Bicester Town Council

BICESTER
TOWN COUNCIL

Finance Committee Meeting

Ref: FIN01/2122

Tuesday 8th June 2021 at 19:00hrs at The Council Chambers, Garth House, Launton Road, Bicester, OX26 6PS

Circulation: Town Mayor – Councillor Nick Mawer

Members:
Cllr Alex Thrupp – **Chairman**, Cllr Richard Mould – **Vice Chairman**, Cllr Nick Cotter, Cllr Dan Hallett, Cllr Zoe McLernon, Cllr Lynn Pratt, Cllr Les Sibley, Cllr Fraser Webster, Cllr Slaymaker

Other Circulation, Substitute Members:

Cllr Harry Knight, Cllr James Metcalf, Cllr Sandy Dallimore, Cllr Dan Sames

Other Circulation:

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

BICESTER
TOWN COUNCIL

Council Offices, The Garth,
Launton Road,
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Oxon. OX2 6PS
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Thursday 27th May 2021

Sir/ Madam

A meeting of the **Finance Committee** will be held on **Tuesday 8th June 2021** at **The Council Chambers, The Garth, Launton Road, Bicester OX26 6PS** to commence **at 7.00pm** for the transaction of the following business.

PP.

Samantha Shippen
Chief Officer

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Chief Officer (samantha.shippen@bicester.gov.uk) prior to the meeting, stating the reason 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 of the Finance Committee

To confirm the **MINUTES** and **RESOLUTIONS** of the following Finance Committee meeting: **FIN06/2021 – Wednesday 29th March 2021.**

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.

5. Finance Report
Committee is asked to review the attached Income, Expenditure and Variances Report to **Month 1.**

6. Bank Balances
Committee is asked to note the attached report detailing bank balances at end of April 2021 and nominate a Councillor to sign the bank reconciliation.

7. Payments
Committee is asked to approve the payment schedules since the Council Meeting on 29 March 2021.

8. Final Internal Audit
Committee is asked to consider the attached report.

9. Income and Expenditure for Year Ended 31st March 2021
Committee is asked to consider the attached report.

10. Statement of Account
Committee is asked to consider the attached report.

11. Ear Marked Reserves
Committee is asked to consider the attached report.

12. Forward Plan
Committee is asked to consider the forward plan.

13. Date of Next Meeting
Monday 26th July 2021 at 19:00hrs.

Minutes of the Bicester Town Council Finance Committee Meeting

A meeting of the **Bicester Town Council Finance Committee** was held on Monday 29th March 2021 at 19:00hrs on Zoom.

Present:
Cllr Alex Thrupp - Chairman
Cllr Dan Hallett
Cllr Nick Mawer
Cllr Richard Mould
Cllr Lynn Pratt
Cllr Les Sibley

In Attendance:
Phil Evans – Service Manager
Callum McMahon – Administration Officer

1. 399/2021 Apologies for Absence
RESOLVED that apologies be received from Cllr Zoe McLernon, Cllr Jason Slaymaker and Cllr Fraser Webster. Apologies were also recorded for Sam Shippen, Chief Officer.

2. 400/2021 Declarations of Interest
RESOLVED that the following declarations were received:
1) Cllr Mould declared his interest in Rainbow Bicester,
2) Cllr Hallet declared his interest in 1st Bicester Scout Group.

3. 401/2021 Minutes of Finance Committee
RESOLVED to confirm the minutes of the Finance Committee meeting **FIN05/2021** held on **Tuesday 16th February 2021 to be signed at a later date.**

4. 402/2021 Public Session
RESOLVED that the Committee received no representations.

5. 403/2021 Finance Report
RESOLVED that Committee **APPROVED** the Income, Expenditure and Variances Report to **Month 11.**

6. 404/2021 Bank Balances
RESOLVED that Committee **APPROVED** the bank balances and nominated Cllr Richard Mould to sign the bank reconciliation.

7. 405/2021 Payments
RESOLVED that the Committee **APPROVED** the payment schedules since the Finance Committee on **16th February 2021.**

8. 406/2021 Grant Aid Applications
RESOLVED that the Committee **APPROVED** the below grant applications subject to the conditions of the Grant Aid policy where all funds awarded must be assuredly used for the benefit of Bicester residents. The Committee also **NOTED** a typo in the date of the

One Bicester application and that the remaining grant budget is to be used for a second tranche of awards later in the year when all Covid-19 restrictions are lifted.

Organisation	Amount Requested
1st Bicester Intrepid Scout Group	750.00
ARCh - Assisted Reading for Children	720.00
Beauty and Bicester	400.00
Bicester Athletic Club	1000.00
Bicester Good Neighbour Scheme	1000.00
Bicester Green	500.00
Bicester Rugby Union Football Club Ltd	1000.00
Bicester Spiritualist Church	408.00
Cherwell Theatre Company	992.00
Clean Slate	625.00
Cygnets preschool	500.00
Glory Farm Primary School Parent Teacher Association	1000.00
Graven Hill community Ministry	999.00
Home-Start Banbury, Bicester and Chipping Norton	1000.00
Life Education Wessex and Thames Valley	500.00
Nai's House	600.00
Oxfordshire Association for the Blind	500.00
One Bicester	1000
1st Kingsmere Beavers	496.52
1st Southwold Scouts	500.00
Rainbow Bicester	500.00
Bardwell School	500.00
	£15,490.52

BUDGET	**£22,000.00**
Remaining	£6,509.48

9. 407/2021 Bank Mandate

RESOLVED that the Committee:

1) **NOTED** the report.
2) **APPROVED** the actions taken in the report and the Service Manager’s recent use of emergency spending in the Chief Officer’s absence under Financial Regulation 4.5. This was for essential repairs to Pingle Pavillion fire alarms which posed extreme risk to the delivery of council services and was carried out with the awareness of the Chairman of Policy Committee in line with regulations.

10. 408/2021 Forward Plan

RESOLVED that the Committee:

1) **CARRY FORWARD** Business Continuity Plan in the absence of the Chief Officer.
2) **ADD** Financial Regulations amendments.

11. 409/2021 Date of Next Meeting: 8th June 2021 – 7pm

Close of Meeting: 19:29hrs

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Thursday 27th May 2021

Finance Report

Chairman: Councillor Alex Thrupp
Contact: alex.thrupp@bicester.gov.uk

Contact Officers: Callum McMahon – Office Supervisor
Telephone: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. Background

1.1 This report details accounts as at the end of April 2021 - Month 1. For those accounts on a straight line we should be at 8%.

1.2 In accordance with Financial Regulation 4.8 items with an expected “material variance” of either £1,000 or 15% of budget, whichever is the greater, are reported below.

2. Expenditure

Account	Page	£Spend/ £Budget	Explanation	Comments
105/4020	1	220/900	Mobile phone bill higher than estimated in budget.	A reduction will be sought when the contract is up for renewal.
105/4025	1	18,587/18,250	21/22 Premium higher than estimate in budget.	Fixed assets have increased e.g. defibrillators.
105/4034	1	15,925/20,000	Annual contract paid.	
105/4035	1	300/200	Apparent overspend due to mis-coding against 105/4034.	
106/4011	2	7,360/24,000	First rates instalment paid.	

106/4039	2	1270/1000	Annual contract cost and mis-code against 401/4039.	
109/4064	3	13,500/12,000	March ’19 paid but not in 18/19 budget, also lantern parade contribution.	
109/4170	3	(10,300)/5,150	2019 contribution accrued.	
305/4039	4	212/230	Annual contract paid.	
306/4039	4	212/250	Annual contract paid.	
307/4039	5	212/250	Annual contract paid.	
501/4115	6	538/2,000	Supplier deposits paid.	
601/4011	7	1,302/1,170	Rates higher than budgeted.	

3. Income

Account	Page	£Receipt/ £Budget	Explanation	Comments
106/1007	2	3150/1500	18/19 re-charge received.	
108/1076	2	1,582,488/1,582,488	Precept received.	
404/1011	6	5,808/7,000	21/22 rents received.	

4. Recommendation

The Committee is recommended to **APPROVE** the financial report to 30th April 2021.

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102	Civic and Democratic							
4028	Meetings and Hospitality	0	0	200	200		200	0.0%
4031	Modern Gov	0	0	7,250	7,250		7,250	0.0%
4150	Mayor's Expenses	0	0	1,750	1,750		1,750	0.0%
4159	Elections	0	0	3,000	3,000		3,000	0.0%
4160	Civic Expenses	137	137	11,000	10,863		10,863	1.2%
4209	Member's Allowances	0	0	13,800	13,800		13,800	0.0%
	Civic and Democratic :- Indirect Expenditure	**137**	**137**	**37,000**	**36,863**	**0**	**36,863**	**0.4%**
	Net Expenditure	**(137)**	**(137)**	**(37,000)**	**(36,863)**			
105	Central Services							
4000	Salaries	12,386	12,386	152,808	140,422		140,422	8.1%
4001	Ers National Insurance	1,201	1,201	15,024	13,823		13,823	8.0%
4002	Ers Pension	2,688	2,688	33,159	30,471		30,471	8.1%
4009	Staff Travel	0	0	1,000	1,000		1,000	0.0%
4015	Health and Safety	0	0	2,000	2,000		2,000	0.0%
4020	Mobile Phones	220	220	900	680		680	24.5%
4021	Office Phones	499	499	2,700	2,201		2,201	18.5%
4022	Post	0	0	1,600	1,600		1,600	0.0%
4023	Stationery	55	55	1,550	1,495		1,495	3.5%
4024	Subscriptions	0	0	5,000	5,000		5,000	0.0%
4025	Insurance	18,587	18,587	18,250	(337)		(337)	101.8%
4026	Printing	0	0	500	500		500	0.0%
4027	Ref. Booksand Publications	0	0	200	200		200	0.0%
4030	Advertising & Promotions	0	0	500	500		500	0.0%
4032	Recruitment Advertising	0	0	300	300		300	0.0%
4033	Office Expenses	0	0	1,300	1,300		1,300	0.0%
4034	Computer Support	15,925	15,925	20,000	4,075		4,075	79.6%
4035	Maintenance-Office Equipment	300	300	200	(100)		(100)	150.0%
4040	Website	269	269	1,500	1,231		1,231	17.9%
4041	Photocopier	27	27	3,800	3,773		3,773	0.7%
4055	Press & PR	0	0	2,750	2,750		2,750	0.0%
4056	Legal and Professional Fees	808	808	10,000	9,192		9,192	8.1%
4057	Audit Fees	0	0	4,000	4,000		4,000	0.0%
4058	Accountancy	295	295	6,500	6,205		6,205	4.5%
4070	Training & Conferences	1,340	1,340	10,000	8,660		8,660	13.4%
4097	HR	0	0	5,400	5,400		5,400	0.0%
4169	Newsletter	0	0	15,000	15,000		15,000	0.0%
	Central Services :- Indirect Expenditure	**54,602**	**54,602**	**315,941**	**261,339**	**0**	**261,339**	**17.3%**
	Net Expenditure	**(54,602)**	**(54,602)**	**(315,941)**	**(261,339)**			

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Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
106	Garth House							
1002	Inc-CAB Rent	0	0	4,250	4,250			0.0%
1007	Inc-Registrars	3,150	3,150	1,500	(1,650)			210.0%
1010	Inc-Garth Rooms Lettings	0	0	3,000	3,000			0.0%
	Garth House :- Income	**3,150**	**3,150**	**8,750**	**5,600**			**36.0%**
4004	Cleaning Contract	331	331	3,600	3,269		3,269	9.2%
4011	Rates	7,360	7,360	24,000	16,640		16,640	30.7%
4012	Water Charges	6	6	500	494		494	1.1%
4013	Gas	0	0	2,500	2,500		2,500	0.0%
4014	Electric	(150)	(150)	2,500	2,650		2,650	(6.0%)
4017	Cleaning Materials	0	0	200	200		200	0.0%
4036	Grounds & Buildings Mtce	49	49	3,000	2,951		2,951	1.6%
4039	Waste Removal	1,270	1,270	1,000	(270)		(270)	127.0%
4130	Building Security	0	0	1,500	1,500		1,500	0.0%
4203	Window Cleaning	0	0	1,500	1,500		1,500	0.0%
	Garth House :- Indirect Expenditure	**8,866**	**8,866**	**40,300**	**31,435**	**0**	**31,435**	**22.0%**
	Net Income over Expenditure	**(5,715)**	**(5,715)**	**(31,550)**	**(25,835)**			
107	Garth Lodge							
1006	Inc-Garth Lodge	1,100	1,100	13,200	12,100			8.3%
	Garth Lodge :- Income	**1,100**	**1,100**	**13,200**	**12,100**			**8.3%**
4052	Garth Lodge Costs	330	330	4,000	3,670		3,670	8.3%
	Garth Lodge :- Indirect Expenditure	**330**	**330**	**4,000**	**3,670**	**0**	**3,670**	**8.2%**
	Net Income over Expenditure	**770**	**770**	**9,200**	**8,430**			
108	Corporate Finance							
1076	Inc-Precept	1,582,488	1,582,488	1,582,488	0			100.0%
1096	Inc-Interest Received	144	144	4,000	3,856			3.6%
	Corporate Finance :- Income	**1,582,632**	**1,582,632**	**1,586,488**	**3,856**			**99.8%**
4059	Bank Charges	129	129	2,400	2,271		2,271	5.4%
4306	Loan Repayments	0	0	11,000	11,000		11,000	0.0%
	Corporate Finance :- Indirect Expenditure	**129**	**129**	**13,400**	**13,271**	**0**	**13,271**	**1.0%**
	Net Income over Expenditure	**1,582,503**	**1,582,503**	**1,573,088**	**(9,415)**			
109	Community Support							
4060	CAB	0	0	8,250	8,250		8,250	0.0%

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Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1 | **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4061	Grants to Voluntary Org.	0	0	22,000	22,000		22,000	0.0%
4062	Shopmobility/Dialaride	0	0	4,750	4,750		4,750	0.0%
4064	OYAP	13,500	13,500	12,000	(1,500)		(1,500)	112.5%
4065	TVP Crime Partnership	0	0	3,600	3,600		3,600	0.0%
4131	Bicester Vision Manager	0	0	5,000	5,000		5,000	0.0%
4133	Partnership	0	0	6,000	6,000		6,000	0.0%
4170	CCTV	(5,150)	(5,150)	5,150	10,300		10,300	(100.0%)
4191	Community Woodland	0	0	5,000	5,000		5,000	0.0%
4192	Youth Initiatives	0	0	10,000	10,000		10,000	0.0%
	Community Support :- Indirect Expenditure	**8,350**	**8,350**	**81,750**	**73,400**	**0**	**73,400**	**10.2%**
	Net Expenditure	**(8,350)**	**(8,350)**	**(81,750)**	**(73,400)**			
110	Projects							
1080	Containing Out break Managemen	76,300	76,300	0	(76,300)			0.0%
	Projects :- Income	**76,300**	**76,300**	**0**	**(76,300)**			
4100	Purchase New Machinery	0	0	25,000	25,000		25,000	0.0%
4300	New Computer Equipment	0	0	7,000	7,000		7,000	0.0%
4301	Garth House Redevelopment	0	0	40,000	40,000		40,000	0.0%
4305	New Cemetery	0	0	63,000	63,000		63,000	0.0%
4312	Asset Maintenance	0	0	60,000	60,000		60,000	0.0%
4313	Play Area/Open Space Inv.	0	0	50,000	50,000		50,000	0.0%
4314	Town Centre	0	0	25,000	25,000		25,000	0.0%
4315	Containing Outbreak Management	5,000	5,000	0	(5,000)		(5,000)	0.0%
	Projects :- Indirect Expenditure	**5,000**	**5,000**	**270,000**	**265,000**	**0**	**265,000**	**1.9%**
	Net Income over Expenditure	**71,300**	**71,300**	**(270,000)**	**(341,300)**			
300	Environmental Services							
4000	Salaries	15,240	15,240	208,976	193,736		193,736	7.3%
4001	Ers National Insurance	1,269	1,269	17,924	16,655		16,655	7.1%
4002	Ers Pension	3,307	3,307	45,348	42,041		42,041	7.3%
4003	Temporary Staff	2,612	2,612	0	(2,612)		(2,612)	0.0%
4016	Uniform & PPE	162	162	1,400	1,238		1,238	11.6%
4020	Mobile Phones	158	158	2,500	2,342		2,342	6.3%
4042	Maintenance Machinery	0	0	7,000	7,000		7,000	0.0%
4044	Petrol,Oil & Gas	549	549	6,000	5,451		5,451	9.2%
4045	Tools	0	0	1,000	1,000		1,000	0.0%
4178	Vehicle Maintenance	0	0	3,000	3,000		3,000	0.0%
	Environmental Services :- Indirect Expenditure	**23,299**	**23,299**	**293,148**	**269,849**	**0**	**269,849**	**7.9%**
	Net Expenditure	**(23,299)**	**(23,299)**	**(293,148)**	**(269,849)**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301	Open Spaces							
1037	Inc-Keta Field Pitches	308	308	2,500	2,192			12.3%
1040	Inc-Keble Rd Pitches	0	0	1,500	1,500			0.0%
	Open Spaces :- Income	**308**	**308**	**4,000**	**3,692**			**7.7%**
4126	Lease of Open Spaces	10	10	21	11		11	47.6%
4154	Tree Maintenance	(7,354)	(7,354)	40,000	47,354		47,354	(18.4%)
4175	Maintenance of Open Spaces	54	54	14,500	14,446		14,446	0.4%
4190	Parks and Garden Contract	(88,568)	(88,568)	328,250	416,818		416,818	(27.0%)
4204	Pest Control	73	73	250	177		177	29.2%
	Open Spaces :- Indirect Expenditure	**(95,785)**	**(95,785)**	**383,021**	**478,806**	**0**	**478,806**	**(25.0%)**
	Net Income over Expenditure	**96,093**	**96,093**	**(379,021)**	**(475,114)**			
305	Pingle Field							
1028	Inc-Pavilions/Piitches	422	422	5,000	4,578			8.4%
	Pingle Field :- Income	**422**	**422**	**5,000**	**4,578**			**8.4%**
4012	Water Charges	(140)	(140)	900	1,040		1,040	(15.6%)
4014	Electric	(900)	(900)	3,500	4,400		4,400	(25.7%)
4017	Cleaning Materials	0	0	300	300		300	0.0%
4036	Grounds & Buildings Mtce	0	0	4,700	4,700		4,700	0.0%
4039	Waste Removal	212	212	230	18		18	92.1%
4130	Building Security	0	0	1,500	1,500		1,500	0.0%
	Pingle Field :- Indirect Expenditure	**(828)**	**(828)**	**11,130**	**11,958**	**0**	**11,958**	**(7.4%)**
	Net Income over Expenditure	**1,251**	**1,251**	**(6,130)**	**(7,381)**			
306	Sunderland Drive							
1028	Inc-Pavilions/Piitches	593	593	2,000	1,407			29.7%
	Sunderland Drive :- Income	**593**	**593**	**2,000**	**1,407**			**29.7%**
4012	Water Charges	88	88	900	812		812	9.8%
4013	Gas	94	94	800	706		706	11.7%
4014	Electric	(30)	(30)	1,000	1,030		1,030	(3.0%)
4017	Cleaning Materials	0	0	200	200		200	0.0%
4036	Grounds & Buildings Mtce	0	0	5,000	5,000		5,000	0.0%
4039	Waste Removal	212	212	250	38		38	84.7%
4130	Building Security	0	0	1,500	1,500		1,500	0.0%
	Sunderland Drive :- Indirect Expenditure	**364**	**364**	**9,650**	**9,286**	**0**	**9,286**	**3.8%**
	Net Income over Expenditure	**229**	**229**	**(7,650)**	**(7,879)**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
307	Bicester Field							
1028	Inc-Pavilions/Piitches	157	157	1,700	1,543			9.2%
	Bicester Field :- Income	**157**	**157**	**1,700**	**1,543**			**9.2%**
4012	Water Charges	183	183	850	667		667	21.5%
4014	Electric	(200)	(200)	2,100	2,300		2,300	(9.5%)
4017	Cleaning Materials	0	0	200	200		200	0.0%
4036	Grounds & Buildings Mtce	0	0	1,500	1,500		1,500	0.0%
4039	Waste Removal	212	212	250	38		38	84.7%
4130	Building Security	0	0	2,300	2,300		2,300	0.0%
	Bicester Field :- Indirect Expenditure	**194**	**194**	**7,200**	**7,006**	**0**	**7,006**	**2.7%**
	Net Income over Expenditure	**(38)**	**(38)**	**(5,500)**	**(5,462)**			
308	Whitelands Sports Village							
1201	Contribution from Commuted Sum	0	0	40,000	40,000			0.0%
1250	Contribution from EMR	0	0	10,000	10,000			0.0%
	Whitelands Sports Village :- Income	**0**	**0**	**50,000**	**50,000**			**0.0%**
4069	SW Sports Village	0	0	56,550	56,550		56,550	0.0%
4075	SW Sports Village Sinking Fund	0	0	10,000	10,000		10,000	0.0%
4190	Parks and Garden Contract	0	0	70,000	70,000		70,000	0.0%
	Whitelands Sports Village :- Indirect Expenditure	**0**	**0**	**136,550**	**136,550**	**0**	**136,550**	**0.0%**
	Net Income over Expenditure	**0**	**0**	**(86,550)**	**(86,550)**			
401	Garth Park							
1003	Inc-Garth Stables	0	0	6,300	6,300			0.0%
1004	Inc-Garth Garage & Yard	0	0	4,320	4,320			0.0%
1008	Inc-Bowls Club	0	0	1,455	1,455			0.0%
1009	Inc-Tennis Club	0	0	1,400	1,400			0.0%
1015	Inc Garth Park Cafe	0	0	21,135	21,135			0.0%
	Garth Park :- Income	**0**	**0**	**34,610**	**34,610**			**0.0%**
4011	Rates	0	0	3,850	3,850		3,850	0.0%
4012	Water Charges	39	39	550	511		511	7.1%
4013	Gas	(50)	(50)	500	550		550	(10.0%)
4014	Electric	(100)	(100)	3,500	3,600		3,600	(2.9%)
4036	Grounds & Buildings Mtce	260	260	8,000	7,740		7,740	3.3%
4039	Waste Removal	431	431	6,000	5,569		5,569	7.2%
4046	Horticultural Supplies	0	0	4,000	4,000		4,000	0.0%
4050	Maintenance Bowls Club	0	0	1,000	1,000		1,000	0.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4129	Garth Park Toilets	0	0	10,000	10,000		10,000	0.0%
4130	Building Security	0	0	1,160	1,160		1,160	0.0%
4176	Maintenance Skate Park	0	0	400	400		400	0.0%
	Garth Park :- Indirect Expenditure	**580**	**580**	**38,960**	**38,380**	**0**	**38,380**	**1.5%**
	Net Income over Expenditure	**(580)**	**(580)**	**(4,350)**	**(3,770)**			
402	Play Areas							
4123	Maintenance Play Areas	611	611	12,000	11,389		11,389	5.1%
4180	ROSPA Inspections	0	0	4,300	4,300		4,300	0.0%
	Play Areas :- Indirect Expenditure	**611**	**611**	**16,300**	**15,689**	**0**	**15,689**	**3.8%**
	Net Expenditure	**(611)**	**(611)**	**(16,300)**	**(15,689)**			
404	Allotments							
1011	Inc-Allotments	5,808	5,808	7,000	1,192			83.0%
	Allotments :- Income	**5,808**	**5,808**	**7,000**	**1,192**			**83.0%**
4012	Water Charges	0	0	500	500		500	0.0%
4054	Allotments Costs	0	0	500	500		500	0.0%
4155	Rent	0	0	831	831		831	0.0%
	Allotments :- Indirect Expenditure	**0**	**0**	**1,831**	**1,831**	**0**	**1,831**	**0.0%**
	Net Income over Expenditure	**5,808**	**5,808**	**5,169**	**(639)**			
501	Town Council Events							
1018	Inc-Carnival	0	0	3,000	3,000			0.0%
1030	INC - EVENT 1	0	0	5,000	5,000			0.0%
1032	Inc- EVENT 3	0	0	6,500	6,500			0.0%
1045	Inc-Christmas Lights	0	0	4,000	4,000			0.0%
1050	Chistmas Lights Trail	0	0	15,000	15,000			0.0%
1051	Inc-Food Festival	0	0	1,175	1,175			0.0%
	Town Council Events :- Income	**0**	**0**	**34,675**	**34,675**			**0.0%**
4071	EVENT 1	0	0	7,000	7,000		7,000	0.0%
4088	EVENT 3	0	0	7,000	7,000		7,000	0.0%
4092	Teddy Bears Picnic/Superheroes	0	0	4,000	4,000		4,000	0.0%
4115	Special Events	538	538	2,000	1,462		1,462	26.9%
4120	Carnival	0	0	9,500	9,500		9,500	0.0%
4135	Food Festival	0	0	2,500	2,500		2,500	0.0%
4157	Christmas Lights Switch On	0	0	9,500	9,500		9,500	0.0%
4158	Christmas Lights Trail	0	0	32,000	32,000		32,000	0.0%
	Town Council Events :- Indirect Expenditure	**538**	**538**	**73,500**	**72,962**	**0**	**72,962**	**0.7%**
	Net Income over Expenditure	**(538)**	**(538)**	**(38,825)**	**(38,287)**			

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
601	Cemetery							
1020	Inc-Cemetery	868	868	20,000	19,132			4.3%
	Cemetery :- Income	**868**	**868**	**20,000**	**19,132**			**4.3%**
4011	Rates	1,302	1,302	1,170	(132)		(132)	111.3%
4012	Water Charges	(114)	(114)	400	514		514	(28.4%)
4014	Electric	(40)	(40)	250	290		290	(16.0%)
4036	Grounds & Buildings Mtce	0	0	500	500		500	0.0%
4039	Waste Removal	184	184	2,000	1,816		1,816	9.2%
	Cemetery :- Indirect Expenditure	**1,332**	**1,332**	**4,320**	**2,988**	**0**	**2,988**	**30.8%**
	Net Income over Expenditure	**(464)**	**(464)**	**15,680**	**16,144**			
801	Street Scene							
4029	Street Furniture	0	0	2,000	2,000		2,000	0.0%
4083	Pedestrianisation Scheme	0	0	13,000	13,000		13,000	0.0%
4112	Repairs & Maint. Clocks	0	0	500	500		500	0.0%
4151	Litter Bin Provosion	0	0	14,000	14,000		14,000	0.0%
4200	Christmas Lights Maint/Storage	0	0	26,000	26,000		26,000	0.0%
4216	Litter/Dog Bin Emptying	0	0	17,850	17,850		17,850	0.0%
	Street Scene :- Indirect Expenditure	**0**	**0**	**73,350**	**73,350**	**0**	**73,350**	**0.0%**
	Net Expenditure	**0**	**0**	**(73,350)**	**(73,350)**			
901	Earmarked Reserves							
9007	Community and Elections	0	0	29,556	29,556		29,556	0.0%
9011	Play Areas/Open Space Investme	0	0	325,143	325,143		325,143	0.0%
9013	Equipment Replacement/Mtce	0	0	213,860	213,860		213,860	0.0%
9014	Green Infrastructure	0	0	298,955	298,955		298,955	0.0%
9016	Town Centre	0	0	46,000	46,000		46,000	0.0%
9020	BTC Premises	0	0	1,225,764	1,225,764		1,225,764	0.0%
9025	Garth Park Toilets	0	0	10,000	10,000		10,000	0.0%
9036	Shopmobilty	0	0	4,750	4,750		4,750	0.0%
9039	Burial Ground Provision	0	0	671,064	671,064		671,064	0.0%
9042	SW Sports Village Contribution	0	0	236,167	236,167		236,167	0.0%
9043	Skate Park	0	0	3,000	3,000		3,000	0.0%
9044	Partnership	0	0	24,100	24,100		24,100	0.0%
9045	Pedestrianisation Scheme	0	0	41,000	41,000		41,000	0.0%
9046	Sports Village Sinking Fund	0	0	30,000	30,000		30,000	0.0%
	Earmarked Reserves :- Indirect Expenditure	**0**	**0**	**3,159,359**	**3,159,359**	**0**	**3,159,359**	**0.0%**
	Net Expenditure	**0**	**0**	**(3,159,359**	**(3,159,359**			

Continued over page

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1 **Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	**1,671,338**	**1,671,338**	**1,767,423**	**96,085**			**94.6%**
Expenditure	**7,717**	**7,717**	**4,970,710**	**4,962,993**	**0**	**4,962,993**	**0.2%**
Net Income over Expenditure	**1,663,621**	**1,663,621**	**(3,203,287)**	**(4,866,908)**			
Movement to/(from) Gen Reserve	**1,663,621**	**1,663,621**					

Bicester Town Council
Financial Statement at 30 April 2021

Cash and Bank Balances		
Current Bank Account	398,184	
Wages Account	47,842	
Carnival Account	119	
CCLA Public Sector Deposit	2,000,000	
Barclays Treasury Deposit	2,422,239	
Santander Deposit	240,489	
Lloyds Treasury Account	549,175	
Petty Cash	104	
Cash Floats		
		5,658,152
Monies Owed to Council		
Vat Refund Due	7,298	
Owed by Customers	6,630	
Prepayments and Other Debtors		13,928
		5,672,080
Less: Monies Owed by Council		
Owed to suppliers	91,722	
Paye Due/ Pension Due	7,194	
Retentions Due	9,523	
Accruals	8,112	
		116,551
Total Current Assets		5,555,529

Represented by		
General Reserve		
Current Year Surplus		1,663,621
Plus: Contribution from Earmarked		0
		1,663,621
Brought Forward at 1st April 2021		732,549
General Reserve Balance to date		2,396,170
Earmarked Reserves		
Balance at 1st April 2020	3,159,359	
Less: Used to Date	0	3,159,359
Total Reserves		5,555,529

0

Payments since Finance Committee 29th March 2021 **AGENDA ITEM 7**

BACS

Date	Pg ended	Amount	Officer	Councillor	Councillor
21.04.21	376	£76,965.95	S Shippen	*requires signature*	
21.04.21	382	£30,230.30	S Shippen	*requires signature*	
21.04.21	384	£503.57	S Shippen	*requires signature*	

Single Payments

Date	Payee	Amount	Officer	Officer	Cllr	Cllr

Cheques

Date	Cheque No	Payee	Amount	Officer	Councillor	Councillor

Direct Debits

Date	Payee	Amount
16/03/2021	Everflow Water	£215.57
22/03/2021	SSE	£58.11
30/04/2021	Everflow Water	£232.42

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 8th June 2021

Final Internal Audit

Chairman: Councillor Alex Thrupp
Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Office Supervisor
Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. Overview

1.1 In accordance with Financial Regulation 2.5 and following the Interim Internal Audit 5th November 2020 (reported to this committee 9th December 2020), Mark Mulberry conducted the Final Internal Audit 25th May 2021. In accordance with Financial Regulation 2.10 the report from this audit is brought to the attention of this committee (appendix 1).

1.2 Officers are pleased to note the reports findings summarised in the below excerpt (p.1).

It is therefore our opinion that the systems and internal procedures at Bicester Town Council are well established, and followed and that the AGAR will be ready for submission to the external auditor.

1.3 Officers have noted the recommendations in the audit and will bring reports to this committee to address these in due course.

2. Recommendation

The Committee is recommended to **NOTE** the information and **RECOMMEND** the Final Internal Audit report in appendix 1 to Council 21st June 2021 for approval.

MULBERRY & CO
Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

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Our Ref: MARK/BIC001

Mr Phil Evans
Bicester Town Council
The Garth
Launton Road
Bicester
Oxfordshire
OX26 6PS

25th May 2021

Dear Phil

Re: Bicester Town Council
Internal Audit Year Ended 31st March 2021

Executive Summary
Following completion of our interim internal audit on the 4th November 2020 and our final audit on the 25th May 2021 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Testing requirements are shown in Red and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose.

I would like to thank Callum for his assistance and obvious hard work in putting the end of year pack together and whilst my report contains recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

It is therefore our opinion that the systems and internal procedures at Bicester Town Council are well established, and followed and that the AGAR will be ready for submission to the external auditor.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence & Competence

Your audit was conducted by Mark Mulberry of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor is a qualified practicing accountant with over 20 years' experience as a registered statutory auditor.

Engagement Letter

An engagement letter was issued on the 1st September 2020 covering the 2020/21 internal audit assignment. Copies of this document are available on request.

Planning & Inherent Risk Assessment

The scope and plan of works including fee structure was issued to the council on the 1st September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Contents

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Recommended Minimum Testing

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained

The Council continues to uses RBS Rialtus as a day to day accounting package, this is a tried and tested industry specific package, therefore I make no recommendation to change.

The system is used daily to report on and record the financial transactions of that of the Council. There are multiple users with their own individual logons, the Chief Officer acts as administrator.

The client has a complex password and two factor sign process for the IT system. Each user then required to logon to hosted Citrix environment, after which they login for the finance package. This provides sufficient levels of access security.

Every month, a month end hard close down is performed by an outside contractor, various reports are printed and filed in hard& soft copy, these include but are not limited to; Income and expenditure against budget, cashbooks, bank reconciliations and other reports as fit. The month end reporting is then reported to the Chief Officer and in turn a report is taken to finance committee.

A review of the cashbook shows that all data fields are being entered, the hard copy reports are easy to read and logically filed. My audit testing showed that supporting documentation could be easily located from records. I make no recommendation to change in this system.

I tested opening balances as at 1/4/20 and confirmed they could be agreed back to the audited accounts for 2019/20.

The Council is VAT registered and the last VAT return was for the quarter ended 30th September 2020, which shows a refund of £28,745.99 which was received by direct credit from HMRC in October 2020. This is also an indicator that the council is up to date with its postings on the financial package.

Final Audit

The March 2021 VAT return was agreed to the underlying records and the refund of £29,894.25 was received April 20th 2021.

A review of the December to March cashbooks shows these continue to be populated with sufficient detail so that the casual reader can garner an understanding of the nature and scope of the transactions.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

Section Conclusion

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Recommended Minimum Testing

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

Interim Audit

Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.

External auditors report & notice of conclusion has not been returned by the auditor to the council as at today's date. Past testing shows these will be posted to the website when received.

Final Audit Update: External auditors report & notice of conclusion was taken to and approved by full council in its January 2021 meeting – Minute ref 298/2021.

Evidence was noted in the minutes of the internal auditor's report being reviewed and accepted in the 22nd June 2020 meeting. [022/2021]

Confirm by sample testing that councillors sign statutory office forms

No new councillors have joined since April 2020. I confirmed last year by sample testing that Councillors sign "Acceptance of Office" forms, register of members interests and acceptance to receive information by electronic means, all in line with regulations.

Confirm that the Council is compliant with the relevant transparency code.

The Council is required by law to follow the 2015 Transparency Code, and a review of the website shows the code is being followed in full.

Confirm that the Council is compliant with the GDPR.

The council has a privacy statement and policies compliant with GDPR. Data subjects are made aware of the use of data and their rights and have to tick a box to accept they have seen and read the relevant notices.

The council has an accessibility statement and has been through a process to update the website for the latest regulations.

Confirm that the Council meets regularly throughout the year

The council has the following committees:

- Full Council; meets circa bi monthly
- Environment; meets bi monthly
- Policy – bi monthly
- Planning; meets 4 weekly
- Finance meets bi monthly
- Personnel (Subcommittee) quarterly

There are also a number of working parties and groups which meets as and when necessary to cover specific tasks each committee has spending powers.

Final Audit Update: The council has now returned to full face to face meetings for committees and working group.

Check that agendas for meetings are published giving 3 clear days' notice.

The Chief Officer was able to demonstrate that at least 3 clear days' notice is given on both web site and hard copy agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance.

I reviewed the agenda for the 22nd June 2020 Full council meeting and can conform the proper notice was given.

Check the draft minutes of the last meeting(s) are on the council's website

A review of the web site shows that minutes are generally posted – I reviewed a sample of minutes for full council, finance and planning and these were posted to the website.

Final audit update: It was noted the minutes for full council 8th March 2021 are not published on website. **I recommend a review of the minutes for all committees is undertaken to ensure proper publication within statutory timescales.**

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

Revised Standing Orders were taken to policy committee on the 24th August 2020. The committee resolved not to approve them at this time. The chief officer has written a report to council dated August 2020 advising the current Standing Orders are becoming out of date ad need up dating to the new NALC model.

I remind council that this document must be reviewed and adopted by the council year end as current 2017/18 standing orders are becoming aged.

Final Audit update: Council resolved to introduce updated standing orders at its meeting on the 8th March [minute ref 363/2021]

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the NALC model and were last reviewed November 2019.

Check that the council's Financial Regulations are being routinely followed.

The de-minimis limit recorded in the Financial Regulations for the competitive purchase of items and services is as listed below.

- £60,000 + Tender Process
- £12,500 - £60,000 3 quotations are required.
- £2,500 - £12,500 – strive to get 3 estimates
- 0 - £2,500 – power to spend

Financial regulation 2.2 deals with bank reconciliations, the council is performing a monthly bank reconciliation for all accounts.

Financial regulation 4 deals with budgetary control and authority to spend. The council has thresholds in place at which authorisations to spend must be obtained.

- £25,000 + Full council
- £10.000 - £25,000 – Committee
- £2,500 - £10,000 – Chief Officer, mayor or chair of committee
- 0 - £2,500 – power to spend

The council uses a manual Purchase Order (PO) system for the majority of expenditure items and has a strong procedure in place to ensure that all expenditure is authorised in line with financial regulations

1. Expenditure requirement is identified and notified to appropriate manager/administration officer

2. The administration officer completes PO which is copied and is passed to either the Chief Officer or Service Manager for signature approval. The PO is sometimes annotated with notes re budget etc. Due to the current pandemic the system has been amended and PO are authorised by email trail. – I have verified an email trail with the assistance of the Chief Officer which showed amendment and approval.

3. Administration Officer places order for goods or services.

4. Supplier Invoices are received and passed to Administration Officer for processing
   - A pink slip is attached to each and every supplier invoice.
   - Pink copy PO– attached to supplier invoice

5. Supplier Invoice passed to Chief Officer or Service Manager for approval.

6. Invoice then posted to finance package.

7. Report run on finance package to detail invoices due for payment. Invoices cross checked against report

8. Payment set up by Administration Officer on the on-line banking system and batch listing printed in hard copy and sent digitally for councillors to review. The hard copy is signed by councillors at a later date. Due to the pandemic the system has been altered – the Chief Officer is setting up the payments and the council are approving payments. The dual authorisation system will be reinstated as soon as practicable.

   The chief officer was able to demonstrate an email thread of authorisations for payments. I am under no doubt the council is authorising payments and that they are made in the proper manner.

9. Chief officer cross checks batch payment list per bank with payment list from the finance package and authorises payments and signs the hard copy batch report.

The Chief Officer was able to demonstrate that budget monitoring reporting to members is completed on a monthly basis. Reporting is comprehensive, and is minuted appropriately.

Financial Regulation 5 deals with authorisation of payments. The minutes show authorisation of payments lists in accordance with regulations. I verified this to the minutes of the 6th October Finance Committee [147/2021]

Financial regulation 6 deals with making payments. The council makes payments by cheque and direct debit, credit card and on-line banking:

- Cheques must be signed by three individuals, two councillors and an officer. Audit testing showed cheque stubs to be initialled twice.

- interbank transfers can be made by the chief officer and finance officer

- Internet payments are made via the bank website, the bank is set such that the originator cannot authorise the same transaction, so there is a natural segregation of duties and control in place. Admin changes must be authorised by an officer.

- Credit Card, the chief officer has a credit card – transactions are reported monthly in the usual manner. Pin number not known to anyone other than Chief Officer.

Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit of £8.12 per elector.
The council has no S.137 expenditure, because they have the power GPC. I confirmed that the council was still eligible to claim this.

Confirm that checks of the accounts are made by a councillor.
Throughout the tests completed above – I have noted councillor approval at all stages. I am of the opinion that sufficient internal reviews are made.

Final Audit
I have reviewed the expenditure list which is broadly similar to the prior year after accounting for one off expenditure items. I also reviewed the nominal ledger for evidence of netting off and significant journal entries, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

We verified a purchase from Microshade for £9,000 + VAT and were able to confirm that council has followed its financial regulations and sought the necessary line manager and council approvals for the expenditure. In addition to this, we proved a grant payment drawn at random and proved this to the grant application. There were no errors.

Creditors were £282,311 (2020: £152,021) of which
- Trade creditors £128,109 (2020: £17,534) - agrees to aged creditors rpt – no significant aged balances.
- Retentions Due £9,523 (2020: £9,523) from 2017/18
- Accruals £132,733 (2020: £117,440) – in the main grounds maintenance with Cherwell.
- PAYE & NI £7,525 (2020: £5,772) – agreed to payroll
- Income in advance £4,421 (2020: £1,750 – this is rents received in advance

Section Conclusion
I am of the opinion that the control assertion “This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for”, has been met.

C. RISK MANAGEMENT & INSURANCE (INTERIM AUDIT)

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Recommended Minimum Testing

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim Audit

The Council undertakes a full risk assessment that covers operational and financial risks, this was taken to council in March 2020. The tabular format is easy to read and understand.

Whilst the council has continuity plans in place, I feel this is insufficient for replacement of key staff. This is a risk area council needs to consider.

I have confirmed that the Council has a valid insurance certificate. The Council reviews its insurance requirements as part of the renewal process. Money and asset cover appear adequate.

In respect of motor insurance, drivers are checked annually.

We discussed assertion 8 of the AGAR and whether or not this had any impact on the council.

"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."

Section Conclusion

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.", has been met

D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Recommended Minimum Testing

- Ensure that the full Authority, not a Committee, has considered, approved and adopted the annual precept in accordance with the required parent Authority timetable
- Ensure that budget reports are prepared and submitted to Authority / Committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim Audit

I confirmed that the 2020-21 budget and precept setting process was underway at the time of our interim audit, with all precepting authority deadlines achievable. A review of the minutes shows discussion and agreement of the same.

However, it was noted that currently no three-year forecast is shown. I would recommend that council add its 3 year forecast in accordance with financial regulation 3.1 for now this can be a simple % increase, which can then be worked on and reviewed on a rolling basis over the course of the council year, following which it can be dropped in as budget for the next year. Final Audit Update – this has now been completed

As at 31st August 2020 total reportable income was £1,613,507 (Annual Budget £1,755,193), and expenditure £386,534 (annual budget £1,755,193). The expenditure is under budget due in the main to projects underspend. It would appear that the council is underspending this year. The current outturn indication is that the council will make a surplus this year.

In respect of reserves at the 31-08-20, the council has £1,956,028 of general reserves and earmarked reserves £2,658,005. The council has 13 earmarked reserves covering various projects the largest being BTC at £1,140,764, followed by burials at £544,096.

The councils' reserves are still very high with little indication that these will be utilised, it will be a requirement to explain this to the external auditor at the year-end again. I remind council it does not have the power to accumulate funds and that these must be spent for the benefit of the local community. Final Audit update – the council has resolved to earmark further reserves.

Final Audit

The council has £3,891,908 of reserves of which £3,159,359 are earmarked reserves and £732,549 are general reserves. In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £783k. I was pleased to see the detailed working and council verification of the reserves working. I am of the opinion that general reserves are reasonable and properly reported on.

All significant variances to budget were explained satisfactorily. The Council's on-going strategy is to increase reserves; this strategy is aimed at funding (either part or in whole) future projects in the Town.

There is clear an unambiguous minuting at Full council of the approval of the budget and precept for the 2021/22 council year.

Section Conclusion

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.", has been met.

E. INCOME (INTERIM & FINAL AUDIT)

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Recommended Minimum Testing

- Review "Aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim Audit

Annual charges were last reviewed by Policy Committee in 27th January 2020. I verified this to invoices raised.

The precept of £1,566,506 has been received in full and correctly posted to the accounts – this agreed to the accounts and bank statement.

I sampled VAT transactions for Zero, Standard and Exempted rated items. VAT has been properly calculated on invoices.

Bad & aged debts are monitored on a monthly basis, statements are issued using the finance package and a report is made to council/committee. At the audit date there were circa £2,296 of aged debts which equates to circa 50% of the entire outstanding ledger this is due in the main to the rent of the café – council is aware of this and is negotiating payments holidays to support the local business.

Cash receipt and invoicing are in the main dealt with by separate individuals. There is segregation of duties in the system. Further testing on the event income audit trail will be undertaken at the year end.

Final Audit

The precept income was tested third party evidence supplied to the auditor and has been correctly shown in box 2 of the AGAR, with all other income shown in box 3. There are no errors to report.

I have reviewed the income list which is broadly similar to the prior year after accounting for one off income items. I also reviewed the nominal ledger for evidence of netting off and significant journal entries, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

We reviewed an internment fee and pitch hire fee drawn at random and agreed these back to the current list of annual charges shown on the website – there were no errors.

I remind council not to forget to review its annual charges. *FR 3 The council, or relevant committee will review all fees and charges at least annually, following a report of officers.*

At the year-end date he council has £74,010 (2020: £101,462) of debtors:

- Misc. debtors £ni (2020: £13,733)
- Sales Ledger £6,213 (2020: £25,729) – agrees to aged debtors rpt.
- VAT £29,894 (2020: £27,177)
- Prepayments £32,460 (2020: £30,024) – in the main insurance - verified to invoice
- Mayors Contra acc. £5,442 (2020: £4,797) – owed by the mayor to the council- offsets Mayors fund.

The mayors contra account is used to record charitable/grant payments made on behalf of the mayor for which the mayor fundraises during his or her term of office and then repays the council. It is not overly clear what happens if and when the mayor does not raise sufficient funds to cover the committed expenditure in year? **I would recommend a policy is drawn up to deal with this eventuality.**

Section Conclusion
I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.", has been met.

F. PETTY CASH (INTERIM AUDIT)

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Recommended Minimum Testing

- A number of Authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "Not applicable" response is frequently required in this area.
- Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings

Interim Audit

The council has a float of £200. This was reviewed at the audit date when there was circa £93 in the tin. It is clear this is used for small sundries and is not significant or material.

Petty cash expenditure is presented monthly to a Council meeting for approval.

Final Audit

We were able to reconcile the cash per the tin the underlying records

Section Conclusion

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.", has been met.

G. PAYROLL (INTERIM & FINAL AUDIT)

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Recommended Minimum Testing

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of Pension contributions to either the Local Government pension scheme (non -taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim Audit

The council uses an external firm who uses the Iris payroll package to calculate the tax and national insurance. The council has fulfilled its obligations in respect of auto-enrolment and uses LGPS.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken. Casual labour payments are correctly recorded with a temp agency used.

Councillors were paid allowances in June via the payroll.

The September 2020 PAYE liabilities have been paid on time via the Payroll Bureau. The council has correctly not claimed the employment allowance.

Final Audit

The amounts shown on the AGAR, were reconcilable to the payroll records, there were no errors.

Monthly and year-end PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review. The PAYE and NI liability for March 2021 was paid after date.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken. Casual labour payments are correctly recorded via the payroll. Councillors were paid allowances in June via the payroll.

Section Conclusion

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.", has been met.

H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Recommended Minimum Testing

Tangible Fixed Assets

- Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the Authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and Lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim Audit

The council has detailed fixed asset registered maintained on excel. These are working documents and clearly show the movement of assets. Assets are correctly stated at historic or proxy cost. Any addition to the asset register is normally with a cost value greater than £1,000.

The loan interest and capital repayments were agreed to PWLB debt management letters and the closing balance to the end of year statement letter. There were no errors.

The Council does not hold any long term non cash investments over 1 year.

Final Audit

The loan interest and capital repayments were agreed to PWLB debt management letters and the closing balance to the end of year statement letter. There were no errors.

The Council does not hold any long term investments i.e. over 1 year. Any addition to the asset register is normally with a cost value greater than £1,000.

The fixed asset register has been maintained in an Excel spreadsheet and agreed to the AGAR. The asset register was up to date with all relevant assets as at the current financial year end.

Section Conclusion
I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

I. BANK & CASH (INTERIM & FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Recommended Minimum Testing

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8.
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.

Interim Audit

At the interim audit date the council had a reconciled bank position and evidence shows the council is undertaking regular monthly reconciliations. The minutes show review and a councillor is nominated to sign them when pandemic restrictions allow.

I have seen that the May bank statement have been signed by the mayor. The chief officer will have the later reconciliations and bank statements signed in due course.

It is noted that the council has sums invested with Santander and Lloyds that are not earning interest. The Chief Office wrote a report to council in July 2020 in this regard**. I recommend council review its investment process with a view to ensuring return on investment.** Final audit update. The council has undertaken to review alternative investment opportunities. [Finance committee 16/2/21]

Final Audit

At the year-end date the council had a reconciled bank position which will be signed in accordance with financial regulations in the coming weeks as lock downs are lifted.

There is clear evidence in the minutes of the proper reporting of the bank reconciliation in the minutes.

The council has eight bank accounts, together with petty cash. None of the accounts are long term non cash investments and as such do not need to be disclosed in box 9 of the AGAR.

It was noted that 2 item clearing on the 1st April 2021 for a total £77 had been marked as reconciled instead of showing as outstanding items. There is no overall effect on the reconciliation this is just a presentational adjustment on the reconciliation sand whilst this is an immaterial adjustment and I make no recommendation to change – I remind council the cut-off date is the 31st March.

Section Conclusion

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

Internal audit requirement

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.

Recommended Minimum Testing

- Ensure that, where annual turnover exceeds £200,000,appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

The council, at its meeting to sign off the year-end accounts, must discuss the Annual Governance Statement and record this activity in the minutes of the meeting. Based on the internal audit finding, I recommend using the table below as the basis for that discussion. THIS MUST BE A SEPARATE AGENDA ITEM TO THE SIGNING OF THE ANNUAL ACCOUNTS.

Section 1 – Annual Governance Statement

	Annual Governance Statement	*'Yes' means that this authority*	Suggested response based on evidence
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.*	**YES** – income & expenditure accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
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.*	**YES** – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
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.*	**YES** – the Clerk is experienced and advises the council in respect of its legal powers.
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.*	**YES** – the requirements and timescales for 2019/20 year-end were followed.

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.*	**YES** – the council has a risk management scheme and appropriate external insurance.
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.*	**YES** – the council has appointed an independent and competent internal auditor has completed two audits during the year.
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.*	**YES** – where matters are raised, action taken by council is recorded in the minutes.
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.*	**YES** – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*	**N/A** – the council has no trusts.

Section 2 – Accounting Statements

Agar Box Number		2019/20	2020/21	Auditor Notes
1	Balances brought forward	3,024,147	3,387,060	Agrees to 2020 cfwd
2	Precept or Rates and Levies	1,468,070	1,566,506	Agrees to third party evidence provided to auditor
3	Total other receipts	269,693	107,600	Agrees to underlying records
4	Staff costs	372,355	397,911	Agrees to underlying records
5	Loan interest/capital repayments	11,226	11,038	Agreed to Pwlb
6	All other Payments	991,269	760,309	Agrees to underlying records
7	Balances carried forward	3,387,060	3,891,908	Casts correctly

8	Total value of cash and short term investments	3,437,619	4,100,209	Agrees to reconciliation
9	Total fixed assets plus long term investments and assets	3,646,393	3,656,251	Agrees to register
10	Total borrowings	160,875	156,000	Agreed to PWLB

11	For Local Councils Only) Disclosure note re Trust funds (including charitable)	YES	NO	No trusts
			✓	

The year-end accounts have been correctly prepared on the income & expenditure basis with the box 7 & 8 reconciliation properly completed.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the 2018-19 AGAR.

The variance analysis was required because there were variances greater than 15% and £200. This was properly prepared on a summary table basis showing the financial elements and explanatory narrative.

The council had made provision within its schedule of meetings to sign off the annual governance statement.

Section Conclusion
I am of the opinion the control objective of “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.”, has been met.

K. LIMITED ASSURANCE REVIEW (INTERIM & FINAL AUDIT)

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

No applicable

L: TRANSPARENCY (INTERIM & FINAL AUDIT)

Internal audit requirement

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.

No applicable

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).

Recommended Minimum Testing

- IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection**.**
- IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Due to the Covid 19 outbreak during the 2020/21, the statutory deadlines had been changed for the 2019/20 AGAR as follows:

The publication date for final, audited, accounts was moved from the 30 September to 30 November 2020 for all local authority bodies. To give local authorities more flexibility, the requirement for the public inspection period to include the first 10 working days of July was removed. Instead, local authorities must have commenced the public inspection period on or before the first working day of September 2020.

This meant that draft accounts must be have been approved by 31 August 2020 at the latest.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations (SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020) implementing these measures were laid on 7 April 2020 and came into force on 30 April 2020.

I confirmed with the RFO that arrangements are in place at this Council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that the statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Part 2), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.

Inspection - Key date	**2019/20**	**2020/21**
Accounts approved at full council	22nd June	21st June
Date Inspection Notice Issued and how published	29th June	22nd June
Inspection period begins	1st July	23rd June
Inspection period ends	11th August	3rd August
Correct length	Yes	yes
Common period included?	N/A	yes
Summary of rights document on website?	**Attached to inspection announcement**	**Attached to inspection announcement**

Section Conclusion
I am of the opinion that the control assertion of *"The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set):"* has been met.

N. PUBLICATION REQUIREMENTS (INTERIM & FINAL AUDIT)

Internal audit requirement

The authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Recommended Minimum Testing

- IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection.
- IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 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 2020/21, approved and signed, page 4
• Section 2 - Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 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.

I have reviewed the website and am under no doubt that the council follows the publication requirements.

Section Conclusion
I am of the opinion that the control assertion of *"The authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:"* has been met.

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

No trusts.

Should you have any queries please do not hesitate to contact me.

Kind regards
Yours sincerely

M Mulberry

Mark Mulberry

Final Audit - Points Forward

Audit Point	Audit Findings	Council comments
Income	I remind council not to forget to review its charges (burials, pitch fees etc) on an annual basis. Financial regulation 9.3	
Income/Policies	The mayors contra account is used to record charitable/grant payments made on behalf of the mayor for which the mayor fundraises during his or her term of office and then repays the council. It is not overly clear what happens if and when the mayor does not raise sufficient funds to cover the committed expenditure in year? **I would recommend a policy is drawn up to deal with this eventuality.**	

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 8th June 2021

Income and Expenditure for Year Ended 31st March 2021

Chairman: Councillor Alex Thrupp
Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Office Supervisor
Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. Background

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

1.2 The total income for the year was £1,674,106 of which £1,566,506 is precept.

1.3 The total expenditure for the year was £1,169,258 which includes net spend from earmarked reserves of £20,228.

1.4 Thus the underspend for the year is £504,848 before movement to reserves is accounted for. There is a recommendation later in the agenda to move £521,582 to reserves.

1.5 The general reserve which would then stand at £729,055 (being approximately half the 21/22 precept in line with good practices).

1.6 Variances greater than 15% (but not less than £500) compared to last year are commented on in Appendix 2.

2. Recommendation

The Committee is **RECOMMENDED** to **APPROVE** the Income & Expenditure account for the year ended 31st March 2021.

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Civic and Democratic								
4028	Meetings and Hospitality	0	70	200	130		130	35.0%	
4031	Modern Gov	0	9,000	9,000	0		0	100.0%	
4150	Mayor's Expenses	0	1,750	1,750	0		0	100.0%	
4159	Elections	0	0	3,000	3,000		3,000	0.0%	
4160	Civic Expenses	0	639	11,000	10,361		10,361	5.8%	
4209	Member's Allowances	0	11,388	13,000	1,612		1,612	87.6%	
	Civic and Democratic :- Indirect Expenditure	**0**	**22,847**	**37,950**	**15,103**	**0**	**15,103**	**60.2%**	**0**
	Net Expenditure	**0**	**(22,847)**	**(37,950)**	**(15,103)**				
105	Central Services								
1014	Inc-Miscellaneous	0	254	0	(254)			0.0%	
	Central Services :- Income	**0**	**254**	**0**	**(254)**				**0**
4000	Salaries	12,386	138,376	158,775	20,399		20,399	87.2%	
4001	Ers National Insurance	1,204	13,578	14,767	1,189		1,189	92.0%	
4002	Ers Pension	2,688	30,154	34,454	4,300		4,300	87.5%	
4009	Staff Travel	0	1	1,000	999		999	0.1%	
4015	Health and Safety	0	124	2,000	1,876		1,876	6.2%	
4020	Mobile Phones	34	569	750	181		181	75.9%	
4021	Office Phones	85	2,198	2,600	402		402	84.5%	
4022	Post	3	1,448	2,600	1,152		1,152	55.7%	
4023	Stationery	111	884	1,500	616		616	58.9%	
4024	Subscriptions	0	4,574	4,750	176		176	96.3%	
4025	Insurance	0	17,714	20,000	2,286		2,286	88.6%	
4026	Printing	0	0	500	500		500	0.0%	
4027	Ref. Booksand Publications	0	123	100	(23)		(23)	123.0%	
4030	Advertising & Promotions	0	0	500	500		500	0.0%	
4032	Recruitment Advertising	0	294	1,000	706		706	29.4%	
4033	Office Expenses	16	286	1,300	1,014		1,014	22.0%	
4034	Computer Support	976	17,560	18,000	440		440	97.6%	
4035	Maintenance-Office Equipment	(225)	(9)	200	209		209	(4.4%)	
4040	Website	(5)	1,065	1,000	(65)		(65)	106.5%	
4041	Photocopier	92	2,449	3,800	1,351		1,351	64.4%	
4055	Press & PR	450	2,663	2,750	88		88	96.8%	
4056	Legal and Professional Fees	115	740	10,000	9,260		9,260	7.4%	
4057	Audit Fees	0	2,457	4,000	1,543		1,543	61.4%	
4058	Accountancy	1,047	4,731	6,500	1,769		1,769	72.8%	
4070	Training & Conferences	725	2,039	7,500	5,461		5,461	27.2%	
4097	HR	0	229	5,400	5,171		5,171	4.2%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4169	Newsletter	3,750	15,000	14,500	(500)		(500)	103.4%	
	Central Services :- Indirect Expenditure	**23,454**	**259,246**	**320,246**	**61,000**	**0**	**61,000**	**81.0%**	**0**
	Net Income over Expenditure	**(23,454)**	**(258,992)**	**(320,246)**	**(61,254)**				
106	Garth House								
1002	Inc-CAB Rent	0	4,250	4,250	0			100.0%	
1007	Inc-Registrars	(2,575)	10,093	5,500	(4,593)			183.5%	
1010	Inc-Garth Rooms Lettings	0	0	4,000	4,000			0.0%	
1014	Inc-Miscellaneous	0	2,220	0	(2,220)			0.0%	
	Garth House :- Income	**(2,575)**	**16,563**	**13,750**	**(2,813)**			**120.5%**	**0**
4004	Cleaning Contract	591	3,567	3,600	33		33	99.1%	
4011	Rates	0	7,360	24,000	16,640		16,640	30.7%	
4012	Water Charges	71	103	500	397		397	20.6%	
4013	Gas	259	1,124	2,500	1,376		1,376	45.0%	
4014	Electric	755	2,011	2,500	489		489	80.4%	
4017	Cleaning Materials	0	33	100	67		67	32.8%	
4036	Grounds & Buildings Mtce	430	1,759	3,000	1,241		1,241	58.6%	
4039	Waste Removal	0	994	0	(994)		(994)	0.0%	
4130	Building Security	0	1,035	1,500	465		465	69.0%	
4203	Window Cleaning	0	0	600	600		600	0.0%	
	Garth House :- Indirect Expenditure	**2,108**	**17,985**	**38,300**	**20,315**	**0**	**20,315**	**47.0%**	**0**
	Net Income over Expenditure	**(4,682)**	**(1,423)**	**(24,550)**	**(23,127)**				
107	Garth Lodge								
1006	Inc-Garth Lodge	1,100	6,600	15,000	8,400			44.0%	
	Garth Lodge :- Income	**1,100**	**6,600**	**15,000**	**8,400**			**44.0%**	**0**
4011	Rates	0	244	0	(244)		(244)	0.0%	
4013	Gas	0	93	0	(93)		(93)	0.0%	
4014	Electric	0	69	0	(69)		(69)	0.0%	
4052	Garth Lodge Costs	0	1,512	4,000	2,488		2,488	37.8%	
	Garth Lodge :- Indirect Expenditure	**0**	**1,918**	**4,000**	**2,082**	**0**	**2,082**	**48.0%**	**0**
	Net Income over Expenditure	**1,100**	**4,682**	**11,000**	**6,318**				
108	Corporate Finance								
1076	Inc-Precept	0	1,566,506	1,566,506	0			100.0%	
1077	Inc-Precept Support Grant	0	30,858	15,429	(15,429)			200.0%	
1096	Inc-Interest Received	125	3,665	8,000	4,335			45.8%	
	Corporate Finance :- Income	**125**	**1,601,028**	**1,589,935**	**(11,093)**			**100.7%**	**0**

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4059	Bank Charges	128	1,725	2,400	675		675	71.9%	
4306	Loan Repayments	0	11,038	11,300	262		262	97.7%	
	Corporate Finance :- Indirect Expenditure	**128**	**12,763**	**13,700**	**937**	**0**	**937**	**93.2%**	**0**
	Net Income over Expenditure	**(3)**	**1,588,265**	**1,576,235**	**(12,030)**				
109	Community Support								
4060	CAB	0	8,250	8,250	0		0	100.0%	
4061	Grants to Voluntary Org.	0	9,350	22,000	12,650		12,650	42.5%	
4062	Shopmobility/Dialaride	0	0	4,750	4,750		4,750	0.0%	
4063	COVID 19 Grants	0	8,140	0	(8,140)		(8,140)	0.0%	
4064	OYAP	12,000	0	12,000	12,000		12,000	0.0%	
4065	TVP Crime Partnership	0	3,600	3,600	0		0	100.0%	
4131	Bicester Vision Manager	0	5,000	5,000	0		0	100.0%	
4133	Partnership	0	0	6,000	6,000		6,000	0.0%	
4170	CCTV	5,150	0	5,150	5,150		5,150	0.0%	
4191	Community Woodland	0	0	5,000	5,000		5,000	0.0%	
4192	Youth Initiatives	0	0	10,000	10,000		10,000	0.0%	
	Community Support :- Indirect Expenditure	**17,150**	**34,340**	**81,750**	**47,410**	**0**	**47,410**	**42.0%**	**0**
	Net Expenditure	**(17,150)**	**(34,340)**	**(81,750)**	**(47,410)**				
110	Projects								
4100	Purchase New Machinery	0	0	25,000	25,000		25,000	0.0%	
4300	New Computer Equipment	0	0	7,000	7,000		7,000	0.0%	
4301	Garth House Redevelopment	0	5,000	40,000	35,000		35,000	12.5%	
4305	New Cemetery	0	0	61,968	61,968		61,968	0.0%	
4312	Asset Maintenance	5,878	5,878	60,000	54,122		54,122	9.8%	
4313	Play Area/Open Space Inv.	0	2,508	50,000	47,492		47,492	5.0%	
4314	Town Centre	0	0	25,000	25,000		25,000	0.0%	
	Projects :- Indirect Expenditure	**5,878**	**13,386**	**268,968**	**255,582**	**0**	**255,582**	**5.0%**	**0**
	Net Expenditure	**(5,878)**	**(13,386)**	**(268,968)**	**(255,582)**				
300	Environmental Services								
1014	Inc-Miscellaneous	0	72	0	(72)			0.0%	
	Environmental Services :- Income	**0**	**72**	**0**	**(72)**				**0**
4000	Salaries	16,701	166,189	184,924	18,735		18,735	89.9%	
4001	Ers National Insurance	1,396	13,741	15,994	2,253		2,253	85.9%	
4002	Ers Pension	3,624	35,873	40,129	4,256		4,256	89.4%	

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4003	Temporary Staff	0	38,943	28,000	(10,943)		(10,943)	139.1%	
4016	Uniform & PPE	0	1,208	1,400	192		192	86.3%	
4020	Mobile Phones	140	1,635	2,900	1,265		1,265	56.4%	
4042	Maintenance Machinery	575	2,207	7,000	4,793		4,793	31.5%	
4044	Petrol,Oil & Gas	223	3,245	6,000	2,755		2,755	54.1%	
4045	Tools	0	387	0	(387)		(387)	0.0%	
4178	Vehicle Maintenance	0	2,199	3,000	801		801	73.3%	
	Environmental Services :- Indirect Expenditure	**22,659**	**265,627**	**289,347**	**23,720**	**0**	**23,720**	**91.8%**	**0**
	Net Income over Expenditure	**(22,659)**	**(265,555)**	**(289,347)**	**(23,792)**				
301	Open Spaces								
1014	Inc-Miscellaneous	0	64	0	(64)			0.0%	
1037	Inc-Keta Field Pitches	(41)	1,268	2,500	1,232			50.7%	
1038	Inc-Bure Park Pitches	0	18	0	(18)			0.0%	
1040	Inc-Keble Rd Pitches	0	0	1,500	1,500			0.0%	
	Open Spaces :- Income	**(41)**	**1,351**	**4,000**	**2,649**			**33.8%**	**0**
4126	Lease of Open Spaces	426	436	21	(415)		(415)	2076.2%	
4154	Tree Maintenance	7,354	29,335	40,000	10,665		10,665	73.3%	
4175	Maintenance of Open Spaces	67	3,111	7,500	4,389		4,389	41.5%	
4190	Parks and Garden Contract	88,568	345,532	325,000	(20,532)		(20,532)	106.3%	
4204	Pest Control	0	58	500	442		442	11.6%	
	Open Spaces :- Indirect Expenditure	**96,415**	**378,472**	**373,021**	**(5,451)**	**0**	**(5,451)**	**101.5%**	**0**
	Net Income over Expenditure	**(96,456)**	**(377,121)**	**(369,021)**	**8,100**				
305	Pingle Field								
1028	Inc-Pavilions/Piitches	0	2,690	5,000	2,310			53.8%	
	Pingle Field :- Income	**0**	**2,690**	**5,000**	**2,310**			**53.8%**	**0**
4012	Water Charges	0	1,591	900	(691)		(691)	176.7%	
4014	Electric	900	1,723	3,500	1,777		1,777	49.2%	
4017	Cleaning Materials	0	394	110	(284)		(284)	358.3%	
4036	Grounds & Buildings Mtce	311	2,199	2,000	(199)		(199)	110.0%	
4039	Waste Removal	0	223	0	(223)		(223)	0.0%	
4130	Building Security	458	938	1,000	62		62	93.8%	
	Pingle Field :- Indirect Expenditure	**1,669**	**7,068**	**7,510**	**442**	**0**	**442**	**94.1%**	**0**
	Net Income over Expenditure	**(1,669)**	**(4,378)**	**(2,510)**	**1,868**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
306	Sunderland Drive								
1028	Inc-Pavilions/Piitches	0	403	2,000	1,597			20.1%	
	Sunderland Drive :- Income	**0**	**403**	**2,000**	**1,597**			**20.1%**	**0**
4012	Water Charges	0	453	900	447		447	50.3%	
4013	Gas	78	852	800	(52)		(52)	106.5%	
4014	Electric	84	448	2,200	1,752		1,752	20.4%	
4017	Cleaning Materials	0	343	70	(273)		(273)	489.7%	
4036	Grounds & Buildings Mtce	68	2,074	3,000	926		926	69.1%	
4039	Waste Removal	0	223	0	(223)		(223)	0.0%	
4130	Building Security	0	640	1,000	360		360	64.0%	
	Sunderland Drive :- Indirect Expenditure	**230**	**5,032**	**7,970**	**2,938**	**0**	**2,938**	**63.1%**	**0**
	Net Income over Expenditure	**(230)**	**(4,630)**	**(5,970)**	**(1,340)**				
307	Bicester Field								
1028	Inc-Pavilions/Piitches	0	698	1,700	1,002			41.1%	
	Bicester Field :- Income	**0**	**698**	**1,700**	**1,002**			**41.1%**	**0**
4012	Water Charges	14	750	1,000	250		250	75.0%	
4014	Electric	200	1,154	2,100	946		946	55.0%	
4017	Cleaning Materials	0	343	0	(343)		(343)	0.0%	
4036	Grounds & Buildings Mtce	68	1,944	1,500	(444)		(444)	129.6%	
4039	Waste Removal	0	224	0	(224)		(224)	0.0%	
4130	Building Security	0	450	500	50		50	90.0%	
	Bicester Field :- Indirect Expenditure	**282**	**4,864**	**5,100**	**236**	**0**	**236**	**95.4%**	**0**
	Net Income over Expenditure	**(282)**	**(4,165)**	**(3,400)**	**765**				
308	Whitelands Sports Village								
1201	Contribution from Commuted Sum	0	0	40,000	40,000			0.0%	
1250	Contribution from EMR	0	0	10,000	10,000			0.0%	
	Whitelands Sports Village :- Income	**0**	**0**	**50,000**	**50,000**			**0.0%**	**0**
4069	SW Sports Village	23,258	55,685	56,400	715		715	98.7%	
4075	SW Sports Village Sinking Fund	0	0	10,000	10,000		10,000	0.0%	
4190	Parks and Garden Contract	0	0	70,000	70,000		70,000	0.0%	
	Whitelands Sports Village :- Indirect Expenditure	**23,258**	**55,685**	**136,400**	**80,715**	**0**	**80,715**	**40.8%**	**0**
	Net Income over Expenditure	**(23,258)**	**(55,685)**	**(86,400)**	**(30,715)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401	Garth Park								
1003	Inc-Garth Stables	0	5,310	0	(5,310)			0.0%	
1008	Inc-Bowls Club	0	724	1,450	727			49.9%	
1009	Inc-Tennis Club	(840)	700	1,250	550			56.0%	
1014	Inc-Miscellaneous	0	407	0	(407)			0.0%	
1015	Inc Garth Park Cafe	0	9,305	18,608	9,304			50.0%	
	Garth Park :- Income	**(840)**	**16,445**	**21,308**	**4,863**			**77.2%**	**0**
4011	Rates	0	(7,134)	3,850	10,984		10,984	(185.3%)	
4012	Water Charges	4	222	650	428		428	34.2%	
4013	Gas	105	207	500	293		293	41.3%	
4014	Electric	405	1,693	3,500	1,807		1,807	48.4%	
4036	Grounds & Buildings Mtce	1,283	3,829	5,100	1,271		1,271	75.1%	
4039	Waste Removal	196	3,336	7,000	3,664		3,664	47.7%	
4046	Horticultural Supplies	0	2,928	4,000	1,072		1,072	73.2%	
4050	Maintenance Bowls Club	0	335	500	165		165	67.0%	
4129	Garth Park Toilets	0	0	10,000	10,000		10,000	0.0%	
4130	Building Security	0	75	400	325		325	18.8%	
4177	Maintenance Bandstand & Well	0	24	1,000	976		976	2.4%	
	Garth Park :- Indirect Expenditure	**1,993**	**5,516**	**36,500**	**30,984**	**0**	**30,984**	**15.1%**	**0**
	Net Income over Expenditure	**(2,833)**	**10,929**	**(15,192)**	**(26,121)**				
402	Play Areas								
1014	Inc-Miscellaneous	0	100	0	(100)			0.0%	
	Play Areas :- Income	**0**	**100**	**0**	**(100)**				**0**
4123	Maintenance Play Areas	2,940	13,088	10,000	(3,088)		(3,088)	130.9%	
4180	ROSPA Inspections	0	3,520	4,000	480		480	88.0%	
	Play Areas :- Indirect Expenditure	**2,940**	**16,608**	**14,000**	**(2,608)**	**0**	**(2,608)**	**118.6%**	**0**
	Net Income over Expenditure	**(2,940)**	**(16,508)**	**(14,000)**	**2,508**				
404	Allotments								
1011	Inc-Allotments	0	6,252	7,000	748			89.3%	
	Allotments :- Income	**0**	**6,252**	**7,000**	**748**			**89.3%**	**0**
4012	Water Charges	0	(16)	1,750	1,766		1,766	(0.9%)	
4054	Allotments Costs	0	117	500	383		383	23.3%	
4155	Rent	0	831	831	0		0	100.0%	
	Allotments :- Indirect Expenditure	**0**	**931**	**3,081**	**2,150**	**0**	**2,150**	**30.2%**	**0**
	Net Income over Expenditure	**0**	**5,321**	**3,919**	**(1,402)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501	Town Council Events								
1018	Inc-Carnival	0	0	3,000	3,000			0.0%	
1030	INC - EVENT 1	0	0	5,000	5,000			0.0%	
1032	Inc- EVENT 3	0	0	6,500	6,500			0.0%	
1035	Special Events	0	0	1,000	1,000			0.0%	
1045	Inc-Christmas Lights	0	0	4,000	4,000			0.0%	
1049	Inc-EVENT 2	0	0	6,000	6,000			0.0%	
	Town Council Events :- Income	**0**	**0**	**25,500**	**25,500**			**0.0%**	**0**
4071	EVENT 1	0	0	8,000	8,000		8,000	0.0%	
4088	EVENT 3	0	0	8,000	8,000		8,000	0.0%	
4092	Teddy Bears Picnic/Superheroes	0	866	4,000	3,134		3,134	21.7%	
4115	Special Events	0	95	5,000	4,905		4,905	1.9%	
4120	Carnival	0	0	9,500	9,500		9,500	0.0%	
4134	EVENT 2	0	0	6,000	6,000		6,000	0.0%	
4135	Food Festival	0	0	3,000	3,000		3,000	0.0%	
4157	Christmas Lights Switch On	0	675	9,500	8,825		8,825	7.1%	
	Town Council Events :- Indirect Expenditure	**0**	**1,636**	**53,000**	**51,364**	**0**	**51,364**	**3.1%**	**0**
	Net Income over Expenditure	**0**	**(1,636)**	**(27,500)**	**(25,864)**				
601	Cemetery								
1020	Inc-Cemetery	1,965	21,650	20,000	(1,650)			108.2%	
	Cemetery :- Income	**1,965**	**21,650**	**20,000**	**(1,650)**			**108.2%**	**0**
4011	Rates	0	1,132	1,000	(132)		(132)	113.2%	
4012	Water Charges	0	307	400	93		93	76.9%	
4014	Electric	168	354	250	(104)		(104)	141.7%	
4036	Grounds & Buildings Mtce	0	195	0	(195)		(195)	0.0%	
4039	Waste Removal	201	2,050	1,800	(250)		(250)	113.9%	
	Cemetery :- Indirect Expenditure	**369**	**4,039**	**3,450**	**(589)**	**0**	**(589)**	**117.1%**	**0**
	Net Income over Expenditure	**1,596**	**17,611**	**16,550**	**(1,061)**				
801	Street Scene								
4029	Street Furniture	0	0	2,000	2,000		2,000	0.0%	
4083	Pedestrianisation Scheme	0	0	13,000	13,000		13,000	0.0%	
4112	Repairs & Maint. Clocks	0	270	500	230		230	54.0%	
4151	Litter Bin Provosion	0	993	3,000	2,007		2,007	33.1%	
4200	Christmas Lights Maint/Storage	26,670	26,670	25,000	(1,670)		(1,670)	106.7%	
4216	Litter/Dog Bin Emptying	4,382	13,133	17,400	4,267		4,267	75.5%	
	Street Scene :- Indirect Expenditure	**31,052**	**41,067**	**60,900**	**19,833**	**0**	**19,833**	**67.4%**	**0**
	Net Expenditure	**(31,052)**	**(41,067)**	**(60,900)**	**(19,833)**				

