BICESTER TOWN COUNCIL

FINANCE COMMITTEE
Ref: FIN01/1920

Monday 10th June 2019
at
7.00pm

THE GARTH
LAUNTON ROAD
BICESTER
0X26 6PS

Circulation:
Town Mayor: Councillor Jason Slaymaker

Committee Members

Cllr Sean Gaul – Chairman
Cllr Alex Thrupp – Vice Chairman
Cllr Nick Cotter
Cllr Dan Hallett
Cllr Nick Mawer
Cllr Zoe McLernon
Cllr Richard Mould
Cllr Lynn Pratt
Cllr Les Sibley
Cllr Fraser Webster

Substitute Members

Cllr Harry Knight
Cllr James Metcalf
Cllr Robert Nixon
Cllr Dan Sames
Cllr Jason Slaymaker

Other Circulation

Cllr Lawrie Stratford – OCC
Cllr Michael Waine – OCC
Cllr Tom Wallis – CDC
Cllr Lucinda Wing – CDC

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Email: enquiries@bicester.gov.uk

Tuesday 4th June 2019

To all Members of the Finance Committee

Sir/Madam

You are hereby summoned to attend a meeting of the Finance Committee on **Monday 10th June 2019** at **The Garth, Launton Road, Bicester OX26 6PS** to commence at **7pm** for the transaction of the following business.

Samantha Shippen
Chief Officer

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

Copy Attached	Agenda item No	**AGENDA**
	1	**APOLOGIES FOR ABSENCE**
	2	**DECLARATIONS OF INTEREST** Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
✓	**3**	**MINUTES** Committee is asked to confirm the minutes of the meeting held on: **FIN05/1819 – Tuesday 2nd April 2019**
	4	**PUBLIC SESSION** In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda. Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

Copy Attached	Agenda item No	**AGENDA**
✓	**5**	**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2019** Committee is asked to review and approve the unaudited detailed income & expenditure statement for the year ended 31st March 2018
✓	**6**	**STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019** Committee is asked to review and approve the attached Statement of Accounts for the year ended 31st March 2018.
✓	**7**	**EARMARKED RESERVES** Committee is asked to review the report on the allocation of Earmarked Reserves.
	8	**DATE OF NEXT MEETING: Tuesday 2nd July 2019, 7pm**

Minutes of a meeting of the Bicester Town Council Finance Committee held on **Monday 2nd April 2019** at **The Garth, Launton Road, Bicester OX26 6PS** at **7.40pm** for the transaction of the following business.

Present:
Cllr David Magee – Chairman
Cllr Nick Mawer
Cllr Lynn Pratt
Cllr Przemek Rybka
Cllr Dan Sames
Cllr Jason Slaymaker

In attendance:
Samantha Shippen – Chief Officer

Due to an emergency in Garth Park, the meeting was delayed by 10 minutes.

Minute No.	Agenda No.	
439/1819	**1**	**APOLOGIES FOR ABSENCE** **RESOLVED** that apologies be received from Cllr Nick Cotter, Cllr Sean Gaul, Cllr Melanie Magee, Cllr Richard Mould, Cllr Lawrie Stratford and Cllr Rose Stratford. Councillors Nick Mawer, Lynn Pratt and Dan Sames attended as substitute members
440/1819	**2**	**DECLARATIONS OF INTEREST** Councillor Lynn Pratt declared interests in grant applications for FEOFFEE as the Town Council's representative trustee, BLive as the portfolio holder with responsibility for The Mill at Cherwell District Council; and The Hummingbird as a trustee. Councillor Jason Slaymaker declared interests in grant applications for Bicester Green and One Bicester as a trustee of the two organisations.
441/1819	**3**	**MINUTES** **RESOLVED** to confirm the minutes of the Finance Committee meeting held on: **FIN04/1819 Monday 10th December 2018.**
442/1819	**4**	**PUBLIC SESSION** There were no members of the public in attendance.
443/1819	**5**	**FINANCE REPORT** **RESOLVED** that Committee **NOTE** the Income, Expenditure and Variances Report to **Month 11**.
444/1819	**6**	**BANK BALANCES** **RESOLVED** that Committee **NOTE** the report detailing bank balances and nominated and Cllr Jason Slaymaker to verify the bank statements.
445/1819	**7**	**BACS PAYMENTS** **RESOLVED** that the Committee **APPROVE** the payment schedules since the Finance Committee on Tuesday 10th December 2018.

<table>
<tr><td>Minute No.</td><td>Agenda No.</td><td></td></tr>
<tr><td>446/1819</td><td>8</td><td>
INTERNAL AUDIT REPORT 2018/19

The Chairman summarised the points forward on the final page of the report. The Chief Officer gave an update on actions taken since the internal audit visit.

RESOLVED that the Committee APPROVE the Council response as:-

• Leases – renewal is in progress and subject to further report to the Council's Policy Committee.
• Annual Charges – update was completed immediately following visit.
• Bookings to Sales Invoices – The Chief Officer has fully reviewed and verified the system, a new procedure has been issued to Administration Officers with clear identification of duties. The new procedure will be subject to additional internal controls by the Chief Officer in her capacity as RFO.
• Ticket Sales – a procedure is in place and will be monitored through internal controls overseen by the Chief Officer in her capacity as RFO.
• Fixed Asset Register – work is underway by Administration Officers, the Outdoors Team Leader, Operations Manager and overseen by the Chief Officer in her capacity as RFO.
• Insurance – work is being undertaken in respect of buildings sums insured. This and other updates will be made to the Asset Register.
• Bank & Cash Investments – processes are underway with both Lloyds and Santander to bring accounts up to date before a transfer to CCLA.
</td></tr>
<tr><td>447/1819</td><td>9</td><td>
INDEPENDENT REMUNERATION REPORT

RESOLVED that the Committee RECOMMEND the rate of £876 per annum to Council as per the report.
</td></tr>
<tr><td>448/1819</td><td>10</td><td>
2019/20 GRANT AID APPLICATIONS

Councillor Jason Slaymaker left the room during consideration of the grants for Bicester Green and OneBicester; Councillor Lynn Pratt left the room during consideration of the grants for B-Live (The Mill) and The Hummingbird Centre.

RESOLVED that the following grants be awarded for 2019/20.

