

THE ATTACHED ACCOUNTING

STATEMENTS UNAUDITED

AND THEREFORE SUBJECT TO

CHANGE

Clerk & Responsible Financial Officer
22.5.24

Section 1 – Annual Governance Statement 2023/24

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 2024, 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.	✓		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:

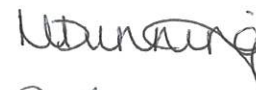
MON 20th MAY 2024

and recorded as minute reference:

Item 7 APPROVAL OF STATEMENT

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

Chair



Clerk



www.colburntowncouncil.co.uk

Annual Internal Audit Report 2023/24

Colburn Town Council
 www.colburntowncouncil.co.uk

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

6/5/24

Name of person who carried out the internal audit

Account-ant Yorkshire Ltd

Signature of person who carried out the internal audit

R Pearson

Date 6/5/24

*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).

Year End Audit Report



WE'RE STRONG IN NUMBERS
ACCOUNT

Period Audited: April 2023-March 2024
YEAR 23/24

Objective (Automated)	QUESTIONS	Answer	Recommendations
Proper Bookkeeping Proper Bookkeeping Proper Bookkeeping Proper Bookkeeping	What systems are used - Is cashbook maintained and up to date? Is cashbook arithmetically correct? Is the cashbook regularly balanced? What basis are the accounts made up on - cash or accruals?	The council use Scribe the cashbook is maintained on a weekly basis Yes, the cashbook is maintained in Scribe which is a self balancing system the cashbook is maintained on a weekly basis Cash Basis	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has the council formally adopted standing orders and financial regulations?	Yes, standing orders and financial regulations have been formally adopted in Feb 24	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has a responsible financial officer been appointed with specific duties?	Yes, the RFO has been appointed with specific duties	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Have items or services above the de minimus amount been competitively purchased?	Items over the DeMinimus are relating to grants and the Sports Centre which has been covered extensively in meeting minutes	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Are payments in the cashbook supported by invoices, authorised and minuted?	Yes, the payments have been duly authorised	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Has VAT on payments been identified, recorded and reclaimed?	Yes, VAT reclaimed via Scribe. 3 quarters observed	
A) Standing Orders and Financial Regulations adopted and applied; AND B) Payment Controls	Does the Council have General Power of Competence?	No. The Clerk is not CLCA qualified	



Year End Audit Report

Period Audited: April 2023-March 2024
YEAR 23/24

Objective (Automated)	QUESTIONS	Answer	Recommendations
Bank Reconciliation	Is there a bank reconciliation for each account? Is a bank reconciliation carried out regularly and in a timely fashion?	Yes Monthly	
Bank Reconciliation	Are there any unexplained balancing entries in any reconciliation?	None	
Bank Reconciliation	Is the value of investments held summarised on the reconciliation?	The Council has an investment with CCLA	
Year End Procedures	Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?	Yes	
Year End Procedures	Do accounts agree with the cashbook?	Yes	
Year End Procedures	Is there an audit trail from underlying financial records to the accounts?	Yes	
Year End Procedures	Where appropriate, have debtors and creditors been properly recorded?	n/a Cash basis	
Market Authority	Is the Council a Market Authority and if so please provide a list of regular market traders so we can check their contracts & a rate card for contracted and casual traders?	n/a not a Market Authority	
Facilities	Do you manage any facilities, what systems do you use to record bookings and payments?	n/a no Facilities Management	
Other Issues	Is the Council registered with the Information Commissioner? If so what is the Reference Number and what is the date of expiry?	ZM54591 - expires August 2024	
Other Issues	What arrangements does the Council have for the back up of computer files?	The Council pays an IT contractor to hold our computer files. As part of their package of IT support they provide Microsoft Business Licences and security programmes.	
Other Issues	Does the Council have responsibility for any Trust Funds or Charities? If so, are they independently examined?	N/a no Trust funds	
Other Issues	Any other issues that are worthy of reporting.	It is recommended in the JPAG 2024 that Councils now have a .gov.uk email address for the Clerk and also Councillors should they have an email address specifically for Council work. Please review the JPAG for further information	
Other Issues	Any other issues that are worthy of reporting.	Per the Transparency Code the Council need to add payments over £500 to their website along with an organisation chart	See "answer" column

