



ANNUAL RETURN 2021/22: ACCOUNTING STATEMENTS

TOWN COUNCIL MEETING

REPORT 48/22

13 JUNE 2022

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 2021/22 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 2021/22 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.

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 2021/22 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.

3) RECOMMENDATION

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

- i) approves the Accounting Statements 2021/22 in Section 2 of the Annual Governance and Accountability Return attached to Report 48/22 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 2022 deadline.

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 2022;
 - a full explanation of any significant variances between 2020/21 and 2021/22; and
 - a reconciliation between Boxes 7 and 8.
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Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	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			<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	N/A
			<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 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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED