt	-1.20	-111.08	
47	27/04/2023	Cash	Stamps	Tesco	-12.00	-123.08	
46	04/05/2023	Cash	Stamps	Tesco	-12.00	-135.08	
41	11/05/2023	Cash	Laundry costs	Oak St Laundry	-13.00	-148.08	
42	11/05/2023	Cash	Laundry costs	Oak St Laundry	-24.00	-172.08	
43	11/05/2023	Cash	Laundry costs	Oak St Laundry	-18.00	-190.08	
51	15/05/2023	Cash	Tea & Toast	Tesco	-10.65	-200.73	
60	05/06/2023	Cash	Tea & Toast	Tesco	-4.90	-205.63	
70801	07/06/2023		Transfer from Barclays Town council account - 10		240.68	35.05	
61	19/06/2023	Cash	Tea & Toast	Tesco	-5.25	29.80	
70808	20/06/2023		Transfer from Barclays Town council account - 10		460.88	490.68	
94	26/06/2023	Cash	Tea & Toast	Tesco	-5.25	485.43	
95	26/06/2023	Cash	Tea & Toast	Tesco	-13.75	471.68	
70811	27/06/2023		Transfer to Barclays Town council account - 1071		-221.68	250.00	
22	28/06/2023	SW	Transfer	Steve Watson		250.00	
105	03/07/2023	Cash	Tea & Toast	Tesco	-7.85	242.15	
104	04/07/2023	Cash	Cleaning materials	Tesco	-12.60	229.55	
101	20/07/2023	Cash	Laundry costs	Oak St Laundry	-29.00	200.55	
102	20/07/2023	Cash	Laundry costs	Oak St Laundry	-30.00	170.55	
103	20/07/2023	Cash	Laundry costs	Oak St Laundry	-44.50	126.05	
71962	24/07/2023		Transfer from Barclays Town council account - 10		148.95	275.00	
169	25/07/2023	Cash	Stationery	W Boyes & Co Ltd	-4.95	270.05	
247	25/07/2023	Cash	Stationery	Tesco	-26.89	243.16	
106	31/07/2023	Cash	Tea & Toast	Tesco	-7.85	235.31	
107	31/07/2023	Cash	Voucher	Tesco	-75.00	160.31	
108	31/07/2023	Cash	Cable ties	A1 Motorstores	-11.98	148.33	
283	11/08/2023	Cash	Equipment	EM Broadbelt	-40.00	108.33	
170	14/08/2023	Cash	Tea & Toast	Tesco	-12.60	95.73	
138	19/08/2023	Cash	Cutlery	EM Broadbelt	-10.00	85.73	
139	19/08/2023	Cash	Hardware	EM Broadbelt	-4.00	81.73	
140	21/08/2023	Cash	Storage	The Original Factc	-7.00	74.73	
141	21/08/2023	Cash	Storage	The Oroginal Fact	-22.00	52.73	
142	21/08/2023	Cash	Storage	The Oroginal Fact	-20.00	32.73	
179	01/09/2023	Cash	Voucher	Various	-10.00	22.73	
242	04/09/2023	Cash	Tea & Toast	Tesco	-4.85	17.88	
248	13/09/2023	Cash	Stationery	Tesco	-5.99	11.89	
243	25/09/2023	Cash	Tea & Toast	Tesco	-4.85	7.04	
240	29/09/2023	Cash	Equipment	EM Broadbelt	-5.95	1.09	
241	02/10/2023	Cash	Tea & Toast	EM Broadbelt	-4.90	-3.81	
244	09/10/2023	Cash	Tea & Toast	Tesco	-8.60	-12.41	

## Padiham Town Council

### Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>250.00</b>	
250	09/10/2023	Cash	Laundry costs	Oak St Laundry	-17.00	-29.41	
245	16/10/2023	Cash	Tea & Toast	Tesco	-7.25	-36.66	
246	17/10/2023	Cash	Stationery	Tesco	-8.40	-45.06	
239	30/10/2023	5978	keys	EM Broadbelt	-18.00	-63.06	
249	31/10/2023	Cash	Voucher	Various	-40.00	-103.06	
251	13/11/2023		Tea & Toast	Tesco	-9.34	-112.40	
252	14/11/2023		Piper	D Derbyshire	-50.00	-162.40	
285	14/11/2023	Cash	Christmas Decorations	Boyes	-5.90	-168.30	
253	15/11/2023		Hardware	EM Broadbelt	-6.99	-175.29	
381	15/11/2023	Cash	Voucher	Various	-105.00	-280.29	
282	18/11/2023	Cash	Equipment	EM Broadbelt	-2.70	-282.99	
280	20/11/2023	Cash	Christmas Decorations	EM Broadbelt	-36.00	-318.99	
281	20/11/2023	Cash	Christmas Decorations	EM Broadbelt	-17.00	-335.99	
286	23/11/2023	Cash	Laundry costs	Oak St Laundry	-32.50	-368.49	
287	25/11/2023	Cash	Christmas Decorations	Original Factory S	-10.00	-378.49	
397	25/11/2023	Cash	Lighting	Tesco	-7.00	-385.49	
284	27/11/2023	Cash	Hardware	EM Broadbelt	-65.90	-451.39	
385	06/12/2023	Cash	Laundry costs	Oak St Laundry	-34.00	-485.39	
384	11/12/2023	Cash	Tea & Toast	Tesco	-8.60	-493.99	
382	18/12/2023	Cash	Tea & Toast	Tesco	-9.50	-503.49	
383	15/01/2024	Cash	Tea & Toast	Tesco	-4.95	-508.44	
402	26/01/2024	Cash	Stamps	Post Office Counte	-4.20	-512.64	
80342	30/01/2024		Transfer from Barclays Town council account - 10		564.29	51.65	
403	02/02/2024	Cash	Laundry costs	Oak St Laundry	-45.00	6.65	
398	05/02/2024	Cash	Stationery	Tesco	-7.10	-0.45	
399	05/02/2024	Cash	Stationery	Tesco	-14.70	-15.15	
400	12/02/2024	Cash	Stationery	Tesco	-3.00	-18.15	
401	13/02/2024	Cash	Annex Refurbishment	EM Broadbelt	-15.20	-33.35	
396	26/02/2024	Cash	Tea & Toast	Tesco	-10.24	-43.59	
456	02/03/2024	Cash	Wine	Tesco	-46.36	-89.95	
457	04/03/2024	Cash	Tea & Toast	Tesco	-5.74	-95.69	
455	14/03/2024	Cash	Stationery	EM Broadbelt	-2.50	-98.19	
458	25/03/2024	Cash	Tea & Toast	Tesco	-9.65	-107.84	
160	31/03/2024	Balance	Accounts	Town Council	107.84		
			<b>CLOSING BALANCE</b>				



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

23 May 2024 (2023-2024)

**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	1,965.34	254.66	254.66 (11%)
53 Service charge							(N/A)
59 Archiving Group income contribu	1,000.00	2,000.00	1,000.00				1,000.00 (100%)
<b>SUB TOTAL</b>	<b>1,000.00</b>	<b>2,000.00</b>	<b>1,000.00</b>	<b>4,200.00</b>	<b>1,965.34</b>	<b>2,234.66</b>	<b>3,234.66 (62%)</b>

**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	10,669.02	-869.02	-869.02 (-8%)
43 Telephone					557.80	-557.80	-557.80 (N/A)
44 Building Supervisor				6,000.00	9,344.60	-3,344.60	-3,344.60 (-55%)
45 Licences and Performing Rights				1,500.00	70.00	1,430.00	1,430.00 (95%)
46 Laundry				400.00	382.00	18.00	18.00 (4%)
47 Ballroom Hire receipts	12,000.00	17,438.83	5,438.83		1,186.33	-1,186.33	4,252.50 (35%)
48 Ballroom Bar takings	500.00	580.04	80.04				80.04 (16%)
49 Cleaning materials				650.00	1,209.54	-559.54	-559.54 (-86%)
96 Publicity							(N/A)
103 Ballroom equipment		135.00	135.00	3,000.00	6,476.25	-3,476.25	-3,341.25 (-111%)
116 Cleaning				3,500.00	2,199.22	1,300.78	1,300.78 (37%)
124 Storeroom NNDR				230.00		230.00	230.00 (100%)
140 Maintenance					2,774.44	-2,774.44	-2,774.44 (N/A)
<b>SUB TOTAL</b>	<b>12,500.00</b>	<b>18,153.87</b>	<b>5,653.87</b>	<b>25,081.00</b>	<b>34,869.20</b>	<b>-9,788.20</b>	<b>-4,134.33 (-11%)</b>

**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	500.00	1,757.50	1,257.50		0.25	-0.25	1,257.25 (251%)
121 Community Room NNDR				860.00	1,008.60	-148.60	-148.60 (-17%)
128 Community Room Refreshments					721.65	-721.65	-721.65 (N/A)
<b>SUB TOTAL</b>	<b>500.00</b>	<b>1,757.50</b>	<b>1,257.50</b>	<b>860.00</b>	<b>1,730.50</b>	<b>-870.50</b>	<b>387.00 (28%)</b>