Section 2 – Accounting Statements 2023/24 for

COLBURN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	70,997.30	28,918.58	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	90,000.00	180,000.00	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8,288.62	9,828.43	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	24,685.49	24,801.18	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	115,681.85	119,071.23	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	28,918.58	74,894.60	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	28,918.58	74,894.60	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	131,854.00	735,282.00	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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. Gwales

Date

20.5.24

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

20th MAY 2024

as recorded in minute reference:

Item 8 APPROVAL OF ACCOUNTS

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

W. Dunning

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: **Colburn Town Council**

County area (local councils and parish meetings only): **ABC County**

Financial year ending 31 March 2024

Prepared by (Name and Role): **Philippa Graves Clerk/ RFO**

Date: **31/03/2024**

	£	£
Balance per bank statements as at 31/3/24:		
e.g Current Account	74,894.60	
High Interest Account	N/A	
Building Society Premium Account	N/A	
	<hr/>	74,894.60
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/24 (normally only current account)		
Cheque number		
	<hr/>	0.00
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx (but not credited until 2 April)		
	<hr/>	-
Net balances as at 31/3/24 (Box 8)		<u><u>74,894.60</u></u>

Explanation of variances – pro forma

Name of smaller authority
Coburn Town Council
 County area (local councils and parishes 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.

	2022/23 £	2023/24 £	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	70,997	28,919					
2 Precept or Rates and Levies	90,000	180,000	90,000	100.00%	YES		
3 Total Other Receipts	8,288	9,848	1,560	18.82%	YES		
4 Staff Costs	24,685	24,801	116	0.47%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	115,681	119,071	3,390	2.93%	NO		
7 Balances Carried Forward	28,919	74,895					
8 Total Cash and Short Term Investments	28,919	74,895					
9 Total Fixed Assets plus Other Long Term Investments and	131,854	735,282	603,428	457.65%	YES		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

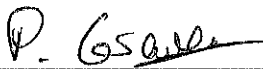
Variances of £200 or less are tolerable

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

Colburn Town Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Tree Felling		600.00
Plants & Bulbs		1,277.20
Garage Rental		540.50
Garden Competition		279.20
Christmas Tree		150.80
Miscellaneous		1,398.99
Salaries		23,709.00
Training		39.56
Mileage		
Play Park Inspections		1,782.48
Joint Burial Authority		4,105.00
Other Grants		50,000.00
Planter Sponsorship	800.00	
Land Trust maintenance payments	1,752.00	
VAT	3,380.56	2,654.04
	189,848.43	143,872.41
Closing Balances:		
Balances in Bank Account		74,894.60
Cash in Hand		
TOTAL	218,767.01	218,767.01

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed 
Responsible Financial Officer

Date 31. 3. 24

Colburn Town Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	28,918.58	
Cash in Hand		
Precept	180,000.00	
Allotments	350.00	
Wayleaves	48.88	
Miscellaneous	283.40	
Interest	2,932.59	
Mayor's Dinner		
Mayor's consort tickets & mileage	48.00	
Mayor's Charity Fund	253.00	
Grants		
VAT		
Clerk's salary		13,164.35
Deputy Clerk's Salary		8,170.22
HMRC PAYE		3,466.61
Subscriptions		1,113.00
Insurance		933.49
Computer Support		1,004.50
Bank Charges		104.90
Office Equipment/Stationery/Postage		179.04
Photocopier		1,226.61
Broadband & mobile		625.07
Broadway Car Park		453.41
Office/meeting room Rental		3,262.50
Annual Dinner		30.00
Mayor's Tickets & Mileage		96.00
Mayor & Deputy Allowances		2,000.00
Mayor's Charity Fund		253.00
Audit & Payroll		1,272.00
Mileage & Travel		92.00
Training		66.80
Miscellaneous/Unbudgeted items		4,462.50
Section 137		11,541.96
Allotments		350.00
Equipment Repairs		2,499.58
New Play Equipment		
Litter Bins		
Dog Bins		
Litter Bins		
Water		968.10
New Projects		