

**Portishead Town Council**

**Income and Expenditure Account  
for the year ended 31 March 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Precept	259,556.00	252,987.00
Folk Hall Lettings	24,877.64	27,305.28
North Weston Village Hall Lettings	10,550.94	10,492.26
Redcliffe Bay Lettings	12,048.00	12,532.81
Other Income	11,740.21	6,312.07
Interest - Bank	2,101.31	5,745.19
Council Tax Support Grant	6,508.68	10,004.00
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<b>Total Income</b>	<b>327,382.78</b>	<b>325,378.61</b>
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<b>Expenditure</b>		
Administrative Staff Costs	106,768.44	102,068.79
Caretaking Staff Costs	38,614.48	39,608.70
Administration Costs	45,209.96	46,560.28
Folk Hall Cost	19,394.95	15,934.31
North Weston Village Hall Running Costs	3,948.38	4,947.85
Redcliffe Bay Hall Running Costs	6,398.45	5,477.18
Other Amenity Costs	16,539.12	13,339.62
Grants	58,522.27	59,488.72
Town Orderly	3,900.00	-
Toilet Block Costs	12,658.00	10,764.91
CCTV Running Costs	12,031.32	8,538.78
Street Furniture	2,495.08	1,320.00
Improvements to Notice Boards	651.06	60.00
Floral Displays	13,348.00	13,300.45
Environmental Enhancement	-	428.00
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<b>Expenditure from General Fund</b>	<b>340,479.51</b>	<b>321,837.59</b>
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Expenditure from Earmarked Reserves	30,089.28	72,084.67
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<b>Total Expenditure</b>	<b>370,568.79</b>	<b>393,922.26</b>
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<b>(Deficit) of Total Income over Total Expenditure</b>	<b>£ (43,186.01)</b>	<b>£ (68,543.65)</b>
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**Portishead Town Council**  
**Detailed Breakdowns for the year ended 31 March 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>Other Income</b>		
Leases	100.00	471.23
Sundries	7,583.94	1,872.17
Beach Hill Allotments	192.50	192.00
North Weston Allotments	600.00	600.00
Gertie Gale Allotment	1,500.00	1,500.00
Toilet Block	1,763.77	1,676.67
	11,740.21	6,312.07
<b>Administration Costs</b>		
Chairman's Allowance	1,138.22	797.22
Office Equipment	972.86	3,686.70
Office Equipment Maintenance	242.38	222.83
Web Site Maintenance and Management	1,366.94	8,719.29
Telephone	433.33	502.16
Stationery and office supplies	1,362.31	1,615.30
Subscriptions	1,166.84	4,806.44
Publicity/Advertising	2,604.00	3,875.50
Audit/Professional	15,516.61	13,008.99
Sundries	327.64	730.31
Training costs and travelling expenses	1,452.92	1,235.18
Postage	1,818.36	1,867.50
Insurance	5,575.87	5,442.86
Agency staff costs	11,171.68	-
Bank charges	60.00	50.00
	45,209.96	46,560.28
<b>Folk Hall Costs</b>		
Costs	4,619.08	-
Folk Hall Services	9,144.55	12,698.71
Halls Maintenance	4,612.52	2,230.71
Janitorial	1,018.80	1,004.89
	19,394.95	15,934.31
<b>Other Amenity Costs</b>		
Beach Hill Allotment Rent	-	175.00
Amenity Maintenance	15,452.56	9,314.64
Street Lights	1,086.56	1,164.98
Allotment Expenses	-	2,685.00
	16,539.12	13,339.62
<b>Grants</b>		
General Community Grants	2,874.91	3,850.00
Youth Support Grants	700.00	-
Christmas Lights (incl storage)	9,100.36	8,577.72
Portishead Youth Centre	21,000.00	20,000.00
Nailsea Community Transport	10,500.00	10,500.00
Portishead Carnival	-	2,500.00
	44,175.27	45,427.72
<b>Other Grants</b>		
Citizens Advice Bureau	14,347.00	14,061.00
	58,522.27	59,488.72
<b>Total Grants</b>	58,522.27	59,488.72

**Portishead Town Council**  
**Balance Sheet as at 31 March 2018**

		31.03.18		31.03.17	
	£		£		£
<b>Current Assets</b>					
Cash - Bank Balances	459,826.73			510,337.27	
Petty Cash	65.13			119.59	
Debtors - Customs & Excise	6,911.15			6,532.93	
- Other	1,866.48			1,363.51	
Payments in Advance	3,997.79			2,982.75	
		472,667.28		521,336.05	
 Less					
<b>Current liabilities</b>					
Creditors	12,736.40			18,161.16	
Receipts in Advance	-			58.00	
		12,736.40		18,219.16	
<b>Net Assets</b>		459,930.88		503,116.89	
 <b>Represented by:</b>					
General Funds		131,539.28		176,000.75	
Earmarked Reserves		328,391.60		327,116.14	
		459,930.88		503,116.89	

I hereby certify that the Statement of Accounts for the Year Ended 31 March 2018 have been prepared in accordance with the requirements of the Accounts and Audit Regulations 2003 (as amended).

I further certify that the Statement of Accounts presents fairly the financial position of Portishead Town Council at 31 March 2018 and reflects its income and expenditure for the year.

Signed ..... Jo Duffy : Responsible Financial Officer

Date.....

Approved by the Town Council at its meeting held on .....2018

Signed ..... Chairman of the Council

Date.....

**Portishead Town Council**  
**Notes for the year ended 31 March 2018**

Note

**1 Funds Summary**

	Total	Earmarked Reserves	General Fund
Income	327,382.78	-	327,382.78
Expenditure	<u>370,568.79</u>	<u>30,089.28</u>	<u>340,479.51</u>
(Deficit) of Total Income over Total Expenditure	(43,186.01)	(30,089.28)	(13,096.73)
Transfers to Earmarked Reserves	-	31,364.74	(31,364.74)
Brought Forward at 31 March 2017	<u>503,116.89</u>	<u>327,116.14</u>	<u>176,000.75</u>
Carried Forward at 31 March 2018	<u>459,930.88</u>	<u>328,391.60</u>	<u>131,539.28</u>
		Year Ended 31.03.18	Year Ended 31.03.17
		£	£
<b>2 Total Staff Costs</b>			
Salaries, employers NI, and pension costs		<u>145,382.92</u>	<u>141,677.49</u>

**Portishead Town Council**  
**Notes for the year ended 31 March 2018**

**3 Earmarked Reserves**

The Council maintains certain reserves to meet specific future expenditure. The reserves and movements on them for the year ended 31 March 2018 are as follows:

Purpose of Reserve	Notes	Opening Balance 01.04.17	Added	Expended	Net Movement In Year	Closing Balance 31.03.18
Major Community Projects	1	88,628.50	11,371.50	(15,000.00)	(3,628.50)	85,000.00
Major Works Programme - Halls		6,643.53	3,356.47	-	3,356.47	10,000.00
Play Equipment		15,000.00	-	-	-	15,000.00
Office IT Equipment		1,697.01	302.99	-	302.99	2,000.00
Youth Centre Building Contingency*		102,947.10	-	(6,555.50)	(6,555.50)	96,391.60
Environmental/Cultural/ Heritage/Allotment Reserve	2	12,200.00	7,800.00	-	7,800.00	20,000.00
Parish Poll		0.00	8,533.78	(8,533.78)	-	-
Asset Transfer Reserve		100,000.00	-	-	-	100,000.00
		<u>327,116.14</u>	<u>31,364.74</u>	<u>(30,089.28)</u>	<u>1,275.46</u>	<u>328,391.60</u>

\*Restricted Reserve

**Notes**

**1** Future expenditure has been approved of £15,000 in April 2018 and £15,000 in April 2019 from the reserve

**2** Future expenditure of £1,000 has been approved from the reserve