



# ANNUAL RETURN 2022/23: ACCOUNTING STATEMENTS

TOWN COUNCIL MEETING

REPORT 34/23

12 JUNE 2023

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 2022/23 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 2022/23 to its External Auditors by 30 June 2023 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 2022/23.**

- a) A copy of the completed Annual Governance and Accountability Return's Accounting Statements 2022/23 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 its meeting of 22 May.

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**3)   RECOMMENDATION**

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

- i) approves the Accounting Statements 2022/23 in Section 2 of the Annual Governance and Accountability Return attached to Report 33/23 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 in advance of the 30 June 2023 deadline.
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## Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<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>
<b>1.</b> 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>
<b>2.</b> (+) 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>
<b>3.</b> (+) 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>
<b>4.</b> (-) 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>
<b>5.</b> (-) 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>
<b>6.</b> (-) 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>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> 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 – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> 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>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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