



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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2nd June 2021

To: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose and Phil Moitt.

Dear Councillor

You are summoned to attend a meeting of the **CORPORATE GOVERNANCE SUB-COMMITTEE** to be held in the Council Chamber at Braunstone Civic Centre on **Thursday, 10th June 2021** commencing at **6.30pm**, for the transaction of the business as set out below.

Alternatively, members of the public may observe this meeting, and make contributions under the Public Session item, using Zoom video and web conferencing software (details below).

Join Zoom Meeting

<https://zoom.us/j/93327308032?pwd=KzJQcTZydmkrTHJkUzhXUzVvMXhYQT09>

Meeting ID: 933 2730 8032

Passcode: 455113

Yours sincerely,

Executive Officer & Town Clerk

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).
3. **Public Participation**
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

4. **Minutes of the Meeting held 13th June 2019**

To confirm the accuracy of the Minutes of the meeting held 13th June 2019 to be signed by the Chairperson (**Enclosed**).

5. **External Audit 2019/2020**

To note that the External Audit was completed on 14th October 2020 and no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31st March 2020 (**Enclosed**).

6. **Internal Audit Report 2020/2021 and Internal Audit arrangements 2021/2022**

To receive the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2021 and to appoint an Internal Auditor for 2021/2022 (**Enclosed**).

7. **Annual Governance Statement 2020/2021**

To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2021 and to recommend to Council adoption of the Annual Governance Statement 2020/2021 (**Enclosed**).

8. **Accounting Statements 2020/2021**

To receive the End of Year Accounts for the financial year ended 31st March 2021 and to recommend to Council adoption of the Accounting Statements 2020/2021 (**Enclosed**).

Next Scheduled Meeting: June 2022.



NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- *eliminate unlawful discrimination, harassment and victimisation;*
- *advance equality of opportunity between different groups; and;*
- *foster good relations between different groups*

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

BRAUNSTONE TOWN COUNCIL

MINUTES OF CORPORATE GOVERNANCE SUB-COMMITTEE

THURSDAY 13th JUNE 2019 AT 6.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose (substituting for Councillor Phil Moitt) and Shabbir Aslam.

Officers in Attendance: Darren Tilley, Executive Officer & Town Clerk.

There were no members of the public present at the meeting.

1. Apologies

An apology for absence was received from Councillor Phil Moitt.

2. Disclosures of Interest

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

3. Public Participation

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

4. Minutes of the Meeting held 14th June 2018

The Minutes of the Meeting held on 14th June 2018 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 14th June 2018 be approved and signed by the Chairperson as a correct record.

5. External Audit 2017/2018

The Committee received a report concerning the outcome of the External Audit in respect of the accounts and governance arrangements for the year ended 31st March 2018 and noted the Council's response (item 5 on the agenda).

RESOLVED that the findings and recommendation of the External Audit in respect of the accounts and governance arrangements for the year ended 31st March 2018 and the Council's response, as agreed by Policy & Resources Committee on 1st November 2018, be received and noted.

Reason for Decision

To recognise that the External Auditor's findings and the Council's response had been published and that approval had been given to adjust the figures in the prior year comparatives when completing this year's Annual Governance and Accountability Return.

6. Internal Auditor's Report 2018/2019 and Internal Audit Arrangements 2019/2020

The Committee received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2019 and to appoint an Internal Auditor for 2019/2020 (item 6 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL

1. that the observations of the Internal Audit (attached at Appendix 1 of the report) be noted and that the recommendations for improvement, along with the proposed response, as set out in the Improvement Action Plan (attached at Appendix 2 of the report), be adopted; and
2. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2020.

Reasons for Decision

1. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
2. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

7. Annual Governance Statement 2018/2019

The Committee received a report to enable it to review and ensure that there were sound systems of internal control, including the management of risk and the preparation of accounting statements, during the financial year ended 31st March 2019 and to enable it to recommend to Council adoption of the Annual Governance Statement 2018/2019 (item 7 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk be confirmed as sound and that Section 1, Annual Governance Statement 2018/19, of the Annual Governance and Accountability Return 2018/2019, attached at Appendix 3 of the report, be completed, signed and submitted accordingly.

Reason for Decision

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and having undertaken an assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2019, there were sound systems of internal control and management of risk.

8. Accounting Statements 2018/2019

The Committee received the End of Year Accounts for the financial year ended 31st March 2019 for consideration and to recommend to Council adoption of the Accounting Statements 2018/2019 (item 8 on the agenda).

RESOLVED

1. that the Executive Officer & Town Clerk conduct an investigation into the cost of utility bills, ahead of the 2020/2021 budget setting process;
2. THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting statements 2018/19, of the Annual Governance and Accountability Return for the year ended 31st March 2019, attached at Appendix 9 of the report, be completed, signed and submitted accordingly.

Reasons for Decision

1. *The combined net payments for Utility Bills at both Community Centres were one-third over the budget. The Council needed to understand why in order to ensure it adequately budgeted for its costs.*
2. *The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.*

The meeting closed at 7.20pm

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for June 2020.

DRAFT

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Braunstone Town Council – LE0280**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

Other matters not affecting our opinion which we draw to the attention of the authority:

- We note that Sections 1 and 2 of the Annual Governance and Accountability Return were approved on 25/06/2020 but that the public rights period did not commence until 01/09/2020. The period set is not strictly in contravention of the timing permitted under the legislation introduced as a result of Covid-19, but it should be noted that this year's extension to allow later public inspection was intended to allow for authorities who were not able to approve their AGAR until as late as the statutory deadline of 31 August 2020. Regulation 12 (3) of the Accounts and Audit Regs 2015 (signing and approval of the statement of accounts for Category 2 authorities) requires the Responsible Financial Officer, as soon as practicable after the date on which the authority complies with regulation 12 (2c) (re. accounts approved and signed following meeting), to do the following on behalf of the smaller authority:
 - a) commence the period for the exercise of public rights in accordance with regulation 14 and regulation 15; and
 - b) notify the local auditor of the date on which that period was so commenced.
 We fully appreciate the difficulties arising as a result of coronavirus restrictions; however, please consider the requirements of the Accounts and Audit Regulations 2015, when setting the date for the approval of the AGAR in relation to the public rights period in future years.

3 External auditor certificate 2019/20

We 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 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

[Handwritten Signature] SIGNATURE REQUIRED

Date

14/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Braunstone Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

	Notes
<p>1. The audit of accounts for Braunstone Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Braunstone Town Council on application to:</p> <p>(a) <u>Customer Services – Braunstone Civic Centre</u> <u>209 Kingsway, Braunstone Town, Leicester. LE3 2PP.</u> <u>www.braunstonetowncouncil.org.uk/index.php/annual-return-and-notice-of-conclusion-of-audit</u></p> <p>(b) <u>Customer Services is open Monday to Friday</u> <u>9am - 1.00pm and 1.30pm - 5.00pm</u> <u>Our website is available 24 hours a day</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of <u>£0.60</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Darren Tilley, Responsible Financial Officer</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>Monday 19th October 2020</u></p>	<p>(e) Insert the date of placing of the notice</p>

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE – 10th JUNE 2021 **POLICY & RESOURCES COMMITTEE – 10th JUNE 2021**

Item 6 - Internal Audit Report 2020/2021 and Internal Audit arrangements 2021/2022

Purpose

To receive the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2021 and to appoint an Internal Auditor for 2021/2022.

Roles and Responsibilities

The Council members as a whole are responsible for ensuring that the Council maintains proper accounting records together with an appropriate system of internal control along with responsibility for the preparation of annual accounts and the completion of the 'Local Councils in England – Annual Return'.

The Council is required to appoint an Internal Auditor who is independent of the Council's Governance and Financial arrangements.

The internal auditor is responsible for reporting to the Council on the adequacy of the systems of internal control.

Scope of Audit and Reporting Requirements

In carrying out the internal audit, the auditor will have full regard to the guidance on Internal Audit set out in "Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements" (March 2020) published by the Joint Panel on Accountability & Governance. Section 4 sets out "Non-statutory guidance for internal audit at smaller authorities".

The Internal Auditor:-

- provides the Council with a written report of findings upon completion of the audit; and
- completes and signs the Internal Audit Section of the Annual Governance and Accountability Return.

Audit Timetable

Unless specifically required by the Council at any other stage during the financial year, the internal audit will commence after the end of year accounts have been finalised by the Responsible Financial Officer and prior to the meetings of Corporate Governance Sub-Committee and Policy & Resources Committee in June which will consider the Annual Governance Statement, Accounting Statements alongside the

Internal Audit Report.

Appointment of Internal Auditor

The Town Council has used the Leicestershire and Rutland Association of Local Councils (LRALC) Internal Audit Service since 2017/18 which, for a fee, provides any member Council with a continually trained and developed, competent, independent, and indemnified Internal Auditor. The person appointed by LRALC to undertake Braunstone Town Council's Internal Audit is John Marshall.

Having received the Internal Audit for 2019/20, the Council agreed on 25th June 2020 (minute 5859) that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2021. The fee, based on our electorate of 12,652, is £440.

Internal Audit for 2020/2021

The Internal Audit was undertaken remotely during April and May and the Internal Auditor conducted a meeting with the Executive Officer & Town Clerk via Zoom Video Conferencing on Friday 28th May 2021. A copy of the Internal Audit Report is attached at Appendix 1.

The Internal Auditor has completed the appropriate section of the Annual Governance and Accountability Return, which is attached at Appendix 2, to confirm that appropriate accounting arrangements are in place.

The Responsible Financial Officer has reviewed its recommendations, and in consultation with the Council's Management Team, has drafted a response to the Internal Auditor's Recommendations, which is attached at Appendix 3.

Outstanding Recommendations from Internal Audit 2018/2019

Two recommendations were made by the Internal Auditor in 2019 and the Action Plan was approved by Corporate Governance Sub-Committee, Policy & Resources Committee and Council in June 2019. One recommendation was to review information published on the Council's website and the other an amendment to be included in the annual review of the Financial Regulations.

Due to the Covid-19 Incident it was not possible to complete these actions by 31st March 2020. Therefore, in June 2020, Policy & Resources Committee resolved that these improvement actions be rolled forward and implemented by May 2021.

The update to the Financial Regulations were accommodated in the review of Standing Orders and Financial Regulations, approved and adopted by the Annual Council meeting held on 13th May 2021.

The review of the Transparency Code information on the Council's website was further delayed due to the process of restructuring the website and the post which was undertaking this work being currently vacant. The work commenced in May 2021 and all categories of information are now included on the Financial and Open

Data page of the Council's website. However, the format and previous years data requires updating and will be completed by August 2021.

Arrangements for 2021/2022 Internal Audit

This is the fourth year that the Council has used the Internal Audit service provided through Leicestershire and Rutland Association of Local Councils. Given the service is both competent and represents value for money; it is recommended that the Council appoint Leicestershire and Rutland Association of Local Councils to be the Council's Internal Auditor for 2021/22.

Recommendations

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)

THAT IT BE RECOMMENDED TO COUNCIL

1. that the observations of the Internal Audit (attached at Appendix 1 of the report) and confirmation of compliance with the internal control objectives (attached at Appendix 2 of the report) be received and noted;
2. that the recommendations for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be adopted; and
3. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2022.

Reasons

1. The Internal Auditor, having tested all the aspects of the Council's internal controls, was satisfied that in all significant respects the internal control objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.
2. To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.
3. To ensure arrangements were in place for compliance with Accounts and Audit Regulations.

Annual Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

APPENDIX 1

Name of council:	Braunstone Town Council		
Name of Internal Auditor:	John Marshall	Date of report:	28.05.2021
Year ending:	31 March 2021	Date audit carried out:	28.05.2021

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit. This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

Due to the Covid-19 pandemic and as a consequence of the legal distancing restrictions imposed by the UK government I carried out the audit remotely, by e-mail and Zoom. I would thank Darren Tilley, Clerk and RFO for his co-operation and assistance in delivering the audit; having the year-end data available promptly at the end of what has been a very difficult year for clerks and councils, together with the quick response to my queries by Darren and his staff has been very helpful.

I firstly examined the publicly available information displayed on the council's website including the council's policies, procedures, agendas, minutes, financial and other records. I sought evidence that the previous year's Internal and External Audit reports had been properly reported to and where necessary acted upon by the Council; they had.

In respect of the 2 issues raised by me, I noted that work had either been completed or was in train and well advanced but delayed as a result of the distractions caused by the C-19 pandemic. I noted that last year, the External Auditor (EA) drew attention in section 3, part 2 'other matters' of the 2019/20 Annual Governance and Accountability Return (AGAR) to the fact that the council had not properly provided for the exercise of public rights. It appears that the statutory notice had not been posted in a timely manner, as soon as practicable after the council had signed off the AGAR. That said, the chosen dates were within the permitted (and extended, due to C-19) legal window for publication. I am required to confirm, at question M of the 2020/21 Annual Internal Audit Report (AIAR) whether 'the authority [last year] correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations'. I note that the EA raised this in section 3.2 of last year's AGAR as an 'other matter' rather than an 'except for' issue ie those relating to a failure to meet relevant legislation and regulatory requirements.

When viewed in the context of the wider picture, I consider the council met the standard as worded in question M and have concluded that it is appropriate for me to enter 'yes' to that question.

I then examined the council's arrangements for the management and control of its business in the areas of bookkeeping, due process (ie compliance with the proper practices as set out in the Practitioners' Guide), risk management, budget setting and monitoring, payroll, asset register, bank reconciliations, internal control and year-end procedures and compliance with the display of information, including the exercise of public rights.

I looked particularly at the arrangements that the council put in place in response to the C-19 restrictions, to manage the processes and procedures that would normally require documents including Minutes, invoices etc to be physically examined and / or signed. Where changes have been made, I am satisfied that the modified arrangements have been introduced without any significant diminution in the overall standard of internal controls.

Where necessary, I requested and was provided with supplementary evidence to enable me to reach a conclusion regarding the enquiries I am required to make as set out in the AIAR. This supplementary information was provided in the form of written answers to the questions raised together with scanned documents and our discussions over Zoom.

I discussed with Darren the content of the risk assessment, not because it is defective but because I identified items (details below) that I consider are worthy of inclusion. As part of its financial and risk management process, it would be prudent for the council to consider these risks and review whether any changes are necessary; indeed, I am aware from email correspondence with Darren since the audit that work in that respect is already under way.

- the sums held in some bank accounts significantly exceeds the limit of protection (£85,000) afforded by the Financial Services Compensation Scheme; that carries a degree of risk, as demonstrated by the Icelandic banking crisis of 2008
- the need to be able to access and operate all current and deposit accounts is paramount; the risk of not being able to do so most commonly arises when the mandate(s) and signing / authorisation arrangements are out of date. It would be prudent to explicitly identify that risk along with the council's arrangements for regular review to maintain the currency of mandates and signing / authorisation arrangements
- there is also a place for considering 'softer', especially reputational risks. The council sets out a strong and positive mission statement on its home page and has put a number of policies in place that seek to deliver those aims and goal through its staff and its actions. The council, through its diligent staff and engaged councillors consistently demonstrates high standards of compliance and performance. That in turn builds public confidence that attracts customers, willing partners and potential funding eg grants that then lead to prosperity; a loss of reputation is a business risk that the council should always bear in mind.

