



YARM TOWN COUNCIL

Town Hall

High Street

Yarm

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YARM TOWN COUNCIL

Annual Accounts 2022/2023

In accordance with the requirements of the Local Audit and Accountability Act 2014 and the Accounts and Audit (England) Regulations 2015 (SI 234), the accounts of Yarm Town Council for the year ending 31st March 2023 are now available for public inspection.

The accounts were approved by Members at a meeting of the Town Council held on Tuesday 13th June 2023. They are, however, subject to external audit and may change once this has been completed.

Juliet Johnson
Town Clerk & Responsible Finance Officer
14th June 2023

External Auditor:
Mazars LLP, The Corner, Bank Chambers, 26 Mosley St., Newcastle upon Tyne NE1 1DF

Annual Governance and Accountability Return 2022/23 Form 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 Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 2023**.
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 2023**. 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 2023
 - 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 2022/23

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 2023 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 2022/23, approved and signed, page 4**
- **Section 2 - Accounting Statements 2022/23, approved and signed, page 5**

Not later than 30 September 2023 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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2023.
- 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.
- 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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 the dates set for the period for the exercise of public rights , 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?	N/A	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	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 been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 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? NB: do not send trust accounting statements unless requested.	N/A	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Yarm Town Council

yarmtc.org

During the financial year ended 31 March 2023, 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 2022/23 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.			NONE ✓
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) 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

2/15/1/2023 4/6/2023

Name of person who carried out the internal audit

GORDON FLETCHER (C.M.I.A)

Signature of person who carried out the internal audit

G. Fletcher

Date 07/06/2023

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 2022/23

We acknowledge as the members of:

Yarm 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 2023, that:

	Agreed		
	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:

13/06/2023

and recorded as minute reference:

7.5.2

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

Chairman

Clerk

ENTER PUBLIC WEBSITE ADDRESS **yarmtc.org**

Yarm Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	193,409	223,247	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	117,859	121,409	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	17,337	23,906	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	21,134	25,768	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	84,224	163,321	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	223,247	179,473	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	222,097	165,197	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.
9. Total fixed assets plus long term investments and assets	131,426	131,426	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

G. Johnson
Date 08.06.2023

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

13.06.2023

as recorded in minute reference:

7.5.3 REFERENCE

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

P SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Yarm 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 2023; 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 2022/23

(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 2022/23

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 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

YARM TOWN COUNCIL INTERNAL AUDIT REPORT 2022/2023 Annual Return

1. Background

- 1.1. Following the abolition of the Audit Commission a new organisation has been established which is responsible for issuing proper practices in relation to the accounts of smaller authorities. It is called the Smaller Authorities Proper Practices Board (SAPPB), and is made up of members of the SLCC, NALC, CIPFA, the Department of Housing, Communities and Local Government (DHCLG), the Department of Environment, Food and Rural Affairs (DEFRA), the National Audit Office and a representative of the external audit firms appointed to smaller authorities.
- 1.2. 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 (AGAR) at the end of each financial year. The AGAR is made up of 3 sections along with an annual internal audit report, which is to be completed by the Parish Council's independent internal auditor, who is to give an opinion of the Parish Council's internal controls.
- 1.3. CDALC have provided Councils with a checklist to be used, this annual audit uses this list as the minimum of the tests to be carried out.

2. Objectives of the Audit

- 2.1. To examine the system of internal controls to ensure that the Town Council may obtain an adequate level of assurance for its activities for the year.

3. Scope of the Work and the areas of Audit Work examined.

- 3.1. The Scope of Work covers the key control tests identified in the internal audit section of the AGAR, and these were examined. Detailed testing was carried out between April to September 2022 in an interim audit on Accounts payable and Income collection and Banking and therefore Compliance and sample testing was carried out for these audits between October to March 2023 on these systems.
- 3.2. To properly complete the audit the following areas of activity have been examined and tested by the Internal Auditor:
 - * Payroll
 - * Creditors
 - * Risk Management
 - * Income collection and Banking arrangements
 - * Petty Cash
 - * Assets
 - * Debtors
 - * Budgetary Control (including year end procedures)
 - * Exercise of Public Rights for 2021/22

- 3.3. The audit findings of this report have been discussed with the Town Clerk and any audit recommendations have been agreed with her.

4. Findings

4.1. Payroll

- 4.1.1 During 2022/23 the Town Council had one paid employee, Town Clerk.
- 4.1.2 It was agreed at the 10th July 2018 Council meeting that it would outsource its payroll service, and a payroll provider produces the Council's payroll information which gives a better internal control for the Council.

4.1.3 The Clerk in addition to the role of Clerk had been asked to coordinate work on the Town Hall Heritage Centre temporarily, the staffing Committee proposed that this work should be paid for from 1st July 2022 at a maximum of 10 hours per week. The staffing Committee also proposed that hourly rate for this work would be £24 per hour and that it would be funded out of the budget for the Town Hall. A report on salary proposals which included the proposal for work in Yarm Town Hall Heritage Centre (YTHHC) went to the December 2022 Council meeting. This report recommended what had been discussed and considered by the Staffing Committee and lead Councillor for Finance. The lead Councillor for the YTHHC project along with the lead Councillor on Finance presented some of the reasoning behind the recommendation. (Note: The Clerk had left the meeting for this discussion).

4.1.4 This current audit examined the payroll records for the financial year and were found to be properly paid and processed and recorded in the Council's accounts. Note there were no payments for the Clerk in 2022/23 for the YTHHC.

4.2. Creditors (Accounts Payable)

4.2.1. Financial Regulations state:

The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule (accounts for payment list) for compliance and, having satisfied itself shall authorize payment by a resolution of the council.

4.2.2. A detailed interim audit was carried out in January 2023 which covered April to September payments and a report produced, which was presented at the Council meeting on 14th February 2023.

4.2.3. This audit covers all payments from October 2022 to March 2023 with compliance and sample testing carried out from a Cashbook 1 report showing all payments for the year with the Internal Controls of the Council found to be satisfactory.

4.2.4. Financial Regulations 5.3 state that "All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council." This was carried out.

4.2.5. All donations paid had been properly recorded.

4.3. Petty Cash

4.3.1. The Council does not have any petty cash, as small purchases are reimbursed by the Clerk (sometimes Councillors) through the payments system.

4.4. Risk Management/Corporate Governance

4.4.1. The Governance arrangements for the Council is improved by establishing a Finance and Governance committee. The Terms of Reference had been adopted at the first meeting on 8th July 2020 with the aims to review the policies of the Council including, Financial Regulations, Standing Orders, Risk Register, Asset register, and to review Financial Reporting to the Council.

4.4.2. The above were approved with the statement of accounts on 14th June 2022.

4.4.3. The Exercise of Public Rights was announced on 15th June 2022 and the inspection period covered, 15th June to 27th July 2022, and was placed on the Council's web site.

4.4.4. I understand that the report on the effectiveness of internal control for 2022/23 will be agreed with the statement of accounts, as it was the previous year.

4.4.5. A member of the public has contacted me yesterday, (5th June), regarding concerns he has over the Governance arrangements of the Council. I have arranged to meet him later to discuss this further after my other end of year audits have been finalised.

4.5. Income collection and Banking arrangements

4.5.1. A detailed income collection and banking audit was carried out in January 2023 and a report produced with no issues arising. This audit involved compliance and sample testing on the systems.

4.5.2. Income is received mainly from allotment rents, cemeteries, and the Yarm Fair, and is paid to the Clerk at the Town Hall, or direct to bank. Yarm fair rents are collected on the site by 2 people (Clerk and one other) and receipts given at the point of collection.

4.5.3. All receipts can be traced from the Cash Book 1 report by date identified by the direct credit (BACS) or banked through a paying in slip which records the name.

4.5.4. All income received on the Cash Book 1 report for receipts were confirmed to the receipts, paying in books and bank statements.

4.5.5. VAT is recorded within the finance system (vat control a/c), and claim (dated 23rd January 2023) has been completed for the period 1st April 2022 to 31st December 2022 and received in the Councils bank account on 3rd February 2023.

4.5.6. During the year the Council had three bank accounts:

- Business Premium ME Account (investment/deposit)
- Business Free MT account
- NS and I Savings account
- Public Sector Development Fund (investments)

4.6. Accounting records

4.6.1. The Council uses the Rialtus accounting software, which records all finance information within the system, and produces satisfactory reports throughout the year and at the end of years. At the end of the year the Council employ an experienced accountant on Rialtus to assist with the end of year accounts.

4.6.2. All income and expenditure for the accounts were properly recorded in the minutes with bank reconciliations carried out and reported.

4.6.3. End of year bank reconciliation was completed and reconciled to the annual return.

4.7. Security/Assets

4.7.1. There is an Inventory held of all assets, which is agreed with the statement of accounts.

4.8. Debtors

4.8.1. There are no accounts raised for debts as Debtors either pay by cash, cheque at the Town Hall or by direct credit.

4.9. Budgetary Control

4.9.1. The budget process commenced with a draft budget discussed by the Council on 13th December 2022 following informal budget preparation meetings held with the Chair and Chairs of Committees and Working Groups, where fees and charges were also discussed and was further discussed by Full Council on the 10th January 2023, and approved at the EGM of Full Council 19th January 2023. The annual budget was prepared to support the precept.

4.9.2. Budgetary Control is overseen by all Members of the Council where income and expenditure reports are scrutinised. This identifies any over/under spends for the year.

5. Conclusions/Recommendations

- 5.1. There are no recommendations, although an interim audit with detailed tests on accounts payable and Income Collection and Banking is recommended to give further assurance to the Town Clerk and Councilors' that the internal controls are working well.

Gordon Fletcher (C.M.I.I.A.)

Internal Auditor,

Date: 7th June 2023

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Staffing							
4000 Salary	25,768	22,800	(2,968)		(2,968)	113.0%	
4005 Superannuation	0	3,950	3,950		3,950	0.0%	
4200 Training (Members & Clerk)	100	1,000	900		900	10.0%	
Staffing :- Indirect Expenditure	25,868	27,750	1,882	0	1,882	93.2%	0
Net Expenditure	(25,868)	(27,750)	(1,882)				
260 Democracy							
4120 By-Elections	0	5,750	5,750		5,750	0.0%	
4200 Training (Members & Clerk)	110	2,000	1,890		1,890	5.5%	
Democracy :- Indirect Expenditure	110	7,750	7,640	0	7,640	1.4%	0
Net Expenditure	(110)	(7,750)	(7,640)				
270 Administration							
1077 Bank Interest Received	1,781	150	(1,631)			1187.5%	
1090 Yarm Fellowship Insurance	872	650	(222)			134.2%	
Administration :- Income	2,653	800	(1,853)			331.7%	0
4040 Clerk's Telephone Expenses	356	350	(6)		(6)	101.6%	
4055 Payroll Services	270	300	30		30	90.0%	
4070 Office Supplies	129	800	671		671	16.2%	
4075 Office Expenses	2,360	1,050	(1,310)		(1,310)	224.8%	
4076 Bank Charges	599	300	(299)		(299)	199.6%	
4077 Temp. Office Rent	4,400	4,000	(400)		(400)	110.0%	
4080 Insurance ful Council	4,822	3,800	(1,022)		(1,022)	126.9%	
4081 Asset Management Costs	260	0	(260)		(260)	0.0%	
4130 Audit Fees	695	800	105		105	86.9%	
4131 Legal Advice	0	1,000	1,000		1,000	0.0%	
4140 Subscriptions	1,033	1,500	467		467	68.9%	
4150 Website Charges	521	450	(71)		(71)	115.7%	
4151 IT Support & Backup	1,143	950	(193)		(193)	120.4%	
4152 Cloud Hosting Fee	361	150	(211)		(211)	240.6%	
4153 TCEmail/Google Suite	646	700	54		54	92.3%	
4300 Business Rates	823	750	(73)		(73)	109.8%	
4800 Accountancy Charges	250	800	550		550	31.3%	
Administration :- Indirect Expenditure	18,669	17,700	(969)	0	(969)	105.5%	0
Net Income over Expenditure	(16,016)	(16,900)	(884)				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
280 Development & Community Supp							
4141 Development/Community Support	3,100	3,500	400		400	88.6%	
4142 Comm Wrkshop - Wellbeing Cntr	5,000	5,000	0		0	100.0%	
4143 Civic Awards (wasSctn137)	0	300	300		300	0.0%	
Development & Community Supp :- Indirect Expenditure	8,100	8,800	700	0	700	92.0%	0
Net Expenditure	(8,100)	(8,800)	(700)				
290 Budget Finance							
1075 Local Council Tax Sup Grant	6,141	6,141	0			100.0%	
1076 Precept	121,409	121,409	0			100.0%	
Budget Finance :- Income	127,550	127,550	0			100.0%	0
Net Income	127,550	127,550	0				
300 Leisure & Culture							
1130 Entry Fees	1,008	1,000	(8)			100.8%	
1210 Rent from Travellers & Gypsies	250	150	(100)			166.7%	
Leisure & Culture :- Income	1,258	1,150	(108)			109.4%	0
4096 Event Management Contract	13,200	13,500	300		300	97.8%	
4191 Christmas Eve Event	6,332	6,400	68		68	98.9%	
Leisure & Culture :- Direct Expenditure	19,532	19,900	368	0	368	98.2%	0
4190 Christmas Lights	6,701	5,700	(1,001)		(1,001)	117.6%	
4410 Gala Holding Costs	17,623	8,500	(9,123)		(9,123)	207.3%	
4420 Remembrance Sunday	2,236	2,250	14		14	99.4%	
4600 Bailiffs & Hornblower's Fee	0	100	100		100	0.0%	
4610 Ridings Buffet	1,284	800	(484)		(484)	160.5%	
Leisure & Culture :- Indirect Expenditure	27,844	17,350	(10,494)	0	(10,494)	160.5%	0
Net Income over Expenditure	(46,119)	(36,100)	10,019				
310 Planning & Environment							
1320 Play Equipment Income	4,000	0	(4,000)			0.0%	
Planning & Environment :- Income	4,000	0	(4,000)				0
4101 Design,Print,Mktng	395	1,000	605		605	39.5%	
4210 Play Equipment Maintenance	1,586	1,000	(586)		(586)	158.6%	
4220 Seat Maintenance	224	3,000	2,776		2,776	7.5%	
4260 Play Equipment Inspection	1,183	1,150	(33)		(33)	102.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Cleansing Contract	1,652	1,650	(2)		(2)	100.1%	
4275 Willey Flatts Rent	100	100	0		0	100.0%	
4280 Scholar's Court Garden	245	150	(95)		(95)	163.3%	
4290 Ground Maintenance	5,159	5,500	342		342	93.8%	
4320 Trees Pruning	0	200	200		200	0.0%	
4321 Tree Survey (all sites)	430	500	70		70	86.0%	
4380 Floral Display Contract	132	2,500	2,368		2,368	5.3%	
4390 Baskets and etc.	1,155	1,500	345		345	77.0%	
4395 Spital Roundabout	0	1,000	1,000		1,000	0.0%	
4720 Park & Ride Bus	0	0	(0)		(0)	0.0%	
Planning & Environment :- Indirect Expenditure	12,262	19,250	6,988	0	6,988	63.7%	0
Net Income over Expenditure	(8,262)	(19,250)	(10,988)				
320 Cemeteries & Chapel							
1100 Cemetery Income	6,840	5,500	(1,340)			124.4%	
Cemeteries & Chapel :- Income	6,840	5,500	(1,340)			124.4%	0
4290 Ground Maintenance	7,745	7,200	(545)		(545)	107.6%	
4291 Repair & Maintenance	1,755	1,000	(755)		(755)	175.5%	
4300 Business Rates	364	400	36		36	91.1%	
4310 Water (redundant)	178	200	22		22	89.0%	
4320 Trees Pruning	4,150	500	(3,650)		(3,650)	830.0%	
4325 Trade Waste	535	550	15		15	97.2%	
4331 Headstone Safety Survey	0	1,000	1,000		1,000	0.0%	
Cemeteries & Chapel :- Indirect Expenditure	14,727	10,850	(3,877)	0	(3,877)	135.7%	0
Net Income over Expenditure	(7,887)	(5,350)	2,537				
330 Allotments							
1110 Allotment Income	3,013	3,150	137			95.7%	
Allotments :- Income	3,013	3,150	137			95.7%	0
4291 Repair & Maintenance	1,734	1,000	(734)		(734)	173.4%	
4314 Water	1,309	2,000	691		691	65.5%	
4316 Electricity	0	1,050	1,050		1,050	0.0%	
4320 Trees Pruning	0	300	300		300	0.0%	
4373 Skips	630	1,700	1,070		1,070	37.1%	
4374 Pest Control	418	400	(18)		(18)	104.5%	
Allotments :- Indirect Expenditure	4,091	6,450	2,359	0	2,359	63.4%	0
Net Income over Expenditure	(1,077)	(3,300)	(2,223)				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
340 Town Hall							
4160 Town Hall Refurbishment	54,258	20,000	(34,258)		(34,258)	271.3%	
4161 Town Hall Electric	694	650	(44)		(44)	106.7%	
4314 Water	1,449	1,300	(149)		(149)	111.4%	
4770 Window Cleaning	0	250	250		250	0.0%	
4780 Flag Flying	150	150	0		0	100.0%	
4789 Clock Maintenance	0	250	250		250	0.0%	
4790 Clock Winding	520	550	30		30	94.5%	
4792 Fellowship Hall Gen. Maintnc.	817	0	(817)		(817)	0.0%	
Town Hall :- Indirect Expenditure	<u>57,887</u>	<u>23,150</u>	<u>(34,737)</u>	<u>0</u>	<u>(34,737)</u>	<u>250.1%</u>	<u>0</u>
Net Expenditure	<u>(57,887)</u>	<u>(23,150)</u>	<u>34,737</u>				
Grand Totals:- Income	<u>145,315</u>	<u>138,150</u>	<u>(7,165)</u>			<u>105.2%</u>	
Expenditure	<u>189,090</u>	<u>158,950</u>	<u>(30,140)</u>	<u>0</u>	<u>(30,140)</u>	<u>119.0%</u>	
Net Income over Expenditure	<u>(43,775)</u>	<u>(20,800)</u>	<u>22,975</u>				
Movement to/(from) Gen Reserve	<u>(43,775)</u>						