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# **Aylsham Town Council**

***Internal Audit Report: 2020-21 (Final Update)***

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***Stephen Christopher***

***for Auditing Solutions Ltd***

## **Background and Scope**

There is a statutory requirement for all town and parish councils to make arrangements for an independent internal audit examination of their accounting records and system of internal control each year and for the conclusions to be reported in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd was appointed to provide this service to Aylsham Town Council for the 2020-21 financial year.

This report sets out the results of our final audit work in relation to 2020-21, which was undertaken in May/June 2021. It updates the report we issued in January 2021, following our interim audit. Once again, due to the impact of the Covid-19 pandemic, we have undertaken our audit work remotely. We wish to thank the Town Clerk and Finance Officer for providing the documentation required for our review.

## **Internal Audit Approach**

In carrying out our internal audit work for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the year-end Statement of Accounts, operating a mix of 100% substantive or selected sampling techniques where applicable.

Our audit programme is designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the AGAR, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

On the basis of the programme of work we have undertaken for the year, we have concluded that the Council continues to maintain an adequate and effective system of internal control. The records held in support of the accounting transactions continue to be of a high standard and provide an effective audit trail, with clear cross-referencing of all relevant documentation. We have completed and signed the 'Annual Internal Audit Report' in the 2020-21 AGAR, having concluded that the internal control objectives as set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

In the sections below, we have explained the objectives of each area of our audit, summarising the work undertaken and our findings. We are pleased to report that there are no matters arising that require a recommendation for further action. We ask that Members consider the content of this report.

This report has been prepared for the sole use of Aylsham Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions

# Detailed Report

## Accounting and Banking Arrangements

Our objective in this area is to confirm that the accounting records are being maintained accurately and kept up to date, that no anomalous entries appear in cashbooks or financial ledgers, and that appropriate banking arrangements are in place.

As in previous years, the Rialtas (Omega) accountancy package is used to maintain the financial records. The Council continues to use Barclays Bank Plc for its main day-to-day banking services. Two bank accounts are in operation, the main General (current) Account, supplemented by an Active Saver (instant access deposit) Account.

In line with good practice, the Council has also deposited funds that are surplus to its immediate requirements across a number of financial institutions, in order both to minimise risk and to ensure a reasonable rate of interest return is achieved. At the start of the financial year, the Council's short-term investments (i.e., those with a maturity date of up to one year) included two Treasury Bonds with Barclays Bank, together with investments with the CCLA Public Sector Deposit Fund and Shawbrook Bank. Both of the Treasury Bonds have now matured, but have not yet been reinvested.

An investment with Hodge Bank which matured in February 2020, was re-invested as a 2-year Fixed Rate Bond with that bank and is now accounted for as a long-term investment.

In the course of our audit work, we have:

- Confirmed that the opening trial balance for 2020-21 recorded on Omega agrees to the 2019-20 AGAR and the detailed end of year accounts;
- Verified that the accounting records remained "in balance" as at 31<sup>st</sup> October 2020 (the latest completed month on Omega at the time we commenced our interim audit work) and at the year-end;
- Confirmed the accounting code structure in place provides adequate information to meet budget reporting and control requirements;
- Checked and agreed the transactions recorded on Omega to the relevant bank statements for four sample months (April & September 2020, plus January & March 2021);
- Confirmed that regular monthly bank reconciliations continue to be carried out by the Finance Officer and independently reviewed by the Town Clerk;
- Checked and verified the detail of the bank reconciliations as at 30<sup>th</sup> September 2020 and 31<sup>st</sup> March 2021;
- Confirmed that the overall cash balance has been reported correctly in the draft AGAR (Section 2, Line 8), and
- Confirmed that appropriate procedures remain in place for backing up financial and other IT systems in use at the Council.

## Conclusion

*There are no matters arising that require a formal comment or recommendation.*

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## Corporate Governance arrangements

Our objective is to confirm that the Council has robust corporate governance arrangements in place and that, as far as we may reasonably be expected to ascertain (as we do not attend Council meetings) all meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation.

During the course of our audit, we confirmed the following:

- Our review of the minutes of the Council meetings did not identified any matters that we consider might have an adverse effect, through litigation or other causes, on the Council's future financial stability;
- The Financial Regulations and Standing Orders continue to be the subject of periodic review. Both documents were reviewed and re-adopted just after the year end, at the Council meeting on 21<sup>st</sup> April 2021, and reflect the latest national guidance provided by NALC;
- The scheme of delegation was revised in March 2020, in response to the Covid-19 pandemic, to ensure that the Council could continue to function effectively;
- The Council formally re-adopted the General Power of Competence at its meeting in May 2019 and this continued to be applicable in 2020-21, and
- The Council has continued to give active consideration to internal control matters, in particular, through the work of the Effectiveness of Internal Control Working Party and the "Independent Scrutineer" role.

### Conclusion

*The Council's corporate governance arrangements were found to be adequate and to be operating effectively, and there are no matters arising that require a formal recommendation. However, we would draw Members' attention to recently updated guidance in the Practitioners Guide 2021 regarding council websites and email addresses.*

*This guidance notes that, whilst virtually all parish and town councils now have an official website with official email accounts linked to it, an increasing number now provide official email accounts for their councillors, as well as for their Clerk and other officers. At present, Aylsham Town Council does not have official email accounts for councillors.*

*The guidance stresses that best practice is to use the exclusive 'GOV.UK' domain, with the email addresses linked to it, as it is important to have a secure and centrally-managed email system to sit behind the domain. This centralised 'dashboard' provides a council with the ability to add, edit and remove users, as appropriate, to suspend user access in an emergency and, perhaps most importantly, offer centralised searching of all data contained within the system for effective compliance with Data Subject Access Requests and Freedom of Information Requests. For these reasons, we would highlight this as an issue for the Council to consider, going forward.*

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## Expenditure

Our objective is to ensure that:

- Council resources are released in accordance with approved procedures and budgets;
- An official order has been raised for the supply of goods and services on any occasion where one would be anticipated;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Any discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have completed our review of the procedures in place in this area. Overall, we selected a sample of 65 non-pay related payments across the year, to confirm compliance with the above criteria. Our test sample included all payments in excess of £2,000, together with a more random selection of every 30<sup>th</sup> payment as recorded in the Omega accounts, totalling £440,915 and equating to 82% of non-pay expenditure in the year to date.

The Council holds a corporate Barclaycard for occasional urgent/internet purchases, with a maximum credit limit of £10,000. The Clerk is the only authorised user and the account is settled in full each month by direct debit. We checked and agreed the expenditure arising for one sample month (May 2020), with no issues arising.

VAT re-claims have been submitted on a regular quarterly basis during the 2020-21 financial year. We have checked and agreed the detail of the re-claims for all four quarters, confirming that they agree to the Omega control account.

### **Conclusion**

*There are no matters arising that require a formal comment or recommendation.*

## Assessment and management of Risk

Our objective is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health & safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage any risks identified in order to minimise the opportunity for their coming to fruition.

During the course of our interim audit, we have confirmed the following:

- The Council entered into a 3-year contract with Hiscox for the provision of its insurance services in October 2018. The cover in place during 2020-21 included Employer's Liability and Public Liability of £10 million, Hirer's Liability of £5

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million and Fidelity Guarantee cover of £0.5 million, which is in line with other similar authorities;

- The Council's risk management arrangements have been subject to review during the year, with the Financial Risk Assessments, Risk Management Policy and Internal Control Policy all re-adopted at the Council meeting on 17<sup>th</sup> February 2021, following consideration by the Effectiveness of Internal Audit Group;
- Council staff have continued to undertake regular reviews of playground equipment throughout the year, with annual inspections carried out by RoSPA Playsafety Ltd. The latest annual inspections were completed in June and September 2020 and did not identify any areas of potentially high risk. We understand that the results of the inspections will be reported to Members in due course.

### **Conclusion**

*There are no matters arising that require a formal comment or recommendation.*

## **Budget setting, budgetary control and reserves**

Our objective here is to confirm that the Council has robust procedures in place for identifying and approving its future budgetary requirements and the level of Precept to be drawn down from the District Council, and that an effective reporting and monitoring process is in place. We also aim to confirm that the Council retains sufficient funds in earmarked and general reserves to finance its ongoing spending plans and to cover any unplanned expenditure that might arise.

We have confirmed that effective budget monitoring arrangements remain in place, with the Council receiving monthly reports on progress against the budget and the overall financial position, throughout the year.

The budget and Precept requirement for 2021-22 were formally agreed at the Council meeting on 21<sup>st</sup> January 2021. The Precept was set at £409,500, compared to £411,760 for 2020-21. This represents an estimated decrease of £152.06 (0.55%) for a Band D property. As in previous years, detailed supporting information was provided by the Town Clerk to inform the decision-making process. As part of the process, consideration was given to the fees and charges to apply for 2021-22 and the level of reserves required.

At the year-end, the Council's overall reserves, including its long-term investment of £86,335 with Hodge Bank, amounted to £417,782 (compared to £498,510 at the previous year-end). Of the total reserves, £282,921 (£312,175) has been earmarked for a range of purposes, with the remaining £134,861 (£186,335) held as a General Fund (contingency reserve).

There is no formal guidance on the level of General Fund that should be retained, as this will vary depending on the circumstances of each council and the risks faced, but a yardstick of between 25% and 50% of the Precept is often cited. Whilst the Council's General Fund is lower than the previous year, it still equates to approximately 32% of the 2021-22 Precept, which does not appear unreasonable.

### **Conclusion**

*There are no matters arising that require a formal comment or recommendation.*

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## Review of Income

In considering the Council's income streams, our objective is to confirm that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that it is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due. In addition to the Precept and any grants received, the main sources of income for the Council are allotment rents, cemetery and related fees, market rents (general market, farmers' market and collectors' fair) and hall hire.

To meet our objective, we have undertaken the following audit work

- We have confirmed that Members continue to review the Council's scales of fees and charges annually, in line with the requirements of the Financial Regulations. Those for 2020-21 were considered as part of the annual budget-setting process;
- As noted earlier in this report, we have checked and agreed four sample months' receipts transactions from cashbooks to relevant bank statements;
- We have checked the details of interments, as recorded in the Burial Register, for the period 1<sup>st</sup> April to 30<sup>th</sup> November 2020, confirming that all entries are supported by appropriately completed undertakers' applications and that the correct fee has been invoiced, with payment received and banked in a timely manner;
- We also reviewed the income arising from the sale of Exclusive Rights of Burial and installation of memorials/addition of further inscriptions for the same period, again ensuring that the appropriate fees have been charged, recovered and banked promptly;
- From a review of the allotment records, we have confirmed that all of the rents due for the allotment year commencing 1<sup>st</sup> October 2020 had been paid by 31<sup>st</sup> March 2021, and
- We have examined the Sales Ledger "Aged Debtors Report" as at the end of the financial year and confirmed that the amount of outstanding debt remained very low and that the debtor position is well managed.

Due to our work being undertaken remotely, we have not been able to review all income streams this year. The areas not covered were hall bookings and market income, both of which were impacted upon by the Covid-19 pandemic. There have been no issues in relation to either area in recent years and they will be covered at our next interim audit.

### *Conclusion*

*There are no matters arising that require a formal comment or recommendation.*

## Petty Cash

When completing the 'Annual Internal Audit Report' in the AGAR, we are required to confirm that there are effective controls over the petty cash account operated by the Council. To meet that objective, we confirm that:

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- Any petty cash account(s) in operation are managed effectively and that all expenses incurred are appropriately supported by a trade invoice or relevant till receipt;
- Only low value expenditure is incurred from any petty cash account(s) in use;
- Where appropriate, VAT is identified and coded accordingly for periodic recovery from HMRC; and
- The physical cash held is periodically reconciled to the supporting records.

The Council operates a limited petty cash account, topped up “as and when required” to a maximum holding of £250. At our interim audit, we confirmed, for a sample month (September 2020) that the petty cash float had been checked and approved by the Town Clerk.

At our final audit visit, we confirmed that the petty cash balance as at 31<sup>st</sup> March 2021 has been included correctly as part of the ‘total cash and short-term investments’ figure in Section 2, Line 8 of the AGAR.

### **Conclusion**

*There are no matters arising that require a formal comment or recommendation.*

## **Salaries and Wages**

In examining the Council’s payroll function, our objective is to confirm that extant employment legislation is being adhered to, that the requirements of HM Revenue and Customs (HMRC) legislation are satisfied regarding the deduction and payment over of income tax and NI contributions and that the requirements of the local government pension scheme are met.

All Council staff continue to be paid on a monthly basis, with the “Brightpay” software used to prepare the payroll. This is completed by the Finance Officer and reviewed by the Town Clerk.

To meet our objectives, we have:

- Confirmed that the Council continues to approve the staff pay rates annually and has implemented the National Joint Council for Local Government Services (NJC) award for 2020-21;
- Confirmed that an appropriate signed contract of employment is held for the new member of staff who joined the Council in October 2020;
- Confirmed, for a sample month (September 2020), that;
  - Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table;
  - The correct local authority pension scheme percentage deductions are being applied, where applicable;
  - The net payments to staff as shown on the payslips agree to the summary BACS settlement reports; and
  - The correct payments have been to HMRC and the Norfolk Pension Fund.

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At our interim audit, we noted that the calculation of the revised salary scale rates that had been applied from 1<sup>st</sup> April 2020 were taken from information provided by the NJC, which differed slightly from guidance subsequently issued by NALC – the latter giving slightly higher hourly rates. We have confirmed that adjustments have now been made to bring the salaries in line with the NALC guidance, as applied by other Councils.

### ***Conclusion***

***There are no matters arising that require a formal comment or recommendation.***

## **Asset and Investment Register**

The reporting arrangements for assets in the AGAR require councils to report the value of each asset at purchase cost or at a suitable proxy where that value is not known, and for community assets to be valued at a nominal £1. The value of individual assets should not change from one year to another, with the only changes being the inclusion of new assets purchased or removal of assets disposed of.

The Council maintains a detailed asset and investment register, with asset values recorded in accordance with the above requirements, which is updated at the end of each financial year. In the course of our final audit work, we reviewed the register as at 31st March 2021 and agreed the total asset value of £3,889,664 - reconciling the movements from the previous year end value of £3,834,981. The most significant change relates to the replacement of street lights. In accordance with the requirements of the Practitioners' Guide, the register includes the value of the long-term investment of £86,335 with Hodge Bank,

We have confirmed that the total value of assets, together with this investment, has been correctly reported in the 'total fixed assets and long-term investments' value in the Accounting Statements (Section 2, Line 9 of the AGAR).

### ***Conclusion***

***There are no matters arising that require a formal comment or recommendation.***

## **Investments and Loans**

Our objective here is to confirm that an appropriate investment strategy/policy is in place, that any funds not required for immediate use, whether temporarily or on a longer-term basis are invested in line with that strategy and that interest earned is brought to account correctly and appropriately in the accounting records. We also confirm that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

During the course of our audit, we have:

- Noted that the Investment Policy was re-adopted, without amendment, at the Council meeting in March 2021;
- Confirmed that, at present, the Council has one long-term investment in place - a two-year Fixed Rate Bond with Julian Hodge Bank which matures in February 2022;

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- Reviewed the transactions on the short-term investments held with various financial institutions, by reference to third party bank statements and confirmations of deposits, confirming that any interest earned is being paid gross. As noted earlier in the report, at the time of our interim audit, other than the Barclays current and deposit accounts, the only short-term investments held are with the CCLA Public Sector Deposit Fund and Shawbrook Bank;
- Checked and agreed the capital and interest repayments in the year for the Council's Public Works Loan Board (PWLB) loan to the third party "demand" notices;
- Confirmed that an interest-free loan of £50,000 from the Salix Energy Efficiency Loan Scheme towards the LED upgrade of existing street lights was received in December 2020. The loan is repayable at £10,000 per annum, over a 5-year period, and
- Confirmed that the PWLB loan repayments made during the year and the remaining loan balance at the year-end, plus the balance of the Salix loan, have been included correctly in the AGAR (Section 2, lines 5 and 10, respectively).

### **Conclusion**

*There are no matters arising that require a formal comment or recommendation.*

## **Statement of Accounts and AGAR**

We have examined the detailed Income and Expenditure accounts produced from the Omega software and the draft of the statutory Accounting Statements that the Council is required to complete as Section 2 of the AGAR. We have agreed the detail to the supporting accounting records and other related documentation.

### **Conclusions**

*No matters have arisen from this area of our review that require a formal comment or recommendation. We look forward to receiving a copy of the finalised AGAR (Sections 1 and 2), once the document has been approved by the Council.*

*On the basis of the work undertaken during the course of our review for the year, we have completed and signed the Annual Internal Audit Report in the AGAR, assigning positive assurances in all areas of internal control.*

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## Summary Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
General Purpose	Income	1	115,420	98,500	(16,920)		
	Expenditure	6,547	113,394	91,745	(21,649)		(21,649)
	Net Income over Expenditure	<u>(6,546)</u>	<u>2,027</u>	<u>6,755</u>	<u>4,728</u>		
	plus Transfer from EMR	0	0				
	less Transfer to EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(6,546)</u>	<u>2,027</u>				
Town Hall	Income	290	69,817	58,980	(10,837)		
	Expenditure	3,453	84,449	64,080	(20,369)		(20,369)
	Movement to/(from) Gen Reserve	<u>(3,163)</u>	<u>(14,632)</u>				
Drill Hall	Income	20	57,825	65,000	7,175		
	Expenditure	1,971	65,788	64,985	(803)		(803)
	Movement to/(from) Gen Reserve	<u>(1,951)</u>	<u>(7,963)</u>				
23 Market Place	Income	1,250	4,229	5,500	1,271		
	Expenditure	0	0	400	400		400
	Movement to/(from) Gen Reserve	<u>1,250</u>	<u>4,229</u>				
Cemetery Cottage	Income	0	5,734	21,750	16,016		
	Expenditure	54	354	1,500	1,146		1,146
	Movement to/(from) Gen Reserve	<u>(54)</u>	<u>5,380</u>				
Public Toilets	Expenditure	1,058	11,784	36,700	24,916		24,916
Other Properties	Income	0	16,650	16,650	0		
	Expenditure	445	5,334	5,295	(39)		(39)
	Movement to/(from) Gen Reserve	<u>(445)</u>	<u>11,316</u>				
Cemetery	Income	190	30,380	22,100	(8,280)		
	Expenditure	1,355	19,021	22,095	3,074		3,074
	Movement to/(from) Gen Reserve	<u>(1,165)</u>	<u>11,359</u>				
Norwich Road	Income	0	179	0	(179)		
Cromer Road	Income	0	975	0	(975)		
	Expenditure	0	275	250	(25)		(25)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>700</u>				
Woodgate	Income	0	1,282	0	(1,282)		
Bure Meadows	Income	5	1,990	0	(1,990)		
	Expenditure	65	824	0	(824)		(824)
	Movement to/(from) Gen Reserve	<u>(60)</u>	<u>1,166</u>				
Allotments General	Income	0	17,800	24,800	7,000		
	Expenditure	1,910	22,707	24,540	1,833		1,833
	Net Income over Expenditure	<u>(1,910)</u>	<u>(4,907)</u>	<u>260</u>	<u>5,167</u>		
	less Transfer to EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(1,910)</u>	<u>(4,907)</u>				

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**Summary Income & Expenditure by Budget Heading 31/03/2021**

Month No: 12

**Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Markets	Income	430	8,559	8,500	(59)		
	Expenditure	34	2,112	2,650	538		538
	Movement to/(from) Gen Reserve	<u>396</u>	<u>6,447</u>				
Open Spaces	Income	2,016	150,757	148,190	(2,567)		
	Expenditure	12,019	170,681	154,028	(16,653)		(16,653)
	Net Income over Expenditure	<u>(10,003)</u>	<u>(19,924)</u>	<u>(5,838)</u>	<u>14,086</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(10,003)</u>	<u>(19,924)</u>				
Street Scene	Income	0	99,162	184,860	85,698		
	Expenditure	5,739	161,629	184,860	23,231		23,231
	Movement to/(from) Gen Reserve	<u>(5,739)</u>	<u>(62,468)</u>				
Christmas	Income	0	175	0	(175)		
	Expenditure	77	2,572	1,650	(922)		(922)
	Movement to/(from) Gen Reserve	<u>(77)</u>	<u>(2,397)</u>				
Street Party	Income	0	(20)	0	20		
	Expenditure	0	150	0	(150)		(150)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(170)</u>				
General events	Income	0	7	0	(7)		
	Expenditure	0	574	0	(574)		(574)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(567)</u>				

Grand Totals:- Income	<b>4,202</b>	<b>580,921</b>	<b>654,830</b>	<b>73,909</b>		
Expenditure	<b>34,726</b>	<b>661,649</b>	<b>654,778</b>	<b>(6,871)</b>	<b>0</b>	<b>(6,871)</b>
Net Income over Expenditure	<u><b>(30,524)</b></u>	<u><b>(80,728)</b></u>	<u><b>52</b></u>	<u><b>80,780</b></u>		
plus Transfer from EMR	<b>0</b>	<b>0</b>				
less Transfer to EMR	<b>0</b>	<b>0</b>				
Movement to/(from) Gen Reserve	<u><b>(30,524)</b></u>	<u><b>(80,728)</b></u>				

## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	180	
105	VAT Control A/c	6,882	
200	Current Bank A/c	6,888	
210	Active Saver	209,068	
215	Public Sector Deposit Fund	25,855	
245	Shawbrook - Issue 7 Fixed Bond	87,148	
250	Petty Cash	250	
	<b>Total Current Assets</b>	<b>336,270</b>	
	<u>Current Liabilities</u>		
500	Purchase Ledger	(439)	
501	Opening Balance Creditors	4,507	
525	HMRC	0	
535	Allotment Deposits	700	
	<b>Total Current Liabilities</b>	<b>4,768</b>	
	<b>Net Current Assets</b>		<b>331,502</b>
	<b>Total Assets less Current Liabilities</b>		<b>331,502</b>
	<u>Represented by :-</u>		
300	Current Year Fund	(80,673)	
310	General Reserves	129,254	
320	EMR - Bottle Bank	4,296	
321	EMR - Cittaslow	1,200	
322	EMR - Community Events	11,400	
323	EMR - Christmas Decorations	300	
324	EMR - Election	100	
327	EAR - Marquees	1,200	
329	EMR - Drill Hall	10,000	
330	EMR - Town Hall	17,000	
331	EMR - Properties	19,100	
332	EMR - Public Toilets	25,000	
333	EMR - Cemetery	36,700	
334	EMR - Allotments	4,725	
335	EMR - Open Spaces	85,400	
336	EMR - Highway Verges	3,600	
337	EMR - Recreation Ground	34,400	
338	EMR - Churchyard	18,500	
339	EMR - Street Furniture	10,000	
	<b>Total Equity</b>		<b>331,502</b>

**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Bottle Bank	3,250.00	1,046.00	4,296.00
321 EMR - Cittaslow	1,200.00		1,200.00
322 EMR - Community Events	11,400.00		11,400.00
323 EMR - Christmas Decorations	0.00	300.00	300.00
324 EMR - Election	0.00	100.00	100.00
325 EMR - New Home Bonus	28,300.00	-28,300.00	0.00
326 EMR - CIL	13,100.00	-13,100.00	0.00
327 EMR - Marquees	1,200.00		1,200.00
329 EMR - Drill Hall	16,800.00	-6,800.00	10,000.00
330 EMR - Town Hall	27,000.00	-10,000.00	17,000.00
331 EMR - Properties	10,100.00	9,000.00	19,100.00
332 EMR - Public Toilets	5,700.00	19,300.00	25,000.00
333 EMR - Cemetery	25,400.00	11,300.00	36,700.00
334 EMR - Allotments	4,725.00		4,725.00
335 EMR - Open Spaces	88,900.00	-3,500.00	85,400.00
336 EMR - Highway Verges	4,200.00	-600.00	3,600.00
337 EMR - Recreation Ground	34,400.00		34,400.00
338 EMR - Churchyard	16,500.00	2,000.00	18,500.00
339 EMR - Street Furniture	20,000.00	-10,000.00	10,000.00
340 EMR - CIL	0.00		0.00
	<b>312,175.00</b>	<b>-29,254.00</b>	<b>282,921.00</b>

# Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2020/21

## AYLSHAM TOWN COUNCIL

www.aylsham-tc.gov.uk

During the financial year ended 31 March 2021, 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 2020/21 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 these.	✓		
D. The precept or rates requirement resulted from an adequate 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 or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")		✓	
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.		✓	
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For 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

19/01/2021 03/06/2021

Name of person who carried out the internal audit

SF Christopher for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date 03/06/2021

\*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).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

AYLSHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

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## Section 2 – Accounting Statements 2020/21 for

### AYLSHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	580,386	412,175	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	412,950	411,760	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	131,588	169,161	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	189,891	184,801	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	29,980	20,718	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	492,878	456,130	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	412,175	331,447	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	404,925	329,208	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3,834,981	3,889,664	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	212,188	245,312	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	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 2021 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

Date

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

as recorded in minute reference:

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

## Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

AYLSHAM TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2020/21

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

14:03

**Summary Income & Expenditure by Budget Heading 31/05/2021**

**Month No: 2**

**Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	General Purpose							
	Income	1,430	68,147	104,350	36,203			65.3%
	Expenditure	6,389	12,134	102,350	90,216		90,216	11.9%
	Net Income over Expenditure	<u>(4,960)</u>	<u>56,013</u>	<u>2,000</u>	<u>(54,013)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(4,960)</u>	<u>56,013</u>					
150	Town Hall							
	Income	18	25,732	59,000	33,268			43.6%
	Expenditure	18,546	21,546	58,980	37,434		37,434	36.5%
	Movement to/(from) Gen Reserve	<u>(18,528)</u>	<u>4,186</u>					
200	Drill Hall							
	Income	1,275	33,708	64,700	30,992			52.1%
	Expenditure	16,506	18,535	64,685	46,150		46,150	28.7%
	Movement to/(from) Gen Reserve	<u>(15,231)</u>	<u>15,173</u>					
250	23 Market Place							
	Income	0	0	5,500	5,500			0.0%
	Expenditure	0	0	400	400		400	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
255	Cemetery Cottage							
	Income	0	2	6,750	6,749			0.0%
	Expenditure	482	572	1,500	928		928	38.1%
	Movement to/(from) Gen Reserve	<u>(482)</u>	<u>(570)</u>					
260	Public Toilets							
	Expenditure	(397)	92	2,000	1,908		1,908	4.6%
265	Other Properties							
	Income	0	4,875	14,750	9,875			33.1%
	Expenditure	446	892	0	(892)		(892)	0.0%
	Movement to/(from) Gen Reserve	<u>(446)</u>	<u>3,983</u>					
300	Cemetery							
	Income	495	10,490	0	(10,490)			0.0%
	Expenditure	1,841	4,135	0	(4,135)		(4,135)	0.0%
	Movement to/(from) Gen Reserve	<u>(1,346)</u>	<u>6,355</u>					
355	Cromer Road							
	Income	0	66	0	(66)			0.0%
365	Bure Meadows							
	Expenditure	67	132	0	(132)		(132)	0.0%
370	Allotments General							
	Income	0	10,150	0	(10,150)			0.0%
	Expenditure	6,642	8,559	0	(8,559)		(8,559)	0.0%
	Net Income over Expenditure	<u>(6,642)</u>	<u>1,591</u>	<u>0</u>	<u>(1,591)</u>			
	plus Transfer from EMR	4,725	4,725					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(1,917)</u>	<u>6,316</u>					
400	Markets							
	Income	(1,988)	1,443	0	(1,443)			0.0%
	Expenditure	2,904	2,904	0	(2,904)		(2,904)	0.0%
	Movement to/(from) Gen Reserve	<u>(4,891)</u>	<u>(1,461)</u>					
410	Open Spaces							
	Income	9,515	80,540	0	(80,540)			0.0%
	Expenditure	34,010	38,896	0	(38,896)		(38,896)	0.0%
	Net Income over Expenditure	<u>(24,495)</u>	<u>41,644</u>	<u>0</u>	<u>(41,644)</u>			
	plus Transfer from EMR	0	0					

