

SEALAND COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL GENERAL MEETING OF COUNCIL HELD ON 16th
MAY 2016**

**16/21 SEALAND COMMUNITY COUNCIL – SUMMARY OF ACCOUNTS -
2016/17 FINANCIAL YEAR**

The Clerk outlined the finalised expenditure and income for the 2016/17 financial year up to cheque number 002975

2016/17
Financial Year

Income

	Actual	Anticipated- January 2016	Difference
General Admin Inc. Precept.	£19,000.00	£57,000.00	-£38,000.00
Bank Interest	£0.00	£20.00	-£20.00
Insurance Claims / Refunds	£0.00	£0.00	£0.00
VAT Refund	£890.47	£1,100.00	-£209.53
Milk Claims	£0.00	£750.00	-£750.00
Total	£19,870.47	£58,870.00	-£38,979.53

Expenditure

	Actual	Anticipated	Difference
Play Areas	£0.00	£11,000.00	£11,000.00
Staffing Costs	£1,544.03	£9,049.00	£7,504.97
General Admin Costs	£570.88	£4,005.00	£3,434.12
S137 Grants	£1,300.00	£3,500.00	£2,200.00
Street Lighting	£541.90	£25,850.00	£25,308.10
Street Furniture Repairs	£0.00	£500.00	£500.00
Insurances	£1,099.65	£2,500.00	£1,400.35
Milk	£0.00	£3,100.00	£3,100.00
Chairman's Fund	£0.00	£800.00	£800.00
Total	£5,056.46	£60,304.00	£55,247.54

**Current
Summary**

Balance as at 31 March 2016	£42,277.72
Total Expenditure	£5,056.46
Total Income	£19,890.47
Balance	£15,375.91
Overall balance as at 16th May 2016	£57,111.73
VAT Costs for 2016/17 financial year	£42.00

**End of Year
Prediction**

Balance as at 31 March 2016	£42,777.72
Total Anticipated Expenditure	£60,304.00
Total Anticipated Income	£58,870.00
Anticipated Balance for the year	-£1,434.00
Anticipated Overall Balance as at 31st March 2017	£40,843.72

RESOLVED - that the report be noted.

The Clerk reminded Council of the process to be followed this year -

1. RFO / Clerk prepare the Annual Return sections 1 and 2 – Completed.
2. Pass the Return to the internal auditor along with all the Council's appropriate records – (11th April 2016 returned on 14th April 2016) Completed.
3. Council considers the Annual Return at a full Council meeting before 30th June 2015. Section 3 is signed by the person presiding at the meeting. Undertaken on 18th April 2016.
4. A copy of the unaudited Annual Return needs to be added to the Council's web site – undertaken on 7th May 2016.

5. RFO/Clerk then sends the Annual Return and requested documents to the External Auditor by 11th July 2016.
6. External auditor completes the audit if there are no amendments the auditor will certify Section 3 send it back to Council for publication. If amendments are required, the auditor will send the Return back to the Council for amendment and re-approval. The amended Return must then be sent back to the auditor for certification
7. The Council must publish the certified Annual Return by 30th September. If the Council is unable to publish the Annual Return by 30th September 2016 then it must publish statements together with a declaration and explanation that at the date of publication the auditor has given no opinion.

Notice of Appointment of Date for the Exercise of Electors' Rights, Annual Return for the Year Ended 31 March 2016

The Clerk advised that each year the Council's annual return is audited and any person interested has the opportunity to inspect and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to them.

The Clerk outlined the public notice and details of the public inspection arrangements. Inspection runs from 13th June and ends on 8th July 2016.

The notice is required to be displayed on the Sealand notice boards and the Council's web site from 30th May 2016.

Note - Actually displayed from 17th April 2016.