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 | **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901	Earmarked Reserves								
9007	Community and Elections	0	0	26,556	26,556		26,556	0.0%	
9011	Play Areas/Open Space Investme	1,251	1,251	233,902	232,651		232,651	0.5%	
9013	Equipment Replacement/Mtce	3,585	7,125	134,863	127,738		127,738	5.3%	
9014	Green Infrastructure	0	8,102	307,057	298,955		298,955	2.6%	
9016	Town Centre	0	0	21,000	21,000		21,000	0.0%	
9020	BTC Premises	0	0	1,140,764	1,140,764		1,140,764	0.0%	
9036	Shopmobilty	0	0	4,750	4,750		4,750	0.0%	
9039	Burial Ground Provision	0	0	544,096	544,096		544,096	0.0%	
9042	SW Sports Village Contribution	0	0	166,167	166,167		166,167	0.0%	
9043	Skate Park	0	3,750	6,750	3,000		3,000	55.6%	
9044	Partnership	0	0	24,100	24,100		24,100	0.0%	
9045	Pedestrianisation Scheme	0	0	28,000	28,000		28,000	0.0%	
9046	Sports Village Sinking Fund	0	0	20,000	20,000		20,000	0.0%	
	Earmarked Reserves :- Indirect Expenditure	**4,836**	**20,228**	**2,658,005**	**2,637,777**	**0**	**2,637,777**	**0.8%**	**0**
	Net Expenditure	**(4,836)**	**(20,228)**	**(2,658,005**	**(2,637,777**				
	Grand Totals:- Income	**(266)**	**1,674,106**	**1,755,193**	**81,087**			**95.4%**	
	Expenditure	**234,419**	**1,169,258**	**4,413,198**	**3,243,940**	**0**	**3,243,940**	**26.5%**	
	Net Income over Expenditure	**(234,685)**	**504,848**	**(2,658,005)**	**(3,162,853)**				
	Movement to/(from) Gen Reserve	**(234,685)**	**504,848**						

Bicester Town Council
Working details for ANNUAL RETURN - Year ended 31 March 2021

		Last Year £	This Year £	Code	and Centre	Code Description		Difference	%	Explanation
1		701421	729055	310	0	General Fund		27,634	3.94	
1		2312727	2638005	325	0	Earmarked Reserves		325,278	14.06	
1		10000	20000	326	0	Restricted Reserves		10,000	100.00	Additional 10k not balanced by 10k budgeted expenditure.
1	Balances	3024147	3387060	Total balances & reserves at the beginning of the year as record					0.00	
	brought forward			the Financial Records						
2		1468070	1566506	1076	108	Inc-Precept		98,436	6.71	
2	Annual Pre	1468070	1566506	Total amount of Precept income received in the year					0.00	
3		4250	4250	1002	106	Inc-CAB Rent		-	0.00	
3		6300	5310	1003	401	Inc-Garth Stables	-	990	-15.71	Rent discounted due to Covid-19
3		12960	0	1004	401	Inc-Garth Garage & Yard	-	12,960	-100.00	Code no longer used for income
3		8387	6600	1006	107	Inc-Garth Lodge	-	1,787	-21.31	Unoccupied for 6 months
3		2627	10093	1007	106	Inc-Registrars		7,466	284.20	Received 18/19 and 19/20 re-charges.
3		1727	724	1008	401	Inc-Bowls Club	-	1,003	-58.08	Rent discounted due to Covid-19
3		0	700	1009	401	Inc-Tennis Club		700	100.00	Rent received
3		3307	0	1010	106	Inc-Garth Rooms Lettings	-	3,307	-100.00	No room lettings due to Covid-19
3		8875	6252	1011	404	Inc-Allotments	-	2,623	-29.55	Started using accruals at end of 18/19 so 19/20 shows as unusually high
3		24154	254	1014	105	Inc-Miscellaneous	-	23,900	-98.95	Pensions refund in 19/20
3		0	2220	1014	106	Inc-Miscellaneous		2,220		20/21 Insurance reclaim
3		0	72	1014	300	Inc-Miscellaneous		72		
3		2111	64	1014	301	Inc-Miscellaneous	-	2,047	-96.97	Football bookings income no longer allocated to this code
3		2	0	1014	305	Inc-Miscellaneous	-	2	-100.00	
3		857	407	1014	401	Inc-Miscellaneous	-	450	-52.51	
3		0	100	1014	402	Inc-Miscellaneous		100		
3		1	0	1014	404	Inc-Miscellaneous	-	1	-100.00	
3		1027	0	1014	801	Inc-Miscellaneous	-	1,027	-100.00	Grant received in 19/20
3		18609	9305	1015	401	Inc Garth Park Cafe	-	9,304	-50.00	Rent discounted due to Covid-19
3		4948	0	1018	501	Inc-Carnival	-	4,948	-100.00	No event due to Covid-19
3		30000	0	1019	110	Inc-Grants Received	-	30,000	-100.00	19/20 Skate Park grant received
3		19374	21650	1020	601	Inc-Cemetery		2,276	11.75	
3		4720	2690	1028	305	Inc-Pavilions/Piitches	-	2,030	-43.01	Fewer bookings due to Covid-19
3		2068	403	1028	306	Inc-Pavilions/Piitches	-	1,665	-80.51	Fewer bookings due to Covid-19
3		825	698	1028	307	Inc-Pavilions/Piitches	-	127	-15.39	
3		3163	0	1030	501	INC - EVENT 1	-	3,163	-100.00	No event due to Covid-19
3		12073	0	1032	501	Inc- EVENT 3	-	12,073	-100.00	No event due to Covid-19
3		5180	0	1034	501	Inc-Childrens Entertainme	-	5,180	-100.00	No event due to Covid-19
3		2938	1268	1037	301	Inc-Keta Field Pitches	-	1,670	-56.84	Fewer bookings due to Covid-19
3		17	18	1038	301	Inc-Bure Park Pitches		1	5.88	
3		1100	0	1040	301	Inc-Keble Rd Pitches	-	1,100	-100.00	No bookings due to Covid-19
3		6285	0	1045	501	Inc-Christmas Lights	-	6,285	-100.00	No event due to Covid-19
3		61716	30858	1077	108	Inc-Precept Support Gran	-	30,858	-50.00	Final 2014 compensation received 19/20.
3		15896	3665	1096	108	Inc-Interest Received	-	12,231	-76.94	Interest on investments hugely reduced due to very low prevailing rates
3		4200	0	1211	300	Inc-Sale of Assets	-	4,200	-100.00	No assets sold
3	Total other	269693	107600	Total income or receipts as recorded in the cashbook minus the						
	receipts			Precept						
4		112400	138376	4000	105	Salaries		25,976	23.11	Additional member of staff
4		177735	166189	4000	300	Salaries	-	11,546	-6.50	
4		11051	13578	4001	105	Ers National Insurance		2,527	22.87	Additional member of staff
4		14348	13741	4001	300	Ers National Insurance	-	607	-4.23	
4		24170	30154	4002	105	Ers Pension		5,984	24.76	Additional member of staff
4		32652	35873	4002	300	Ers Pension		3,221	9.86	
4	Staff costs	372355	397911	Total expenditure or payments made to and on behalf of all						
				employees. Include salaries and wages, PAYE and NI (employee and employers) and pension contributions						