The council's response in the early stages of the pandemic coupled with the evolving arrangements put in place to manage its business going forward from March 2020 demonstrates a level of preparedness that was and remains second to none.

In conclusion, I am pleased to be able to report that having tested all the aspects of the council's internal controls that I am required to consider, based on the information made

available to me I am satisfied that in all significant respects, the internal control objectives were achieved throughout the financial year to a standard adequate to meet the council's needs. Accordingly, I have completed and signed off the Annual Internal Audit Report as required.

John Marshall, CiLCA
 Internal Auditor to the Council
 07505 139832
wjm.marshall1@gmail.com

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2020	Year ending 31 March 2021
1. Balances brought forward	236,782	245,340
2. Annual precept	604,817	646,304
3. Total other receipts	222,249	1,124,855
4. Staff costs	479,396	485,278
5. Loan interest/capital repayments	60,765	66,628
6. Total other payments	278,347	846,418
7. Balances carried forward	245,340	618,175
8. Total cash and investments	233,698	621,657
9. Total fixed assets and long term assets	4,555,705	4,563,475
10. Total borrowings	242,998	1,128,008

The proper practices referred to in Accounts and Audit Regulations 2015 are set out in *Governance and Accountability for Smaller Authorities in England (March 2021), A Practitioners' Guide*. A copy of the current guide is available for free download from this page:

<https://www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links>

Annual Internal Audit Report 2020/21

BRAUNSTONE TOWN COUNCIL

ENTER PUBLIC WEBSITE ADDRESS www.braunstonetowncouncil.org.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).	✓		
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: 28/05/2021 DD/MM/YYYY DD/MM/YYYY
 Name of person who carried out the internal audit: John Marshall, CiLCA INTERNAL AUDITOR

Signature of person who carried out the internal audit:  Date: 28/05/2021

*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).

APPENDIX 3 – INTERNAL AUDIT IMPROVEMENT PLAN

Observation	Risk	Recommendations	Priority	Braunstone Town Council Response to Recommendations	Officer Responsible	Action Date
The sums held in some bank accounts significantly exceeds the limit of protection (£85,000) afforded by the Financial Services Compensation Scheme	Carries a degree of risk, as demonstrated by the Icelandic banking crisis of 2008.	Consider the risk and review whether any changes are necessary.	M	Consider this risk when reviewing Corporate Risks as part of the Annual Governance Review and identify any mitigating actions as necessary.	Executive Officer & Town Clerk	June 2021
The need to be able to access and operate all current and deposit accounts is paramount	The risk of not being able to do so most commonly arises when the mandate(s) and signing / authorisation arrangements are out of date.	Explicitly identify the risk along with the council's arrangements for regular review to maintain the currency of mandates and signing / authorisation arrangements	M	Review Bank Mandates at Policy & Resources Committee in August 2021. Include changes in annual review of Financial Regulations in April and May 2022.	Resources & Facilities Manager Executive Officer & Town Clerk	Aug 2021 March 2022
A loss of reputation is a business risk that the council should always bear in mind	Loss of public confidence and customers in turn has financial consequences.	Consider the risk and review whether any changes are necessary.	L	Consider this risk when reviewing Corporate Risks as part of the Annual Governance Review and identify any mitigating actions as necessary.	Executive Officer & Town Clerk	June 2021

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE – 10th JUNE 2021 POLICY & RESOURCES COMMITTEE – 10th JUNE 2021

Item 7 – Annual Governance Statement 2020/2021

Purpose

To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2021 and to recommend to Council adoption of the Annual Governance Statement 2020/2021.

Background

Under the Regulations it is the Council as a whole that is responsible in law for ensuring that financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of functions and which includes arrangements for the management of risk. Under the regulations, all local councils are required to conduct a review at least once a year of the effectiveness of their system of internal control, in accordance with proper practices.

Annual Governance Statement

As part of the Annual Governance and Accountability Return, the Council has to demonstrate that it is compliant with the statements set out in Section 1, Annual Governance Statement:

- 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

Prepared accounting statements in accordance with the Accounts and Audit Regulations.

- a) Budgeting:* the Council reviewed its Medium Term Priorities and Financial Planning arrangements at Policy & Resources Committee in October 2020 and Council in November 2020 ahead of each Standing Committee reviewing its priorities and objectives alongside its budget and capital plan requirements for 2021/2022 in December 2020 and January 2021. The Council approved the Business Plan, Capital Plan and budget when setting the precept for 2021/2022 on 28th January 2021.

Each Standing Committee receives a report each cycle setting out income and expenditure to date against the budget.

Prior to the commencement of a Capital Plan project, Policy & Resources Committee receives a financial appraisal, including grant funding options, use of revenue budgets and details of reserves. For larger more complex Capital Plan projects, regular reports are provided during and at the end of each project.

- b) *Accounting Records and Supporting Documents:* Operational expenditure transactions are authorised by two account signatories and each Standing Committee receives a list of all expenditure transactions since the previous report.

The Council uses Finance and Facilities Management Software packages provided by Edge IT, which record all transactions and provide tracking and reporting of overdue invoices/receipts and orders/payments.

The Responsible Financial Officer undertakes quarterly checks on the accounting records and supporting documents and ensures corrective action is taken where necessary.

- c) *Bank Reconciliation:* for the General Operating Account and Payroll Account is undertaken monthly and for the investment account is undertaken quarterly. The Finance System lists transactions to be reconciled and both the reconciliation report and bank statement are signed by the officer reconciling the account and counter signed by the Responsible Financial Officer/Deputy Responsible Financial Officer.

Policy & Resources Committee receive a summary of the reconciled amounts, cash and reserves following the end of each quarter.

- d) *Investments:* The Council maintains a high interest, short term 90 day notice investment account with a UK Building Society, which contains reserves and surplus monies. Where large sums, such as a loan, are received for a capital project and part of the amount is not immediately due for payment, then the balance is invested in the 90 day notice account and drawn down as expenditure payments become due.

- e) *Statement of Accounts:* the accounting statements have been submitted:
- Corporate Governance Sub-Committee, 10th June 2021 (item 6);
 - Policy & Resources Committee, 10th June 2021 (item 6); and
 - will be submitted to Full Council on 24th June 2021 (the deadline date for determining the Accounting Statements is 30th June).

For the purpose of the Regulations, Braunstone Town Council is currently classed as a smaller authority (as defined by the Accounts and Audit Regulations 2011) whose gross annual income or expenditure is less than £6.5 million. Accordingly it is audited under the intermediate level review.

- f) *Reserves:* Policy & Resources Committee receive a summary of the cash and reserves following the end of each quarter. Policy & Resources Committee in October and Council in November reviews the position with both earmarked and non-earmarked reserves as part of its Medium Term Priorities and Financial Planning arrangements ahead of each Standing Committee reviewing its priorities and objectives alongside its budget and capital plan requirements for the following financial year.

Policy & Resources Committee also review the position with reserves as part of the financial appraisal for large Capital Projects.

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 public money and resources.

- a) *Standing Orders and Financial Regulations:* The Council's systems of internal controls are set out in the Standing Orders and Financial Regulations. With the exception of 2020, due to the Covid-19 pandemic. The Council reviews its Standing Orders and Financial Regulations on an annual basis and modifications were approved at Annual Council to the Standing Orders and Financial Regulations on 16th May 2019.

Due to the Covid-19 pandemic, the Council adopted fixed term addendums to the Standing Orders and Financial Regulations to facilitate remote attendance at Council and Committee meetings, enable authorisation of payments electronically and to provide an alternative for incidental expense payments to be made by BACS rather than using petty cash.

- b) *Safe and Efficient Arrangements to Safeguard Public Money:* An official order is issued for all work, goods and services except where there is a formal contract. Orders are issued following receipt of a signed requisition request, which must be counter signed by a Manager. Upon receipt of an invoice, payment is authorised by two members of the council or one member of the council and the Executive Officer & Town Clerk (where he did not issue the order).

All monies received are paid into the bank, usually weekly; the origin of each receipt is entered on the paying-in slip.

The Financial Regulations provide for Policy & Resources Committee to approve banking arrangements, including account signatories, and arrangements for the use of corporate credit cards, both of these were reviewed during the year. The Financial Regulations also set out the maximum limit on credit card purchases and require that the balance is fully paid each month.

The Responsible Financial Officer and Deputy Responsible Financial Officer have undertaken Finance training provided through the National Association of Local Councils. The Responsible Financial Officer provides financial responsibilities training for all Councillors. New Councillors have also received financial responsibilities training through the National Association of Local Councils.

The Financial Regulations are reviewed annually by Policy & Resources Committee and Council. The internal control procedures are reviewed annual by Corporate Governance Sub-Committee.

An assessment of financial risks is attached at Appendix 1; proposed amendments are highlighted in **bold text**.

The Internal Audit has identified that the Council consider the risk of holding over £85,000 in any one bank account and the importance of regularly reviewing bank mandates.

- c) *Employment:* Employment Contracts, establishment posts and pay scales are approved by the Policy & Resources Committee. Transfer of monies into the payroll account is authorised by two members of the Council. Payment of salaries and expenses are authorised by the Responsible Financial Officer. The Council is a member of the Local Government Pension Scheme and fully complies with the requirements to auto-enrol employees into the pensions scheme.
- d) *VAT:* The Financial Management System records VAT payed and received and produces reports for the Responsible Financial Officer who is responsible for submitting an accurate and timely VAT Return. All VAT Returns were submitted on time. The Responsible Financial Officer and Deputy Responsible Financial Officer have undertaken VAT Training provided through the National Association of Local Councils.
- e) *Fixed Assets and Equipment:* are regularly inspected in accordance with the regulations and the inspection regime set out in the Health & Safety Policy and associated Risk Assessments.

A full list of the Council's assets, including details of those purchased and disposed of during the financial year, are included with the annual accounting statements (which is the next item on the agenda).

- f) *Loans and Long Term Liabilities:* The Council drew down two loans totalling £936,936 during the year towards the financing of the Shakespeare Park Improvement Project. Borrowing approval was given by the Ministry of Housing, Communities and Local Government in January 2020 following submission of a detailed financial appraisal.

The Council continued to repay capital and interest on existing Public Works Loans, in accordance with the respective loan's repayment requirements, for which provision is made in the annual budget.

The Council assesses the funds needed for future capital and interest repayments on its loans through the annual Medium Term Priorities and Financial Planning process.

- g) *Review of Effectiveness:* an Internal Audit was undertaken by a competent and independent person on 28th May 2021, which will be considered by the Corporate Governance Sub-Committee and Policy & Resources Committee, prior to consideration of this report, in order that recommendations can be made to Council on compliance with the provisions set out in the Annual Governance Statement.

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 the Council to conduct its business or manage its finances.

Only done what we have the legal power to do and have complied with proper practices in doing so.

- a) *Acting within powers:* the relevant legal powers for all the Council's activities are listed in the annual Budget, Precept and future estimates report and appendices, which is considered by Policy & Resources Committee in January each year and subsequently approved by Full Council.

When exercising legal powers, the relevant Standing Committee and the Council receive a report with the agenda setting out the context for the decision it is being asked to take, along with recommendations and supporting reasons. The Council's Proper Officer or the Deputy Proper Officer will be in attendance at Council and Standing Committee meetings to provide legal, financial and policy advice on the matters for determination.

- b) *General Power of Competence:* Following elections on 2nd May 2019, Braunstone Town Council determined on 16th May 2019, that it met the eligibility criteria in paragraph 2 of the schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965 and was an eligible local council for the purpose of completing any activity undertaken in exercise of the General Power of Competence.

Where the General Power of Competence is to be used, the details are set out in the report of the Executive Officer & Town Clerk to Standing Committee / Council as appropriate. Using the General Power of Competence, the Town Council manages and operates the Braunstone Town Library service and offers a Grant Scheme for individuals.

- c) *Regulations and Proper Practices:* The Executive Officer & Town Clerk reports to the relevant Standing Committee when regulations require a change to policy, duties and responsibilities, service structure, or requires resources. The Town Council is a member of the Leicestershire & Rutland Association of Local Councils/National Association of Local Councils and has direct access to legal advice. In addition, the Town Council sources legal advice and support from North West Leicestershire Legal, employment advice and support from Personnel Advice & Solutions Ltd and subscribes to services and advice from the Local Government Association. The Executive Officer & Town Clerk is a member of the Society of Local Council Clerks who also provide legal support and advice.

Annual reviews are undertaken of the Standing Orders and Financial Regulations to ensure compliance. Council policies are reviewed at least every 3 years or as a result of legislative changes.

An annual audit and detailed review of proper practices is undertaken by the Corporate Governance Sub-Committee in June, who directly report to Policy & Resources Committee and full Council. However, in 2020, due to the Covid-19 pandemic, pressure on resources and the need to meet remotely meant that the detailed review of proper practices was undertaken directly by the Policy & Resources Committee.

- d) *Actions during the year:* the Executive Officer & Town Clerk as the principle legal advisor, attends all decision making Committees and Full Council; where decisions are required a report/supporting material is issued in advance with the agenda and recommendations included. All decisions (including those taken under delegated authority) are recorded.

There was one instance during the year when the authority took a decision which had wider financial implications than it was aware of. While the decision itself and its application did not exceed the Council's powers or contravene any laws or regulations, the practical application of the decision had not been identified in the background report to the Policy & Resources Committee. Once the full implications of the decision became known, the Council's Proper Officer advised the Leader and Deputy Leader of the Council and reported to the next scheduled meeting of the Committee.

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 the authority's accounts.

- a) *Exercise of public rights:* for the Year Ended 31st March 2020, in accordance with the Accounts & Audit Regulations 2015, the Council published and made available the unaudited accounting records for electors to inspect. Due to Covid-19 restrictions in the Greater Leicester area in June and July 2020, and the uncertainty surrounding the length of time the restrictions would remain in force, the Council publicised that the information would be available for inspection between 1st September 2020 and 12th October 2020 as permitted under the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020. In practice the accounting records were available prior to 1st September 2020, since the restrictions were lifted in Braunstone Town on 18th July 2020.
- b) *Limited assurance review by the external auditor:* The External Audit was completed on 14th October 2020. A notice was published to electors on 19th October 2020, in accordance Accounts and Audit Regulations 2015 (SI 2015/234), of the conclusion of the audit and the right of electors to inspect the Annual Governance and Accountability Return and review the findings of the external audit.

5. **We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.**

Considered and documented financial and other risks and have dealt with them properly.

- a) *Identifying and assessing risks:* The Council identifies, assesses and records risks that could have financial and reputational consequences. The corporate risks are attached at Appendix 1; proposed amendments are highlighted in **bold text**. The Internal Audit has identified that the Council consider loss of reputation as a business risk.

Due to the Covid-19 pandemic, between 17th March 2020 and 31st August 2020, the Council operated under the urgency decision making provisions provided for in the Scheme of Delegation and the Business Continuity Plan. An initial impact assessment was carried out and Essential Business and Priorities identified and approved by Policy & Resources Committee on 30th April 2020.

As a result of the need to focus resources on the Covid-19 incident and response, the Health & Safety Consultative Group did not meet until 28th September 2020. The work of the Group being led in the initial stages of the pandemic by the Incident Response Leadership Team, which reported to Policy & Resources Committee, in accordance with the Business Continuity Plan.

