



ANNUAL RETURN 2020/21: ACCOUNTING STATEMENTS

TOWN COUNCIL MEETING

REPORT 42/21

17 MAY 2021

The purpose of this report is to request the Town Council's approval in respect of Section 2 of the Annual Governance and Accountability Return for the financial year 2020/21 and to authorise the Mayor to sign it accordingly.

No. DETAIL

1) BACKGROUND

- a) The Town Council is required to submit an Annual Governance and Accountability Return for the financial year 2020/21 to its External Auditors by 30 June 2021 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 2020/21

- a) A copy of the completed Annual Governance and Accountability Return's Accounting Statements 2020/21 is attached to this Report..
 - b) The figures in it 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 at this meeting.
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3) RECOMMENDATION

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

- i) approves the Accounting Statements 2020/21 in Section 2 of the Annual Governance and Accountability Return attached to Report 42/21 for this meeting;
 - 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 30 June 2021 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 2021;
 - a full explanation of any significant variances between 2019/20 and 2020/21; and
 - a reconciliation between Boxes 7 and 8.
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Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<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			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED