

**Community Councils  
Standard Financial Reporting Format - Example**

**Receipts and Payments Account for the year ended 31st March 2013**

**Achmore and Stromeferry Community Council**

**2012/13    2011/12    2010/11**

<b>Income</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Highland Council Grant</i>	1,030.19	0.00	
	914.28		
<b>Sponsorship</b>		0.00	
<b>Donations</b>		0.00	
<b>Contributions Received</b>		0.00	
<b>Other Income</b>		0.00	
<i>interest</i>	1.66	1.52	1.53
<b>Total Income</b>	<b>1,946.13</b>	<b>1.52</b>	<b>1.53</b>

<b>Expenditure</b>			
Highland Council Grant			289.95
<i>Secretary's Fees</i>			
<i>Meeting Expenses</i>	120.00		
<i>Administration</i>	36.00		
<i>Data Protection</i>	35.00		
<i>Community Newsletter</i>			
<i>Travel and Subsistence</i>			
Donations		100.00	100.00
<i>Village Christams Party</i>			
<i>Scottish Rights of Way</i>	36.00	16.00	16.00
<i>SLCVO</i>	30.00		
<i>Hall Committee</i>	140.00		
Maintenance Work		0.00	
<i>A4 Dispensers</i>	76.44		
<i>New Notice Boards</i>	444.00		
Community Events		0.00	
<b>Total Expenditure</b>	<b>917.44</b>	<b>116.00</b>	<b>405.95</b>

<b>Surplus/Deficit for the year</b>	<b>1,028.69</b>	<b>-114.48</b>	<b>-404.42</b>
Add Balance brought forward	<b>3,682.15</b>	<b>3,796.63</b>	<b>4,101.05</b>
<b>Balance carried forward</b>	<b>4,710.84</b>	<b>3,682.15</b>	<b>3,696.63</b>

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**Bank Reconciliation at 31st March 2013**

**Achmore and Stromerry Community Council**

<b>Current Account</b>	<b>£</b>	<b>£</b>
<b>Balance at 1 April 2012</b>		<b>3,682.15</b>
Add: Income(excl. Deposit Account interest)	1,946.13	
Less: Expenditure	917.44	
Surplus/(Deficit) for the year		1,028.69
Less: Transfer to Deposit Account		
<b>Balance at 31 March 2013</b>		<b>4,710.84</b>
<b>Bank Statement</b>		
Balance per the statement at 31 March 2013		4,710.84
Less Unpresented cheques		0.00
Add: Unbanked income		0.00
<b>Balance at 31 March 2013</b>		<b>4,710.84</b>

**Standard Financial Reporting Format**

**Balance Sheet as at 31st March 2013**

**Achmore and Stromeaferry Community Council  
Community Council**

		2013	2012
	£	£	£
<b>Fixed Assets</b>			
<b>Current Assets</b>			
Current Account		3682.15	3796.63
<b>Net Assets</b>		<b>3,682</b>	<b>3,797</b>
<b>Represented By</b>			
<b>Capital Valuation Account</b>			
<b>Revenue Reserves</b>			
Balance at 1.04.12		3682.15	0
Surplus/Deficit for the Year		1028.69	-305.95
Balance at 31.03.13		-	
<b>Total Funding</b>		<b>4,711</b>	<b>3,682</b>

**Independent Examiners Certificate**

I hereby certify that the Accounts to the 31st March 2012 are an accurate summary of the underlying books and records of Achmore Community Council.

Signature: \_\_\_\_\_

Print Name \_\_\_\_\_

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**Receipts and Payments Account for the year ended 31st March 2013**

**Achmore and Strome ferry Community Council**

**2012-13**

<b>Income</b>	<b>£</b>	<b>£</b>
<i>Highland Council Grant</i>	1,030.19	
	914.28	
<i>Sponsorship</i>	0.00	
<i>Donations</i>	0.00	
	0.00	
<i>Contributions Received</i>		
<i>Other Income</i>	0.00	
<i>Interest</i>	1.66	
<b>Total Income</b>	<b>1,946.13</b>	

<b>Expenditure</b>		
Highland Council Grant	<i>Secretary's Fees</i>	
	<i>Meeting Expenses</i>	120.00
	<i>Administration</i>	36.00
	<i>Data Protection</i>	35.00
	<i>Community Newsletter</i>	
	<i>Travel and Subsistence</i>	
Donations	<i>Village Christams Party</i>	
	<i>Scottish Rights of Way</i>	36.00
	<i>SCLVO Membership</i>	30.00
	<i>Hall Committee</i>	140.00
Maintenance Work	<i>Advertising Notice Boards</i>	444.00
	<i>Dispensers</i>	76.44
Community Events		
		0.00
<b>Total Expenditure</b>		<b>917.44</b>

<b>Surplus/Deficit for the year</b>	<b>1,028.69</b>
Add Balance brought forward	3,682.15
<b>Balance carried forward</b>	<b>4,710.84</b>