In response to the Covid-19 pandemic, procedures, guidance and risk assessments were adopted and reviewed to ensure that the Council's services and activities were Covid-19 Secure. This included new procedures, guidance and risk assessments for a newly created service in response to the pandemic, the Braunstone Town Covid-19 Community Response, guidance for staff dealing with people with suspected Covid-19 symptoms, and guidance and risk assessments for homeworking.

During 2020, the Council commenced a large capital rebuild and refurbishment of the pavilion and site at Shakespeare Park. Due to the heavy plant and ongoing works adjacent to a recreation field, children's play area and public right of way; the Council appointed Browns Health and Safety to provide the Council with health and safety and risk advice concerning the management of the project, overseeing the works contract and with ensuring that the parts of the site which remained open to the public remained safe for use.

Fire Risk Assessments as required by Regulatory Reform (Fire Safety) Order 2005 were completed on 25th April 2016 by Vital, which also included a General Risk Assessment. As a result of these, a Fire Risk Assessment checklist is completed every three months and the daily checklists were updated.

Banking – Compensation Scheme – with effect from 31st December 2010 the Government Scheme offers full compensation up to £85,000 per saver

or authorised institution. The Internal Audit has identified that the Council consider the risk of holding over £85,000 in any one bank account.

- b) *Addressing risks:* A review was undertaken of the Council's Insurance Policy and Assets Register in October when the Policy was due for renewal. As part of the renewal of insurance in 2016, the Council's buildings (Braunstone Civic Centre, Thorpe Astley Community Centre and Mossdale Pavilion and workshop) were revalued to ensure that the insurance value was sufficient for rebuild. The new Shakespeare Park Pavilion will be valued once building work has completed. The revised valuations have been included in the insurance policy and have been included under the "Insurance Value" column of the Fixed Assets List, which forms part of the Accounting Statements (see next item on the agenda).

During May 2020 ROSPA undertook the annual inspections of all Braunstone Town Council play areas including play areas, Multi Sports areas, teenage areas and the skate park area. The written reports were received on 27th May 2020 for each play area inspected. The inspections included reports on fencing, litter bins, safety surfaces and play equipment with priorities for work marked low, medium or high.

Three high priority items were noted on two of the Town Council's play areas. A number of medium priority areas were highlighted in the reports with the majority of these items marked as a low risk factor.

Policy & Resources Committee considered these items at its meeting on 20th August 2020 and agreed that repairs to the High Risk items listed in the report be completed as soon as possible and a work programme for other medium priority items with a risk factor of 9 should be undertaken before the end of the summer; with Medium priority items with a risk factor of 8 and below being included in the Winter Works Programme 2020/2021 (Policy & Resources Committee minute 115, 2019 – 2021).

On 11th June 2020, Policy & Resources Committee reviewed the Council's systems of internal control, including the management of risk, in order to determine whether there were sound systems of internal control and management of risk.

A list of the Town Council's fixed assets were revised and updated during 2020/2021 following new laptops and video conferencing equipment being purchased.

During the review, the Insurance Policy was updated to include new items purchased following the previous review. The Town Council's insurance policy covers the following risks:-

Public Liability	up to £15m any one claim
Employers Liability	up to £10m any one claim (£5m from Terrorism)
Money	£10,000 in transit, £7,000 in safe, £250 out of safe
Fidelity Guarantee	£900,000
Legal Defence	£250,000
Officials Liability	£250,000

Business Interruption Gross Rentals	£155,900
Additional Cost of Working	£50,000
(Maximum Indemnity Period:- 12 months)	

The Town Council had no insurance claims during the year. However, there is an ongoing public liability claim from 2013, which is being dealt with by the insurers and is shortly due to be heard in the County Court.

Following the closure of the Town Council's facilities due to the Covid-19 Pandemic; the Executive Officer & Town Clerk explored with the Insurance Broker whether the Council could claim for Business Interruption. The advice was that this was not included in the cover. The new policy explicitly rules out Virus, Disease and Pandemic Business Interruption cover; which is common across the insurance sector for standard policies.

As a result, the Town Council furloughed Centres staff not needed for Essential Business and Priorities. With the Government announcing the end of the furlough scheme on 31st October 2020 and with most regular hirers advising that they did not plan to return to the Council's Community Centres until at least Spring 2021; the Council undertook a staffing review in August 2020, which resulted in the halving the contracted hours of Customer & Information Service Advisors and Duty Officers – Community Centres from November 2020 in order to address the significant financial risk to the Council and long term risk to jobs resulting from the predicted ongoing loss of facilities income.

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 the Council.

An Internal Audit was undertaken John Marshall, through the Leicestershire & Rutland Association of Local Councils' Internal Audit Services on 28th May 2020, which will be considered by the Council's Corporate Governance Sub-Committee, Policy & Resources Committee and Council on the agenda prior to this item to ensure compliance with the provisions set out in the Annual Governance Statement.

Internal Audit had access to all the end of year financial reports and associated records and the Council's policies, strategies, agendas and minutes. The Responsible Financial Officer was available to assist the Internal Auditor in his work.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Responded to matters brought to the Council's attention by internal and external audit.

The overall opinion of the Internal Audit in 2019/2020 was that "the council continues to demonstrate high standards of compliance both with regulatory

requirements and the proper practices” and the internal audit found no audit issues or other issues that needed attention.

Two recommendations were made by the Internal Auditor in 2019 and the Action Plan was approved by Corporate Governance Sub-Committee, Policy & Resources Committee and Council in June 2019. One recommendation was to review information published on the Council's website and the other an amendment to be included in the annual review of the Financial Regulations. Due to the Covid-19 Incident it had not possible to complete these actions, which were detailed in the Improvement Action Plan 2019/2020.

The recommendation to:

- update the Financial Regulation on contracts and tendering to reflect the Standing Orders; and
- include internal controls implemented following 2018/2019's internal audit at Financial Regulation 2.2;

were accommodated in the review of Standing Orders and Financial Regulations, which were approved and adopted by the Annual Council meeting held on 13th May 2021.

The recommendation that “a review should be conducted to ensure that the information required by the Local Government Transparency Code 2015 is a) displayed on the Council's website and b) current” was delayed due to the process of restructuring the website, which was then postponed due to the Covid-19 pandemic and the officer undertaking the work playing a key role in the coordination of the Town's Covid-19 Community Response. Unfortunately, when work on restructuring the website recommenced at the beginning of the year, it was postponed again in February 2021 since the post is currently vacant. With recruitment underway, it is anticipated this work will be completed by the end of the summer. An update is included on the Internal Audit Action plan attached at Appendix 3 of the Internal Audit Item on the agenda.

The External Audit was completed on 14th October 2020 and concluded “*in our opinion the information in Sections 1 and 2 of the AGAR 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*”. The outcome of the External Audit was reported to Policy & Resources Committee on 14th January 2021.

The External Audit raised another matter, which did not affect their opinion but they wished to draw to the attention of the authority. This related to the timing of the period of public rights not commencing until 1st September 2020. Details are set out in the External Audit completion certificate, reported to Policy & Resources Committee on 14th January 2021 and Corporate Governance Sub-Committee on 10th June 2021. The rationale for the Proper Officer's approach is set out in Section 4, paragraph a, above.

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 the Council and, where appropriate have included them in the accounting statements.

Disclosed everything the Council should have about its business activity during the year, including events taking place after the year-end if relevant.

Council considered medium term priorities and financial planning on 12th November 2020. This document forms the framework for assessing the Council's priorities and future financial risks when developing its budget estimates for 2020/2021.

The Council's Medium Term Priorities and Financial Planning strategy assessed the impact of the following Financial Pressures for the period until 2025/2026, based on the following pressures:

- the full cost of auto-enrolment of all eligible employees into the pension scheme, with a 2% pay increase each year;
- additional staffing costs as a result of the NJC scale point review;
- 2%, the Bank of England target inflation rate, being added to estimated expenditure;
- financing additional borrowing for the Shakespeare Park improvements;
- savings from existing loans which mature during the period;
- use of reserves in earlier years to offset increases in the precept due to the loss of the Council Tax Support Grant and replenishing the reserves in later years when there are less predicted pressures on the budget;
- that the Council will make diminishing savings (up to 2024/2025); and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The strategy sets these within the political and economic context and expected changes to the provision of services.

The Covid-19 Pandemic resulted in a significant loss of facilities income due to closures and restrictions as a result of the Covid-19 pandemic. In 2019/20, the Council received £144,373 in facilities income, in 2020/21 facilities income totalled £11,551. Most of this loss was offset by the furloughing of Centres staff. In July and August 2020 the Policy & Resources Committee reviewed the ongoing risk of significantly reduced facilities income, and with the anticipated end of the furlough scheme on 31st October 2020, undertook a staffing review, which resulted in the halving the contracted hours of some Centres staff. Some of the affected staff opted to take redundancy as an alternative to accepting halved contracted hours and this resulted in the Council having to meet additional pension strain costs.

9. Trust funds including charitable – in our capacity as the sole managing trustee we have discharged our accountability responsibilities for the funds(s)/assets, including financial reporting and, if required, independent examination or audit.

Met all of our responsibilities where the Council is a sole managing trustee of a local trust or trusts.

Not Applicable. The Council is not a sole managing trustee of trust/charitable funds.

Recommendation

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)
THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk, as set out in the report and at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2020/21, of the Annual Governance and Accountability Return 2020/2021, attached at Appendix 2 of the report, be completed, signed and submitted accordingly.

Reason

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2021, there were sound systems of internal control and management of risk.

BRAUNSTONE TOWN COUNCIL: CORPORATE RISK MANAGEMENT – 1st JUNE 2021

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2021)
Assets	Protection of physical assets	L	Buildings 'All Risks' insurance. Value increased annually by RPI. Fixed Assets list, which is published as part of the Accounting Statements, details Insurance Values for Buildings, Civic Regalia, Infrastructure (including CCTV, fences, sculptures and street furniture) and Recreation, Sports & Play Equipment.
	Security of buildings, equipment etc	L	Civic Centre, Thorpe Astley Community Centre and Mosssdale Meadows Garage are protected by CCTV and alarm call-out system. Shakespeare Park Store has a stand-alone alarm system.
	Maintenance of buildings & Equipment etc	L-M	Buildings currently maintained in accordance with maintenance schedules. Annual ROSPA Report on Play Equipment – any remedial work undertaken on Winter Works Programme. Planned programme of electrical and safety equipment in place – In accordance with the Council's Safety Statement the Resources & Facilities Manager and the Senior Groundspersons are responsible for maintaining the Work Equipment Inventory, Legionella Inspection Regime and Equipment Maintenance Schedules (Form BTC 60)
	Protection of Data and Electronic Information and Records	M	The Council employs a professional IT consultant, IT Solutions Ltd, to manage the Council's IT Systems, including security and back up.

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2021)
Finance	Banking	M	<p>A minimum of two Current Accounts with the Co-operative Bank are maintained, a general account and a payroll account. Banking Arrangements are governed by Section 5 of the Council's Financial Regulations adopted on 30th June 2016 and revised on 16th May 2019.</p> <p>Out of £621,657.04 total cash and investments on 31st March 2021, £411,036.34 is invested with a Cambridge Building Society 90 Day Notice Account. However, £250,000 of this is ring-fenced loan receipt for the Shakespeare Park improvements, which will be gradually drawn down to make payments over the coming months.</p> <p>The government Compensation Scheme offers full compensation up to £85,000 per saver or institution. The Council currently has its financial resources with two banking institutions.</p>
	Risk of consequential loss of income	L	<p>Insurance cover. This will be reviewed at the next renewal date to take account of the revenue from the Council's Community Centres. Important documents stored in fire proof safe and scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre.</p> <p>The Council's Computer Booking System and Accounts Package are backed up daily on-line off the premises by the Package provider.</p> <p>Policy & Resources Committee receives financial comparisons against approved income budgets each cycle and where it identifies that loss of income is significant (for example due to Covid-19 restrictions in 2020) is able to receive reports setting out proposals to address the financial shortfall.</p>

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2021)
Finance (cont.)	Loss of cash through theft or dishonesty	L	<p>The Council's systems of internal control are set out in the Financial Regulations revised on 16th May 2019. The Council also has Fidelity Guarantee insurance cover up to £900,000.</p> <p>The Council's Insurance Policy provides Officials Liability Insurance cover of £250,000.</p>
	Loss of income due to poor reputation and/or failure to provide a service	L	<p>The Council's Computer Booking System and Accounts Package are backed up daily on-line off the premises by the Package provider.</p> <p>The Council has policies and procedures in place relating to Customer Service, Business Continuity, Health & Safety and Complaints.</p> <p>Staff receive training in Customer Service and use of IT systems.</p>
	Financial controls and records	L	<p>Monthly bank reconciliations are prepared by the officer administering day to day finances and checked by the Executive Officer & Town Clerk. Two signatories on cheques and internet banking payments. Each Standing Committee receives a list of all expenditure transactions since the previous report. Policy & Resources Committee receive a summary of the Council's Cash and Reserves following the end of each quarter. Internal and external audit.</p>

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2021)
Finance (cont.)	Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by Executive Officer & Town Clerk. Internal and external auditor check.
	Sound budgeting to underlie annual precept	L	Policy & Resources Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Committees once each cycle.
	Complying with borrowing restrictions	L	The Council assesses the funds needed to secure existing and future capital and interest repayments on its loans through the annual Medium Term Priorities and Financial Planning process.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked weekly. Trees investigated annually and when damage reported. Risk assessments of individual events carried out as necessary.
	Legal liability as consequence of asset ownership (especially playgrounds)	M	Insurance in place. Weekly checks of playgrounds and buildings and written records kept. Quarterly building safety checks undertaken and written records kept. Annual safety checks of playgrounds by ROSPA.
	Risk to individuals as a result of service operations.	M	Each of the Council's services and activities are risk assessed by the Health & Safety Consultative Group and control measures identified and reviewed at least every 3 years.

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2021)
Employer Liability	Comply with Employment Law	L	<p>The Council has commissioned the services of a professional Human Resource advisor, Personnel Advice & Solutions Ltd, to advise and support the Council on all employment matters.</p> <p>Membership of various national and regional bodies including Local Government Association, Society of Local Council Clerks, National Association of Local Councils. DIS checked weekly for updates. The Council has insurance for Employer's Liability.</p>
	Comply with Tax & National Insurance requirements	L	Regular advice from HMRC and Sage. Internal and external auditor carries out annual checks.
	Safety of Staff and visitors	L-M	Panic alarms and CCTV fitted at Civic Centre and Thorpe Astley Community Centre. Regular risk assessment checks and reviews undertaken by the Health & Safety Consultative Group. Health & Safety Policy reviewed and adopted in April 2018.
Legal Liability	Ensuring activities are within legal powers	L	Executive Officer & Town Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary, including from the Council's Legal Advisors, North West Leicestershire Legal, and from the National Association of Local Councils.

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2021)
Legal Liability (cont.)	Proper and timely reporting via the Minutes	L	Council meets six times per annum and always receives Minutes of Standing Committees held in interim. Minutes made available to press and public at the Civic Centre and via the web site.
	Proper document control	L	Original leases deeds etc stored at in fire proof safe and at the Council's Solicitors office. Agreements and documentation made since 2015 have been scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Gifts and hospitality register is available for public inspection during normal office hours
Service Provision	Loss of Service Provision due to an Emergency or Legal Restriction	M	The Council has policies and procedures in place for Business Continuity and Recovery. The policy is reviewed at least every three years and following legislative changes or use during an incident (e.g. Covid-19).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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' 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE – 10th JUNE 2021 POLICY & RESOURCES COMMITTEE – 10th JUNE 2021

Item 8 – Accounting Statements 2020/2021

Purpose

To receive the End of Year Accounts for the financial year ended 31st March 2021 and to recommend to Council adoption of the Accounting Statements 2020/2021.

Accounting Statements

The Year end for the financial year 2020/2021 has now been completed in order to report the following as required by the Annual Governance and Accountability Return:

1. Balances brought forward	£245,340.26
2. (+) Annual precept	£646,304.00
3. (+) Total other receipts	£1,124,854.83
4. (-) Staff costs	£485,277.95
5. (-) Loan interest / capital repayments	£66,628.11
6. (-) Total other payments	£846,418.30
7. (=) Balances carried forward	£618,174.73
8. Total cash and investments	£621,657.04
9. Total fixed assets and long term assets	£4,563,474.78
10. Total borrowings	£1,128,008.14

The following reports form part of the audited year end accounts:

- Consolidated Balance Sheet (Appendix 1)
- Income & Expenditure Account (Appendix 2)
- Financial Summary – Cashbook (Appendix 3)
- Reserves (Appendix 4)
- Financial Budget Comparison (Appendix 5)
- Schedule of Fixed Assets (Appendix 6)
- Details of Borrowing and Repayments (Appendix 7)
- Summary of VAT Returns and Reclaims (Appendix 8)

Section 2, Accounting statements 2020/21, of the Annual Governance and Accountability Return for the year ended 31st March 2021 is attached at Appendix 9.

Explanation of Variances (Cash and Balances)

Total Other Receipts in 2020/21 was £1,124,855 compared to £222,249 in 2019/20. A one off grant of £100,000 was received from Sport England and full public works loan of £936,608 net drawn down towards the cost of the redevelopment of the Sports Pavilion and Site at Shakespeare Park. Therefore, balance of *Other Receipts* in 2020/21 was £88,247, a reduction of £134,002 compared to 2019/20. In 2019/20, the Council received £144,373 in facilities income, in 2020/21 facilities income totalled £11,551 due to closures and restrictions as a result of the Covid-19 pandemic. Therefore, facilities receipts in 2020/21 was down £132,822 compared to

2019/20.

Total Other Payments in 2020/21 was £846,418 compared to £278,347 in 2019/20. The total estimated costs of the redevelopment of the Sports Pavilion and Site at Shakespeare Park is £1,098,385; of which £547,710 has been paid in 2020/21. The balance of *Other Payments* in 2020/21 is £298,708.

Total Borrowings in 2020/21 increased as the Council drew down two new loans totalling £936,936 towards the cost of the redevelopment of the Sports Pavilion and Site at Shakespeare Park. The first repayment on the first part was made in November 2020. There are eight existing PWLB loans: the repayment amounts are fixed on seven of these loans. However, over the term of the loans the annual capital repayments increase and the interest payment decreases. In 2018/19 Capital Repayments totalled: £45,629 (13.62% variance on 2017/18) and Interest Repayments totalled: £15,262. In 2019/20 Capital Repayments totalled: £46,476 (16.06% variance on 2018/19) and Interest Repayments totalled: £14,289. In 2020/21 Capital Repayments on these 8 loans totalled: £48,810 (20.09% variance on 2019/20) and Interest Repayments totalled: £11,829.

Internal Audit

A review of the annual accounts for the year ending 31st March 2019 was carried out by the Internal Auditor and they were found to have been prepared on the correct basis and were supported by adequate audit trails to underlying records. The Internal Auditor has completed appropriate section of the Annual Governance and Accountability Return to confirm that appropriate accounting arrangements are in place (see item 6 on the agenda, Appendix 2).

External Audit

For the purpose of the Regulations, Braunstone Town Council is currently classed as a smaller authority (as defined by the Accounts and Audit Regulations 2011) whose gross annual income or expenditure is less than £6.5 million. Accordingly it is audited under the intermediate level review.

For the intermediate level review, the External Auditor requires additional documentation:

- Bank reconciliation summary
- Explanation of any significant variances
- Reconciliation between Section 2, Boxes 7 and 8

which is attached at Appendix 10.

Further to this, the External Auditor will be provided with evidence that the Council is registered as an employer with HMRC.

No matters relating to the accounts were raised by the External Auditor last year (2019/2020) to address; which was reported to Policy & Resources Committee on 14th January 2021 (Minute 160).

Recommendation

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)
THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting statements 2020/21, of the Annual Governance and Accountability Return for the year ended 31st March 2021, attached at Appendix 9 of the report, be completed, signed and submitted accordingly.

Reason

The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.

Consolidated Balance Sheet

Unaudited

31/03/20

£

31/03/21

£

Current assets		
160,341.79	Investments	411,036.34
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
9,471.34	VAT Recoverable	42,716.20
3,710.72	Debtors	0.00
0.00	Payment in Advance	64,304.17
73,355.91	Cash in Hand at Bank	210,620.70
246,879.76	TOTAL CURRENT ASSETS	728,677.41
246,879.76	TOTAL ASSETS	728,677.41
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
1,647.38	Creditors	109,933.56
-107.88	Receipts in Advance	569.12
1,539.50	TOTAL CURRENT LIABILITIES	110,502.68
245,340.26	TOTAL ASSETS LESS CURRENT LIABILITIES	618,174.73
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
245,340.26	NET ASSETS	618,174.73
Represented by		
101,511.00	General Fund	41,077.26
47,375.12	General Fund Open Spaces Commuted Sums	47,375.12
15,000.00	General Fund Library Transfer Grant	15,000.00
0.00	Earmarked to Balance Budget Balance Revenue Budget 2019/20	0.00
19,000.00	Earmarked to Balance Budget Balance Revenue Budget 2020/21	0.00
1,747.14	Earmarked Town Mayor's Charity	100.00
0.00	Earmarked Capital Project Shakespeare Park Pavilion & Site Capital Works	394,415.35
53,707.00	Earmarked Capital Project Shakespeare Park Pavilion & Site Reserve	53,707.00
3,000.00	Earmarked Gateway Signage	2,500.00
4,000.00	Provisionally Earmarked Shakespeare Playground & Tennis Courts Reserve	4,000.00
0.00	Provisionally Earmarked Civic Centre Capital Plan Priority Projects	60,000.00

Consolidated Balance Sheet

Unaudited

31/03/20

£

245,340.26

31/03/21

£

618,174.73

Signed _____

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

Unaudited

Income and Expenditure Account

31/03/20 £		31/03/21 £
	INCOME	
604,817.00	Council Tax (Precept)	646,304.00
37,572.40	Service Level Agreements	8,499.67
123,103.28	Room Hire	12,443.65
2,937.00	Sports Pitch Hire	700.00
0.00	Grants for Capital Projects	106,900.00
2,042.25	Sale of Products	324.79
4,008.14	Service Charges	-1,822.85
462.34	Consumables	32.65
16,000.00	Reserves	23,760.00
0.00	Loans	936,608.05
1,193.61	Interest on Investments	694.55
29,632.48	Other Income	478.76
5,297.58	Events	-1,210.03
0.00	Covid-19	37,445.59
827,066.08	TOTAL INCOME	1,771,158.83
	EXPENDITURE	
3,108.03	Agency Services	3,000.00
15,751.15	Capital Schemes	646,732.06
29,939.34	Administration	20,248.32
60,765.04	Repayments on Long Term Debts	66,628.11
485,521.38	People	491,294.35
42,810.65	Maintenance	37,916.11
82,620.28	Utilities & Services	74,753.59
19,480.31	Promotions & Events	3,883.62
19,874.94	Governance	12,533.82
18,083.67	Vehicles	24,900.03
28,256.38	Equipment	4,325.19
313.33	Community Grants & Initiatives	0.00
332.74	Consumables	4.93
3,615.00	Grants	1,641.00
100.00	Refundable Deposits	0.00
5,718.91	Other Expenditure	-561.58
2,216.68	Products for Resale	0.00
0.00	Covid-19	11,024.81
818,507.83	TOTAL EXPENDITURE	1,398,324.36

Income and Expenditure Account

31/03/20	EXPENDITURE	31/03/21
£		£
177,658.15	Balance as at 01/04/20	101,511.00
827,066.08	Add Total Income	1,771,158.83
1,004,724.23		1,872,669.83
818,507.83	Deduct Total Expenditure	1,398,324.36
0.00	Stock Adjustment	0.00
-84,705.40	Transfer to/ from reserves	-433,268.21
101,511.00	Balance as at 31/03/21	41,077.26

Signed _____

Chair

Clerk / Responsible Financial Officer

Financial Summary - Cashbook

Summary between 01/04/20 and 31/03/21 inclusive.

Balances at the start of the year

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£4,493.60
No.1 Account	£68,559.81
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£160,341.79
Total	<u>£233,697.70</u>

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£785,177.98	£84.71	£785,262.69
2. P&R - Civic Centre	-£9,533.46	£286.58	-£9,246.88
3. P&R - Thorpe Astley Community Centre	£22,784.70	£0.00	£22,784.70
5. P&R - Parks & Open Spaces	£1,067,868.05	£0.00	£1,067,868.05
6. P&R - Library & Customer Services	£10,460.04	£0.00	£10,460.04
7. Community Development	-£610.03	-£181.97	-£792.00
8. Planning & Environment	£289.56	£55.00	£344.56
Total Receipts	<u>£1,876,436.84</u>	<u>£244.32</u>	<u>£1,876,681.16</u>

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£578,370.02	£4,847.52	£583,217.54
2. P&R - Civic Centre	£89,563.92	£4,455.02	£94,018.94
3. P&R - Thorpe Astley Community Centre	£31,041.07	£4,014.62	£35,055.69
5. P&R - Parks & Open Spaces	£633,395.47	£119,826.30	£753,221.77
6. P&R - Library & Customer Services	£11,102.26	£293.21	£11,395.47
7. Community Development	£6,155.62	£0.00	£6,155.62
8. Planning & Environment	£4,713.99	£942.80	£5,656.79
Total Payments	<u>£1,354,342.35</u>	<u>£134,379.47</u>	<u>£1,488,721.82</u>

Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£17,918.96
No.1 Account	£192,399.24
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£411,036.34
Total	<u>£621,657.04</u>

Uncleared and Unpresented effects

No. 2 Account	-£86.40
No.1 Account	-£4,003.23

Statement Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£18,005.36
No.1 Account	£196,402.47
Petty Cash Account	£250.00
Short Term Investment Accounts	
Cambridge 90 Day Notice Account	£411,036.34
Total	<u>£625,746.67</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

Start of year 01/04/20

Reserve Movements

Open Spaces Commuted Sums

£47,375.12 Start of year value

£47,375.12 Current value

Library Transfer Grant

£15,000.00 Start of year value

£15,000.00 Current value

Balance Revenue Budget 2019/20

£0.00 Start of year value

£0.00 Current value

Balance Revenue Budget 2020/21

£19,000.00 Start of year value

31/03/21 -£19,000.00 73 : To General Fund, To balance predicted budget overspend of £19,000

£0.00 Current value

Town Mayor's Charity

£1,747.14 Start of year value

01/01/21 £100.00 61 : From General Fund, Public Donation

01/01/21 -£1,747.14 60 : To General Fund, Interim Payment to Charity Trans 15481

£100.00 Current value

Shakespeare Park Pavilion & Site Capital Works

£0.00 Start of year value

18/05/20 -£545.00 55 : Expenditure transaction 14924,

29/05/20 -£1,575.00 38 : Expenditure transaction 15014,

29/05/20 -£23,750.00 45 : Expenditure transaction 14938,

29/05/20 -£5,000.00 53 : Expenditure transaction 14986,

24/06/20 -£545.00 33 : Expenditure transaction 15066,

24/06/20 -£21,726.50 37 : Expenditure transaction 15069,

03/07/20 -£1,100.00 39 : Expenditure transaction 15127,

04/08/20 -£29,961.17 41 : Expenditure transaction 15225,

07/08/20 £436,783.05 67 : Income transaction 14716,

28/08/20 -£5,000.00 40 : Expenditure transaction 15285,

24/09/20 -£34,241.02 35 : Expenditure transaction 15303,

25/09/20 -£545.00 69 : Expenditure transaction 15302,

25/09/20 -£545.00 47 : Expenditure transaction 15315,

26/10/20 -£545.00 28 : Expenditure transaction 15438,

30/10/20 -£63,154.28 54 : Expenditure transaction 15440,

04/11/20	£50,000.00	27 : Income transaction 14867,
06/11/20	-£5,000.00	52 : Expenditure transaction 15483,
12/11/20	-£545.00	49 : Expenditure transaction 15532,
12/11/20	-£985.00	36 : Expenditure transaction 15525,
04/12/20	-£545.00	44 : Expenditure transaction 15587,
04/12/20	-£51,262.21	46 : Expenditure transaction 15591,
18/12/20	-£5,000.00	30 : Expenditure transaction 15572,
21/12/20	-£58,026.88	51 : Expenditure transaction 15630,
12/01/21	-£545.00	42 : Expenditure transaction 15684,
18/01/21	£499,825.00	25 : Income transaction 14997,
28/01/21	-£112,466.18	34 : Expenditure transaction 15691,
11/02/21	-£900.00	43 : Expenditure transaction 15779,
11/02/21	-£10,000.00	48 : Expenditure transaction 15788,
11/02/21	-£545.00	50 : Expenditure transaction 15787,
11/02/21	-£107,706.47	56 : Expenditure transaction 15789,
12/03/21	-£5,000.00	71 : Expenditure transaction 15859,
12/03/21	-£950.00	72 : Expenditure transaction 15866,
31/03/21	£50,000.00	70 : Income transaction 15027,
31/03/21	-£545.00	77 : To General Fund, Trans 15916 payment to G Clarkson (Creditor)
31/03/21	-£93,937.99	76 : To General Fund, Trans 15914 payment to KM Beesley (Creditor)
	£394,415.35	Current value

Shakespeare Park Pavilion & Site Reserve

£53,707.00	Start of year value
£53,707.00	Current value

Gateway Signage

£3,000.00	Start of year value
18/03/21	-£500.00 74 : To General Fund, Confirmed final bill £2,500 - see transaction 15886
£2,500.00	Current value

Shakespeare Playground & Tennis Courts Reserve

£4,000.00	Start of year value
£4,000.00	Current value

Civic Centre Capital Plan Priority Projects

£0.00	Start of year value
21/08/20	£60,000.00 20 : From General Fund, Earmark if decision to go ahead (P&R 19-21 122.3)
£60,000.00	Current value

£577,097.47 Current Reserves total
excluding the General Fund

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Reserve Movements	Actual Net	Balance	
1. P&R - Corporate Management							
Income							
101	Precept	£646,304.00	£646,304.00	£0.00	£646,304.00	£0.00	
110	General Reserve (transfer from)	£0.00	£0.00	£0.00	£0.00	£0.00	
113	Staff Salaries Grant (Furlough)	£0.00	£0.00	£0.00	£36,945.59	£36,945.59	
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00	£0.00	
141	Photocopying	£150.00	£150.00	£0.00	£164.75	£14.75	
181	Interest on No 1 Account	£400.00	£400.00	£0.00	£0.00	-£400.00	
182	Interest on No 2 Account	£10.00	£10.00	£0.00	£0.00	-£10.00	
183	Interest on Cambridge Saver	£1,000.00	£1,000.00	£0.00	£694.55	-£305.45	
199	Miscellaneous	£0.00	£0.00	£0.00	£178.80	£178.80	
Total Income		£647,864.00	£647,864.00	£0.00	£684,287.69	£36,423.69	£683,521.00
Expenditure							
1010	Staff Salaries	£405,236.00	£405,236.00	£0.00	£382,766.80	£22,469.20	
1015	Staff Expenses	£300.00	£300.00	£0.00	£8.10	£291.90	
1020	Pensions	£95,060.00	£95,060.00	£0.00	£146,496.71	-£51,436.71	
1030	Councillors Allowances	£6,000.00	£6,000.00	£0.00	£5,643.40	£356.60	
1035	Councillors Expenses	£300.00	£300.00	£0.00	£0.00	£300.00	
1060	Contingency	£0.00	£0.00	£0.00	£0.00	£0.00	
1090	Covid-19 Recovery	£0.00	£6,000.00	£0.00	£6,882.97	-£882.97	
1150	Insurance	£13,000.00	£13,000.00	£0.00	£14,016.84	-£1,016.84	
1160	Audit	£2,500.00	£2,500.00	£0.00	£2,040.00	£460.00	
1170	Legal Fees	£250.00	£250.00	£0.00	£1,696.00	-£1,446.00	
1180	Elections	£1,000.00	£0.00	£0.00	£2,183.15	-£2,183.15	
1210	Staff Training	£2,500.00	£2,500.00	£0.00	£144.00	£2,356.00	
1230	Councillor Training	£1,000.00	£1,000.00	£0.00	£130.00	£870.00	

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Reserve Movements	Actual Net	Balance	
1300	Supplies, Stationery & Postage	£2,900.00	£2,900.00	£0.00	£1,862.65	£1,037.35	
1350	Subscriptions	£3,000.00	£3,000.00	£0.00	£6,499.81	-£3,499.81	
1360	Advertisements	£4,400.00	£4,400.00	£0.00	-£342.00	£4,742.00	
1400	Telephones	£2,530.00	£2,530.00	£0.00	£3,031.46	-£501.46	
1410	Photocopier	£2,000.00	£2,000.00	£0.00	£809.93	£1,190.07	
1420	Computer Supplies, Training, Service Contract	£8,000.00	£8,000.00	£0.00	£3,834.44	£4,165.56	
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00	£0.00	£0.00	
1990	Miscellaneous	£700.00	£700.00	£0.00	£160.50	£539.50	
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00	£0.00	
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00	£0.00	
Total Expenditure		<u>£550,676.00</u>	<u>£555,676.00</u>	<u>£0.00</u>	<u>£577,864.76</u>	<u>-£22,188.76</u>	<u>£570,576.00</u>

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Reserve Movements	Actual Net	Balance	
2. P&R - Civic Centre							
Income							
205	Capital Grants	£0.00	£0.00	£0.00	£0.00	£0.00	
250	Room Hire	£74,871.00	£74,871.00	£0.00	-£9,985.49	-£84,856.49	
251	Catering for Hirers (VAT)	£100.00	£100.00	£0.00	£32.65	-£67.35	
257	Licensed Bar	£17,000.00	£17,000.00	£0.00	£1,416.67	-£15,583.33	
298	Old - Do Not Use		£0.00	£0.00			
298/1	DO NOT USE		£0.00	£0.00	£0.00		
298	Total	£0.00	£0.00	£0.00	£0.00	£0.00	
299	Miscellaneous		£0.00	£0.00	£14.55		
Total Income		£91,971.00	£91,971.00	£0.00	-£8,521.62	-£100,492.62	£84,484.00
Expenditure							
2050	Capital Projects		£5,000.00	£0.00			
2050/1	Toilets/Bar Refurbishment		£4,500.00	£0.00	£947.50		
2050/2	General Refurbishment		£500.00	£0.00	£0.00		
2050	Total	£8,000.00	£5,000.00	£0.00	£947.50	£4,052.50	
2080	Loan Interest & Repayments		£35,994.00	£0.00			
2080/1	PWL B 477930		£15,978.00	£0.00	£15,977.78		
2080/2	PWL B 480508		£4,586.00	£0.00	£4,586.04		
2080/3	PWL B 482623		£9,647.00	£0.00	£9,647.56		
2080/4	PWL B 485557		£5,783.00	£0.00	£5,783.06		
2080	Total	£35,994.00	£35,994.00	£0.00	£35,994.44	-£0.44	
2090	Covid-19 Recovery		£6,000.00	£0.00	£2,364.85		
2170	Legal Fees		£0.00	£0.00	£0.00		

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised	Reserve Movements	Actual Net	Balance	
2250	Service Charges	£0.00	£0.00	£0.00		
2290	Clothing	£500.00	£0.00	£128.17		
2320	Printing & Copying	£600.00	£0.00	£0.00		
2330	Cleaning Materials	£1,600.00	£0.00	£1,461.61		
2400	Telephones	£1,000.00	£0.00	£1,559.42		
2430	Utility Bills	£19,500.00	£0.00	£10,188.99		
2440	Waste Services	£7,000.00	£0.00	£5,619.51		
2450	Laundry Services	£500.00	£0.00	£0.00		
2460	Rates	£21,000.00	£0.00	£19,585.75		
2490	Christmas Lights & Decorations	£0.00	£0.00	£0.00		
2500	Refundable Deposits	£0.00	£0.00	£0.00		
2510	Catering for Hirers (VAT)	£0.00	£0.00	£4.93		
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00		
2570	Licences	£1,300.00	£0.00	£649.50		
2580	Card Card and Transit fees	£1,700.00	£0.00	£1,070.51		
2600	Building Repairs & Maintenance	£11,000.00	£0.00	£5,780.14		
2610	Equipment Repairs & Maintenance	£3,000.00	£0.00			
2610/1	General	£1,600.00	£0.00	£2,804.30		
2610/2	Fire Extinguisher Service	£400.00	£0.00	£238.42		
2610/3	Alarm Maintenance	£1,000.00	£0.00	£964.28		
2610	Total	£3,000.00	£3,000.00	£4,007.00	-£1,007.00	
2990	Miscellaneous	£150.00	£0.00	£201.60		
Total Expenditure	£117,844.00	£115,844.00	£0.00	£89,563.92	£26,280.08	£120,744.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised	Reserve Movements	Actual Net	Balance	
3. P&R - Thorpe Astley Community Centre						
Income						
325	Service Charges	£0.00	£0.00	-£2,933.33		
350	Room Hire	£40,498.00	£0.00			
350/1	Room Hires	£13,682.35	£0.00	-£3,590.68		
350/2	Pre-School Contract	£26,815.65	£0.00	£22,837.25		
350/3	NHS Facility	£0.00	£0.00	£3,759.57		
350	Total	£40,498.00	£40,498.00	£23,006.14	-£17,491.86	
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00		
399	Miscellaneous	£0.00	£0.00	£0.00		
Total Income		£40,538.00	£40,538.00	£20,072.81	-£20,465.19	£36,488.00
Expenditure						
3050	Capital Projects	£0.00	£0.00			
3050/1	General Improvements	£0.00	£0.00	£0.00		
3050/2	NHS Facility	£0.00	£0.00	£0.00		
3050	Total	£1,000.00	£0.00	£0.00	£0.00	
3090	Covid-19 Recovery	£2,000.00	£0.00	£537.31		
3290	Clothing	£0.00	£0.00	£0.00		
3320	Printing & Copying	£300.00	£0.00	£110.00		
3330	Cleaning Materials	£1,000.00	£0.00	£618.98		
3400	Telephones	£1,000.00	£0.00	£1,213.68		
3430	Utility Bills	£9,500.00	£0.00	£14,247.52		
3440	Waste Services	£1,500.00	£0.00	£1,270.23		
3450	Laundry Services	£250.00	£0.00	£0.00		
3460	Rates	£7,500.00	£0.00	£7,110.75		

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised	Reserve Movements	Actual Net	Balance	
3490	Christmas Lights & Decorations	£0.00	£0.00	£990.89		
3500	Refundable Deposits	£0.00	£0.00	£0.00		
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00		
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00		
3570	Licences	£400.00	£0.00	£0.00		
3580	Credit Card and Transit Fees	£800.00	£0.00	£105.04		
3600	Building Repairs & Maintenance	£2,000.00	£0.00	£1,233.72		
3610	Equipment Repairs & Maintenance	£4,500.00	£0.00			
3610/1	General	£1,150.00	£0.00	£752.74		
3610/2	Fire Extinguisher Service	£350.00	£0.00	£26.20		
3610/3	Alarm Maintenance	£3,000.00	£0.00	£1,763.85		
3610	Total	£4,500.00	£4,500.00	£2,542.79	£1,957.21	
3990	Miscellaneous	£150.00	£0.00	£97.94		
Total Expenditure	£31,900.00	£30,900.00	£0.00	£30,078.85	£821.15	£33,300.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised	Reserve Movements	Actual Net	Balance	
5. P&R - Parks & Open Spaces						
Income						
505	Capital Grants	£117,213.00	£100,000.00	£106,900.00		
508	Loans	£500,000.00	£0.00	£936,608.05		
511	Thorpe Astley Commuted Sums (transfer from)	£17,000.00	£0.00	£23,760.00		
527	Agency Fees	£150.00	£0.00	£0.00		
555	Sports Pitches & Facilities	£2,500.00	£0.00			
555/1	Pitch Season Fees	£2,500.00	£0.00	£700.00		
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£0.00		
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£0.00		
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00		
555	Total	£2,500.00	£2,500.00	£700.00	-£1,800.00	
599	Miscellaneous	£100.00	£0.00	-£100.00		
Total Income		£636,963.00	£100,000.00	£1,067,868.05	£330,905.05	£261,263.00
Expenditure						
5050	Capital Projects	£618,924.00	£206,355.90			
5050/1	General	£1,700.00	£0.00	£3,591.86		
5050/2	Shakespeare Park Improvement Project	£617,224.00	£206,355.90	£547,709.71		
5050	Total	£618,924.00	£206,355.90	£551,301.57	£273,978.33	
5080	Loan Interest & Repayments	£44,044.00	£0.00			
5080/1	PWLB 485188	£3,526.00	£0.00	£3,525.80		
5080/2	PWLB 487506	£6,033.00	£0.00	£6,033.30		
5080/3	PWLB 501336	£10,994.00	£0.00	£10,994.00		

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Reserve Movements	Actual Net	Balance
5080/4	PWLB - Shakespeare Park (235384 & New)		£23,491.00	£0.00	£5,989.07	
5080	Total	£44,044.00	£44,044.00	£0.00	£26,542.17	£17,501.83
5090	Covid-19 Recovery		£4,000.00	£0.00	£376.77	
5170	Legal Fees		£1,000.00	£0.00	£0.00	
5290	Clothing		£500.00	£0.00	£270.92	
5330	Cleaning Materials		£500.00	£0.00	£162.97	
5400	Telephones		£410.00	£0.00	£0.00	
5430	Utility Bills		£2,000.00	£0.00	£3,380.53	
5440	Waste Services		£2,000.00	£0.00	£1,156.40	
5450	Laundry Services		£500.00	£0.00	£0.00	
5550	Sports Pitches & Facilities		£1,000.00	£0.00	£7,599.00	
5600	Building Repairs & Maintenance		£4,800.00	£0.00		
5600/1	Mossdale Meadows		£4,800.00	£0.00	£1,882.29	
5600/2	Shakespeare Park		£0.00	£0.00	£793.93	
5600	Total	£4,800.00	£4,800.00	£0.00	£2,676.22	£2,123.78
5610	Equipment Repairs & Maintenance		£10,000.00	£0.00		
5610/1	General Maintenance		£6,000.00	£0.00	£7,929.24	
5610/2	Playgrounds		£4,000.00	£0.00	£1,085.78	
5610	Total	£14,000.00	£10,000.00	£0.00	£9,015.02	£984.98
5620	Site Maintenance		£0.00	£0.00		
5620/1	General		£0.00	£0.00	£285.00	
5620/2	Trees		£0.00	£0.00	£97.38	

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Reserve Movements	Actual Net	Balance	
5620	Total	£0.00	£0.00	£0.00	£382.38	-£382.38	
5630	Equipment Purchase		£2,000.00	£0.00	£1,733.53		
5650	Vehicle Costs		£10,000.00	£0.00	£22,484.35		
5660	Machinery Hire		£500.00	£0.00	£0.00		
5670	Petrol		£2,800.00	£0.00	£2,399.01		
5990	Miscellaneous		£100.00	£0.00	£4,134.73		
Total Expenditure		£706,078.00	£705,078.00	£206,355.90	£633,615.57	£277,818.33	£326,551.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised	Reserve Movements	Actual Net	Balance	
6. P&R - Library & Customer Services						
Income						
609	Covid-19 Library Grant	£0.00	£0.00	£0.00		
625	Service Charges	£1,052.00	£0.00	£1,110.48		
626	Service Level Agreements	£7,050.00	£0.00			
626/1	Grant - Leicestershire County Council	£7,050.00	£0.00	£7,083.00		
626/2	Blaby District Council	£0.00	£0.00	£0.00		
626	Total	£7,050.00	£7,050.00	£7,083.00	£33.00	
690	Consumer Products (Sales)	£0.00	£0.00			
690/1	Stamps	£0.00	£0.00	£35.23		
690	Total	£0.00	£0.00	£35.23	£35.23	
698	Fines	£1,500.00	£0.00	£38.24		
699	Miscellaneous	£50.00	£0.00	£182.42		
Total Income		£9,652.00	£9,652.00	£8,449.37	-£1,202.63	£9,723.00
Expenditure						
6050	Capital Projects	£0.00	£0.00	£0.00		
6080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£0.00	£4,091.50		
6090	Covid-19 Recovery	£1,000.00	£0.00	£632.91		
6260	Service Level Agreements	£3,000.00	£0.00			
6260/1	Library & Service Shop	£0.00	£0.00	£0.00		
6260/2	Citizens Advice Bureau	£3,000.00	£0.00	£3,000.00		
6260	Total	£3,000.00	£3,000.00	£3,000.00	£0.00	
6320	Printing & Copying	£150.00	£0.00	£0.00		

