

## Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	414,969	331,168	310	0	General Reserves
1	9,480	7,370	320	0	EMR - Civic and Ceremonial
1	50,000	24,852	321	0	EMR - Legal Costs
1	4,500	4,500	322	0	EMR - Training
1	4,600	4,600	323	0	EMR - Marina Theatre
1	83,700	83,700	326	0	EMR - Repairs & Maintenance
1	18,160	34,066	328	0	EMR - Elections
1	20,500	20,500	329	0	EMR - Capital
1	50,000	50,000	330	0	EMR - Triangle Market
1	45,221	63,093	331	0	EMR - CIL
1	0	25,000	332	0	EMR - Staff
1	0	133	333	0	EMR - Neighbourhood Plan
1	<b>Balances brought forward</b>	<b>701,130</b>	<b>648,981</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	1,608,848	1,783,537	1076	100	Precept
2	<b>Annual Precept</b>	<b>1,608,848</b>	<b>1,783,537</b>	Total amount of Precept income received in the year	
3	95,383	95,505	1000	250	Property Lettings - Exempt
3	14,274	20,000	1000	355	Property Lettings - Exempt
3	24,500	25,200	1000	425	Property Lettings - Exempt
3	2,771	2,771	1000	430	Property Lettings - Exempt
3	6,250	6,250	1000	440	Property Lettings - Exempt
3	3,920	3,100	1000	445	Property Lettings - Exempt
3	50	0	1000	515	Property Lettings - Exempt
3	1,000	1,000	1000	535	Property Lettings - Exempt
3	558	3,522	1020	505	Market Income
3	0	173	1021	505	Monthly Market Income
3	435	1,002	1080	100	Bank Interest Received
3	5,000	0	1085	100	Donations
3	0	529	1090	100	Grants
3	5,350	29,925	1090	110	Grants
3	2,050	0	1090	300	Grants
3	21,000	0	1091	150	Town Hall Grant
3	17,872	19,728	1095	100	CIL
3	583	583	1100	400	Allotment Income
3	46	0	1105	425	Events
3	46	0	1105	440	Events
3	50	0	1150	435	Leisure Activity Fees Vatable
3	1,384	0	1150	440	Leisure Activity Fees Vatable
3	50	0	1150	445	Leisure Activity Fees Vatable
3	652	0	1180	600	CCTV Income
3	200,000	0	1190	355	DMO Loan
3	371	1,060	1200	150	Room Hire Income
3	0	11,197	1300	120	Capital Works
3	<b>Total other receipts</b>	<b>403,594</b>	<b>221,543</b>	Total income or receipts as recorded in the cashbook minus the Precept	

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
4	157,263	0	4000	100	Salaries - Gross
4	0	167,167	4000	140	Salaries - Gross
4	14,333	0	4005	100	Employers National Insurance
4	0	16,974	4005	140	Employers National Insurance
4	41,154	0	4010	100	Employers Superannuation
4	0	41,037	4010	140	Employers Superannuation
4	<b>Staff costs</b>	<b>212,750</b>	<b>225,177</b>	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 expenses	
5	7,390	14,601	9980	355	DMO Repayments
5	<b>Loan interest/Capital repayments</b>	<b>7,390</b>	<b>14,601</b>	Total expenditure or payments of capital and interest made during the year on borrowings	
6	0	2,000	4050	140	Staffing Contingency
6	7,270	0	4055	100	Training
6	0	10,027	4055	140	Training
6	173	739	4060	100	Equipment
6	762	0	4065	100	Printing
6	612	1,962	4070	100	Office Supplies and Stationery
6	85	0	4075	100	Postage
6	69	0	4080	150	Telephones
6	2,058	0	4085	100	Subscriptions
6	3,250	0	4090	100	Audit Fees
6	0	3,966	4090	130	Audit Fees
6	19,950	0	4095	100	Insurance
6	0	20,366	4095	130	Insurance
6	5,953	0	4100	100	Community Engagement
6	0	1,192	4100	300	Community Engagement
6	20,475	3,910	4105	100	IT
6	287	0	4110	100	Bank Charges
6	0	283	4110	130	Bank Charges
6	8,046	0	4115	100	Professional Fees and Subscrip
6	5,217	94	4115	110	Professional Fees and Subscrip
6	0	3,148	4115	130	Professional Fees and Subscrip
6	1,648	354	4120	100	Miscellaneous & Meetings
6	25,148	0	4130	100	Provision for legal costs
6	0	20,088	4130	130	Provision for legal costs
6	4,094	0	4135	100	Elections
6	0	24,976	4135	130	Elections
6	9,110	0	4140	100	Civic & Ceremonial
6	0	3,098	4140	300	Civic & Ceremonial
6	666	435	4150	100	Travel Expenses
6	0	6,772	4155	100	Asset Compliance Costs
6	0	12,534	4156	100	Compliance Works
6	0	1,813	4160	150	Parking
6	2,081	1,080	4300	425	Business Rates

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	2,016	2,062	4300	445	Business Rates
6	1,176	1,203	4300	500	Business Rates
6	2,223	1,154	4300	505	Business Rates
6	3,775	1,841	4300	510	Business Rates
6	1,300	0	4305	150	BID Levy
6	0	1,185	4305	160	BID Levy
6	1,511	0	4310	440	Water
6	1,000	0	4320	100	Planned Maintenance
6	839	0	4320	150	Planned Maintenance
6	11,950	0	4320	350	Planned Maintenance
6	1,100	0	4320	435	Planned Maintenance
6	1,526	0	4325	150	Responsive Maintenance
6	2,240	0	4325	435	Responsive Maintenance
6	552	0	4330	150	Electricity
6	1,081	0	4330	425	Electricity
6	791	0	4330	435	Electricity
6	1,194	0	4330	440	Electricity
6	341	0	4330	445	Electricity
6	155	0	4330	500	Electricity
6	627	0	4330	505	Electricity
6	94	0	4330	520	Electricity
6	295	0	4330	600	Electricity
6	271	0	4335	150	Gas
6	112	0	4335	435	Gas
6	32,960	808	4340	150	Furniture & Equipment
6	0	40	4365	150	Utilities
6	0	4,192	4365	160	Utilities
6	0	8,978	4365	425	Utilities
6	0	5,171	4365	435	Utilities
6	0	5,101	4365	440	Utilities
6	0	2,629	4365	445	Utilities
6	0	1,059	4365	500	Utilities
6	0	3,552	4365	505	Utilities
6	0	997	4365	520	Utilities
6	0	2,021	4365	600	Utilities
6	1,998	2,070	4400	200	Lowestoft Collection
6	0	2,028	4440	100	S106
6	31,697	9,900	4450	300	Grants
6	0	803	4465	300	Events
6	20,921	4,937	4470	100	Festive Lights
6	0	1,301	4475	300	Remembrance and Holocaust Day
6	300,000	150,000	4505	350	Marina Theatre Management Fee
6	1,000	1,000	4600	400	Administration Fee - Allotment
6	183,735	0	4700	150	Hamilton House
6	276	289	4705	150	Room Hire Expenses
6	8,613	12,917	4710	150	IT Service Charge

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	8,953	11,191	4715	150	Hamilton House Loan Repayment
6	8,800	13,843	4720	150	Hamilton House Rent
6	13,347	43,179	4725	150	Hamilton House Service Charge
6	0	8,932	4800	110	Neighbourhood Plan Grant
6	8,902	18,346	5000	100	Repairs & Maintenance
6	0	12,932	5000	160	Repairs & Maintenance
6	0	11,645	5000	350	Repairs & Maintenance
6	11,309	0	5000	425	Repairs & Maintenance
6	120	0	5000	445	Repairs & Maintenance
6	58	1,339	5000	515	Repairs & Maintenance
6	58	0	5000	530	Repairs & Maintenance
6	0	22,554	5020	100	Town Hall Grant Expenditure
6	5,305	0	5020	150	Town Hall Grant Expenditure
6	0	2,168	5030	100	Parks Development
6	1,008	2,296	6500	410	Ground Maintenance Contract
6	303	299	6500	412	Ground Maintenance Contract
6	2,117	997	6500	414	Ground Maintenance Contract
6	0	100	6500	416	Ground Maintenance Contract
6	2,721	3,393	6500	418	Ground Maintenance Contract
6	201	200	6500	420	Ground Maintenance Contract
6	0	2,097	6500	422	Ground Maintenance Contract
6	84,040	70,000	6500	425	Ground Maintenance Contract
6	16,123	14,120	6500	430	Ground Maintenance Contract
6	83,536	62,112	6500	435	Ground Maintenance Contract
6	92,001	82,476	6500	440	Ground Maintenance Contract
6	114,774	84,461	6500	445	Ground Maintenance Contract
6	1,924	4,189	6500	450	Ground Maintenance Contract
6	6,349	1,894	6500	452	Ground Maintenance Contract
6	7,961	2,792	6500	454	Ground Maintenance Contract
6	201	399	6500	456	Ground Maintenance Contract
6	2,217	1,197	6500	458	Ground Maintenance Contract
6	1,411	3,294	6500	460	Ground Maintenance Contract
6	1,411	1,797	6500	462	Ground Maintenance Contract
6	1,411	6,090	6500	464	Ground Maintenance Contract
6	1,109	1,297	6500	466	Ground Maintenance Contract
6	1,411	2,296	6500	468	Ground Maintenance Contract
6	1,411	-1	6500	470	Ground Maintenance Contract
6	1,209	2,096	6500	472	Ground Maintenance Contract
6	1,411	6,889	6500	474	Ground Maintenance Contract
6	1,411	2,595	6500	476	Ground Maintenance Contract
6	1,411	2,096	6500	478	Ground Maintenance Contract
6	1,411	5,191	6500	480	Ground Maintenance Contract
6	504	0	6500	482	Ground Maintenance Contract
6	0	399	6500	484	Ground Maintenance Contract
6	5,845	10,281	6500	500	Ground Maintenance Contract
6	11,464	16,120	6500	505	Ground Maintenance Contract

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	602	2,895	6500	510	Ground Maintenance Contract
6	0	200	6500	515	Ground Maintenance Contract
6	5,845	10,681	6500	520	Ground Maintenance Contract
6	0	399	6500	530	Ground Maintenance Contract
6	0	1,797	6500	535	Ground Maintenance Contract
6	0	10,684	6500	545	Ground Maintenance Contract
6	201	2,895	6500	550	Ground Maintenance Contract
6	255,848	302,506	6505	600	CCTV Contract
6	954	0	7000	999	Unknown VAT 17-18
6	341,520	0	9990	355	Building Purchases
6	<b>Total other payments</b>	<b>1,844,450</b>	<b>1,217,722</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)	
7	<b>Balances carried forwrd</b>	<b>648,981</b>	<b>1,196,561</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8	659,246	701,605	200	0	Current Bank A/c
8	0	451,002	210	0	Savings Account
8	206	5	250	0	Petty Cash
8	<b>Total Cash &amp; Investments</b>	<b>659,451</b>	<b>1,152,611</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9	389,981	393,473	9	0	Total Fixed Assets
9	<b>Total Fixed Assets</b>	<b>389,981</b>	<b>393,473</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register	
10	195,000	185,000	10	0	Total Borrowings
10	<b>Total Borrowings</b>	<b>195,000</b>	<b>185,000</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)	