5		11226	11038	4306	108	Loan Repayments	-	188	-1.67	
5	Loan interest/Capital repayments	11226	11038	Total expenditure or payments of capital and interest made during the year on borrowings						
6		16283	0	4003	105	Temporary Staff	-	16,283	-100.00	No office temp staff
6		25296	38943	4003	300	Temporary Staff		13,647	53.95	Additional outdoor team temp staff
6		3539	3567	4004	106	Cleaning Contract		28	0.79	
6		466	1	4009	105	Staff Travel	-	465	-99.79	
6		7242	7360	4011	106	Rates		118	1.63	
6		0	244	4011	107	Rates		244		
6		3730	-7134	4011	401	Rates	-	10,864	-291.26	Rates refund 20/21
6		969	1132	4011	601	Rates		163	16.82	
6		302	103	4012	106	Water Charges	-	199	-65.89	
6		726	1591	4012	305	Water Charges		865	119.15	
6		850	453	4012	306	Water Charges	-	397	-46.71	
6		525	750	4012	307	Water Charges		225	42.86	
6		441	222	4012	401	Water Charges	-	219	-49.66	
6		1796	-16	4012	404	Water Charges	-	1,812	-100.89	Bills for 20/21 under dispute
6		304	307	4012	601	Water Charges		3	0.99	
6		528	1124	4013	106	Gas		596	112.88	Out of contract charged at higher rate
6		115	93	4013	107	Gas	-	22	-19.13	
6		574	852	4013	306	Gas		278	48.43	
6		466	207	4013	401	Gas	-	259	-55.58	
6		2171	2011	4014	106	Electric	-	160	-7.37	
6		33	69	4014	107	Electric		36	109.09	
6		2639	1723	4014	305	Electric	-	916	-34.71	Switched supplier to cheaper rate
6		621	448	4014	306	Electric	-	173	-27.86	
6		2045	1154	4014	307	Electric	-	891	-43.57	
6		3545	1693	4014	401	Electric	-	1,852	-52.24	Switched supplier to cheaper rate
6		333	354	4014	601	Electric		21	6.31	
6		595	124	4015	105	Health and Safety	-	471	-79.16	
6		578	1208	4016	300	Uniform & PPE		630	109.00	Additional PPE required for Covid-19
6		88	33	4017	106	Cleaning Materials	-	55	-62.50	
6		108	394	4017	305	Cleaning Materials		286	264.81	
6		96	343	4017	306	Cleaning Materials		247	257.29	
6		0	343	4017	307	Cleaning Materials		343		
6		623	569	4020	105	Mobile Phones	-	54	-8.67	
6		1730	1635	4020	300	Mobile Phones	-	95	-5.49	
6		2738	2198	4021	105	Office Phones	-	540	-19.72	Office closed due to Covid-19
6		2619	1448	4022	105	Post	-	1,171	-44.71	Office closed due to Covid-19
6		1460	884	4023	105	Stationery	-	576	-39.45	Office closed due to Covid-19
6		4357	4574	4024	105	Subscriptions		217	4.98	
6		19241	17714	4025	105	Insurance	-	1,527	-7.94	
6		60	123	4027	105	Ref. Booksand Publicatior		63	105.00	
6		53	70	4028	102	Meetings and Hospitality		17	32.08	
6		697	0	4029	801	Street Furniture	-	697	-100.00	No street furniture bought
6		35	0	4030	105	Advertising & Promotions	-	35	-100.00	
6		0	9000	4031	102	Modern Gov		9,000	100.00	New service cost
6		0	294	4032	105	Recruitment Advertising		294		
6		1042	286	4033	105	Office Expenses	-	756	-72.55	Office closed due to Covid-19
6		18887	17560	4034	105	Computer Support	-	1,327	-7.03	
6		20	-9	4035	105	Maintenance-Office Equip	-	29	-145.00	
6		6792	1759	4036	106	Grounds & Buildings Mtc	-	5,033	-74.10	Building closed due to Covid-19
6		1693	2199	4036	305	Grounds & Buildings Mtc		506	29.89	Cleaning services and materials due to Covid-19

6	1911	2074	4036	306 Grounds & Buildings Mtc		163	8.53	
6	1640	1944	4036	307 Grounds & Buildings Mtc		304	18.54	
6	7331	3829	4036	401 Grounds & Buildings Mtc	-	3,502	-47.77	Park closed due to Covid-19
6	32	195	4036	601 Grounds & Buildings Mtc		163	509.38	
6	0	994	4039	106 Waste Removal		994	100.00	Additional waste removal due to Covid-19
6	0	223	4039	305 Waste Removal		223		
6	0	223	4039	306 Waste Removal		223		
6	0	224	4039	307 Waste Removal		224		
6	4803	3336	4039	401 Waste Removal	-	1,467	-30.54	Park closed due to Covid-19
6	2026	2050	4039	601 Waste Removal		24	1.18	
6	471	1065	4040	105 Website		594	126.11	Increased online presence due to Covid-19
6	3509	2449	4041	105 Photocopier	-	1,060	-30.21	Office closed due to Covid-19
6	6102	2207	4042	300 Maintenance Machinery	-	3,895	-63.83	Park closed due to Covid-19
6	5260	3245	4044	300 Petrol,Oil & Gas	-	2,015	-38.31	Park closed due to Covid-19
6	0	387	4045	300 Tools		387		
6	3196	2928	4046	401 Horticultural Supplies	-	268	-8.39	
6	195	335	4050	401 Maintenance Bowls Club		140	71.79	
6	255	0	4051	501 Car Show	-	255	-100.00	
6	3908	1512	4052	107 Garth Lodge Costs	-	2,396	-61.31	Refurbishment in 19/20
6	149	117	4054	404 Allotments Costs	-	32	-21.48	
6	2025	2663	4055	105 Press & PR		638	31.51	Additional press releases due to Covid-19
6	10511	740	4056	105 Legal and Professional Fe	-	9,771	-92.96	19/20 Insurance valuation surveys
6	2613	2457	4057	105 Audit Fees	-	156	-5.97	
6	5354	4731	4058	105 Accountancy	-	623	-11.64	
6	2076	1725	4059	108 Bank Charges	-	351	-16.91	
6	8250	8250	4060	109 CAB		-	0.00	
6	18069	9350	4061	109 Grants to Voluntary Org.	-	8,719	-48.25	Fewer grants awarded due to Covid-19
6	0	8140	4063	109 COVID 19 Grants		8,140	100.00	New grant type
6	12000	0	4064	109 OYAP	-	12,000	-100.00	SLA under dispute
6	3600	3600	4065	109 TVP Crime Partnership		-	0.00	
6	2730	0	4068	300 Contract Hire Vehicle	-	2,730	-100.00	Code no longer used
6	55091	55685	4069	308 SW Sports Village		594	1.08	
6	2040	2039	4070	105 Training & Conferences	-	1	-0.05	
6	5544	0	4071	501 EVENT 1	-	5,544	-100.00	No event due to Covid-19
6	5460	0	4088	501 EVENT 3	-	5,460	-100.00	No event due to Covid-19
6	7491	866	4092	501 Teddy Bears Picnic/Super	-	6,625	-88.44	No event due to Covid-19
6	9904	229	4097	105 HR	-	9,675	-97.69	Reduced consultancy usage
6	1751	0	4100	110 Purchase New Machinery	-	1,751	-100.00	No projects spend due to Covid-19
6	300	270	4112	801 Repairs & Maint. Clocks	-	30	-10.00	
6	0	95	4115	501 Special Events		95		
6	9571	0	4120	501 Carnival	-	9,571	-100.00	No event due to Covid-19
6	1183	13088	4123	402 Maintenance Play Areas		11,905	1006.34	Additional cleaning services and materials due to Covid-19
6	0	436	4126	301 Lease of Open Spaces		436		
6	10000	0	4129	401 Garth Park Toilets	-	10,000	-100.00	SLA under dispute
6	2500	1035	4130	106 Building Security	-	1,465	-58.60	19/20 CCTV upgrade
6	2200	938	4130	305 Building Security	-	1,262	-57.36	19/20 CCTV upgrade
6	1900	640	4130	306 Building Security	-	1,260	-66.32	19/20 CCTV upgrade
6	1750	450	4130	307 Building Security	-	1,300	-74.29	19/20 CCTV upgrade
6	1450	75	4130	401 Building Security	-	1,375	-94.83	19/20 CCTV upgrade
6	5000	5000	4131	109 Bicester Vision Manager		-	0.00	
6	496	0	4133	109 Partnership	-	496	-100.00	

6		1750	1750	4150	102	Mayor's Expenses		-	0.00	
6		623	993	4151	801	Litter Bin Provosion		370	59.39	
6		45246	29335	4154	301	Tree Maintenance	-	15,911	-35.17	Fewer works needed in 20/21
6		20	0	4155	301	Rent	-	20	-100.00	
6		831	831	4155	404	Rent		-	0.00	
6		12277	675	4157	501	Christmas Lights Switch O	-	11,602	-94.50	No event due to Covid-19
6		8491	639	4160	102	Civic Expenses	-	7,852	-92.47	Civic calendar much reduced due to Covid-19
6		14666	15000	4169	105	Newsletter		334	2.28	
6		5150	0	4170	109	CCTV	-	5,150	-100.00	19/20 CCTV upgrade
6		4282	3111	4175	301	Maintenance of Open Spa	-	1,171	-27.35	Open spaces closed due to Covid-19
6		212	0	4176	401	Maintenance Skate Park	-	212	-100.00	
6		0	24	4177	401	Maintenance Bandstand a		24		
6		1583	2199	4178	300	Vehicle Maintenance		616	38.91	New charge point for electrict van
6		3520	3520	4180	402	ROSPA Inspections		-	0.00	
6		327837	345532	4190	301	Parks and Garden Contra		17,695	5.40	
6		12755	26670	4200	801	Christmas Lights Maint/St		13,915	109.09	Out of contract charged at higher rate
6		332	0	4203	106	Window Cleaning	-	332	-100.00	
6		0	58	4204	301	Pest Control		58		
6		12264	11388	4209	102	Member's Allowances	-	876	-7.14	
6		13082	13133	4216	801	Litter/Dog Bin Emptying		51	0.39	
6		5904	0	4300	110	New Computer Equipmer	-	5,904	-100.00	No projects spend due to Covid-19
6		5000	5000	4301	110	Garth House Redevelopm		-	0.00	
6		400	0	4305	110	New Cemetery	-	400	-100.00	
6		0	5878	4312	110	Asset Maintenance		5,878	100.00	Bowls club new doors
6		1514	2508	4313	110	Play Area/Open Space Inv		994	65.65	Additional cleaning services and materials due to Covid-19
6		4014	0	4314	110	Town Centre	-	4,014	-100.00	No projects spend due to Covid-19
6		12799	0	9007	901	Community and Elections	-	12,799	-100.00	No elections
6		28101	1251	9011	901	Play Areas/Open Space In	-	26,850	-95.55	Reduced project spend due to Covid-19
6		85932	7125	9013	901	Equipment Replacement/	-	78,807	-91.71	Reduced project spend due to Covid-19
6		0	8102	9014	901	Green Infrastructure		8,102	100.00	EMR used for Bedding plants
6		9965	0	9020	901	BTC Premises	-	9,965	-100.00	No projects spend due to Covid-19
6		2025	0	9039	901	Burial Ground Provision	-	2,025	-100.00	No projects spend due to Covid-19
6		0	3750	9043	901	Skate Park		3,750		Retention fee
6	Total other payments	991269	760309	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / pay (Line 5)						
7	Balances carried forwrd	3387060	3891908	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]						
8		419780	40719	201	0	Current Bank A/c				
8		90151	47276	202	0	Wages Account				
8		197	125	203	0	Carnival Account				
8		34	2000000	204	0	CCLA Deposit				
8		270956	1222229	205	0	Barclays Treasury Deposit				
8		238932	240489	206	0	Santander Capital Account				
8		1868216	0	207	0	Santander Deposit				
8		549141	549175	208	0	Lloyds Treasury Account				
8		212	196	215	0	Petty Cash				
8	Total Cash Investments	3437619	4100209	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March				662,590	19.27	Higher than normal surplus from significant underspend due to Covid-19
9		3646393	3656251	9	0	Total Fixed Assets		9,858	0.27	
9	Total Fixed Assets	3646393	3656251	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register						
10		160875	156000	10	0	Total Borrowings	-	4,875	-3.03	
10	Total Borrowings	160875	156000	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)						

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 8th June 2021

Statement of Accounts

Chairman: Councillor Alex Thrupp
Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Office Supervisor
Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. Background

1.1 Full Council is required by law to approve the Annual Governance and Accountability Return (AGAR). The draft AGAR is attached at Appendix 1.

1.2 Finance Committee should examine and scrutinise Section 2 – Accounting Statements 2018/19 for recommendation to Council (p.5, Appendix 1).

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 already completed the Final Internal Audit and a signed copy of page 3 of Appendix 1 is kept in the council offices. This will be presented to Council 21st June for approval.

2. Recommendation

The Committee is asked to **RECOMMEND** the Statement of Accounts to Council 21st June 2021 for approval.

Annual Governance and Accountability Return 2020/21 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 that:**
  - **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 2020/21

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 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 2021.**
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 2021.** 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 2021
   - 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 2020/21

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 **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 the authority website/webpage:

Before 1 July 2021 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 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 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 Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- 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. If the AGAR 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 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 2021.
- 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.
- 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 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 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- 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 2021.**

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?	✔	
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 published?	✔	
	Has the bank reconciliation as at **31 March 2021** 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 2020/21

Bicester Town Council

www.bicester.gov.uk

During the financial year ended 31 March 2021, 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 2020/21 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.	✔		
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 2019/20, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")*			✔
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✔
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2019/20 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		

	Yes	No	Not applicable
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: 04/11/2020 25/05/2021 DD/MM/YYYY

Name of person who carried out the internal audit: Mark Mulberry BA(Hons) FCCA CTA

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

Date: 25/05/2021

*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 2020/21

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 2021, that:

	Agreed Yes	*Agreed* No*	N/A	*'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 must be published with the Annual Governance Statement.

