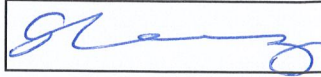


ANNUAL RETURN
FOR THE YEAR ENDED 31 MARCH 2025
Colne Town Council

SECTION 2 - 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

11/06/2025

I confirm that these accounts are approved by the Council and recorded as council minute reference

FC17JUNMM9

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	690,987 RESTATED	688,625	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	754,912	952,734	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	192,109	226,160	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	277,575 277,029	330,081	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	23,670	23,282	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	648,138 648,684	921,766	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	688,625	592,390	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	711,738	645,550	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	396,338	473,140	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	181,400	161,800	The outstanding capital balance as at 31 March of all loans from third parties (including 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 2;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2025

2023/24 2024/25

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>	
3	2,830	5,529	1042	104	Mgt recharge	
3	2,526	969	1046	114	Wedding income	
3	0	150	1047	129	Blues - Programme Income	
3	4,800	0	1048	128	Blues Cash Float Repaid	
3	0	5,500	1048	129	Blues Cash Float Repaid	
3	148	953	1050	107	Room Hire	
3	3,081	9,420	1050	114	Room Hire	
3	200	300	1052	111	Elections	
3	4,923	4,200	1060	125	Rental Income Town Hall Shops	
3	22,246	22,323	1061	125	Rental Income Annexe Shops	
3	1,784	1,560	1073	114	Refreshments income	
3	94	0	1078	114	Deposit	
3	253	152	1086	114	Wedding Drinks	
3	0	955	1090	114	Training Income	
3	3,412	3,755	1091	108	Hanging Baskets	
3	1,142	639	1093	116	Memorial Income	
3	63	708	1095	107	Party Package	
3	4,649	3,215	1100	107	Group Bookings	
3	2,533	2,065	1101	107	Party Income	
3	(+) Total other receipts	192,109	226,160	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.		
4	0	10,726	4000	104	Salaries, NI	* 2023/24 Watering includes £296 of Quad Costs which belongs in box 6 (not Staff costs)
4	11,567	10,726	4000	105	Salaries, NI	
4	11,177	22,789	4000	107	Salaries, NI	
4	145,070	142,852	4000	110	Salaries, NI	
4	0	4,597	4000	113	Salaries, NI	
4	75,773	87,406	4000	114	Salaries, NI	
4	0	1,532	4000	115	Salaries, NI	
4	0	3,064	4000	116	Salaries, NI	
4	3,693	5,575	4001	110	Employer Pension Contribution	
4	1,889	3,260	4001	114	Employer Pension Contribution	
4	11	0	4003	105	Overtime	
4	7,096	7,964	4003	110	Overtime	
4	5,477	8,464	4003	114	Overtime	
4	2,290	0	4003	128	Overtime	
4	0	5,247	4003	129	Overtime	
4	520	60	4007	114	Wedding Staff	
4	0	2,063	4023	106	Events Staff	
4	* 12,352	13,500	4070	108	Watering - Floral Displays	(not Staff costs)
4	250	0	4584	102	Call Outs	Xmas Lights Contract belongs in box 6
4	408	258	4584	114	Call Outs	
4	(-) Staff costs	* 277,575	330,081	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.		
5	3,600	3,600	5107	150	Capital Repayments Phase 1 TH	
* £277,575 - £296 - £250 = £277,029						