**Council chamber**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
64 Council chamber hire - income	300.00	80.00	-220.00				-220.00 (-73%)
65 Wedding licence fee				100.00	200.00	-100.00	-100.00 (-100%)
66 Floral decorations				100.00		100.00	100.00 (100%)

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

23 May 2024 (2023-2024)

<b>SUB TOTAL</b>	<b>300.00</b>	<b>80.00</b>	<b>-220.00</b>	<b>200.00</b>	<b>200.00</b>	<b>-220.00 (-44%)</b>
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**Events**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
85 Christmas Lights switch on		621.00	621.00	9,000.00	11,245.66	-2,245.66	-1,624.66 (-18%)
86 Duck Race		367.00	367.00	3,000.00	4,846.39	-1,846.39	-1,479.39 (-49%)
87 Halloween Party				200.00		200.00	200.00 (100%)
88 Party in the Park	220.00		-220.00	5,000.00	2,210.00	2,790.00	2,570.00 (49%)
89 Remembrance Service				2,000.00	2,725.72	-725.72	-725.72 (-36%)
94 Beer Festival		1,364.00	1,364.00	1,400.00	724.04	675.96	2,039.96 (145%)
112 Markets							(N/A)
117 Padiham on Parade				2,000.00	2,000.00		(0%)
118 Summer Fair		75.00	75.00	2,475.00	665.33	1,809.67	1,884.67 (76%)
122 Painting Padiham				1,000.00	1,002.75	-2.75	-2.75 (-0%)
123 Events General		81.00	81.00		559.45	-559.45	-478.45 (N/A)
130 Electricity Feeder Pillar					732.32	-732.32	-732.32 (N/A)
133 Flag Poll Testing							(N/A)
<b>SUB TOTAL</b>	<b>220.00</b>	<b>2,508.00</b>	<b>2,288.00</b>	<b>26,075.00</b>	<b>26,711.66</b>	<b>-636.66</b>	<b>1,651.34 (6%)</b>

**Expenses**

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

**Income**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Grant							(N/A)
2 Maintenance Grant		616.00	616.00				616.00 (N/A)
3 Precept	95,577.00	95,577.00					(0%)
4 Bank interest		5.00	5.00				5.00 (N/A)
110 Donations							(N/A)
126 Business Support Grant	5,000.00		-5,000.00				-5,000.00 (-100%)
127 Padiham Business Vouchers				2,000.00	230.00	1,770.00	1,770.00 (88%)
<b>SUB TOTAL</b>	<b>100,577.00</b>	<b>96,198.00</b>	<b>-4,379.00</b>	<b>2,000.00</b>	<b>230.00</b>	<b>1,770.00</b>	<b>-2,609.00 (-2%)</b>

**Mayoralty**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
68 Mayoral chains / badges				165.00	500.00	-335.00	-335.00 (-203%)
69 Mayor making				440.00	889.78	-449.78	-449.78 (-102%)



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

23 May 2024 (2023-2024)

70 Mayor at Home	100.00	151.00	-51.00	-51.00 (-51%)
71 Mayoral Ball	750.00		750.00	750.00 (100%)
90 Mayoral invitations	100.00	60.00	40.00	40.00 (40%)
<b>SUB TOTAL</b>	<b>1,555.00</b>	<b>1,600.78</b>	<b>-45.78</b>	<b>-45.78 (-2%)</b>

**Professional Charges**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 Insurance				1,025.00	1,593.03	-568.03	-568.03 (-55%)
15 Audit				1,000.00	920.00	80.00	80.00 (8%)
16 Legal							(N/A)
17 Subscriptions							(N/A)
114 Licenses				365.00	4,302.09	-3,937.09	-3,937.09 (-1078%)
141 Service Charge					11,400.00	-11,400.00	-11,400.00 (N/A)
<b>SUB TOTAL</b>				<b>2,390.00</b>	<b>18,215.12</b>	<b>-15,825.12</b>	<b>-15,825.12 (-662%)</b>

**Projects**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
83 General donations / grants		180.00	180.00				180.00 (N/A)
113 Additional Projects				16,140.00	9,660.16	6,479.84	6,479.84 (40%)
120 Newsletter				2,000.00		2,000.00	2,000.00 (100%)
129 Town Centre Improvement Sche				5,000.00		5,000.00	5,000.00 (100%)
138 Piano		4,000.00	4,000.00		3,529.00	-3,529.00	471.00 (N/A)
142 Tea & Toast					202.22	-202.22	-202.22 (N/A)
143 Ladies Toilets					4.20	-4.20	-4.20 (N/A)
144 Annex Refurbishment					118.43	-118.43	-118.43 (N/A)
145 Toilet Refurbishment					10.83	-10.83	-10.83 (N/A)
148 Cenotaph		2,200.00	2,200.00		2,200.00	-2,200.00	(N/A)
<b>SUB TOTAL</b>		<b>6,380.00</b>	<b>6,380.00</b>	<b>23,140.00</b>	<b>15,724.84</b>	<b>7,415.16</b>	<b>13,795.16 (59%)</b>

**Salaries and Wages**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5 Town Clerk Salary				27,395.00	25,017.77	2,377.23	2,377.23 (8%)
8 Town Clerk cover				2,160.00	2,110.02	49.98	49.98 (2%)
9 Payroll admin charges				300.00	300.00		(0%)
119 Pension & NI					8,004.10	-8,004.10	-8,004.10 (N/A)
134 Pre 2022 Tax Debt							(N/A)
136 Town Clerk Tax					2,886.65	-2,886.65	-2,886.65 (N/A)
137 Employer Pension & NI				3,100.00	1,699.51	1,400.49	1,400.49 (45%)
139 Assistant Clerk Salary					2,815.20	-2,815.20	-2,815.20 (N/A)
146 Assistant Clerk Tax					408.00	-408.00	-408.00 (N/A)
147 Wedding Fair					179.20	-179.20	-179.20 (N/A)
<b>SUB TOTAL</b>				<b>32,955.00</b>	<b>43,420.45</b>	<b>-10,465.45</b>	<b>-10,465.45 (-31%)</b>

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

23 May 2024 (2023-2024)

**Town Council office & Admini:**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Rent				650.00	2,483.42	-1,833.42	-1,833.42 (-282%)
19	NNDR				675.00	374.62	300.38	300.38 (44%)
20	Service charge				11,000.00		11,000.00	11,000.00 (100%)
21	Bank charges							(N/A)
22	Office equipment				500.00	2,550.14	-2,050.14	-2,050.14 (-410%)
24	Website hosting				165.00	329.00	-164.00	-164.00 (-99%)
25	Stationery				600.00	596.42	3.58	3.58 (0%)
26	Postage				100.00	24.00	76.00	76.00 (76%)
27	Printer & copier				1,500.00	1,615.20	-115.20	-115.20 (-7%)
28	External printing				250.00	120.90	129.10	129.10 (51%)
29	Recruitment							(N/A)
30	Advertising							(N/A)
31	Computer hardware							(N/A)
32	Computer software				575.00	1,151.28	-576.28	-576.28 (-100%)
34	Gifts & hospitality							(N/A)
125	Uncashed Cheques and receipts		632.48	632.48				632.48 (N/A)
131	Book of Condolence							(N/A)
132	Card Payments		12.00	12.00		332.08	-332.08	-320.08 (N/A)
149	Accounts		107.84	107.84				107.84 (N/A)
<b>SUB TOTAL</b>			<b>752.32</b>	<b>752.32</b>	<b>16,015.00</b>	<b>9,577.06</b>	<b>6,437.94</b>	<b>7,190.26 (44%)</b>

**Summary**

<b>NET TOTAL</b>	<b>115,097.00</b>	<b>127,829.69</b>	<b>12,732.69</b>	<b>134,571.00</b>	<b>154,244.95</b>	<b>-19,673.95</b>	<b>-6,941.26 (-2%)</b>
V.A.T.					7,786.30		
<b>GROSS TOTAL</b>		<b>127,829.69</b>			<b>162,031.25</b>		

## Padiham Town Council

### Transactions for Credit Card

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
<b>STARTING BALANCE</b>							
69	30/05/2023	transfer	Stationery	Amazon	-27.98	-27.98	30/08/2023
70	30/05/2023	transfer	Stationery	Amazon	-31.29	-59.27	30/08/2023
71	30/05/2023	transfer	Stationery	Amazon	-25.40	-84.67	30/08/2023
72	02/06/2023	transfer	Stationery	Amazon	-62.13	-146.80	30/08/2023
74	06/06/2023	transfer	Stationery	Direct Trade Supp	-29.02	-175.82	30/08/2023
73	08/06/2023	transfer	Stationery	Amazon	-9.94	-185.76	30/08/2023
44	13/06/2023	Card	Bank interest	Barclaycard	1.00	-184.76	30/08/2023
176	13/06/2023	Card	Bank interest	Barclaycard		-184.76	30/08/2023
128	20/06/2023		Community Room Improvements	Amazon	-29.48	-214.24	30/08/2023
129	20/06/2023		Equipment	Amazon	-29.99	-244.23	30/08/2023
130	20/06/2023		Equipment	Amazon	-19.99	-264.22	30/08/2023
131	26/06/2023		Equipment	Amazon		-264.22	30/08/2023
132	26/06/2023		Refreshments	HotCups2Go	-156.60	-420.82	30/08/2023
136	26/06/2023		Equipment	Amazon	-9.99	-430.81	30/08/2023
70813	27/06/2023		Transfer from Barclays Town council account - 10		184.76	-246.05	30/08/2023
133	04/07/2023		Equipment	Amazon	-8.17	-254.22	30/08/2023
134	10/07/2023		Equipment	Amazon	-25.98	-280.20	30/08/2023
45	13/07/2023	Card	Bank interest	Barclaycard	3.00	-277.20	30/08/2023
177	13/07/2023	Card	Bank interest	Barclaycard		-277.20	30/08/2023
178	13/07/2023	Card	Bank interest	Barclaycard		-277.20	30/08/2023
171	17/07/2023	Card	Refreshments	Amazon	-29.48	-306.68	30/08/2023
172	17/07/2023	Card	Equipment	Amazon	-4.99	-311.67	30/08/2023
173	26/07/2023	Card	Stationery	Amazon	-11.99	-323.66	30/08/2023
174	26/07/2023	Card	Stationery	Amazon	-9.99	-333.65	30/08/2023
135	01/08/2023		Equipment	Amazon	-5.99	-339.64	30/08/2023
71961	01/08/2023		Transfer from Barclays Town council account - 10			-339.64	30/08/2023
72811	07/08/2023		Transfer from Barclays Town council account - 10		277.20	-62.44	30/08/2023
230	11/08/2023	Card	Equipment	Amazon	-127.90	-190.34	31/10/2023
231	11/08/2023	Card	Equipment	Amazon	-42.95	-233.29	31/10/2023
46	13/08/2023	Card	Bank interest	Barclaycard	1.00	-232.29	30/08/2023
175	13/08/2023	Card	Bank interest	Barclaycard		-232.29	30/08/2023
232	15/08/2023	Card	Refreshments	HotCups2Go	-127.40	-359.69	31/10/2023
233	15/08/2023	Card	Stationery	Amazon	-42.15	-401.84	31/10/2023
234	15/08/2023	Card	Stationery	Amazon	-8.53	-410.37	31/10/2023
235	15/08/2023	Card	Equipment	Fibrelok	-79.80	-490.17	31/10/2023
236	15/08/2023	Card	Equipment	Screwfix	-34.99	-525.16	31/10/2023
237	15/08/2023	Card	Equipment	Amazon	-5.09	-530.25	29/01/2024
238	17/08/2023	Card	Equipment	Screwfix	-89.98	-620.23	31/10/2023
75104	07/09/2023		Transfer from Barclays Town council account - 10		61.44	-558.79	31/10/2023
87	13/09/2023	Card	Card Payments	Barclaycard	5.00	-553.79	31/10/2023
75108	09/10/2023		Transfer from Barclays Town council account - 10		548.70	-5.09	31/10/2023
346	19/10/2023	Card	Refreshments	HotCups2Go	-100.15	-105.24	30/01/2024
348	19/10/2023	Card	Stationery	Amazon	-19.99	-125.23	30/01/2024
347	20/10/2023	Card	Stationery	Amazon	-15.56	-140.79	30/01/2024
351	07/11/2023	Card	Christmas Decorations	Amazon	-36.94	-177.73	30/01/2024
352	07/11/2023	Card	Christmas Decorations	Amazon	-18.47	-196.20	30/01/2024
353	07/11/2023	Card	Christmas Decorations	Amazon	-19.99	-216.19	30/01/2024
75830	07/11/2023		Transfer from Barclays Town council account - 10		5.09	-211.10	29/01/2024
350	08/11/2023	Card	Christmas Decorations	Amazon	-39.98	-251.08	30/01/2024
349	09/11/2023	Card	Christmas Decorations	Amazon	-105.97	-357.05	30/01/2024
354	10/11/2023	Card	Christmas Decorations	Amazon	-32.03	-389.08	30/01/2024
327	21/11/2023	Card	Christmas Decorations	Amazon	-34.16	-423.24	29/01/2024
328	22/11/2023	Card	Christmas Decorations	Amazon	-54.13	-477.37	29/01/2024
329	23/11/2023	Card	Equipment	Amazon	-29.04	-506.41	29/01/2024



## Padiham Town Council

### Transactions for Credit Card

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
<b>STARTING BALANCE</b>							
330	23/11/2023	Card	Equipment	Amazon	-34.71	-541.12	29/01/2024
331	23/11/2023	Card	Equipment	Amazon	-10.99	-552.11	29/01/2024
332	27/11/2023	Card	Cleaning materials	Tesco	-9.61	-561.72	29/01/2024
334	27/11/2023	Card	Refreshments	Amazon	-20.70	-582.42	29/01/2024
335	27/11/2023	Card	Stationery	Amazon	-18.99	-601.41	29/01/2024
336	27/11/2023	Card	Stationery	HotCups2Go	-103.10	-704.51	29/01/2024
333	28/11/2023	Card	Refreshments	Tesco	-13.99	-718.50	29/01/2024
78898	08/12/2023		Transfer from Barclays Town council account - 10		385.08	-333.42	30/01/2024
103	13/12/2023	Card	Card Payments	Barclays Bank	4.00	-329.42	29/01/2024
356	14/12/2023	Card	Stationery	Amazon	-83.98	-413.40	31/03/2024
355	21/12/2023	Card	Stationery	Amazon	-59.18	-472.58	31/03/2024
78851	08/01/2024		Transfer from Barclays Town council account - 10			-472.58	31/03/2024
406	28/01/2024	Card	Stationery	Amazon	-8.95	-481.53	31/03/2024
104	30/01/2024	Card	Card Payments	Barclaycard	4.00	-477.53	30/01/2024
407	31/01/2024	Card	Stationery	Amazon	-9.99	-487.52	31/03/2024
408	31/01/2024	Card	Stationery	Amazon	-15.90	-503.42	31/03/2024
405	06/02/2024	Card	Duplicate	EM Broadbelt		-503.42	31/03/2024
409	06/02/2024	Card	Equipment	Amazon	-8.55	-511.97	31/03/2024
410	06/02/2024	Card	Toilet Refurbishment	Amazon	-13.00	-524.97	31/03/2024
411	06/02/2024	Card	Refreshments	HotCups2Go	-164.56	-689.53	31/03/2024
80486	07/02/2024		Transfer from Barclays Town council account - 10		142.16	-547.37	31/03/2024
404	09/02/2024	Card	Paint	EM Broadbelt	-28.00	-575.37	31/03/2024
412	12/02/2024	Card	Paint	Paintwell	-86.93	-662.30	31/03/2024
413	12/02/2024	Card	Stationery	HSE	-16.01	-678.31	31/03/2024
419	15/02/2024	Card	Annex Refurbishment	Amazon	-11.99	-690.30	31/03/2024
417	20/02/2024	Card	Stationery	Amazon	-19.98	-710.28	31/03/2024
418	20/02/2024	Card	Stationery	Amazon	-9.99	-720.27	31/03/2024
415	21/02/2024	Card	Stationery	Amazon	-25.50	-745.77	31/03/2024
416	21/02/2024	Card	Stationery	Amazon	-22.79	-768.56	31/03/2024
414	22/02/2024	Card	Stationery	Amazon	-12.99	-781.55	31/03/2024
81556	28/02/2024		Transfer from Barclays Town council account - 10		644.18	-137.37	31/03/2024
81554	11/03/2024		Transfer from Barclays Town council account - 10		347.89	210.52	31/03/2024
161	31/03/2024	Card	Accounts	Various		210.52	31/03/2024
<b>CLOSING BALANCE</b>						<b>210.52</b>	
<b>Bank statement should show</b>						<b>£210.52</b>	

**Padinham Town Council**  
**Fixed Assets and Long Term Investments**

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
General Assets	1/4/2004	28,555.00					
General Assets	1/4/2022	36,127.00					
		<b>64,682.00</b>					
<b>Ballroom</b>							
Chairs	07/06/2023	767.00	767.00	Ballroom			
General Assets	1/4/2023	10,367.00	10,367.00				
General Assets	1/4/2022	10,991.00	10,991.00				
Kitchen Equipment	27/06/2024	4,153.20	4,153.20	Ballroom			
Kitchen Equipment	08/03/2024	672.00	672.00	Ballroom			
Piano	18/05/2023	3,290.00	3,290.00	Ballroom			
		<b>30,240.20</b>	<b>30,240.20</b>				
<b>Grand Total:</b>		<b>94,922.20</b>	<b>30,240.20</b>				