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

21/05/2021

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

www.bicester.gov.uk

Section 2 – Accounting Statements 2020/21 for

Bicester Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	*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	3024147	3387060	*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	1468070	1566506	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	269693	107600	*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	372355	397911	*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	11226	11038	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	991269	760309	*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	3387060	3891908	*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	3437619	4100209	*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	3646393	3656251	*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	160875	156000	*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 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 25/05/2021

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

21/06/2021

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's Report and Certificate 2020/21

In respect of Bicester Town Council

ENTER NAME OF AUTHORITY

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 2021; 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 2020/21

(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 2020/21

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 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YY

Working details for ANNUAL RETURN - Year ended 31 March 2021

		Last Year £	This Year £	Code	Centre	Code Description
1		701,421	729,055	310	0	General Fund
1		2,312,727	2,638,005	325	0	Earmarked Reserves
1		10,000	20,000	326	0	Restricted Reserves
1	Balances brought forward	**3,024,147**	**3,387,060**	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2		1,468,070	1,566,506	1076	108	Inc-Precept
2	Annual Precept	**1,468,070**	**1,566,506**	Total amount of Precept income received in the year		
3		4,250	4,250	1002	106	Inc-CAB Rent
3		6,300	5,310	1003	401	Inc-Garth Stables
3		12,960	0	1004	401	Inc-Garth Garage & Yard
3		8,387	6,600	1006	107	Inc-Garth Lodge
3		2,627	10,093	1007	106	Inc-Registrars
3		1,727	724	1008	401	Inc-Bowls Club
3		0	700	1009	401	Inc-Tennis Club
3		3,307	0	1010	106	Inc-Garth Rooms Lettings
3		8,875	6,252	1011	404	Inc-Allotments
3		24,154	254	1014	105	Inc-Miscellaneous
3		0	2,220	1014	106	Inc-Miscellaneous
3		0	72	1014	300	Inc-Miscellaneous
3		2,111	64	1014	301	Inc-Miscellaneous
3		2	0	1014	305	Inc-Miscellaneous
3		857	407	1014	401	Inc-Miscellaneous
3		0	100	1014	402	Inc-Miscellaneous
3		1	0	1014	404	Inc-Miscellaneous
3		1,027	0	1014	801	Inc-Miscellaneous
3		18,609	9,305	1015	401	Inc Garth Park Cafe
3		4,948	0	1018	501	Inc-Carnival
3		30,000	0	1019	110	Inc-Grants Received
3		19,374	21,650	1020	601	Inc-Cemetery
3		4,720	2,690	1028	305	Inc-Pavilions/Piitches
3		2,068	403	1028	306	Inc-Pavilions/Piitches
3		825	698	1028	307	Inc-Pavilions/Piitches
3		3,163	0	1030	501	INC - EVENT 1
3		12,073	0	1032	501	Inc- EVENT 3
3		5,180	0	1034	501	Inc-Childrens Entertainment
3		2,938	1,268	1037	301	Inc-Keta Field Pitches
3		17	18	1038	301	Inc-Bure Park Pitches
3		1,100	0	1040	301	Inc-Keble Rd Pitches
3		6,285	0	1045	501	Inc-Christmas Lights
3		61,716	30,858	1077	108	Inc-Precept Support Grant
3		15,896	3,665	1096	108	Inc-Interest Received
3		4,200	0	1211	300	Inc-Sale of Assets
3	Total other receipts	**269,693**	**107,600**	Total income or receipts as recorded in the cashbook minus the Precept		
4		112,400	138,376	4000	105	Salaries

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2021

		Last Year £	This Year £	Code	Centre	Code Description
4		177,735	166,189	4000	300	Salaries
4		11,051	13,578	4001	105	Ers National Insurance
4		14,348	13,741	4001	300	Ers National Insurance
4		24,170	30,154	4002	105	Ers Pension
4		32,652	35,873	4002	300	Ers Pension
4	Staff costs	**372,355**	**397,911**	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions		
5		11,226	11,038	4306	108	Loan Repayments
5	Loan interest/Capital repayments	**11,226**	**11,038**	Total expenditure or payments of capital and interest made during the year on borrowings		
6		16,283	0	4003	105	Temporary Staff
6		25,296	38,943	4003	300	Temporary Staff
6		3,539	3,567	4004	106	Cleaning Contract
6		466	1	4009	105	Staff Travel
6		7,242	7,360	4011	106	Rates
6		0	244	4011	107	Rates
6		3,730	-7,134	4011	401	Rates
6		969	1,132	4011	601	Rates
6		302	103	4012	106	Water Charges
6		726	1,591	4012	305	Water Charges
6		850	453	4012	306	Water Charges
6		525	750	4012	307	Water Charges
6		441	222	4012	401	Water Charges
6		1,796	-16	4012	404	Water Charges
6		304	307	4012	601	Water Charges
6		528	1,124	4013	106	Gas
6		115	93	4013	107	Gas
6		574	852	4013	306	Gas
6		466	207	4013	401	Gas
6		2,171	2,011	4014	106	Electric
6		33	69	4014	107	Electric
6		2,639	1,723	4014	305	Electric
6		621	448	4014	306	Electric
6		2,045	1,154	4014	307	Electric
6		3,545	1,693	4014	401	Electric
6		333	354	4014	601	Electric
6		595	124	4015	105	Health and Safety
6		578	1,208	4016	300	Uniform & PPE
6		88	33	4017	106	Cleaning Materials
6		108	394	4017	305	Cleaning Materials
6		96	343	4017	306	Cleaning Materials
6		0	343	4017	307	Cleaning Materials
6		623	569	4020	105	Mobile Phones
6		1,730	1,635	4020	300	Mobile Phones

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2021

	Last Year £	This Year £	Code	Centre	Code Description
6	2,738	2,198	4021	105	Office Phones
6	2,619	1,448	4022	105	Post
6	1,460	884	4023	105	Stationery
6	4,357	4,574	4024	105	Subscriptions
6	19,241	17,714	4025	105	Insurance
6	60	123	4027	105	Ref. Booksand Publications
6	53	70	4028	102	Meetings and Hospitality
6	697	0	4029	801	Street Furniture
6	35	0	4030	105	Advertising & Promotions
6	0	9,000	4031	102	Modern Gov
6	0	294	4032	105	Recruitment Advertising
6	1,042	286	4033	105	Office Expenses
6	18,887	17,560	4034	105	Computer Support
6	20	-9	4035	105	Maintenance-Office Equipment
6	6,792	1,759	4036	106	Grounds & Buildings Mtce
6	1,693	2,199	4036	305	Grounds & Buildings Mtce
6	1,911	2,074	4036	306	Grounds & Buildings Mtce
6	1,640	1,944	4036	307	Grounds & Buildings Mtce
6	7,331	3,829	4036	401	Grounds & Buildings Mtce
6	32	195	4036	601	Grounds & Buildings Mtce
6	0	994	4039	106	Waste Removal
6	0	223	4039	305	Waste Removal
6	0	223	4039	306	Waste Removal
6	0	224	4039	307	Waste Removal
6	4,803	3,336	4039	401	Waste Removal
6	2,026	2,050	4039	601	Waste Removal
6	471	1,065	4040	105	Website
6	3,509	2,449	4041	105	Photocopier
6	6,102	2,207	4042	300	Maintenance Machinery
6	5,260	3,245	4044	300	Petrol,Oil & Gas
6	0	387	4045	300	Tools
6	3,196	2,928	4046	401	Horticultural Supplies
6	195	335	4050	401	Maintenance Bowls Club
6	255	0	4051	501	Car Show
6	3,908	1,512	4052	107	Garth Lodge Costs
6	149	117	4054	404	Allotments Costs
6	2,025	2,663	4055	105	Press & PR
6	10,511	740	4056	105	Legal and Professional Fees
6	2,613	2,457	4057	105	Audit Fees
6	5,354	4,731	4058	105	Accountancy
6	2,076	1,725	4059	108	Bank Charges
6	8,250	8,250	4060	109	CAB
6	18,069	9,350	4061	109	Grants to Voluntary Org.
6	0	8,140	4063	109	COVID 19 Grants
6	12,000	0	4064	109	OYAP
6	3,600	3,600	4065	109	TVP Crime Partnership

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2021

	Last Year £	This Year £	Code	Centre	Code Description
6	2,730	0	4068	300	Contract Hire Vehicle
6	55,091	55,685	4069	308	SW Sports Village
6	2,040	2,039	4070	105	Training & Conferences
6	5,544	0	4071	501	EVENT 1
6	5,460	0	4088	501	EVENT 3
6	7,491	866	4092	501	Teddy Bears Picnic/Superheroes
6	9,904	229	4097	105	HR
6	1,751	0	4100	110	Purchase New Machinery
6	300	270	4112	801	Repairs & Maint. Clocks
6	0	95	4115	501	Special Events
6	9,571	0	4120	501	Carnival
6	1,183	13,088	4123	402	Maintenance Play Areas
6	0	436	4126	301	Lease of Open Spaces
6	10,000	0	4129	401	Garth Park Toilets
6	2,500	1,035	4130	106	Building Security
6	2,200	938	4130	305	Building Security
6	1,900	640	4130	306	Building Security
6	1,750	450	4130	307	Building Security
6	1,450	75	4130	401	Building Security
6	5,000	5,000	4131	109	Bicester Vision Manager
6	496	0	4133	109	Partnership
6	1,750	1,750	4150	102	Mayor's Expenses
6	623	993	4151	801	Litter Bin Provosion
6	45,246	29,335	4154	301	Tree Maintenance
6	20	0	4155	301	Rent
6	831	831	4155	404	Rent
6	12,277	675	4157	501	Christmas Lights Switch On
6	8,491	639	4160	102	Civic Expenses
6	14,666	15,000	4169	105	Newsletter
6	5,150	0	4170	109	CCTV
6	4,282	3,111	4175	301	Maintenance of Open Spaces
6	212	0	4176	401	Maintenance Skate Park
6	0	24	4177	401	Maintenance Bandstand & Well
6	1,583	2,199	4178	300	Vehicle Maintenance
6	3,520	3,520	4180	402	ROSPA Inspections
6	327,837	345,532	4190	301	Parks and Garden Contract
6	12,755	26,670	4200	801	Christmas Lights Maint/Storage
6	332	0	4203	106	Window Cleaning
6	0	58	4204	301	Pest Control
6	12,264	11,388	4209	102	Member's Allowances
6	13,082	13,133	4216	801	Litter/Dog Bin Emptying
6	5,904	0	4300	110	New Computer Equipment
6	5,000	5,000	4301	110	Garth House Redevelopment
6	400	0	4305	110	New Cemetery
6	0	5,878	4312	110	Asset Maintenance
6	1,514	2,508	4313	110	Play Area/Open Space Inv.

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2021

		Last Year £	This Year £	Code	Centre	Code Description
6		4,014	0	4314	110	Town Centre
6		12,799	0	9007	901	Community and Elections
6		28,101	1,251	9011	901	Play Areas/Open Space Investme
6		85,932	7,125	9013	901	Equipment Replacement/Mtce
6		0	8,102	9014	901	Green Infrastructure
6		9,965	0	9020	901	BTC Premises
6		2,025	0	9039	901	Burial Ground Provision
6		0	3,750	9043	901	Skate Park
6	Total other payments	**991,269**	**760,309**	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	**3,387,060**	**3,891,908**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		419,780	40,719	201	0	Current Bank A/c
8		90,151	47,276	202	0	Wages Account
8		197	125	203	0	Carnival Account
8		34	2,000,000	204	0	CCLA Deposit
8		270,956	1,222,229	205	0	Barclays Treasury Deposit
8		238,932	240,489	206	0	Santander Capital Account
8		1,868,216	0	207	0	Santander Deposit
8		549,141	549,175	208	0	Lloyds Treasury Account
8		212	196	215	0	Petty Cash
8	Total Cash & Investments	**3,437,619**	**4,100,209**	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		3,646,393	3,656,251	9	0	Total Fixed Assets
9	Total Fixed Assets	**3,646,393**	**3,656,251**	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10		160,875	156,000	10	0	Total Borrowings
10	Total Borrowings	**160,875**	**156,000**	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 8th June 2021

Earmarked Reserves

Chairman: Councillor Alex Thrupp
Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Office Supervisor
Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

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 earmarked reserves to meet the costs of planned future projects and activities.

1.2 The Council currently has 14 identified lines of earmarked reserve provision (including one ringfenced). Details of the position are attached in Appendix 1.

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

2. Proposal for Allocation

2.1 Due to Covid-19, a significant proportion of 20/21 budgeted expenditure was not used. This resulted in a larger than normal surplus drawn down into the general reserve (£504,848 as detailed earlier in this agenda). If left in the general reserve, the reserve would stand at £1,233,903 – an unjustifiably large figure for a general reserve.

2.2 A proposal is made to transfer £521,582 from general reserve to earmarked reserve bringing the general reserve down to £729,055 in line with good practice being approximately half the 21/22 precept.

2.3 The £521,582 transferred to earmarked reserves is for specific future planned spend and contributes to existing lines of provision. Commentary on the allocations can be found in Appendix 1.

3. Reserves Position

3.1 Although the above transfer and allocation to earmarked reserves does reduce the general reserve to appropriate levels, the total of all reserves remains the same at £3,891,908.

3.2 This is significantly more than twice the 21/22 precept (a measure of appropriate upper limits). The Council has also been reminded by previous internal audit that it does not have the power to unduly accumulate funds.

3.3 Whilst there is a reasonable and practical answer as to why the reserves are so high, it behoves the Council to address this imbalance by a planned reduction of reserves.

3.4 Those allocations set out above and in Appendix 1 are the start of what is envisaged to benefit the communities of Bicester and in doing so bring the reserves back to appropriate levels.

4. Recommendation

1. Committee is asked to **AGREE** £521,582 be added to earmarked reserves and allocated as outlined in this report and **RECOMMEND** this to Council 21st June 2021 for approval.

2. Committee is recommended to **NOTE** the resulting level of general reserve for the year commencing 1st April 2021.

Bicester Town Council
Reserve Movements 31.3.2021

Earmarked Reserves

	Balance 31.3.2020	Added in Year	Used to fund Expenditure	Reserve Transfers	Balance 31.3.2021	
Play Area/Open Space Investment	233,902	92,492	1,251		325,143	190k spend planned for 21/22 - growing reserves for 22/23 refurbishments
BTC Premises	1,140,764	85,000			1,225,764	Garth House refurbishment plan - potential for improvements for allotments
Equipment Replacement/Maintenance	134,863	86,122	7,125		213,860	Shredder 11k , Electric Van 25k , Review of Ride on equipment
Burial Ground Provision	544,096	126,968			671,064	New cemetery needed for 2022/23 - growings funds to support
Community and Elections	26,556	3,000			29,556	Budget underspend from Elections
Green Infrastructure	307,057		8,102		298,955	
Skate Park	6,750		3,750		3,000	
Partnership	24,100				24,100	
SW Sports Village Contribution	166,167	70,000			236,167	Budget underspend from Whitelands
Pedestrianisation Scheme	28,000	13,000			41,000	Budget underspend from Street Scene
Shopmobility	4,750				4,750	
Town Centre	21,000	25,000			46,000	Budget underspend from Projects: Town Centre
Garth Park Toilets		10,000			10,000	Budget underspend from Garth Park Toilets
					0	
Ringfenced					0	
					0	
SW Sports Village Sinking Fund	20,000	10,000			30,000	Annual increase to restricted reserve
	2,658,005	521,582	20,228	0	3,159,359	

Agenda Item 12

BICESTER TOWN COUNCIL
FINANCE COMMITTEE FORWARD PLAN

Tuesday 8th June 2021

Date/ Item/ Comment

1. 05/10/2021: Financial Regulations Amendments
2. 05/10/2021: Business Continuity Plan