Working details for ANNUAL RETURN - Year ended 31 March 2025

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	556	363	5002	115	Signs & Notice Boards
6	3	0	5019	125	Rent Support
6	1,448	17	5020	125	Repairs & Maint Town hall tnts
6	7,674	11,463	5021	125	Repairs & Maint Annexe Tenants
6	214	229	5022	125	Insurance Costs Town Hall Tnts
6	579	618	5023	125	Insurance Costs Annexe Tenants
6	440	440	5100	114	Window Cleaning
6	0	230	5101	114	MEWP Hire
6	75	79	5103	107	Evac Chair
6	75	79	5103	114	Evac Chair
6	335	350	5104	114	Town Hall Clock
6	0	265	5105	107	Asbestos Mgt
6	0	1,385	5105	114	Asbestos Mgt
6	1,762	1,123	5135	104	Flowers, supplies & consumable
6	7,811	8,448	5135	108	Flowers, supplies & consumable
6	103	0	5139	110	DBS Checks
6	0	36,000	5140	112	Maintenance & Monitoring
6	0	333	5141	114	Flag replacement
6	6,440	6,760	5142	133	Free Swimming Initiative
6	9,950	9,950	5144	104	Philip Wright Bowling Academy
6	7,758	7,758	5145	104	Grass Maintenance
6	550	700	5145	113	Grass Maintenance
6	18,604	17,951	5146	104	Garden Services
6	1,100	1,324	5146	113	Garden Services
6	6,790	6,565	5147	104	Path Maintenance
6	120	76	5147	107	Path Maintenance
6	481	441	5148	104	Drainage
6	(-) All other payments * 648,138	921,766	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7	(=) Balances carried forward 688,625	592,390	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8	700	20	8		Blues Petty Cash
8	36,205	29,054	200		Current Bank A/c
8	5,840	0	201		Allotment Account
8	296,175	108,880	202		Reserve Account
8	21,138	19,942	203		Treasurers Account
8	2,184	714	204		Petty Cash Events
8	291	0	205		Petty Cash Allotments
8	10,985	17,511	206		Blues Festival
8	1,965	512	207		Petty Cash Town Hall Bookings
8	13,897	14,052	208		Property Reserve Account
8	81	0	209		Petty Cash Primet Bookings
8	181,791	186,258	211		Lloyds 32 day notice account
8	115,485	118,609	212		Unity Trust Account
8	25,000	150,000	213		CCLA -Public Sector Dep. Fund
8	Total value of 711,738	645,550	The sum of all current and deposit bank accounts, cash holdings		

* £648,138 + £296 + £250 = £648,684

Continued over page

Explanation of variances – pro forma

Colene Town Council
Lancashire

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year.

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	690,987	688,625				Explanation of % variance from PY opening balance not required – Balance brought forward agrees	
2 Precept or Rates and Levies	754,912	952,734	197,822	26.20%	YES		Precept increased by 25% on a Band D property to cover increasing costs and to prevent having to transfer from already depleted Reserves. This can be evidenced here on our website https://coletowncouncil.org.uk/cic/wp-content/uploads/2024/01/FC-Minutes-23rd-January-2024-a-1.pdf
3 Total Other Receipts	192,109	226,160	34,051	17.72%	YES		The introduction of new event sponsorship packages, increased allotment rents, fees & charges. Better investment of surplus cash and an increase in Town Hall room bookings.
4 Staff Costs	277,029	330,081	53,052	19.15%	YES		Change in allocation structures of Salaries, now split between different Cost Centres, NJC pay increases plus increases due to Performance Appraisals. Change of policy on pensionable income, changed to all income including overtime. There was increased overtime due to an increase in activities and 3 Casual Event staff were taken on.
5 Loan Interest/Capital Repayment	23,670	23,282	-388	1.64%	NO		
6 All Other Payments	648,684	924,766	273,082	42.10%	YES		Increased staff training, a new leased line was required for WIFI to upload CCTV from the Town Centre cameras. Additionally CCTV was also installed in the Park and CCTV through the Town Centre was upgraded. Investment was made in Events equipment to limit equipment hire in future years. A new vehicle was purchased which led to increased fuel and insurance costs. There was an additional Event held in the Park, increased Grant Support and a 50% increase in Utility costs. There was additional road closures needed due to bigger Events. Additional storage was rented which only had a part year cost in 23/24 but a full years costs in 2024/25. There were costs incurred due to Travellers in the Park and a large increase in Anti-Social behaviour. Also increased costs of repairs & maintenance & upgrade of interior alarms on Rental properties.
7 Balances Carried Forward	686,625	592,390				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	711,738	645,550				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	396,338	473,140	76,802	19.38%	YES		Purchase of a new vehicle, trailer and generator. CCTV installed in the Park and additional cameras in the Town Hall. Extra spend on Lengths mens Tools and Event equipment.
10 Total Borrowings	181,400	161,800	-19,600	10.80%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable