

Section 1 – Accounting statements for

COTTENHAM PARISH COUNCIL BY NAME HERE

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance		
	31 March 2011 £	31 March 2012 £			
1 Balances brought forward	186,257	250,119	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.		
2 (+) Annual precept	153,000	153,000	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	78,642	61,619	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	48,917	49,800	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 employment expenses.		
5 (-) Loan interest/capital repayments	6,116	6,116	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	112,747	88,082	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	250,119	320,740	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)		
8 Total cash and short term investments	231,979	311,793	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 Total fixed assets and long term assets	559,758	562,658	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.		
10 Total borrowings	35,471	32,171	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11 Trust funds (including charitable) disclosure note	YES	NO	YES	NO	Disclosure Note: The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)
		X		X	

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

 SIGNATURE REQUIRED

Date 02/05/2012

I confirm that these accounting statements were approved by the council on this date:

08/05/2012

and recorded as minute reference:

NUMBER 562 REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date DD/MM/YYYY