<table>
<tr><th>Organisation</th><th>Amount Awarded</th><th>Funding Awarded For</th></tr>
<tr><td>1st Bicester Intrepid Scout Group</td><td>500.00</td><td>Materials for repairs and renovation to stores following damage caused by a serious leak</td></tr>
<tr><td>1st Bure Park Scout Group</td><td>350.00</td><td>To pay for a Willow Artist to visit the Group and teach the young people new skills</td></tr>
<tr><td>2507 (Bicester) Air Training Corps</td><td>330.00</td><td>To repair various instruments of the Squadron Band</td></tr>
<tr><td>7th Bicester (Stratton Audley) Scout Group</td><td>250.00</td><td>7th Bicester Scout Group Netherlands Expedition, 26th May 2019 - 1st June 2019</td></tr>
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Minute No.	Agenda No.			
		ARCh	750.00	Cost of books and games used by Bicester volunteers in the work they do with the 63 children they read with each week
		BCOS	600.00	To assist with funding the costs of presenting the stage musical Evita, 30th May 2019 - 1st June 2019
		Bicester Baby Bank	500.00	To help set up and advertise a brand new service for the vulnerable families of Bicester
		Bicester Feoffees	0.00	To respond more effectively to requests for help for families in need
		Bicester Floral Club	350.00	Trip to London for the NAFA's 60th Year and the National Floral Art And Design Show, 8th August 2019 - 10th August 2019
		Bicester Food Bank	1000.00	Transportation of goods to and from the Distribution Centre
		Bicester Good Neighbour Scheme	750.00	Allowing older people to live independently and safely at home through training volunteers and producing information packs
		Bicester Green *	750.00	Launch of a shed project to help reduce loneliness and isolation
		Bicester Junior parkrun	750.00	The initial cost to set up a Junior Parkrun in Bicester
		Bicester Matinee Club	300.00	The cost of providing a Christmas Meal for members who are mainly in the eighties and nineties
		Bicester Rugby Union Football Club	750.00	The provision of training tops for coaches to allow for easy identification by parents
		Bicester Sculpture Group	300.00	To relocate to new premises and install a kiln which is essential for the work of the group
		Bicester Townswomen Guild	250.00	Visit to the National Trust Property, Coughton Court, Warwickshire
		Bicester Widows Club	370.00	To fund coaches to travel to destinations the widows have chosen to visit
		Blive - The Mill Arts Centre	619.00	To continue to deliver "Little Explorers" in Bicester, engaging families in the arts and the natural environment
		Bubbles Preschool	400.00	To replace an old broken computer with four hand held tablets to increase ICT skills
		Dance Creative	750.00	To provide "Dance For Life", creative hubs for older adults in Bicester, to improve physical and mental health and well-being
		DEMS Training Regiment	800.00	To fund a plaque with the names of the fallen to be mounted onto the walls on the new EOD & Search Garden of Remembrance
		Elmsbrook Community Organisation	350.00	To provide the 3rd Christmas party allowing all NW Bicester community to meet neighbours and socialise
		Grassroots Bicester	200.00	Hall hire For 5 Relove events around Bicester whereby attendees donate

Minute No.	Agenda No.	

		food & toiletries to the Bicester Food Bank
Hanover Gardens Retirement Estate	350.00	To fund a 61 seater coach to allow the over sixties to enjoy a day out and make new friends
Home-Start Banbury, Bicester and Chipping Norton	500.00	To cover the costs of a vulnerable family with young children from the Bicester area to receive support for approximately six months
Jack & Jill Pre-School	750.00	To fund an all weather proof shelter to the garden so the children can play outside all year round
Kabin over 50s club	350.00	To fund an afternoon summer outing to Waterperry Gardens (including coach hire) and to fund a Christmas lunch at a local pub
Kingsmere Community Ministry for St Edburg's	350.00	To help fund two big community events at the new Kingsmere Community, drawing the community together encouraging social interaction
Langford Village Community Association	750.00	To fund an event celebrating twenty five years of Langford Village Hall showing how Langford has developed over the last twenty five years
OneBicester CIC	1000.00	Licencing, insurance, audio visual production, and entertainment activities at the 7th Annual Bicester's Big Lunch
Orchard Baptist Church - Graven Hill	350.00	To make a positive contribution providing personal interaction welcoming new residents to the town and providing opportunities for community interaction
Orchard Baptist Church - Bicester East Funday **	300.00	Publicity, food & refreshments, activities and hiring costs in putting on the event that promotes community cohesion and inter-generational cohesion
Saxon Court Residents Association	300.00	To hire a coach to give residents a day out for those who are no longer able to take annual holiday, preventing social isolation and loneliness
Silver Threads Club	300.00	Coach outings and other social events helping lonely pensioners from becoming isolated
The Hummingbird Centre	500.00	To create a Garden of Remembrance to include sensory flowers in beds, bird boxes and a bee hive
Trinity Camerata Orchestra	350.00	To help organise an annual family concert in St.Edburg's Church
	£18,119.00	

*subject to satisfactory completion of lease arrangements for the site;
**plus free use of the field.

449/1819 | **11** | **FORWARD PLAN**

RESOLVED that no changes be made to the Forward Plan.

Signed:..

Minute No.	Agenda No.	
450/1819	**12**	**DATE OF NEXT MEETING: Monday 10th June 2019, 7pm** (to be confirmed). **CLOSE OF MEETING: 20:47hrs**

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Monday 10th June 2019

INCOME & EXPENDITURE ACCOUNT FOR YEAR ENDED 31 MARCH 2019

Chairman: Councillor Sean Gaul
07894 959820 sean.gaul@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Overview

1.1 The year end income and expenditure account is attached at Appendix 1.

1.2 The total income for the year was £1,681,798 of which £1,399,420 is precept.

1.3 The total expenditure for the year was £1,572,093 which includes net spend from earmarked reserves of £242,842.

1.4 Thus the underspend for the year is £352,547 before movement to reserves is accounted for. There is a recommendation later in the agenda to move £256,225 to reserves.

1.5 A balance of £96,322 would then be added to the general reserve which would stand at £701,420.

1.6 A commentary on cost centre variances is explained below.

2. Policy and Finance

2.1 Civic and Democratic – a planned underspend in elections accounts for the majority of the cost centre surplus, this is recommended for transfer to reserves elsewhere in the report.

2.2 As has been reported throughout the year, the overspend on civic expenses has been balanced by an underspend in Member's allowances.

2.3 Central Services – within budget overall.

2.4 Salaries – offset by new code for temporary staff to enable a separation from staff costs in the annual return to comply with accounting guidance.

2.5 Computer Support – as reported through the year, changes to update software and security, plus the addition of councillors to the Office 365 account resulting from GDPR and cyber risk management has resulted in a significant but necessary increase in IT costs.

2.6 Press and PR – introduced in the year has resulted in much better local, national and trade press exposure for the town council.

2.7 Legal and Professional Fees – a number of governance issues including leases, land registry and other legal fees have resulted in an excess of cost code budget.

2.8 Garth House – underspend particularly on rates as the expected increase for the former outreach has not resulted and building maintenance has been minimal. A transfer to earmarked reserves is detailed later in the agenda.

2.9 Income from Registrars is due to recharge for costs identified in the lease.

2.10 Garth Lodge – costs associated with preparation for rental and items requiring replacement post rental have increased costs.

2.11 Income lower as start of works was delayed beyond that originally expected when budgeting.

2.12 Corporate Finance – income in excess of budget with a small new homes budget grant which contributed to play area refurbishment; and an increase in interest rates resulted in additional bank interest.

2.13 Community Support – Grants underspent but surplus of £4,000 will be required to meet OYAP December – March once claim has been approved. This money is in general reserve. Partnership underspend as expected, budget reduced in 2019/20.

2.14 Projects – as expected the underspend is allocated to earmarked reserves as a planned position. Grants received relate to skatepark project and offset the reserve overspend.

3. Environment

3.1 Environmental Services - Salaries – offset by new code for temporary staff to enable a separation from staff costs in the annual return to comply with accounting guidance.

3.2 Maintenance machinery & vehicle maintenance – underspend allocated to earmarked reserves.

3.3 Income – across the cost centre income has been overviewed, income over budget of £1,190 achieved overall.

3.4 Open Spaces – at the time of budget setting the grounds contract which also covers tree maintenance was up for tender. The budget was set generously to accommodate an expected increase which did not result. Budgets have been adjusted in 2019/20 and underspend allocated to reserves.

3.5 Utility Charges – due to separation of utility charges into individual utilities and cost centres, some budgets are overspent and some underspent. Additional work will be required going forward to reallocate and continue to be scutinised.

3.6 Grounds & Building Maintenance – underspend to be allocated to earmarked reserve.

3.7 Whitelands Sports Village – as sports field has not yet been transferred there is no spend on parks & garden contract and no contribution from commuted sum, resulting in a £10,500 saving. The Sinking Fund allocation is to be transferred to a new ringfenced earmarked reserve.

3.8 Play areas – underspend to be allocated to earmarked.

3.9 Cemetery – fees income continues to be in excess of budget.

3.10 Street Scene – underspend to be allocated to earmarked reserve.

3.11 Earmarked Reserves – budget was set at reserve balance as at 1st April and reflects spend in year.

4. Recommendation

The Committee is recommended to **APPROVE** the Income & Expenditure account for the year ended 31 March 2019.

Item 5 Appendix 1.

Policy and Finance

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
102	Civic and Democratic						
4028	Meetings and Hospitality	78	400	322		322	19.5 %
4150	Mayor's Expenses	1,750	1,750	0		0	100.0 %
4159	Elections	2,638	8,000	5,362		5,362	33.0 %
4160	Civic Expenses	15,705	14,000	-1,705		-1,705	112.2 %
4209	Member's Allowances	11,760	13,500	1,740		1,740	87.1 %
	Civic and Democratic :- Expenditure	**31,932**	**37,650**	**5,718**	**0**	**5,718**	**84.8 %**
	Net Expenditure over Income	**31,932**	**37,650**	**5,718**			
105	Central Services						
4000	Salaries	122,636	130,900	8,264		8,264	93.7 %
4001	Ers National Insurance	11,108	11,350	242		242	97.9 %
4002	Ers Pension	37,526	39,300	1,774		1,774	95.5 %
4005	Temporary Staff	8,142	0	-8,142		-8,142	0.0 %
4009	Staff Travel	540	750	210		210	72.0 %
4015	Health and Safety	1,607	3,500	1,893		1,893	45.9 %
4020	Mobile Phones	833	1,050	217		217	79.3 %
4021	Office Phones	2,717	2,700	-17		-17	100.6 %
4022	Post	2,202	2,600	398		398	84.7 %
4023	Stationery	1,386	1,500	114		114	92.4 %
4024	Subscriptions	4,061	4,750	689		689	85.5 %
4025	Insurance	18,562	18,000	-562		-562	103.1 %
4026	Printing	220	500	280		280	44.1 %
4027	Ref. Booksand Publications	109	100	-9		-9	108.8 %
4030	Advertising & Promotions	680	1,000	320		320	68.0 %
4032	Recruitment Advertising	565	1,000	435		435	56.5 %
4033	Office Expenses	1,124	1,300	176		176	86.5 %
4034	Computer Support	16,536	9,000	-7,536		-7,536	183.7 %
4035	Maintenance-Office Equipment	18	250	232		232	7.2 %
4040	Website	2,755	5,000	2,245		2,245	55.1 %
4041	Lease of Photocopier	3,510	4,000	490		490	87.7 %
4055	Press & PR	1,800	0	-1,800		-1,800	0.0 %
4056	Legal and Professional Fees	13,259	10,000	-3,259		-3,259	132.6 %
4057	Audit Fees	3,460	5,000	1,540		1,540	69.2 %
4058	Accountancy	6,274	6,500	226		226	96.5 %
4070	Training & Conferences	1,605	8,000	6,395		6,395	20.1 %
4097	HR	1,485	1,500	15		15	99.0 %
4169	Newsletter	14,000	14,000	0		0	100.0 %
	Central Services :- Expenditure	**278,720**	**283,550**	**4,830**	**0**	**4,830**	**98.3 %**
	Net Expenditure over Income	**278,720**	**283,550**	**4,830**			

Continued on Page No 2

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
106	Garth House						
4004	Cleaning Contract	3,525	3,600	75		75	97.9 %
4011	Rates	7,080	24,000	16,920		16,920	29.5 %
4012	Water Charges	96	500	404		404	19.2 %
4013	Gas	1,585	4,000	2,415		2,415	39.6 %
4014	Electric	1,842	2,000	158		158	92.1 %
4017	Cleaning Materials	12	100	88		88	11.6 %
4036	Grounds & Buildings Mtce	2,701	10,000	7,299		7,299	27.0 %
4103	Maintenance CAB Building	310	1,000	690		690	31.0 %
4130	Building Security	895	1,500	605		605	59.7 %
4203	Window Cleaning	498	600	102		102	83.0 %
	Garth House :- Expenditure	**18,544**	**47,300**	**28,756**	**0**	**28,756**	**39.2 %**
1002	Inc-CAB Rent	4,250	4,250	0			100.0 %
1007	Inc-Registrars	4,185	2,500	1,685			167.4 %
1010	Inc-Garth Rooms Lettings	6,069	6,500	-431			93.4 %
	Garth House :- Income	**14,504**	**13,250**	**1,254**			**109.5 %**
	Net Expenditure over Income	**4,040**	**34,050**	**30,010**			
107	Garth Lodge						
4011	Rates	1,485	1,500	15		15	99.0 %
4012	Water Charges	-5	200	205		205	-2.7 %
4013	Gas	264	0	-264		-264	0.0 %
4014	Electric	77	0	-77		-77	0.0 %
4052	Garth Lodge Costs	7,123	1,300	-5,823		-5,823	547.9 %
	Garth Lodge :- Expenditure	**8,943**	**3,000**	**-5,943**	**0**	**-5,943**	**298.1 %**
1006	Inc-Garth Lodge	3,900	10,000	-6,100			39.0 %
	Garth Lodge :- Income	**3,900**	**10,000**	**-6,100**			**39.0 %**
	Net Expenditure over Income	**5,043**	**-7,000**	**-12,043**			
108	Corporate Finance						
4059	Bank Charges	2,107	2,500	393		393	84.3 %
4306	Loan Repayments	25,726	26,000	274		274	98.9 %
	Corporate Finance :- Expenditure	**27,833**	**28,500**	**667**	**0**	**667**	**97.7 %**
1076	Inc-Precept	1,399,420	1,399,420	0			100.0 %
1077	Inc-Precept Support Grant	61,716	61,716	0			100.0 %
1096	Inc-Interest Received	16,271	10,000	6,271			162.7 %
1225	Inc-New Homes Bonus	4,003	0	4,003			0.0 %
	Corporate Finance :- Income	**1,481,409**	**1,471,136**	**10,273**			**100.7 %**
	Net Expenditure over Income	**-1,453,576**	**-1,442,636**	**10,940**			