## 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
<b>Archiving group</b>								
Rent			1,980.00				1,980.00	
NDR			2,220.00	1,965.34			2,220.00	2,605.67
Service charge								
Archiving Group income contribution	1,000.00	2,000.00			1,000.00			
<b>SUB TOTAL</b>	<b>1,000.00</b>	<b>2,000.00</b>	<b>4,200.00</b>	<b>1,965.34</b>	<b>1,000.00</b>		<b>4,200.00</b>	<b>2,605.67</b>
<b>Ballroom</b>								
Rent			1.00				1.00	
NDR			9,800.00	10,669.02			9,800.00	12,777.33
Telephone				557.80				495.23
Building Supervisor			6,000.00	9,344.60			5,000.00	8,425.09
Licences and Performing Rights			1,500.00	70.00			1,500.00	3,945.13
Laundry			400.00	382.00			400.00	483.00
Ballroom Hire receipts	12,000.00	17,438.83		1,186.33	12,000.00	10,002.74		100.00
Ballroom Bar takings	500.00	580.04			200.00	570.72		
Cleaning materials								
Publicity			650.00	1,209.54			650.00	1,071.19
Ballroom equipment		135.00	3,000.00	6,476.25			5,000.00	4,147.13
Cleaning			3,500.00	2,199.22			3,500.00	2,208.00
Storeroom NDR			230.00				230.00	243.63
Maintenance				2,774.44				
<b>SUB TOTAL</b>	<b>12,500.00</b>	<b>18,153.87</b>	<b>25,081.00</b>	<b>34,869.20</b>	<b>12,200.00</b>	<b>10,573.46</b>	<b>26,081.00</b>	<b>33,895.73</b>
<b>Community room</b>								
Rent				0.25				
Community Room income - hire	500.00	1,757.50			800.00	595.00		916.91
Community Room NDR			860.00	1,008.60			860.00	638.20
Community Room Refreshments				721.65				
<b>SUB TOTAL</b>	<b>500.00</b>	<b>1,757.50</b>	<b>860.00</b>	<b>1,730.50</b>	<b>800.00</b>	<b>595.00</b>	<b>860.00</b>	<b>1,555.11</b>
<b>Council chamber</b>								
Council chamber hire - income	300.00	80.00			300.00	400.00		200.00
Wedding licence fee			100.00	200.00			100.00	350.00
Floral decorations			100.00				100.00	
<b>SUB TOTAL</b>	<b>300.00</b>	<b>80.00</b>	<b>200.00</b>	<b>200.00</b>	<b>300.00</b>	<b>400.00</b>	<b>200.00</b>	<b>550.00</b>
<b>Events</b>								

## 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
Christmas Lights switch on		621.00	9,000.00	11,245.66			6,000.00	9,115.75
Duck Race		367.00	3,000.00	4,846.39		2,414.00	3,000.00	5,042.34
Halloween Party			200.00			200.00	200.00	500.00
Party in the Park	220.00		5,000.00	2,210.00	220.00	500.00	3,000.00	4,021.71
Remembrance Service			2,000.00	2,725.72		44.24	1,700.00	1,862.58
Beer Festival		1,364.00	1,400.00	724.04	1,400.00	1,119.02	1,400.00	1,671.29
Markets								
Padiham on Parade			2,000.00	2,000.00			2,000.00	2,381.05
Summer Fair		75.00	2,475.00	665.33		70.00	2,500.00	2,651.48
Painting Padiham			1,000.00	1,002.75			1,000.00	
Events General		81.00		559.45			475.00	1,143.46
Electricity Feeder Pillar				732.32				639.64
Flag Poll Testing								2,085.19
<b>SUB TOTAL</b>	<b>220.00</b>	<b>2,508.00</b>	<b>26,075.00</b>	<b>26,711.66</b>	<b>1,620.00</b>	<b>4,347.26</b>	<b>21,275.00</b>	<b>31,114.49</b>
<b>Expenses</b>								
Clerk expenses			100.00				100.00	
Training								
<b>SUB TOTAL</b>			<b>100.00</b>				<b>100.00</b>	<b>130.00</b>
<b>Income</b>								
Grant								
Maintenance Grant		616.00				616.00		
Precept	95,577.00	95,577.00			91,990.00	91,990.00		
Bank interest		5.00						
Donations						0.98		1.98
Business Support Grant	5,000.00		2,000.00	230.00			2,000.00	13,782.40
Padiham Business Vouchers			2,000.00	230.00				1,165.00
<b>SUB TOTAL</b>	<b>100,577.00</b>	<b>95,198.00</b>	<b>2,000.00</b>	<b>230.00</b>	<b>91,990.00</b>	<b>92,606.98</b>	<b>2,000.00</b>	<b>14,949.38</b>
<b>Mayoralty</b>								
Mayoral chains / badges			165.00	500.00			165.00	
Mayor making			440.00	889.78			440.00	164.00
Mayor at Home			100.00	151.00			100.00	25.00
Mayoral Ball			750.00				500.00	
Mayoral invitations			100.00	60.00		90.00	100.00	180.00
<b>SUB TOTAL</b>			<b>1,555.00</b>	<b>1,600.78</b>		<b>90.00</b>	<b>1,305.00</b>	<b>369.00</b>
<b>Professional Charges</b>								

