

Section 2 – Accounting Statements 2021/22 for

COLBURN TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	73290	63938	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. (+) Precept or Rates and Levies	88000	88000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	3620	51770	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	20463	21175	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. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	80509	111536	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	63938	70997	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	63938	70997	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 plus long term investments and assets	88040	122865	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. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

P. G. Smith

Date

15th April 2022

I confirm that these Accounting Statements were approved by this authority on this date:

16th MAY 2022

as recorded in minute reference:

Item 6 Approval of Accounts year ended 2022

Signed by Chairman of the meeting where the Accounting Statements were approved

J. D. [Signature]

Annual Internal Audit Report 2021/22

Colburn Town Council

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations: payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage them.		✓	
D. The prompt or rates requirement resulted from a business budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments of income and expenditure) agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debitors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt in its public financial statements (see AGA's Page 1 Governance Report).	✓		
L. The authority publishes information on a free to access website, webpage or up to date at the time of the internal audit in accordance with any relevant transparency code requirements.	✓		
M. The authority, during the previous year (2020/21) correctly paid to the public for the exercise of public rights as required by the Accounts and Audit Regulations (set out in the notes published on the website at the authority approved meeting (see Governance Report)).	✓		
N. The authority has complied with the public's transparency requirements for 2020/21 AGAR (see AGA's Page 1 Governance Report).	✓		
O. (For local councils only) Trust funds (including charitable) - The council met its responsibilities as a trustee.			✓

If any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed)

Date(s) internal audit undertaken

19/4/22

Name of person who carried out the internal audit

R Pearson

Signature of person who carried out the internal audit

R Pearson

Date

19/4/22

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**Colburn Town Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	63,938.90	
Cash in Hand		
Precept	88,000.00	
Allotments	200.00	
Wayleaves	48.88	
Miscellaneous	1,498.60	
Interest	66.92	
Mayor's Dinner	2,739.00	
Mayor's consort tickets		
Mayor's Charity Fund		
Grants	37,965.04	
VAT		
Clerk's salary		12,147.45
Deputy Clerk's Salary		6,965.69
HMRC PAYE		2,062.80
Subscriptions		1,135.90
Insurance		485.76
Computer Support		872.50
Bank Charges		125.90
Office Equipment/Stationery/Postage		206.60
Photocopier		1,170.86
Broadband & mobile		579.03
Broadway Car Park		434.02
Office/meeting room Rental		3,210.00
Annual Dinner		2,739.00
Mayor's Tickets		95.00
Mayor & Deputy Allowances		1,800.00
Mayor's Charity Fund		
Audit & Payroll		1,586.00
Mileage & Travel		87.50
Training		45.00
Miscellaneous/Unbudgeted items		652.07
Section 137		10,240.00
Allotments		350.00
Equipment Repairs		1,860.01
New Play Equipment		20,495.00
Litter Bins		
Dog Bins		450.00
Litter Bins		
Litter Bags		180.43
New Projects		15,930.70

**Colburn Town Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Tree Felling		
Plants & Bulbs	692.92	
Garage Rental	490.00	
Garden Competition	391.65	
Christmas Tree	138.78	
Miscellaneous	2,995.17	
Salaries	23,111.50	
Training		
Mileage	154.15	
Play Park Inspections	835.01	
Joint Burial Authority	4,025.00	
Other Grants	6,000.00	
VAT	9,252.43	
	139,770.87	132,712.47
Closing Balances:		
Balances in Bank Account		70,997.30
Cash in Hand		
TOTAL	203,709.77	203,709.77

The above statement represents fairly the financial position of the council as at 31 Mar 2022

Signed P. Goswami
Responsible Financial Officer

Date 19.4.22

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: Colburn Town Council

County area (local councils and parish meetings only): ABC County

Financial year ending 31 March 2022

Prepared by (Name and Role): Philippa Graves Clerk/ RFO

Date: 15.4.22

	£	£
Balance per bank statements as at 31/3/xx:		
e.g Current Account	70,997.30	
High Interest Account	-	
Building Society Premium Account	-	
	<hr/>	70,997.30
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/22 <i>(normally only current account)</i>		
Cheque number		
154	0.00	
157	0.00	
158	0.00	
	<hr/>	0.00
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx <i>(but not credited until 2 April)</i>		
	-	
	<hr/>	-
Net balances as at 31/3/xx (Box 8)		<u><u>70,997.30</u></u>

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]
 County area (local councils and parish meetings only): [REDACTED]

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;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	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	73,290	63,938					
2 Precept or Rates and Levies	88,000	88,000	0	0.00%	NO		
3 Total Other Receipts	3,620	51,770	48,150	###	YES		Grants received for planned projects £38,777 + £9000 higher VAT
4 Staff Costs	20,463	21,175	712	3.48%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	80,509	111,536	31,027	38.54%	YES		Play park upgrades £20,000 + Colburn in Bloom £14,330
7 Balances Carried Forward	63,938	70,997			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	63,938	70,997				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	88,040	122,865	34,825	39.56%	YES		New Play equipment £20,495 + New Benches, Planters & Plinths £14,330
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)