Continued on Page No 3

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
109	Community Support						
4060	CAB	8,250	8,250	0		0	100.0 %
4061	Grants to Voluntary Org.	18,273	22,500	4,227		4,227	81.2 %
4065	TVP Crime Partnership	3,600	3,600	0		0	100.0 %
4066	SEE Bags	-218	0	218		218	0.0 %
4131	Bicester Vision Manager	5,004	5,000	-4		-4	100.1 %
4133	Partnership	7,767	10,000	2,233		2,233	77.7 %
4170	CCTV	5,150	5,150	0		0	100.0 %
	Community Support :- Expenditure	**47,826**	**54,500**	**6,674**	**0**	**6,674**	**87.8 %**
	Net Expenditure over Income	**47,826**	**54,500**	**6,674**			
110	Projects						
4100	Purchase New Machinery	3,584	5,000	1,416		1,416	71.7 %
4300	New Computer Equipment	0	2,500	2,500		2,500	0.0 %
4301	Garth House Redevelopment	1,250	30,000	28,750		28,750	4.2 %
4305	New Cemetery	1,725	50,000	48,275		48,275	3.5 %
4312	Asset Maintenance	0	15,000	15,000		15,000	0.0 %
4313	Play Area/Open Space Inv.	0	50,000	50,000		50,000	0.0 %
	Projects :- Expenditure	**6,559**	**152,500**	**145,941**	**0**	**145,941**	**4.3 %**
1019	Inc-Grants Received	64,150	0	64,150			0.0 %
	Projects :- Income	**64,150**	**0**	**64,150**			
	Net Expenditure over Income	**-57,591**	**152,500**	**210,091**			
	Policy and Finance :- Expenditure	**420,357**	**607,000**	**186,643**	**0**	**186,643**	**69.3 %**
	Income	**1,563,963**	**1,494,386**	**69,577**			**104.7 %**
	Net Expenditure over Income	**-1,143,606**	**-887,386**	**256,220**			

Environment

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
300	Environmental Services						
4000	Salaries	181,535	220,500	38,965		38,965	82.3 %
4001	Ers National Insurance	15,970	19,000	3,030		3,030	84.1 %
4002	Ers Pension	38,895	48,000	9,105		9,105	81.0 %
4005	Temporary Staff	32,693	0	-32,693		-32,693	0.0 %
4016	Uniforms	582	1,400	818		818	41.6 %
4020	Mobile Phones	2,831	2,400	-431		-431	118.0 %
4042	Maintenance Machinery	5,153	7,000	1,847		1,847	73.6 %
4044	Petrol,Oil & Gas	5,365	5,000	-365		-365	107.3 %

Continued on Page No 4

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4068	Contract Hire Vehicle	5,090	5,000	-90		-90	101.8 %
4178	Vehicle Maintenance	1,868	3,000	1,132		1,132	62.3 %
	Environmental Services :- Expenditure	**289,981**	**311,300**	**21,319**	**0**	**21,319**	**93.2 %**
1014	Inc-Miscellaneous	105	0	105			0.0 %
	Environmental Services :- Income	**105**	**0**	**105**			
	Net Expenditure over Income	**289,876**	**311,300**	**21,424**			
301	Open Spaces						
4012	Water Charges	91	500	409		409	18.1 %
4013	Gas	52	600	548		548	8.6 %
4036	Grounds & Buildings Mtce	76	0	-76		-76	0.0 %
4154	Tree Maintenance	21,787	40,000	18,213		18,213	54.5 %
4175	Maintenance of Open Spaces	3,737	6,400	2,663		2,663	58.4 %
4190	Parks and Garden Contract	325,085	403,414	78,329		78,329	80.6 %
4204	Pest Control	0	500	500		500	0.0 %
	Open Spaces :- Expenditure	**350,828**	**451,414**	**100,586**	**0**	**100,586**	**77.7 %**
1014	Inc-Miscellaneous	517	0	517			0.0 %
1028	Inc-Pavilions/Piitches	365	0	365			0.0 %
1037	Inc-Keta Field Pitches	2,230	2,000	230			111.5 %
1038	Inc-Bure Park Pitches	297	150	147			198.0 %
1040	Inc-Keble Rd Pitches	989	1,250	-261			79.1 %
1041	Inc-Open Spaces	1,004	500	504			200.8 %
	Open Spaces :- Income	**5,401**	**3,900**	**1,501**			**138.5 %**
	Net Expenditure over Income	**345,427**	**447,514**	**102,087**			
305	Pingle Field						
4012	Water Charges	590	500	-90		-90	117.9 %
4014	Electric	3,536	3,000	-536		-536	117.9 %
4017	Cleaning Materials	99	150	51		51	65.9 %
4036	Grounds & Buildings Mtce	1,311	3,000	1,689		1,689	43.7 %
4130	Building Security	250	1,000	750		750	25.0 %
	Pingle Field :- Expenditure	**5,785**	**7,650**	**1,865**	**0**	**1,865**	**75.6 %**
1028	Inc-Pavilions/Piitches	3,762	5,500	-1,738			68.4 %
	Pingle Field :- Income	**3,762**	**5,500**	**-1,738**			**68.4 %**
	Net Expenditure over Income	**2,024**	**2,150**	**126**			

Continued on Page No 5

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
306	Sunderland Drive						
4012	Water Charges	390	500	110		110	78.0 %
4013	Gas	693	2,500	1,807		1,807	27.7 %
4014	Electric	389	1,000	611		611	38.9 %
4017	Cleaning Materials	5	0	-5		-5	0.0 %
4036	Grounds & Buildings Mtce	1,666	3,000	1,334		1,334	55.5 %
4130	Building Security	278	1,000	722		722	27.8 %
	Sunderland Drive :- Expenditure	**3,421**	**8,000**	**4,579**	**0**	**4,579**	**42.8 %**
1028	Inc-Pavilions/Piitches	4,286	2,000	2,286			214.3 %
	Sunderland Drive :- Income	**4,286**	**2,000**	**2,286**			**214.3 %**
	Net Expenditure over Income	**-864**	**6,000**	**6,864**			
307	Bicester Field						
4012	Water Charges	910	600	-310		-310	151.6 %
4014	Electric	3,605	2,000	-1,605		-1,605	180.3 %
4036	Grounds & Buildings Mtce	1,085	2,000	915		915	54.3 %
4130	Building Security	194	500	306		306	38.8 %
	Bicester Field :- Expenditure	**5,794**	**5,100**	**-694**	**0**	**-694**	**113.6 %**
1028	Inc-Pavilions/Piitches	1,657	2,000	-344			82.8 %
	Bicester Field :- Income	**1,657**	**2,000**	**-344**			**82.8 %**
	Net Expenditure over Income	**4,138**	**3,100**	**-1,038**			
308	Whitelands Sports Village						
4069	SW Sports Village	52,400	54,800	2,400		2,400	95.6 %
4075	SW Sports Village Sinking Fund	0	10,000	10,000		10,000	0.0 %
4190	Parks and Garden Contract	0	70,000	70,000		70,000	0.0 %
	Whitelands Sports Village :- Expenditure	**52,400**	**134,800**	**82,400**	**0**	**82,400**	**38.9 %**
1201	Cintribution from Commuted Sum	0	59,500	-59,500			0.0 %
	Whitelands Sports Village :- Income	**0**	**59,500**	**-59,500**			**0.0 %**
	Net Expenditure over Income	**52,400**	**75,300**	**22,900**			
401	Garth Park						
4011	Rates	3,648	3,700	52		52	98.6 %
4012	Water Charges	161	500	339		339	32.2 %
4013	Gas	34	0	-34		-34	0.0 %
4014	Electric	2,164	3,300	1,136		1,136	65.6 %

Continued on Page No 6

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4036	Grounds & Buildings Mtce	5,118	5,000	-118		-118	102.4 %
4039	Waste Removal	6,296	8,500	2,204		2,204	74.1 %
4046	Horticultural Supplies	1,115	4,000	2,885		2,885	27.9 %
4050	Maintenance Bowls Club	164	2,000	1,836		1,836	8.2 %
4129	Garth Park Toilets	10,000	10,000	0		0	100.0 %
4132	Maintenance Tennis Club	0	500	500		500	0.0 %
4176	Maintenance Skate Park	0	3,000	3,000		3,000	0.0 %
4177	Maintenance Bandstand & Well	60	1,000	940		940	6.0 %
	Garth Park :- Expenditure	**28,760**	**41,500**	**12,740**	**0**	**12,740**	**69.3 %**
1003	Inc-Garth Stables	5,967	5,900	67			101.1 %
1004	Inc-Garth Garage & Yard	0	4,320	-4,320			0.0 %
1005	Inc-Garth Depot Upper Room	1,750	3,500	-1,750			50.0 %
1008	Inc-Bowls Club	1,400	1,350	50			103.7 %
1009	Inc-Tennis Club	1,200	1,250	-50			96.0 %
1014	Inc-Miscellaneous	3,127	0	3,127			0.0 %
1015	Inc Garth Park Cafe	21,711	18,608	3,103			116.7 %
	Garth Park :- Income	**35,154**	**34,928**	**226**			**100.6 %**
	Net Expenditure over Income	**-6,394**	**6,572**	**12,966**			
402	Play Areas						
4123	Maintenance Play Areas	3,355	10,000	6,645		6,645	33.6 %
4180	ROSPA Inspections	4,265	4,000	-265		-265	106.6 %
	Play Areas :- Expenditure	**7,620**	**14,000**	**6,380**	**0**	**6,380**	**54.4 %**
	Net Expenditure over Income	**7,620**	**14,000**	**6,380**			
404	Allotments						
4012	Water Charges	66	500	434		434	13.3 %
4054	Allotments Costs	115	1,500	1,385		1,385	7.7 %
4155	Rent Allotment Land	842	850	8		8	99.1 %
	Allotments :- Expenditure	**1,023**	**2,850**	**1,827**	**0**	**1,827**	**35.9 %**
1011	Inc-Allotments	6,695	7,000	-305			95.6 %
1014	Inc-Miscellaneous	8	0	8			0.0 %
	Allotments :- Income	**6,703**	**7,000**	**-297**			**95.8 %**
	Net Expenditure over Income	**-5,680**	**-4,150**	**1,530**			

Continued on Page No 7

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
501	Town Council Events						
4000	Salaries	210	0	-210		-210	0.0 %
4020	Mobile Phones	75	0	-75		-75	0.0 %
4023	Stationery	24	0	-24		-24	0.0 %
4051	Car Show	273	500	227		227	54.6 %
4071	Robbie Tribute	260	7,000	6,740		6,740	3.7 %
4088	Motown/Rewind 80s	5,170	7,000	1,830		1,830	73.9 %
4092	Teddy Bears Picnic	5,101	4,000	-1,101		-1,101	127.5 %
4093	Paypal Fees	113	0	-113		-113	0.0 %
4115	Special Events	3,474	10,000	6,526		6,526	34.7 %
4120	Carnival	9,822	8,000	-1,822		-1,822	122.8 %
4134	The Ramps	4,292	5,000	708		708	85.8 %
4157	Christmas Lights Switch On	10,351	4,000	-6,351		-6,351	258.8 %
	Town Council Events :- Expenditure	**39,166**	**45,500**	**6,334**	**0**	**6,334**	**86.1 %**
1018	Inc-Carnival	7,609	5,000	2,609			152.2 %
1030	Inc-Robbie Tribute	0	6,750	-6,750			0.0 %
1032	Inc- Motown/Rewind 80s	7,882	6,750	1,132			116.8 %
1034	Inc-Childrens Entertainment	4,300	0	4,300			0.0 %
1035	Special Events	2,210	10,000	-7,790			22.1 %
1045	Inc-Christmas Lights	9,170	2,500	6,670			366.8 %
1048	Inc-Fees	10	0	10			0.0 %
1049	Inc-The Ramps	3,703	5,000	-1,297			74.1 %
	Town Council Events :- Income	**34,885**	**36,000**	**-1,115**			**96.9 %**
	Net Expenditure over Income	**4,281**	**9,500**	**5,219**			
601	Cemetery						
4011	Rates	861	800	-61		-61	107.6 %
4012	Water Charges	360	300	-60		-60	120.0 %
4014	Electric	276	100	-176		-176	275.7 %
4036	Grounds & Buildings Mtce	63	500	437		437	12.7 %
4039	Waste Removal	1,982	1,800	-182		-182	110.1 %
	Cemetery :- Expenditure	**3,542**	**3,500**	**-42**	**0**	**-42**	**101.2 %**
1020	Inc-Cemetery	25,883	20,000	5,883			129.4 %
	Cemetery :- Income	**25,883**	**20,000**	**5,883**			**129.4 %**
	Net Expenditure over Income	**-22,340**	**-16,500**	**5,840**			

