



# ANNUAL RETURN 2018/19: ACCOUNTING STATEMENTS

TOWN COUNCIL MEETING

REPORT 46/18

10 JUNE 2019

The purpose of this report is to request the Town Council's approval in respect of Section 2 of the previously circulated Annual Governance and Accountability Return for the financial year 2018/19 and to authorise the Mayor to sign it accordingly.

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**No. DETAIL**

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**1) BACKGROUND**

- a) The Town Council is required to submit an Annual Governance and Accountability Return for the financial year 2018/19 to its External Auditors by 1 July 2019 which contains the following:
    - *Section 1:* An annual governance statement
    - *Section 2:* Accounting Statements for the year
  - b) Section 3 is the External Auditor Certificate and opinion that is completed by the appointed Auditor.
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**2) ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN: SECTION 2 – ACCOUNTING STATEMENTS 2018/19**

- a) A copy of the completed Annual Governance and Accountability Return's Accounting Statements 2018/19 is attached to this Report.
  - b) The figures in it 2 have been approved by the Town Council's Internal Auditor and signed by me accordingly.
  - c) The Internal Auditor has indicated his satisfaction with the Town Council's accounting and book-keeping practices as confirmed in his Internal Auditor's report received by the Town Council's May meeting – and he has signed Page 3 of the Annual Governance and Accountability Return accordingly.
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**3) RECOMMENDATION**

The Town Council is recommended to resolve that the Town Council:

- i) approves the Accounting Statements 2018/19 set out in Section 2 of the Annual Governance and Accountability Return attached to this Report;
  - ii) authorises its Mayor to sign Section 2 accordingly; and
  - iii) asks its Town Clerk to submit the completed return together with the required additional papers identified in section 4 of this Report in advance of the 1 July 2019 deadline.
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**4) ADDITIONAL PAPERS**

The additional papers required to be submitted with the Return are identified in the guidance notes provided by the external Auditor:

- a Bank Reconciliation at 31 March 2019;
  - a full explanation of any significant variances between 2017/18 and 2018/19; and
  - a reconciliation between Boxes 7 and 8.
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## Section 2 – Accounting Statements 2018/19 for

# VENTNOR TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	133,124	108,627	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	282,974	323,354	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	153,459	172,778	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	198,621	198,253	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 employment expenses.
5. (-) Loan interest/capital repayments	11,498	11,498	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	250,811	307,886	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	108,627	87,122	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	166,034	139,173	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	17,570	17,570	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	155,731	150,432	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.
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I certify that for the year ended 31 March 2019 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