

THE ATTACHED ACCOUNTING STATEMENTS ARE  
UNAUDITED AND

THEREFORE SUBJECT TO CHANGE

A handwritten signature in black ink that reads "P. Graves". The signature is written in a cursive style, with the first letter of each word being capitalized and larger than the others. The name "Graves" is underlined.

Clerk & Responsible Financial Officer

17. 5. 23

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

COLBURN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<del>✓</del>	✓	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:

15th MAY 2023

and recorded as minute reference:

ITEM 5 APPROVAL OF STATEMENT

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

Chairman



Clerk

P. Graves

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## Section 2 – Accounting Statements 2022/23 for

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	63,938	70,997	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	88,000	90,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	51,770	8288	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	21,175	24,685	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	111,536	115,681	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	70,997	28,918	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	70,997	28,918	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	122,865	131,854	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

*P. G. S. A. S.*

Date 21.4.23

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

15th MAY 2023

as recorded in minute reference:

ITEM 6 APPROVAL OF ACCOUNTS

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

*C. W. S.*

**Colburn Town Council  
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	70,997.30	
Cash in Hand		
Precept	90,000.00	
Allotments	200.00	
Wayleaves	48.88	
Miscellaneous	166.00	
Interest	1,118.36	
Mayor's Dinner	90.00	
Mayor's consort tickets & mileage	620.00	
Mayor's Charity Fund		
Grants	928.00	
VAT		
Clerk's salary		14,032.28
Deputy Clerk's Salary		8,132.81
HMRC PAYE		2,520.40
Subscriptions		1,532.90
Insurance		574.04
Computer Support		1,270.90
Bank Charges		118.46
Office Equipment/Stationery/Postage		184.10
Photocopier		1,169.16
Broadband & mobile		612.30
Broadway Car Park		1,884.02
Office/meeting room Rental		3,292.50
Annual Dinner		60.00
Mayor's Tickets & Mileage	120.00	396.50
Mayor & Deputy Allowances		2,080.00
Mayor's Charity Fund		
Audit & Payroll		1,128.00
Mileage & Travel		133.50
Training		58.40
Miscellaneous/Unbudgeted items		103.97
Section 137		8,590.00
Allotments		350.00
Equipment Repairs		1,589.55
New Play Equipment		
Litter Bins		
Dog Bins		
Litter Bins		3,384.00
Watering		1,075.00
New Projects		

**Colburn Town Council  
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Tree Felling		634.99
Plants & Bulbs		1,136.00
Garage Rental		510.00
Garden Competition		377.00
Christmas Tree		354.29
Miscellaneous		5,863.97
Salaries		25,404.50
Training		
Mileage		8.55
Play Park Inspections		1,073.66
Joint Burial Authority		4,025.00
Other Grants		43,300.00
Planter Sponsorship	1,465.00	
VAT	3,532.38	3,406.59
	<b>98,288.62</b>	<b>140,367.34</b>
<b>Closing Balances:</b>		
Balances in Bank Account		28,918.58
Cash in Hand		
<b>TOTAL</b>	<b>169,285.92</b>	<b>169,285.92</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2023

Signed P. Graves  
Responsible Financial Officer

Date 1.5.23

## Explanation of variances – pro forma

Name of smaller authority: Colburn Town Council

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	63,938	70,997					
2 Precept or Rates and Levies	88,000	90,000	2,000	2.27%	NO		
3 Total Other Receipts	51,770	8,288	-43,482	83.99%	YES		£38,000 less grants rec'd + £7000 VAT claimed on the projects
4 Staff Costs	21,175	24,685	3,510	16.58%	YES		Higher NALC pay settlement £1 per hour for clerk and deputy not budgetted for.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	111,536	115,681	4,145	3.72%	NO		
7 Balances Carried Forward	70,997	28,919			NO	VARIANCE EXPLANATION NOT REQUIRED	£42,000 spent on energy support for Colburn Sports Centre 6 mins x £7,000 = £42,000
8 Total Cash and Short Term Investments	70,997	28,919				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	122,865	131,854	8,989	7.32%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Box 4 - TC had to take back control of Colburn Sports Centre which led to a large increase in clerks' hours from September 2022 to 2023.