Continued on Page No 8

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
801	Street Scene						
4029	Street Furniture	129	2,000	1,871		1,871	6.5 %
4083	Pedestrianisation Scheme	13,000	13,000	0		0	100.0 %
4112	Repairs & Maint. Clocks	425	500	75		75	85.0 %
4151	Litter Bin Provosiom	1,832	5,000	3,168		3,168	36.6 %
4200	Christmas Lights Maint/Storage	13,673	15,000	1,327		1,327	91.2 %
4216	Litter/Dog Bin Emptying	12,092	12,500	408		408	96.7 %
	Street Scene :- Expenditure	**41,151**	**48,000**	**6,849**	**0**	**6,849**	**85.7 %**
	Net Expenditure over Income	**41,151**	**48,000**	**6,849**			
	Environment :- Expenditure	**829,473**	**1,073,614**	**244,141**	**0**	**244,141**	**77.3 %**
	Income	**117,835**	**170,828**	**-52,993**			**69.0 %**
	Net Expenditure over Income	**711,638**	**902,786**	**191,148**			

Earmarked Reserves

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
901	Earmarked Reserves						
9007	Elections	0	28,855	28,855		28,855	0.0 %
9011	Play Areas	129,427	277,830	148,403		148,403	46.6 %
9013	Equipment Mtce Replacement	2,105	116,200	114,095		114,095	1.8 %
9014	Green Infrastructure	0	251,357	251,357		251,357	0.0 %
9020	BTC Premises	40,730	946,509	905,779		905,779	4.3 %
9039	Burial Ground Provision	0	448,246	448,246		448,246	0.0 %
9042	SW Sports Village	0	136,167	136,167		136,167	0.0 %
9043	Skate Park	150,000	70,580	-79,420		-79,420	212.5 %
9044	Partnership	0	18,600	18,600		18,600	0.0 %
9045	Pedestrianisation Scheme	0	15,000	15,000		15,000	0.0 %
	Earmarked Reserves :- Expenditure	**322,263**	**2,309,344**	**1,987,081**	**0**	**1,987,081**	**14.0 %**
	Net Expenditure over Income	**322,263**	**2,309,344**	**1,987,081**			
	Earmarked Reserves :- Expenditure	**322,263**	**2,309,344**	**1,987,081**	**0**	**1,987,081**	**14.0 %**
	Income	**0**	**0**	**0**			**0.0 %**
	Net Expenditure over Income	**322,263**	**2,309,344**	**1,987,081**			

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Monday 10th June 2019

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

Chairman:	Councillor Sean Gaul ☎ 07894 959820 sean.gaul@bicester.gov.uk
Contact Officer:	Samantha Shippen – Chief Officer ☎ 01869 252915 samantha.shippen@bicester.gov.uk
Ward Affected:	All

1. Background

1.1 The Council is required by law to approve the Annual Governance and Accountability Return (AGAR). The draft AGAR is attached at Appendix 2.

1.2 The Finance Committee should examine and scrutinise Section 2 – Accounting Statements 2018/19 for recommendation to Council.

1.3 In order to examine and scrutinise the Accounting Statement the detail which is pulled from the accounts package is attached at Appendix 2.

1.4 The Internal Auditor has completed his work and his signed report which will insert at page 3 of 6 is expected. His final report is required to be approved by Council so will come to the Finance Committee for information only.

2. Recommendation

The Committee is recommended to **APPROVE** the Accounting Statements for the year ended 31 March 2019 and **RECOMMEND** to Council for approval at the meeting to be held on Monday 24 June 2019.

Agenda Item 6
Appendix 1.

Annual Governance and Accountability Return 2018/19 Part 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:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. 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 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** is completed by the authority's internal auditor.
   - **Sections 1 and 2** are to 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 **before 1 July 2019.**
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):
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2019
   - 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 2018/19

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 review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section1, 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 a publicly accessible website:

Before 1 July 2019 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 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 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 Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, 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 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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 2019.**

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', is an explanation provided?		
Section 2	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 from last year to this year been provided?		
	Has the bank reconciliation as at **31 March 2019** 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.		

***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**

Annual Internal Audit Report 2018/19

Bicester Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 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	Agreed? Please choose one of the following		
	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.			
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 and year-end bank account reconciliations were properly carried out.			
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 2017/18, it met the exemption criteria and correctly declared itself exempt. *("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)*			
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓

	Yes	No	Not applicable
M. **(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: DD/MM/YY DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit: ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit: SIGNATURE REQUIRED

Date: DD/MM/YY

***If the response is 'no' you must include a note to 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 2018/19

We acknowledge as the members of:

Bicester 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 2019, that:

	Agreed Yes	Agreed No*		'Yes' means that this authority:
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	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

*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 should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

Bicester Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	*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.*
1. Balances brought forward	1,897,023	2,914,442	*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	1,339,590	1,399,420	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	763,018	282,378	*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	380,573	407,880	*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	25,914	25,726	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	678,702	1,138,487	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	2,914,442	3,024.147	*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	3,067,282	3,052,538	*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	3,468,147	3,687,572	*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	184,572	165,750	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		✓	*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.*

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

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

Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Bicester Town Council**

1 Respective responsibilities of the body and the auditor

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 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(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 2018/19

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 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YY

***Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)**

Agenda Item 6
Appendix 2.

Bicester Town Council 2018-2019
Working details for ANNUAL RETURN - Year ended 31 March 2019

		Last Year £	This Year £	Code	Centre	Code Description
1		434232	605098	310	0	General Fund
1		1462790	2309344	325	0	Earmarked Reserves
1	Balances brought forward	**1897022**	**2914442**	Total balances & reserves at the begining of the year as recorded in the Council Financial Records		
2		1339590	1399420	1076	108	Inc-Precept
2	Annual Precept	**1339590**	**1399420**	Total amount of Precept income received in the year		
3		5000	0	1001	106	Inc-OCC Rent
3		4250	4250	1002	106	Inc-CAB Rent
3		5900	5967	1003	401	Inc-Garth Stables
3		3500	1750	1005	401	Inc-Garth Depot Upper Room
3		3756	3900	1006	107	Inc-Garth Lodge
3		16817	4185	1007	106	Inc-Registrars
3		1450	1400	1008	401	Inc-Bowls Club
3		1250	1200	1009	401	Inc-Tennis Club
3		6765	6069	1010	106	Inc-Garth Rooms Lettings
3		7207	6695	1011	404	Inc-Allotments
3		523	0	1014	107	Inc-Miscellaneous
3		0	105	1014	300	Inc-Miscellaneous
3		0	517	1014	301	Inc-Miscellaneous
3		0	3127	1014	401	Inc-Miscellaneous
3		0	8	1014	404	Inc-Miscellaneous
3		18609	21711	1015	401	Inc Garth Park Cafe
3		4140	7609	1018	501	Inc-Carnival
3		0	64150	1019	110	Inc-Grants Received
3		11381	0	1019	401	Inc-Grants Received
3		8479	0	1019	402	Inc-Grants Received
3		27720	25883	1020	601	Inc-Cemetery
3		435	365	1028	301	Inc-Pavilions/Piitches
3		8227	3762	1028	305	Inc-Pavilions/Piitches
3		1793	4286	1028	306	Inc-Pavilions/Piitches
3		2491	1657	1028	307	Inc-Pavilions/Piitches
3		2896	0	1030	501	inc-Robbie Tribute
3		9903	7882	1032	501	Inc- Motown/Rewind 80s
3		3780	4300	1034	501	Inc-Childrens Entertainment
3		0	2210	1035	501	Special Events
3		1698	2230	1037	301	Inc-Keta Field Pitches
3		50	297	1038	301	Inc-Bure Park Pitches
3		1450	989	1040	301	Inc-Keble Rd Pitches
3		0	1004	1041	301	Inc-Open Spaces
3		2297	9170	1045	501	Inc-Christmas Lights
3		162	10	1048	501	Inc-Fees
3		5083	3703	1049	501	Inc-The Ramps
3		61716	61716	1077	108	Inc-Precept Support Grant
3		525000	0	1078	107	Inc-Maturity of 2 Year Investment
3		8272	16271	1096	108	Inc-Interest Received
3		1017	0	1211	300	Inc-Sale of assets
3		0	4003	1225	108	Inc-New Homes Bonus
3	Total other receipts	**763017**	**282,378**	Total income or receipts as recorded in the cashbook minus the Precept		
4		120327	122636	4000	105	Salaries
4		161268	181535	4000	300	Salaries
4		350	210	4000	501	Salaries

4		10975	11108	4001	105	Ers National Insurance
4		14360	15970	4001	300	Ers National Insurance
4		38110	37526	4002	105	Ers Pension
4		35183	38895	4002	300	Ers Pension
4	Staff costs	**380573**	**407,880**	Total expenditure or payments made to and on behalf of all council employees.Include salaries and wages,PAYE and NI(employees and employers), pension contributions and expenses		
5		25914	25726	4306	108	Loan Repayments
5	Loan interest/Capital repayments	**25914**	**25,726**	Total expenditure or payments of capital and interest made during the year on the Council borrowings		
6		3437	3525	4004	106	Cleaning Contract
6		2682	8142	4005	105	Temporary Staff
6		16539	32693	4005	300	Temporary Staff
6		520	540	4009	105	Staff Travel
6		7153	7080	4011	106	Rates
6		0	1485	4011	107	Rates
6		0	3648	4011	401	Rates
6		0	861	4011	601	Rates
6		0	96	4012	106	Water Charges
6		0	5	4012	107	Water Charges
6		0	91	4012	301	Water Charges
6		0	590	4012	305	Water Charges
6		0	390	4012	306	Water Charges
6		0	910	4012	307	Water Charges
6		0	161	4012	401	Water Charges
6		0	66	4012	404	Water Charges
6		0	360	4012	601	Water Charges
6		0	1585	4013	106	Gas
6		0	264	4013	107	Gas
6		0	52	4013	301	Gas
6		0	693	4013	306	Gas
6		0	34	4013	401	Gas
6		3117	1842	4014	106	Electric
6		0	77	4014	107	Electric
6		3836	3536	4014	305	Electric
6		3219	389	4014	306	Electric
6		478	3605	4014	307	Electric
6		6750	2164	4014	401	Electric
6		1520	276	4014	601	Electric
6		81	1607	4015	105	Health and Safety
6		905	582	4016	300	Uniforms
6		21	12	4017	106	Cleaning Materials
6		108	99	4017	305	Cleaning Materials
6		17	5	4017	306	Cleaning Materials
6		996	833	4020	105	Mobile Phones
6		2395	2831	4020	300	Mobile Phones
6		0	75	4020	501	Mobile Phones
6		2554	2717	4021	105	Office Phones
6		2645	2202	4022	105	Post
6		935	1386	4023	105	Stationery
6		0	24	4023	501	Stationery
6		4607	4061	4024	105	Subscriptions
6		17415	18562	4025	105	Insurance
6		529	220	4026	105	Printing
6		0	109	4027	105	Ref. Booksand Publications
6		137	78	4028	102	Meetings and Hospitality
6		404	129	4029	801	Street Furniture
6		319	680	4030	105	Advertising & Promotions

6	607	565	4032	105	Recruitment Advertising
6	876	1124	4033	105	Office Expenses
6	8130	16536	4034	105	Computer Support
6	298	18	4035	105	Maintenance-Office Equipment
6	2235	2701	4036	106	Grounds & Buildings Mtce
6	0	76	4036	301	Grounds & Buildings Mtce
6	977	1311	4036	305	Grounds & Buildings Mtce
6	742	1666	4036	306	Grounds & Buildings Mtce
6	453	1085	4036	307	Grounds & Buildings Mtce
6	2244	5118	4036	401	Grounds & Buildings Mtce
6	83	63	4036	601	Grounds & Buildings Mtce
6	5170	6296	4039	401	Waste Removal
6	1835	1982	4039	601	Waste Removal
6	425	2755	4040	105	Website
6	3554	3510	4041	105	Lease of Photocopier
6	2189	5153	4042	300	Maintenance Machinery
6	4718	5365	4044	300	Petrol,Oil & Gas
6	1555	1115	4046	401	Horticultural Supplies
6	549	164	4050	401	Maintenance Bowls Club
6	152	273	4051	501	Car Show
6	1389	7123	4052	107	Garth Lodge Costs
6	327	115	4054	404	Allotments Costs
6	0	1800	4055	105	Press & PR
6	3569	13259	4056	105	Legal and Professional Fees
6	2901	3460	4057	105	Audit Fees
6	6154	6274	4058	105	Accountancy
6	2063	2107	4059	108	Bank Charges
6	8250	8250	4060	109	CAB
6	16209	18273	4061	109	Grants to Voluntary Org.
6	3600	3600	4065	109	TVP Crime Partnership
6	0	218	4066	109	SEE Bags
6	4948	5090	4068	300	Contract Hire Vehicle
6	28833	52400	4069	308	SW Sports Village
6	2477	1605	4070	105	Training & Conferences
6	5430	260	4071	501	Robbie Tribute
6	0	13000	4083	801	Pedestrianisation Scheme
6	5379	5170	4088	501	Motown/Rewind 80s
6	3534	5101	4092	501	Teddy Bears Picnic
6	153	113	4093	501	Paypal Fees
6	397	1485	4097	105	HR
6	0	3584	4100	110	Purchase New Machinery
6	303	310	4103	106	Maintenance CAB Building
6	450	425	4112	801	Repairs & Maint. Clocks
6	3691	3474	4115	501	Special Events
6	5475	9822	4120	501	Carnival
6	504	3355	4123	402	Maintenance Play Areas
6	400	0	4128	401	Garth Park Café
6	10000	10000	4129	401	Garth Park Toilets
6	605	895	4130	106	Building Security
6	323	250	4130	305	Building Security
6	919	278	4130	306	Building Security
6	209	194	4130	307	Building Security
6	5000	5004	4131	109	Bicester Vision Manager
6	366	7767	4133	109	Partnership
6	4546	4292	4134	501	The Ramps
6	1500	1750	4150	102	Mayor's Expenses
6	1393	1832	4151	801	Litter Bin Provosiom
6	0	21787	4154	301	Tree Maintenance
6	831	842	4155	404	Rent Allotment Land
6	4159	10351	4157	501	Christmas Lights Switch On
6	3876	2638	4159	102	Elections

6		8458	15705	4160	102	Civic Expenses
6		14000	14000	4169	105	Newsletter
6		5150	5150	4170	109	CCTV
6		3464	3737	4175	301	Maintenance of Open Spaces
6		4242	60	4177	401	Maintenance Bandstand & Well
6		2005	1868	4178	300	Vehicle Maintenance
6		3488	4265	4180	402	ROSPA Inspections
6		297159	325085	4190	301	Parks and Garden Contract
6		12439	13673	4200	801	Christmas Lights Maint/Storage
6		664	498	4203	106	Window Cleaning
6		12600	11760	4209	102	Member's Allowances
6		12132	12092	4216	801	Litter/Dog Bin Emptying
6		0	1250	4301	110	Garth House Redevelopment
6		0	1725	4305	110	New Cemetery
6		386	129427	9011	901	Play Areas
6		26428	2105	9013	901	Equipment Mtce Replacement
6		15813	40730	9020	901	BTC Premises
6		0	150000	9043	901	Skate Park
6	Total other payments	**678702**	**1,138,487**	Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5)		
7	Balances carried forwrd	**2914442**	**3,024,147**	Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]		
8		122204	107818	201	0	Current Bank A/c
8		6380	32635	202	0	Wages Account
8		256	244	203	0	Carnival Account
8		34	34	204	0	Lloyds Business Instant
8		253838	269888	205	0	Barclays Treasury Deposit
8		237084	237636	206	0	Santander Capital Account
8		1883097	1854961	207	0	Santander Deposit
8		549141	549141	208	0	Lloyds Treasury Account
8		15148	3	210	0	Barclays Base Rate Tracker
8		100	178	215	0	Petty Cash
8	Total Cash & Investments	**3,067,282**	**3,052,538**	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9	Total Fixed Assets	**3468147**	**3,687,572**	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register		
10		184572	165750	10	0	Total Borrowings
#	Total Borrowings	**184572**	**165,750**	The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)		

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Monday 10th June 2019

Earmarked Reserves

Chairman: Councillor Sean Gaul
☎ 07894 959820 sean.gaul@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Background

1.1 The Council is required to be able to justify the level of reserves it is budgeting for. Reserves may be general reserves used as working capital or to meet known expenditure and an amount for risk mitigation; or as earmarked reserves to meet the costs of planned future projects and activities.

1.2 Following the Internal Auditor's report in 2017/18 reserves were reviewed at the year end and consolidated.

1.3 Finance Committee is requested to undertake an initial review for 2018/19 year end and make a recommendation to Council.

1.4 The Council currently has ten identified lines of earmarked reserve provision. Details of the position are attached in Appendix 1.

1.5 Where funds have been used to meet expenditure in the year, these are identified and the earmarked balance reduced accordingly.

2. Proposal for Allocation

2.1 It is recommended that the following proposals for allocation of £256,225 to reserves be made.

2.2 Play areas/Open spaces Investment – a total of £129,427 was utilised in the year to fund the improvement programme. A further £56,300 contribution which is budget underspend from projects and play area maintenance cost codes.

2.3 BTC Premises - £40,730 was spent in the year, mostly on Garth Lodge, a further £59,950 is proposed to be added from Garth House underspend, Garth House Redevelopment in Projects and an underspend in buildings maintenance in Environment.

2.4 Equipment Replacement/Maintenance - £2,105 was used in 2018/19, a further £22,500 is proposed to be added from projects, environmental services, street scene underspends.

2.5 Burial Ground Provision – the balance from new cemetery in projects of £48,275 is recommended to be added.

2.6 Community & Elections - £7,500 from elections and website underspends to be added.

2.7 Green Infrastructure - £48,700 is recommended to be added from underspends in tree maintenance and parks & gardens contract.

2.8 Skatepark – The EMR was spent in 2018/19, £3,000 budgeted for maintenance which was unspent is recommended to be added.

2.9 A new ringfenced EMR has been created as we are required to hold a sinking fund for the Whitelands Pavilion. Unlike other reserves this cannot be reallocated for other purposes, thus the reason for being ringfenced.

3. General Reserve

Subject to allocation of the above to earmarked reserve would leave a general reserve at the year end of £701,420 which is considered adequate to meet any unexpected expenditure being 48% of the 2019/20 precept.

4. Recommendation

The Committee is recommended to:

1. **AGREE the allocation of £256,225 be added to earmarked reserves as outlined in this report and make a recommendation to Council on the allocation of Earmarked Reserves for the year commencing 1st April 2019.**

2. **NOTE the resulting level of general reserve for the year commencing 1st April 2019.**

Agenda Item 7 Appendix 1.

Bicester Town Council
Reserve Movements 31.3.2019

Earmarked Reserves

	Balance 31.3.2018	Added in Year	Used to fund Expenditure	Reserve Transfers	Balance 31.3.2019
Play Area/Open Space Investment	277,830	56,300	129,427		204,703
BTC Premises	946,509	59,950	40,730		965,729
Equipment Replacement/Maintenance	116,200	22,500	2,105		136,595
Burial Ground Provision	448,246	48,275			496,521
Community and Elections	28,855	7,500			36,355
Green Infrastructure	251,357	48,700			300,057
Skate Park	70,580	3,000	70,580		3,000
Partnership	18,600				18,600
SW Sports Village Contribution	136,167				136,167
Pedestrianisation Scheme	15,000				15,000
Rnigfenced					
SW Sports Village Sinking Fund		10,000			10,000
	2,309,344	256,225	242,842	0	2,322,727