Continued over page

## Summary Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	<u>(24,495)</u>	<u>41,644</u>					
450	Street Scene							
	Income	250	16,475	0	(16,475)			0.0%
	Expenditure	1,736	3,688	0	(3,688)		(3,688)	0.0%
	Movement to/(from) Gen Reserve	<u>(1,486)</u>	<u>12,787</u>					
500	Christmas							
	Income	30	30	0	(30)			0.0%
	Expenditure	0	0	2,000	2,000		2,000	0.0%
	Movement to/(from) Gen Reserve	<u>30</u>	<u>30</u>					
512	General events							
	Income	37	37	0	(37)			0.0%
<hr/>								
	Grand Totals:- Income	<b>11,062</b>	<b>251,695</b>	<b>255,050</b>	<b>3,355</b>			<b>98.7%</b>
	Expenditure	<b>89,173</b>	<b>112,087</b>	<b>231,915</b>	<b>119,828</b>	<b>0</b>	<b>119,828</b>	<b>48.3%</b>
	Net Income over Expenditure	<u><b>(78,110)</b></u>	<u><b>139,608</b></u>	<u><b>23,135</b></u>	<u><b>(116,473)</b></u>			
	plus Transfer from EMR	<b>4,725</b>	<b>4,725</b>					
	less Transfer to EMR	<b>0</b>	<b>0</b>					
	Movement to/(from) Gen Reserve	<u><b>(73,385)</b></u>	<u><b>144,333</b></u>					

## Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	1,118	
105	VAT Control A/c	4,772	
200	Current Bank A/c	28,677	
210	Active Saver	349,068	
215	Public Sector Deposit Fund	25,857	
245	Shawbrook - Issue 7 Fixed Bond	87,148	
250	Petty Cash	250	
<b>Total Current Assets</b>		<b>496,889</b>	
<u>Current Liabilities</u>			
500	Purchase Ledger	20,408	
535	Allotment Deposits	5,425	
<b>Total Current Liabilities</b>		<b>25,833</b>	
<b>Net Current Assets</b>			<b>471,055</b>
<b>Total Assets less Current Liabilities</b>			<b>471,055</b>
<u>Represented by :-</u>			
300	Current Year Fund	139,553	
310	General Reserves	53,306	
320	EMR - Bottle Bank	4,296	
321	EMR - Cittaslow	1,200	
322	EMR - Community Events	11,400	
323	EMR - Christmas Decorations	300	
324	EMR - Election	100	
327	EAR - Marquees	1,200	
329	EMR - Drill Hall	10,000	
330	EMR - Town Hall	17,000	
331	EMR - Properties	19,100	
332	EMR - Public Toilets	25,000	
333	EMR - Cemetery	36,700	
335	EMR - Open Spaces	85,400	
336	EMR - Highway Verges	3,600	
337	EMR - Recreation Ground	34,400	
338	EMR - Churchyard	18,500	
339	EMR - Street Furniture	10,000	
<b>Total Equity</b>			<b>471,055</b>

Time: 14:00

**Bank Reconciliation up to 31/05/2021 for Cashbook No 1 - Current Bank A/c**

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/04/2021	BACS	8,000.00		8,000.00		R <input checked="" type="checkbox"/>	Broadland District Council
30/04/2021			8,000.00	8,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2021	Transfer	200,000.00		200,000.00		R <input checked="" type="checkbox"/>	Active Saver
04/05/2021	BACS	2,667.00		2,667.00		R <input checked="" type="checkbox"/>	Broadland District Council
04/05/2021	BACS	22,628.00		22,628.00		R <input checked="" type="checkbox"/>	Aylsham Recreation Ground
04/05/2021	BACS	25.00		25.00		R <input checked="" type="checkbox"/>	Norfolk Police
04/05/2021	1	275.62		275.62		R <input checked="" type="checkbox"/>	Shire Leasing PLC
04/05/2021	2085	32.03		32.03		R <input checked="" type="checkbox"/>	Ben Burgess Aylsham
04/05/2021	2086	2,986.82		2,986.82		R <input checked="" type="checkbox"/>	GLASDON U.K.Ltd
04/05/2021	2092	84.60		84.60		R <input checked="" type="checkbox"/>	Intouch Systems
04/05/2021	2094	373.28		373.28		R <input checked="" type="checkbox"/>	Anglian Water Business
04/05/2021	2095	60.00		60.00		R <input checked="" type="checkbox"/>	MJ & NM Partridge Electrical L
04/05/2021	2096	174.00		174.00		R <input checked="" type="checkbox"/>	Scribe 2000 Limited
04/05/2021	2097	32.96		32.96		R <input checked="" type="checkbox"/>	Amazon
04/05/2021	2099	86.45		86.45		R <input checked="" type="checkbox"/>	Biffa Waste Services Ltd
04/05/2021	2100	300.77		300.77		R <input checked="" type="checkbox"/>	Biffa Waste Services Ltd
04/05/2021	2101	574.22		574.22		R <input checked="" type="checkbox"/>	Gopak Ltd
04/05/2021	2102	34.13		34.13		R <input checked="" type="checkbox"/>	Anglian Water Business
04/05/2021	Transfer		20,000.00	20,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/05/2021	102688		162.00	162.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/05/2021	2135	250.00		250.00		R <input checked="" type="checkbox"/>	Aylsham Recreation Ground
14/05/2021	109066	127.61		127.61		R <input checked="" type="checkbox"/>	Petty Cash
14/05/2021	102688		217.00	217.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/05/2021	102688		40.00	40.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/05/2021	2	575.08		575.08		R <input checked="" type="checkbox"/>	AvantiGas ON Limited
17/05/2021	3	113.78		113.78		R <input checked="" type="checkbox"/>	Corona Energy
17/05/2021	4	319.28		319.28		R <input checked="" type="checkbox"/>	Alphabet (GB) Ltd
19/05/2021	5	96.70		96.70		R <input checked="" type="checkbox"/>	Haven Power Limited
19/05/2021	6	33.60		33.60		R <input checked="" type="checkbox"/>	Intouch Systems
20/05/2021	to correct			10.00	-10.00	<input type="checkbox"/>	to correct
24/05/2021	7	2,040.79		2,040.79		R <input checked="" type="checkbox"/>	SSE SWALEC
26/05/2021	2103	70.00		70.00		R <input checked="" type="checkbox"/>	Broadland District Council
26/05/2021	2104	3,558.00		3,558.00		R <input checked="" type="checkbox"/>	M J Tree Services Ltd
26/05/2021	2106	38.62		38.62		R <input checked="" type="checkbox"/>	CoolerAid Ltd
26/05/2021	2109	343.34		343.34		R <input checked="" type="checkbox"/>	TT Jones Electrical Ltd
26/05/2021	2110	3,667.48		3,667.48		R <input checked="" type="checkbox"/>	The Garden Guardian
26/05/2021	2111	312.08		312.08		R <input checked="" type="checkbox"/>	Eastern Shires Purchasing Orga
26/05/2021	2114	23.00		23.00		R <input checked="" type="checkbox"/>	J B Postle + Son Ltd
26/05/2021	2115	1,686.76		1,686.76		R <input checked="" type="checkbox"/>	Barclaycard Commercial
26/05/2021	2116	11,448.06		11,448.06		R <input checked="" type="checkbox"/>	Broadland District Council
26/05/2021	2124	36.00		36.00		R <input checked="" type="checkbox"/>	URM (UK) LTD
26/05/2021	2125	136.86		136.86		R <input checked="" type="checkbox"/>	S & M Supplies (Aylsham) LTD
26/05/2021	2128	360.00		360.00		R <input checked="" type="checkbox"/>	Richie B C leaningServices
26/05/2021	2129	162.39		162.39		R <input checked="" type="checkbox"/>	Mayday Office Equipment Servic
26/05/2021	2130	478.15		478.15		R <input checked="" type="checkbox"/>	Anglian Water Business
26/05/2021	2131	2,045.59		2,045.59		R <input checked="" type="checkbox"/>	Total Gas & Power Ltd
26/05/2021	BACS	2,460.43		2,460.43		R <input checked="" type="checkbox"/>	HMRC
26/05/2021	BACS	9,623.64		9,623.64		R <input checked="" type="checkbox"/>	Wages



Time: 14:00

**Bank Reconciliation up to 31/05/2021 for Cashbook No 1 - Current Bank A/c**

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
26/05/2021	Transfer		30,000.00	30,000.00		R <input type="checkbox"/>	Receipt(s) Banked
27/05/2021	102689		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
27/05/2021	102689		10.00	10.00		R <input type="checkbox"/>	Receipt(s) Banked
27/05/2021	102689		142.00	142.00		R <input type="checkbox"/>	Receipt(s) Banked
27/05/2021	102689		370.00	370.00		R <input type="checkbox"/>	Receipt(s) Banked
28/05/2021	BACS	3,505.78		3,505.78		R <input type="checkbox"/>	PENSION
28/05/2021	102690		58.50	58.50		R <input type="checkbox"/>	Receipt(s) Banked
31/05/2021	BACS		250.00	250.00		R <input type="checkbox"/>	Receipt(s) Banked
31/05/2021	BACS		1,428.92	1,428.92		R <input type="checkbox"/>	Receipt(s) Banked
31/05/2021	bacs		13,907.19	13,907.19		R <input type="checkbox"/>	Receipt(s) Banked
		<u>281,847.90</u>	<u>74,685.61</u>				