## 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
Insurance			1,025.00	1,593.03	975.00	1,392.44		
Audit			1,000.00	920.00	800.00	800.00		
Legal								
Subscriptions								
Licenses			365.00	4,302.09	50.00	783.00		
Service Charge				11,400.00				
<b>SUB TOTAL</b>			<b>2,390.00</b>	<b>18,215.12</b>	<b>1,825.00</b>	<b>2,975.44</b>		
<b>Projects</b>								
General donations / grants		180.00						
Additional Projects			16,140.00	9,660.16	4,140.00	159.57		
Newsletter			2,000.00		2,000.00			
Town Centre Improvement Scheme			5,000.00		6,000.00			
Piano		4,000.00		3,529.00		144.72		
Tea & Toast				202.22				
Ladies Toilets				4.20				
Annex Refurbishment				118.43				
Toilet Refurbishment				10.83				
Cenotaph		2,200.00		2,200.00				
<b>SUB TOTAL</b>		<b>6,380.00</b>	<b>23,140.00</b>	<b>15,724.84</b>	<b>12,140.00</b>	<b>304.29</b>		
<b>Salaries and Wages</b>								
Town Clerk Salary			27,395.00	25,017.77	21,930.00	25,422.31		
Town Clerk cover			2,160.00	2,110.02	1,200.00	2,913.75		
Payroll admin charges			300.00	300.00	300.00	479.00		
Pension & NI				8,004.10		5,525.14		
Pre 2022 Tax Debt					5,304.00	1,616.66		
Town Clerk Tax				2,886.65				
Employer Pension & NI			3,100.00	1,699.51				
Assistant Clerk Salary				2,815.20				
Assistant Clerk Tax				408.00				
Wedding Fair				179.20				
<b>SUB TOTAL</b>			<b>32,955.00</b>	<b>43,420.45</b>	<b>28,734.00</b>	<b>35,956.86</b>		
<b>Town Council office &amp; Administration</b>								
Rent			650.00	2,483.42	650.00	2,447.00		
NNDR			675.00	374.62	675.00	3,874.76		
Service charge								
Bank charges			11,000.00		5,000.00	20,000.00		

## 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
Office equipment			500.00	2,550.14			500.00	220.22
Website hosting			165.00	329.00			165.00	69.00
Stationery			600.00	596.42			600.00	317.44
Postage			100.00	24.00			100.00	133.64
Printer & copier			1,500.00	1,615.20			1,000.00	1,027.00
External printing			250.00	120.90			250.00	
Recruitment								
Advertising								
Computer hardware			575.00	1,151.28			250.00	770.04
Computer software		632.48						20.00
Gifts & hospitality								
Uncashed Cheques and receipts								
Book of Condolence		12.00		332.08		20.64		44.46
Card Payments		107.84						83.90
Accounts								
<b>SUB TOTAL</b>		<b>752.32</b>	<b>16,015.00</b>	<b>9,577.06</b>		<b>20.64</b>	<b>9,190.00</b>	<b>29,007.46</b>
<b>NET TOTAL</b>	<b>115,097.00</b>	<b>127,829.69</b>	<b>134,571.00</b>	<b>154,244.95</b>	<b>107,910.00</b>	<b>108,633.34</b>	<b>107,910.00</b>	<b>153,413.43</b>
V.A.T.				7,786.30		8,220.59		8,485.72
<b>GROSS TOTAL</b>		<b>127,829.69</b>		<b>162,031.25</b>		<b>116,853.93</b>		<b>161,899.15</b>