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Reserve Movements	Actual Net	Balance	
6360	Advertisements		£200.00	£0.00	£0.00		
6400	Telephones		£200.00	£0.00	£0.00		
6410	Photocopier		£800.00	£0.00	£0.00		
6430	Utility Bills		£2,400.00	£0.00	£3,404.80		
6700	Programme of Events		£500.00	£0.00	£0.00		
6900	Consumer Products (Purchase for resale)		£0.00	£0.00			
6900/1	Stamps		£0.00	£0.00	£0.00		
6900	Total	£0.00	£0.00	£0.00	£0.00	£0.00	
6990	Miscellaneous		£500.00	£0.00	-£26.95		
Total Expenditure		£13,180.00	£13,180.00	£0.00	£11,102.26	£2,077.74	£15,998.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised	Reserve Movements	Actual Net	Balance	
7. Community Development						
Income						
709	Covid-19 Community Response	£0.00	£0.00	£500.00		
770	Programme of Events	£0.00	£0.00	-£366.68		
771	Summer Fete	£0.00	£0.00			
771/1	Current Year	£0.00	£0.00	-£543.35		
771/2	Next Year	£0.00	£0.00	£0.00		
771	Total	£0.00	£0.00	-£543.35	-£543.35	
775	Civic Functions	£0.00	£0.00	-£300.00		
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£0.00		
777	Town Mayor's Charity - after May	£0.00	£0.00	£100.00		
790	Consumer Products (Sales)	£100.00	£0.00			
790/1	History Publications	£0.00	£0.00	£0.00		
790/2	Crime Prevention	£50.00	£0.00	£0.00		
790/3	General	£50.00	£0.00	£0.00		
790	Total	£100.00	£100.00	£0.00	-£100.00	
799	Miscellaneous	£0.00	£0.00	£0.00		
Total Income	£100.00	£100.00	£0.00	-£610.03	-£710.03	£100.00
Expenditure						
7040	Town Mayor's Allowance	£750.00	£0.00			
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£0.00		
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£59.00		
7040	Total	£750.00	£750.00	£59.00	£691.00	

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Reserve Movements	Actual Net	Balance	
7090	Covid-19 Community Response		£4,000.00	£0.00	£230.00		
7340	Signs		£500.00	£0.00	£0.00		
7700	Programme of Events		£2,000.00	£0.00	£396.67		
7710	Summer Fete		£1,300.00	£0.00			
7710/1	Current Year		£1,000.00	£0.00	£0.00		
7710/2	Next Year		£300.00	£0.00	£0.00		
7710	Total	£2,300.00	£1,300.00	£0.00	£0.00	£1,300.00	
7750	Civic Functions		£850.00	£0.00	£34.00		
7760	Town Mayor's Charity - Pre May		£0.00	£0.00	£3,794.95		
7770	Town Mayor's Charity - after May		£0.00	£0.00	£0.00		
7850	Community Grants		£4,000.00	£0.00	£1,641.00		
7870	Grants for 75th Anniversary of VE Day		£1,000.00	£0.00	£0.00		
7900	Consumer Products (Purchase for resale)		£100.00	£0.00			
7900/1	History Publications		£0.00	£0.00	£0.00		
7900/2	Crime Prevention		£100.00	£0.00	£0.00		
7900	Total	£100.00	£100.00	£0.00	£0.00	£100.00	
7950	Community Safety		£500.00	£0.00	£0.00		
7990	Miscellaneous		£100.00	£0.00	£0.00		
Total Expenditure		£16,100.00	£15,100.00	£0.00	£6,155.62	£8,944.38	£17,100.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Reserve Movements	Actual Net	Balance	
8. Planning & Environment							
Income							
890	Consumer Products (Sales)		£2,260.00	£0.00			
890/1	General		£0.00	£0.00	£0.00		
890/2	Poop Scoops		£1,700.00	£0.00	£275.00		
890/3	Waste & Garden Bags		£560.00	£0.00	£14.56		
890	Total	£2,260.00	£2,260.00	£0.00	£289.56	-£1,970.44	
Total Income		£2,260.00	£2,260.00	£0.00	£289.56	-£1,970.44	£2,260.00
Expenditure							
8190	Professional Fees		£250.00	£0.00	£0.00		
8440	Waste Services (Dog Bins)		£5,300.00	£0.00	£4,713.99		
8460	Furniture		£5,000.00	£0.00	£0.00		
8900	Consumer Products (Purchase for resale)		£2,020.00	£0.00			
8900/1	Poop Scoops		£1,600.00	£0.00	£0.00		
8900/2	Waste & Garden Bags		£420.00	£0.00	£0.00		
8900	Total	£2,020.00	£2,020.00	£0.00	£0.00	£2,020.00	
Total Expenditure		£12,570.00	£12,570.00	£0.00	£4,713.99	£7,856.01	£12,570.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised	Reserve Movements	Actual Net	Balance
Total Income	£1,429,348.00	£1,429,348.00	£1,036,608.05	£1,771,835.83	
Total Expenditure	£1,448,348.00	£1,448,348.00	£547,709.71	£1,353,094.97	
Total Net Balance	<u>-£19,000.00</u>	<u>-£19,000.00</u>		<u>£418,740.86</u>	<hr/>

Fixed assets list

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
Buildings									
11101	Braunstone Civic Centre	Kingsway, LE3 2PP		£0.00	£2,200,037.00	£2,200,037.00	£2,243,000.00	01/11/19	£0.00
11201	Parks Workshop & Mossdale Sports Pavilion	Mossdale Meadows, Kingsway		£0.00	£117,060.00	£117,060.00	£366,000.00	01/11/19	£0.00
11203	Shakespeare Park Sports Pavilion	Avon Road		£0.00	£124,493.00	£124,493.00	£124,493.00	01/11/19	£0.00
12600	Thorpe Astley Community Centre	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,076,733.00	£1,076,733.00	£1,255,000.00	01/11/19	£0.00
Total Values				£0.00	£3,518,323.00	£3,518,323.00	£3,988,493.00		£0.00
Civic									
15100	Town Mayor's Chain	Town Mayor		£0.00	£6,197.00	£6,197.00	£6,197.00	01/11/19	£0.00
15101	Town Mayor's Companion Chain	Town Mayor		£0.00	£1,329.00	£1,329.00	£1,329.00	01/11/19	£0.00
15102	Deputy Town Mayor's Pendant	Deputy Town Mayor		£0.00	£461.00	£461.00	£461.00	01/11/19	£0.00
Total Values				£0.00	£7,987.00	£7,987.00	£7,987.00		£0.00
Contents									
11700	Contents of Civic Centre	Braunstone Civic Centre		£0.00	£165,218.00	£165,218.00	£195,223.00	01/11/19	£0.00
11701	Contents of Mossdale Pavilion	Mossdale Meadows		£0.00	£955.00	£955.00	£955.00	01/11/19	£0.00
11702	Contents of Bowls Pavilion	Shakespeare Park		£0.00	£3,200.00	£3,200.00	£3,200.00	01/11/19	£0.00
11703	Contents of Football Changing Rooms	Shakespeare Park		£0.00	£510.00	£510.00	£510.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11704	Glass Display Cabinet	Braunstone Civic Centre		£0.00	£1,221.00	£1,221.00	£0.00		£0.00
11705	Contents of Glass Display Cabinet	Braunstone Civic Centre		£0.00	£2,406.00	£2,406.00	£0.00		£0.00
11706	Automatic Doors / Record	Braunstone Civic Centre	01/01/2006	£0.00	£16,907.00	£16,907.00	£0.00		£0.00
11707	Divar DIG CCTV Vantage Colour Mon 7 Dig Cams	Braunstone Civic Centre	01/06/2006	£0.00	£1,386.00	£1,386.00	£0.00		£0.00
11708	Ricoh MP 2500 Photocopier	Braunstone Civic Centre	01/01/2009	£0.00	£7,149.00	£7,149.00	£0.00		£0.00
11709	Data Projector	Braunstone Civic Centre	01/06/2011	£0.00	£306.00	£306.00	£0.00		£0.00
11710	Overhead Trolley Screen	Braunstone Civic Centre	01/06/2013	£0.00	£630.00	£630.00	£0.00		£0.00
11711	Digital TV and Associated	Braunstone Civic Centre	01/06/2011	£0.00	£236.00	£236.00	£236.00	01/11/19	£0.00
11712	Intel Core 15 (Admin)	Braunstone Civic Centre	01/06/2013	£0.00	£766.00	£766.00	£766.00	01/11/19	£0.00
11713	Fujitsu S No. YLST013512 PC (Reception)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	£0.00
11714	Fujitsu S No. YLST013355 PC (DCE & Comm Serv Manager)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	£0.00
11715	HP Compaq 6000 PC (Res & Fac Manager)	Braunstone Civic Centre	01/06/2009	£0.00	£766.00	£766.00	£766.00	01/11/19	£0.00
11716	Fujitsu SN YLST013490 PC (Reception 2)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	£0.00
11717	Vaio Sony Laptop (EO & Town Clerk)	Braunstone Civic Centre	01/06/2011	£0.00	£766.00	£766.00	£766.00	01/11/19	£0.00
11718	Acer Laptop	Braunstone Civic Centre	01/06/2011	£0.00	£766.00	£766.00	£766.00	01/11/19	£0.00
11719	Clone PC (Finance)	Braunstone Civic Centre	01/08/2012	£0.00	£766.00	£766.00	£766.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11720	Vaio Sony Laptop (Crime Reduction)	Braunstone Civic Centre	01/06/2012	£0.00	£938.00	£938.00	£938.00	01/11/19	£0.00
11721	Brother Fax Machine	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	£0.00
11722	HP Laserjet (P2500d) Admin	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	£0.00
11723	HP Inkjet 1200 (Admin)	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	£0.00
11724	Epson WF7015 B511A (Colour desktop office printer)	Braunstone Civic Centre		£0.00	£308.00	£308.00	£308.00	01/11/19	£0.00
11725	HP Laserjet pro 400 M40ld VnC4116835	Braunstone Civic Centre	01/01/2013	£0.00	£308.00	£308.00	£308.00	01/11/19	£0.00
11726	LED Display Screen (Reception) & Associated Equipment	Braunstone Civic Centre	08/02/2017	£850.00	£850.00	£850.00	£0.00	01/11/19	£0.00
11727	Liyama anti-glare LED computer monitors x2	Braunstone Civic Centre	16/01/2017	£396.00	£396.00	£396.00	£0.00	01/11/19	£0.00
11728	Glasswasher - Smeg 400 Ecoline	Braunstone Civic Centre	14/08/2019	£1,441.00	£1,441.00	£1,441.00	£1,441.00	01/11/20	£0.00
11729	Laptop (LA)	Braunstone Civic Centre	28/10/2019	£595.00	£595.00	£595.00	£595.00	01/11/20	£0.00
11730	2 x laptops (PS & KC)	Braunstone Civic Centre	18/03/2020	£1,524.50	£1,524.50	£1,524.50	£1,524.50	01/11/20	£0.00
11731	Ralley Plus Video Conferencing Equipment	Civic Centre	07/09/2020	£5,210.00	£5,210.00	£5,210.00	£5,210.00	01/11/21	£0.00
11732	Printer for Homeworker	Employee's Home Address	27/07/2020	£59.99	£59.99	£0.00	£59.99	01/11/21	£0.00
12700	Curtains / Blinds	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,061.00	£1,061.00	£1,061.00	01/11/19	£0.00
12701	Folding Tables	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,703.00	£1,703.00	£1,703.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
12702	Beech Tables & Crome Framed Chairs	Thorpe Astley Community Centre	01/10/2010	£0.00	£6,426.00	£6,426.00	£6,426.00	01/11/19	£0.00
12703	Folding Chairs	Thorpe Astley Community Centre	01/10/2010	£0.00	£4,090.00	£4,090.00	£4,090.00	01/11/19	£0.00
12704	Chair Trolley	Thorpe Astley Community Centre	01/10/2010	£0.00	£612.00	£612.00	£612.00	01/11/19	£0.00
12705	Notice Boards	Thorpe Astley Community Centre	01/10/2010	£0.00	£709.00	£709.00	£709.00	01/11/19	£0.00
12706	Kitchen Electrical Goods	Thorpe Astley Community Centre	01/10/2010	£0.00	£723.00	£723.00	£723.00	01/11/19	£0.00
12707	Misc Kitchen Utensils	Thorpe Astley Community Centre	01/10/2010	£0.00	£348.00	£348.00	£348.00	01/11/19	£0.00
12708	Bottle Cooler	Thorpe Astley Community Centre	01/10/2010	£0.00	£758.00	£758.00	£758.00	01/11/19	£0.00
12709	Cash Register	Thorpe Astley Community Centre	01/10/2010	£0.00	£460.00	£460.00	£460.00	01/11/19	£0.00
12710	Dish Washer	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,030.00	£1,030.00	£1,030.00	01/11/19	£0.00
12711	Reception Chairs	Thorpe Astley Community Centre	01/10/2016	£0.00	£326.00	£326.00	£326.00	01/11/19	£0.00
12712	Office Furniture	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,075.00	£1,075.00	£1,075.00	01/11/19	£0.00
12713	HP Compaq 6000 and associated equipment	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,694.00	£1,694.00	£1,694.00	01/11/19	£0.00
Total Values				£10,076.49	£239,821.49	£239,761.50	£238,575.49		£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
Infrastructure - Community Centres									
15300	Hearing Loop System	Braunstone Civic Centre	01/06/2005	£0.00	£214.00	£214.00	£214.00	01/11/19	£0.00
Total Values				£0.00	£214.00	£214.00	£214.00		£0.00

Infrastructure - General

11301	5 Street Seats			£0.00	£2,169.00	£2,169.00	£2,169.00	01/11/19	£0.00
11302	14 Notice Boards			£0.00	£5,464.00	£5,464.00	£5,464.00	01/11/19	£0.00
11303	2 Notice Boards			£0.00	£666.00	£666.00	£666.00	01/11/19	£0.00
11304	8 Welcome to Braunstone Town Road Signs			£0.00	£6,250.00	£6,250.00	£6,250.00	01/11/19	£0.00
11305	3 x Thorpe Astley Place Signs	Entrances to Thorpe Astley	08/01/2021	£2,500.00	£2,500.00	£2,500.00	£2,500.00	01/11/21	£0.00
11306	Civic Centre Car Park Lighting	Kingsway, LE3 2PP		£0.00	£4,853.00	£4,853.00	£4,853.00	01/11/19	£0.00
11307	3 Lighting Columns, Franklin Park	Franklin Park, Welcombe Ave		£0.00	£9,266.00	£9,266.00	£9,266.00	01/11/19	£0.00
11308	Information Board, Merrileys	Off Mossdale Meadows	01/01/2002	£0.00	£2,995.00	£2,995.00	£2,995.00	01/11/19	£0.00
11309	Stone Sculpture, Merrileys	Off Mossdale Meadows	01/01/2002	£0.00	£4,389.00	£4,389.00	£4,389.00	01/11/19	£0.00
11310	Steel Bench, Franklin Park	Welcombe Avenue	01/01/2000	£0.00	£1,132.00	£1,132.00	£1,132.00	01/11/19	£0.00
11311	Meeting Point, Mossdale Meadows	Kingsway	01/06/2005	£0.00	£9,379.00	£9,379.00	£9,379.00	01/11/19	£0.00
11312	1 Bench Seat, Marshall Close	Marshall Close	01/06/2004	£0.00	£435.00	£435.00	£435.00	01/11/19	£0.00
11313	8 Bench Seats, Thorpe Astley Park	Lakin Drive	01/01/2010	£0.00	£2,930.00	£2,930.00	£2,930.00	01/11/19	£0.00
11314	Bench, Seat, Picnic Table, Lean Back, Mossdale Meadows	Kingsway	01/06/2012	£0.00	£2,272.00	£2,272.00	£2,272.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11315	Bench Seats, Impey Close	Impey Close	31/12/2004	£0.00	£711.00	£711.00	£711.00	01/11/19	£0.00
11316	CCTV Cameras & Equipment (Civic Centre)	Civic Centre	01/01/2019	£3,285.60	£3,285.60	£3,285.60	£0.00		£0.00
11317	CCTV Cameras & Equipment (Thorpe Astley Centre)	Thorpe Astley Community Centre	02/01/2019	£3,765.60	£3,765.60	£3,765.60	£0.00		£0.00
11318	CCTV Cameras & Equipment (Mossdale Meadows)	Mossdale Meadows Depot	01/01/2019	£2,061.60	£2,061.60	£2,061.60	£0.00		£0.00
17100	Radarlux Minivisor 230 VAS/SID Camera	Lubbesthorpe Way Underpass	01/05/2013	£0.00	£2,753.00	£2,753.00	£2,753.00	01/11/19	£0.00
Total Values				£11,612.80	£67,276.80	£67,276.80	£58,164.00		£0.00

Infrastructure - Parks

11550	Gates and Fences	Braunstone Town		£0.00	£17,997.00	£17,997.00	£17,997.00	01/11/19	£0.00
11551	Gates and Fences (TA-IS)	Isobella Road	01/01/2004	£0.00	£3,143.00	£3,143.00	£3,143.00	01/11/19	£0.00
11552	Gates and Fences (TA-PR)	Priestman Road	01/01/2004	£0.00	£16,525.00	£16,525.00	£16,525.00	01/11/19	£0.00
11553	Bow Top Fence (TA-M)	Marshall Close	01/01/2004	£0.00	£3,195.00	£3,195.00	£3,195.00	01/11/19	£0.00
11554	Bow Top Fence (TA-H)	Hilcot Green	01/01/2004	£0.00	£4,235.00	£4,235.00	£4,235.00	01/11/19	£0.00
11555	Gates and Fences (Community Orchard)	Franklin Park	01/01/2009	£0.00	£6,783.00	£6,783.00	£6,783.00	01/11/19	£0.00
11556	Play Area Fence (TA -PK)	Thorpe Astley Park	01/06/2010	£0.00	£8,188.00	£8,188.00	£8,188.00	01/11/19	£0.00
11557	Tennis Courts - Weldmesh Fencing and Gates (TA-PK)	Thorpe Astley Park	01/06/2010	£0.00	£10,495.00	£10,495.00	£10,495.00	01/11/19	£0.00
11558	12 x Fencing Panels MM Basketball Area	Mossdale Meadows	01/06/2012	£0.00	£4,531.20	£4,531.20	£4,531.20	01/11/19	£0.00
11600	Automatic Water System (SP)	Shakespeare Park		£0.00	£5,470.00	£5,470.00	£5,470.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
Total Values				£0.00	£80,562.20	£80,562.20	£80,562.20		£0.00

Land

10001	Holmfield Park	Wardens Walk		£0.00	£0.00	£0.00	£0.00		£0.00
10002	Shakespeare Park	Avon Road		£0.00	£0.00	£0.00	£0.00		£0.00
10003	Franklin Park (including Community Orchard)			£0.00	£15,731.00	£15,731.00	£0.00		£0.00
10004	Mossdale Meadows	Kingsway		£0.00	£33,753.00	£33,753.00	£0.00		£0.00
10005	Merrileys Park	Off Mossdale Meadows		£0.00	£10,499.00	£10,499.00	£0.00		£0.00
10006	Watercourse Walk	Thorpe Astley		£0.00	£3,547.00	£3,547.00	£0.00		£0.00
10007	Thorpe Astley South Open Spaces	Isobella Close & Priestman Road	25/03/2011	£0.00	£8,040.00	£8,040.00	£0.00		£0.00
10008	Thorpe Astley Open Spaces	Thorpe Astley	31/07/2011	£0.00	£6,289.00	£6,289.00	£0.00		£0.00
10009	Thorpe Astley Parkland	Lakin Drive	01/08/2011	£0.00	£25,414.00	£25,414.00	£0.00		£0.00
10010	Thorpe Astley Open Spaces (Persimmon)	Thorpe Astley	01/04/2013	£0.00	£24,381.53	£24,381.53	£0.00		£0.00
Total Values				£0.00	£127,654.53	£127,654.53	£0.00		£0.00

Recreation, Sports & Play Equipment

11401	Rocking Horse (FP)	Franklin Park		£0.00	£8,605.00	£8,605.00	£8,605.00	01/11/19	£0.00
11402	Climbing Frame (FP)	Franklin Park		£0.00	£786.00	£786.00	£786.00	01/11/19	£0.00
11403	Seesaw (FP)	Franklin Park		£0.00	£1,567.00	£1,567.00	£1,567.00	01/11/19	£0.00
11404	Jungle Walk (FP)	Franklin Park		£0.00	£1,001.00	£1,001.00	£1,001.00	01/11/19	£0.00
11405	Non Mump Seesaw (FP)	Franklin Park		£0.00	£2,881.00	£2,881.00	£2,881.00	01/11/19	£0.00
11406	Swing Set Cradle (FP)	Franklin Park		£0.00	£1,525.00	£1,525.00	£1,525.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11407	Swing Set (FP)	Franklin Park		£0.00	£1,591.00	£1,591.00	£1,591.00	01/11/19	£0.00
11408	Cnopus Frame (FP)	Franklin Park	01/06/2005	£0.00	£11,989.00	£11,989.00	£11,989.00	01/11/19	£0.00
11409	Multi Goal Units (FP)	Franklin Park	01/06/2005	£0.00	£7,595.00	£7,595.00	£7,595.00	01/11/19	£0.00
11411	Concord Mid Space Net (FP)	Franklin Park	01/06/2005	£0.00	£8,012.00	£8,012.00	£8,012.00	01/11/19	£0.00
11412	Activity Climb / Slide (FP)	Franklin Park	01/06/2012	£0.00	£8,723.00	£8,723.00	£8,723.00	01/11/19	£0.00
11413	Tangle Trail	Franklin Park	20/07/2016	£1,779.26	£1,779.26	£1,779.26	£1,779.26	01/11/19	£0.00
11414	Dizzy roundabout	Franklin Park	16/11/2017	£6,267.00	£6,267.00	£6,267.00	£6,267.00	01/11/19	£0.00
11421	Roundabout (HP)	Holmfield Park		£0.00	£1,575.00	£1,575.00	£1,575.00	01/11/19	£0.00
11422	Mystical World Multi-Play (HP)	Holmfield Park	27/11/2015	£6,729.00	£6,729.00	£6,729.00	£6,729.00	01/11/19	£0.00
11423	Swing 2 bay flat & 1 basket (HP)	Holmfield Park	27/11/2015	£4,300.00	£4,300.00	£4,300.00	£4,300.00	01/11/19	£0.00
11424	2 Double Bay Swing Set (HP)	Holmfield Park	01/01/2006	£1,938.00	£1,362.00	£1,362.00	£1,362.00	01/11/19	£0.00
11425	Rocking Horse (HP)	Holmfield Park		£0.00	£8,550.00	£8,550.00	£8,550.00	01/11/19	£0.00
11426	Junior Parallel Bar (HP)	Holmfield Park		£0.00	£544.00	£544.00	£544.00	01/11/19	£0.00
11427	Mini Spacenet (HP)	Holmfield Park	01/06/2004	£7,900.00	£8,171.00	£8,171.00	£8,171.00	01/11/19	£0.00
11428	Meeting Point (HP)	Holmfield Park	01/06/2004	£2,660.00	£3,519.00	£3,519.00	£3,519.00	01/11/19	£0.00
11429	Multiplay Area (HP)	Holmfield Park	01/06/2004	£13,065.00	£45,013.00	£45,013.00	£45,013.00	01/11/19	£0.00
11430	Five-a-side goal posts (HP)	Holmfield Park		£0.00	£0.00	£0.00	£0.00	01/11/19	£0.00
11431	Swing Set (MM)	Mossdale Meadows		£0.00	£1,522.00	£1,522.00	£1,522.00	01/11/19	£0.00
11432	Combination Bank Slide (MM)	Mossdale Meadows		£0.00	£3,482.00	£3,482.00	£3,482.00	01/11/19	£0.00
11433	Sadlemate (MM)	Mossdale Meadows		£0.00	£1,041.00	£1,041.00	£1,041.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11434	Cradleseat Swing Set (MM)	Mossdale Meadows		£0.00	£1,824.00	£1,824.00	£1,824.00	01/11/19	£0.00
11435	2 Spinner Bowls (MM)	Mossdale Meadows	01/06/2005	£0.00	£1,428.00	£1,428.00	£1,428.00	01/11/19	£0.00
11436	Climbing Frame (MM)	Mossdale Meadows	01/06/2005	£0.00	£8,703.00	£8,703.00	£8,703.00	01/11/19	£0.00
11437	Supernova Roundabout (MM)	Mossdale Meadows	01/06/2005	£0.00	£3,338.00	£3,338.00	£3,338.00	01/11/19	£0.00
11440	2 x Philadelphia Basketball/goal posts (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£6,027.00	£6,027.00	£6,027.00	01/11/19	£0.00
11441	1 x Maine Goal Arena System (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£3,530.00	£3,530.00	£3,530.00	01/11/19	£0.00
11442	1 x straight round grinder skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£199.00	£199.00	£199.00	01/11/19	£0.00
11443	1 x inclined square grinder skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£189.00	£189.00	£189.00	01/11/19	£0.00
11444	1 x grind box skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,007.00	£1,007.00	£1,007.00	01/11/19	£0.00
11445	1 x jump ramp skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,185.00	£1,185.00	£1,185.00	01/11/19	£0.00
11446	1 x stepped grind box skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,490.00	£1,490.00	£1,490.00	01/11/19	£0.00
11447	1 x driveway street course (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£16,013.00	£16,013.00	£16,013.00	01/11/19	£0.00
11448	2 x Ski Steppers (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£3,007.00	£3,007.00	£3,007.00	01/11/19	£0.00
11449	1 x Mini Ski (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,197.00	£1,197.00	£1,197.00	01/11/19	£0.00
11450	1 x Leg Stretch (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£873.00	£873.00	£873.00	01/11/19	£0.00
11451	1 x fitness sign (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£748.00	£748.00	£748.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11452	1 x Sit Up (B)	Mossdale Meadows	01/06/2012	£0.00	£1,233.00	£1,233.00	£1,233.00	01/11/19	£0.00
11453	1x Health Walker (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,410.00	£2,410.00	£2,410.00	01/11/19	£0.00
11454	1 x Pull Down Challenger (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,128.00	£2,128.00	£2,128.00	01/11/19	£0.00
11455	Fitness Sign (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£747.00	£747.00	£747.00	01/11/19	£0.00
11456	1 x Push Hands (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,180.00	£1,180.00	£1,180.00	01/11/19	£0.00
11457	2 x Handle Boats (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,788.00	£2,788.00	£2,788.00	01/11/19	£0.00
11458	1 x Parallel Rails (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,009.00	£1,009.00	£1,009.00	01/11/19	£0.00
11459	1 x Fitness Sign (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£748.00	£748.00	£748.00	01/11/19	£0.00
11460	1 x UniMini Dinghy (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,133.00	£2,133.00	£2,133.00	01/11/19	£0.00
11461	1 x Pull Up Rope (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£499.00	£499.00	£499.00	01/11/19	£0.00
11462	1 x Rota Roka (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,286.00	£1,286.00	£1,286.00	01/11/19	£0.00
11463	1 x Roko (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£834.00	£834.00	£834.00	01/11/19	£0.00
11464	1 x Zingo Dek Climb (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£6,870.00	£6,870.00	£6,870.00	01/11/19	£0.00
11465	1 x Pair Talking Tubes (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£773.00	£773.00	£773.00	01/11/19	£0.00
11466	1 x Lobster Pot Climbe (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£4,902.00	£4,902.00	£4,902.00	01/11/19	£0.00
11467	3 x NRG Ross Ice Shelves (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,119.00	£1,119.00	£1,119.00	01/11/19	£0.00
11468	1 x Amazon Basin (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,370.00	£2,370.00	£2,370.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11469	1 x NRG Klondike Double (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,360.00	£1,360.00	£1,360.00	01/11/19	£0.00
11470	Total Play surface area (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£4,294.00	£4,294.00	£4,294.00	01/11/19	£0.00
11480	Slide (SP)	Shakespeare Park		£0.00	£2,078.00	£2,078.00	£2,078.00	01/11/19	£0.00
11481	Whirlwind Climbing Frame (SP)	Shakespeare Park		£0.00	£9,820.00	£9,820.00	£9,820.00	01/11/19	£0.00
11482	2 Double Bay Swing (SP)	Shakespeare Park		£0.00	£1,890.00	£1,890.00	£1,890.00	01/11/19	£0.00
11483	Saddlemate (SP)	Shakespeare Park		£0.00	£1,007.00	£1,007.00	£1,007.00	01/11/19	£0.00
11484	Play Safety Surface (SP)	Shakespeare Park		£0.00	£38,908.00	£38,908.00	£38,908.00	01/11/19	£0.00
11485	Rocking Horse (SP)	Shakespeare Park	01/06/2002	£0.00	£8,278.00	£8,278.00	£8,278.00	01/11/19	£0.00
11490	Spring Seesaw (TA-IS)	Isobella Road	01/01/2004	£0.00	£2,010.00	£2,010.00	£2,010.00	01/11/19	£0.00
11491	Spring Elephant (TA-IS)	Isobella Road	01/01/2004	£0.00	£679.00	£679.00	£679.00	01/11/19	£0.00
11492	Spring Lion (TA-IS)	Isobella Road	01/01/2004	£0.00	£679.00	£679.00	£679.00	01/11/19	£0.00
11493	Stepping Stones (TA-IS)	Isobella Road	01/01/2004	£0.00	£180.00	£180.00	£180.00	01/11/19	£0.00
11494	Surfacing (TA-IS&PR)	Isobella Road / Priestman Road	01/01/2004	£0.00	£8,487.00	£8,487.00	£8,487.00	01/11/19	£0.00
11495	Tower Slide (TA-PR)	Priestman Road	01/01/2004	£0.00	£6,524.00	£6,524.00	£6,524.00	01/11/19	£0.00
11496	Swings (TA-PR)	Priestman Road	01/01/2004	£0.00	£4,634.00	£4,634.00	£4,634.00	01/11/19	£0.00
11497	Spring Plane (TA-PR)	Priestman Road	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	£0.00
11498	Spring Elephant (TA-PR)	Priestman Road	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	£0.00
11500	Spring Seesaw (TA-H)	Hilcot Green	01/01/2004	£0.00	£2,010.00	£2,010.00	£2,010.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11501	Rocker Elephant (TA-H)	Hilcot Green	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	£0.00
11502	Swing Toddler (TA-H)	Hilcot Green	01/01/2004	£0.00	£1,550.00	£1,550.00	£1,550.00	01/11/19	£0.00
11503	Multi-play Tower/Slide (TA-H)	Hilcot Green	01/01/2004	£0.00	£6,523.00	£6,523.00	£6,523.00	01/11/19	£0.00
11504	Safety Surface (TA-H)	Hilcot Green	01/01/2004	£0.00	£5,062.00	£5,062.00	£5,062.00	01/11/19	£0.00
11505	Igloo Climber (TA-M)	Marshall Close	01/01/2004	£0.00	£922.00	£922.00	£922.00	01/11/19	£0.00
11506	Game Panels x2 (TA-M)	Marshall Road	01/01/2004	£0.00	£1,437.00	£1,437.00	£1,437.00	01/11/19	£0.00
11507	Balance Trail (TA-M)	Marshall Close	01/01/2004	£0.00	£1,183.00	£1,183.00	£1,183.00	01/11/19	£0.00
11508	Play Train (TA-M)	Marshall Close	01/01/2004	£0.00	£6,733.00	£6,733.00	£6,733.00	01/11/19	£0.00
11509	Safety Surface (TA-M)	Marshall Close	01/01/2004	£0.00	£4,587.00	£4,587.00	£4,587.00	01/11/19	£0.00
11510	Rocker Horse (TA-IC)	Impey Close	01/01/2004	£0.00	£642.00	£642.00	£642.00	01/11/19	£0.00
11511	Multiplay Tower and Slide (TA-IC)	Impey Close	01/01/2004	£0.00	£6,456.00	£6,456.00	£6,456.00	01/11/19	£0.00
11512	Double Swing (TA-IC)	Impey Close	01/01/2004	£0.00	£1,824.00	£1,824.00	£1,824.00	01/11/19	£0.00
11513	Safety Surface (TA-IC)	Impey Close	01/01/2004	£0.00	£4,572.00	£4,572.00	£4,572.00	01/11/19	£0.00
11520	Space Net 3144 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£13,754.00	£13,754.00	£13,754.00	01/11/19	£0.00
11521	Electra Gxy 932 Frame with Satellite Spinners (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£16,117.00	£16,117.00	£16,117.00	01/11/19	£0.00
11522	Supernova Gxy916 Roundabout (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£3,720.00	£3,720.00	£3,720.00	01/11/19	£0.00
11523	Ridge Ele500003 Climbing Frame/Slide (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£9,462.00	£9,462.00	£9,462.00	01/11/19	£0.00
11524	Spinner Bowl Elec400024 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£922.00	£922.00	£922.00	01/11/19	£0.00
11525	Blazer Ele400021 3 Sided Sprung Seesaw (TA-PK)	Thorpe Astley Parkland	01/06/2011	£0.00	£2,148.00	£2,148.00	£2,148.00	01/11/19	£0.00
11526	Swing Set M69201 (TA-PK)	Thorpe Astley Parkland	01/06/2011	£0.00	£1,665.00	£1,665.00	£1,665.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11527	Dino Swing Spme40400 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£4,895.00	£4,895.00	£4,895.00	01/11/19	£0.00
11528	Meeting Points x2 - Fre3000 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£6,916.00	£6,916.00	£6,916.00	01/11/19	£0.00
11529	Multi Use Games Area Fre2115 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£19,439.00	£19,439.00	£19,439.00	01/11/19	£0.00
11530	Total Safety Surface (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£14,742.00	£14,742.00	£14,742.00	01/11/19	£0.00
11531	Chin Ups FT906 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,255.40	£1,255.40	£1,255.40	01/11/19	£0.00
11532	Horizontal Ladder FT909 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,958.40	£1,958.40	£1,958.40	01/11/19	£0.00
11533	2 Bay Platform Sit Ups FT929 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,793.40	£1,793.40	£1,793.40	01/11/19	£0.00
11534	Gate Climb FT913 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,702.40	£1,702.40	£1,702.40	01/11/19	£0.00
11535	Balance Beams FT920 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,682.40	£1,682.40	£1,682.40	01/11/19	£0.00
Total Values				£44,638.26	£470,517.26	£470,517.26	£470,517.26		£0.00

Vehicles, Plant & Equipment

15200	Cutless Pasture Topper	Mossdale Meadows		£0.00	£2,500.00	£2,500.00	£2,500.00	01/11/19	£0.00
15201	Misc Hand Tools Garage	Mossdale Meadows		£0.00	£1,000.00	£1,000.00	£1,000.00	01/11/19	£0.00
15202	Ransome Super Certees	Shakespeare Park		£0.00	£2,800.00	£2,800.00	£2,800.00	01/11/19	£0.00
15203	Flymo Hover Mower GT2	Shakespeare Park	01/02/2013	£0.00	£440.00	£440.00	£440.00	01/11/19	£0.00
15204	Danarm Hedgecutter	Shakespeare Park		£0.00	£461.00	£461.00	£461.00	01/11/19	£0.00
15205	Sisis Roller	Shakespeare Park		£0.00	£470.00	£470.00	£470.00	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
15206	Holland MC 35 Ride on Mower	Mossdale Meadows		£0.00	£19,300.00	£19,300.00	£19,300.00	01/11/19	£0.00
15207	Bateson Trailer	Mossdale Meadows	01/06/2002	£0.00	£2,500.00	£2,500.00	£2,500.00	01/11/19	£0.00
15208	Airmaster Compressor	Mossdale Meadows	01/06/2007	£0.00	£255.00	£255.00	£255.00	01/11/19	£0.00
15209	Petrol Generator	Mossdale Meadows	01/06/2008	£0.00	£710.00	£710.00	£710.00	01/11/19	£0.00
15210	McConnel PA5155 Left Hand Cut Hedgecutter	Mossdale Meadows	01/06/2008	£0.00	£12,500.00	£12,500.00	£12,500.00	01/11/19	£0.00
15211	Roller Garage	Mossdale Meadows	01/06/2008	£0.00	£1,400.00	£1,400.00	£1,400.00	01/11/19	£0.00
15212	McCulloch Mac 838 Chainsaw	Mossdale Meadows	01/06/2010	£0.00	£200.00	£200.00	£200.00	01/11/19	£0.00
15213	Rhyobe Hedgecutter	Mossdale Meadows	01/06/2010	£0.00	£200.00	£200.00	£200.00	01/11/19	£0.00
15214	Kawaski 43A Strimmer	Mossdale Meadows	01/06/2011	£0.00	£200.00	£200.00	£200.00	01/11/19	£0.00
15215	Stihl Leaf Blower	Mossdale Meadows	01/06/2012	£0.00	£200.00	£200.00	£200.00	01/11/19	£0.00
15216	Echo 350 ES Strimmer	Mossdale Meadows	01/06/2012	£0.00	£200.00	£200.00	£200.00	01/11/19	£0.00
15217	Leaf Blower	Mossdale Meadows	01/04/2013	£0.00	£300.00	£300.00	£300.00	01/11/19	£0.00
15218	Hedgetrimmer	Mossdale Meadows	01/04/2013	£0.00	£750.00	£750.00	£750.00	01/11/19	£0.00
15219	Pressure Washer	Mossdale Meadows	01/11/2013	£120.00	£0.00	£0.00	£0.00	01/11/19	£0.00
15220	Hedge trimmer Stihl HS 87 T	Mossdale Meadows	04/02/2020	£505.00	£505.00	£505.00	£5,050.00	01/11/20	£0.00
15301	2x MM SAM speed vehicle activated signs	Moved to Various Locations	26/10/2017	£4,227.50	£4,227.50	£4,227.50	£4,227.50	01/11/19	£0.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value	
				Total Values	£4,852.50	£51,118.50	£51,118.50	£55,663.50	£0.00
				Grand Total	£71,180.05	£4,563,474.78	£4,563,414.79	£4,900,176.45	£0.00



PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2021

8 April 2021

BRAUNSTONE TOWN COUNCIL (LEICS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW485188	07 May - 07 Nov	FIXED	ANNUITY	£15,428.91
PW485557	07 May - 07 Nov	FIXED	ANNUITY	£27,318.65
PW490422	07 May - 07 Nov	FIXED	EIP	£26,600.00
PW477930	07 May - 07 Nov	FIXED	ANNUITY	£22,117.32
PW482623	07 May - 07 Nov	FIXED	ANNUITY	£38,223.98
PW480508	07 May - 07 Nov	FIXED	ANNUITY	£12,421.55
PW487506	07 May - 07 Nov	FIXED	ANNUITY	£35,885.81
PW501336	07 May - 07 Nov	FIXED	ANNUITY	£16,192.14
235384	07 May - 07 Nov	FIXED	ANNUITY	£433,819.78
292038	07 May - 07 Nov	FIXED	ANNUITY	£500,000.00
TOTAL OUTSTANDING BALANCE:				1,128,008.14
TOTAL NUMBER OF LOANS:				10

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

VAT Summary

Balance Sheet opening figures

Opening Vat Recoverable	£9,471.34
Opening Vat Payable	£0.00

VAT Return Details

Start Date	End Date	Sales Vat	EC Vat	Total Vat due	Purchases Vat	Net VAT	Sales	Purchases
01/04/20	30/06/20	£86.03	£0.00	£86.03	£14,442.48	£14,356.45	£346,523.44	£232,546.46
01/07/20	30/09/20	-£111.20	£0.00	-£111.20	£22,926.24	£23,037.44	£1,346,653.63	£257,783.93
01/10/20	31/12/20	£267.99	£0.00	£267.99	£54,293.05	£54,025.06	-£440,747.31	£480,997.78
01/01/21	31/03/21	£1.50	£0.00	£1.50	£42,717.70	£42,716.20	£569,982.02	£383,014.18
Totals		£244.32	£0.00	£244.32	£134,379.47	£134,135.15	£1,822,411.78	£1,354,342.35

Total of VAT Returns including opening figures £143,606.49

Details of transactions against VAT REFUND (Income) Headings

114 VAT received

Received	Invoiced	Tn. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
14/05/20	31/03/20	14372		HMRC - VAT refund 01/01/20 - 31/03/20	9,471.34	0.00	9,471.34
11/08/20	30/06/20	14682		HMRC - VAT refund 01/04/20 - 30/06/20	14,356.45	0.00	14,356.45
26/10/20	30/09/20	14861		HMRC - VAT refund 01/07/20 - 30/09/20	23,037.44	0.00	23,037.44
01/02/21	31/12/20	14989	BACS201231	HMRC - VAT refund 01/10/20 - 31/12/20	54,025.06	0.00	54,025.06
	31/03/21	15046		HMRC - VAT refund 01/01/21 - 31/03/21	42,716.20	0.00	42,716.20
114 VAT received Total					143,606.49	0.00	143,606.49

Total of VAT transactions (refunds and payments) 143,606.49

Total of refunds/ payments matches the total of the VAT returns.

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>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.</i>
1. Balances brought forward			<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			<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			<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			<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			<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			<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			<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			<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			<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			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered in figures.

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

County area (local councils and parish meetings only): **Leicestershire & Rutland**

Financial year ending 31 March 2021

Prepared by (Name and Role): **Darren Tilley, Town Clerk & Responsible Financial Officer**

Date: **14/05/2021**

		£	£
Balance per bank statements as at 31/3/21:			
	General	196,402.5	
	Payroll	18,005.4	
	Deposit	411,036.3	
	Cash Office	32.5	
[add more accounts if necessary]	Library	20.0	
	Petty Cash	250.0	
			625,746.7
Petty cash float (if applicable) -			
Less: any un-presented cheques as at 31/3/21 (enter these as negative numbers)			
	100985	(86.40)	
	110776	(3,794.95)	
	110784	(16.95)	
	110792	(150.00)	
[add more lines if necessary]	Card	(13.93)	
	Direct Debit	(27.40)	
			(4,089.63)
Add: any un-banked cash as at 31/3/xx			
			-
Net balances as at 31/3/21 (Box 8)			<u>621,657.0</u>

Explanation of variances – pro forma

Name of smaller authority: **Braunstone Town Council**
 County area (local councils and): **Leicestershire & Rutland**

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:** 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).

	2019/20 £	2020/21 £	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	236,782	245,340					
2 Precept or Rates and Levies	604,817	646,304	41,487	6.86%	NO		
3 Total Other Receipts	222,249	1,124,855	902,606	406.12%	YES		In 2020/21, a one off grant of £100,000 received from Sport England and full public works loan of £936,608 net drawn down towards the cost of the redevelopment of the Sports Pavilion and Site at Shakespeare Park. Balance of Other Receipts in 2020/21 therefore is £88,247, a reduction of £134,002 compared to 2019/20. In 2019/20, the Council received £144,373 in facilities income, in 2020/21 facilities income totalled £11,551 due to closures and restrictions as a result of the Covid-19 pandemic. Therefore, facilities receipts in 2020/21 was down £132,822 compared to 2019/20.
4 Staff Costs	479,396	485,278	5,882	1.23%	NO		
5 Loan Interest/Capital Repayment	60,765	66,628	5,863	9.65%	NO		
6 All Other Payments	278,347	846,418	568,071	204.09%	YES		Redevelopment of Sports Pavilion and Site at Shakespeare Park: total estimated costs are £1,098,385; of which £547,710 has been paid in 2020/21 financial year. Balance of Other Payments in 2020/21 is £298,708.
7 Balances Carried Forward	245,340	618,175			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	233,698	621,657				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	4,555,705	4,563,475	7,770	0.17%	NO		
10 Total Borrowings	242,998	1,128,008	885,010	364.20%	YES		In 2020/21 the Council drew down two new loans totalling £936,936 towards the cost of the redevelopment of the Sports Pavilion and Site at Shakespeare Park. The first repayment on the first part was made in November. There are eight existing PWLB loans: the repayment amounts are fixed on seven of these loans. However, over the term of the loans the annual capital repayments increase and the interest payment decreases. In 2018/19 Capital Repayments totalled: £45,629 (13.62% variance on 2017/18) and Interest Repayments totalled: £15,262. In 2019/20 Capital Repayments totalled: £46,476 (16.06% variance on 2018/19) and Interest Repayments totalled: £14,289. In 2020/21 Capital Repayments on these 8 loans totalled: £48,810 (20.09% variance on 2019/20) and Interest Repayments totalled: £11,829.

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Braunstone Town Council

County area (local councils and parish meetings only):

Leicestershire & Rutland

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		618,175.00
Deduct: Debtors (enter these as negative numbers)		
HMRC	(42,716.20)	(42,716.20)
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Hymans Robertson	(4,403.13)	
Leicestershire County Council	(51,698.87)	
WPS Insurance Brokers	(8,202.17)	
	(64,304.17)	
Total deductions		(107,020.37)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
B&Q	28.33	
British Gas	66.42	
Chubb Fire & Security	1,537.73	
E.ON	152.66	
Edge IT Systems Ltd	40.00	
Graham Clarkson Associates	545.00	
HMRC	5,588.96	
Incidental Expenses Payment	16.67	
IT Solutions	35.00	
KM Beesley	93,937.99	
Leicestershire County Council	2,523.75	
Personnel Advice & Solutions	800.00	
Post Office	116.38	
Principal Hygiene Systems Ltd	1,167.92	
Screw Fix	91.66	
Sissons & Allen Ltd	1,270.22	
SSE Southern Electric	2,014.87	
	109,933.56	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Facilities Income	569.12	
	569.12	
Total additions		110,502.68
Box 8: Total cash and short term investments		621,657.31