Town Hall | 61 Newland Street | Witham | CM8 2FE
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witham.gov.uk

AGENDA

EXTRAORDINARY TOWN COUNCIL

Meeting of: **Town Council**

Date: **Monday, 3rd June 2019** Time: **7.30 p.m.**

Place: **Town Hall, 61 Newland Street, Witham.**

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present:	Councillors	Mrs	S.C.	Lager	(Town Mayor)
			R.P.	Ramage	(Deputy Town Mayor)
		Mrs	S.	Ager	
			K.L.	Atwill	
			P.R.	Barlow	
			J.C.	Bayford	
			J.C.	Goodman	
			S.E.	Hicks	
		Miss	C.	Jay	
		Mrs	A.	Kilmartin	
			M.C.M.	Lager	
		Mrs	S.C.	Lager	
			C.S.	Livermore	
			T.A	Pleasance	
			P.M.	Ryland	
		Miss	M.L.	Weeks	
			R.	Williams	

1. APOLOGIES

To receive apologies for absence.

2. INTERESTS

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.

3. MINUTES OF THE PREVIOUS MEETING

To receive the Minutes of the Meeting of the Town Council held 29th April 2019 (previously circulated).

4. MINUTES OF THE ANNUAL GENERAL MEETING

To receive the Minutes of the Meeting of the Town Council held 13th May 2019 (previously circulated).

5. REVISED ANNUAL ACCOUNTS 2018/19

To receive a report (attached) and the revised Annual Accounts for the year ended 31st March 2019.

6. ANNUAL RETURN AND GOVERNANCE STATEMENT

(i) To receive and approve the Annual Governance Statement (Section 1) for the Year Ended 31st March 2019 (attached).

(ii) To receive and approve Section 2 Accounting Statements for the Year Ended 31st March 2019 (attached).

EXCLUSION OF THE PRESS AND PUBLIC

TO RESOLVE That under the Public Bodies (Admissions to Meetings Act 1960, the press and public be excluded from the Meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest.

7. LEGAL ADVICE

To receive and consider legal advice (attached)

8. PUBLIC DOMAIN

To consider whether any items discussion in private session should be moved into the public domain.

James Sheehy
Town Clerk
JS/GK/29.05.2019

Witham town council

ITEM NO: 5

Officer Report: Revised Accounts

Report:

At the last Town Council meeting, members approved the Annual Governance & Accountability Statements, however since closure of the financial books has now taken place, several calculations for pre-payments, creditors and debtors have altered the final true figures for the purposes of the AGAR and as such, will need to be approved again for submission to the external auditor. This has occurred due to human error and has now been rectified for Members' attention.

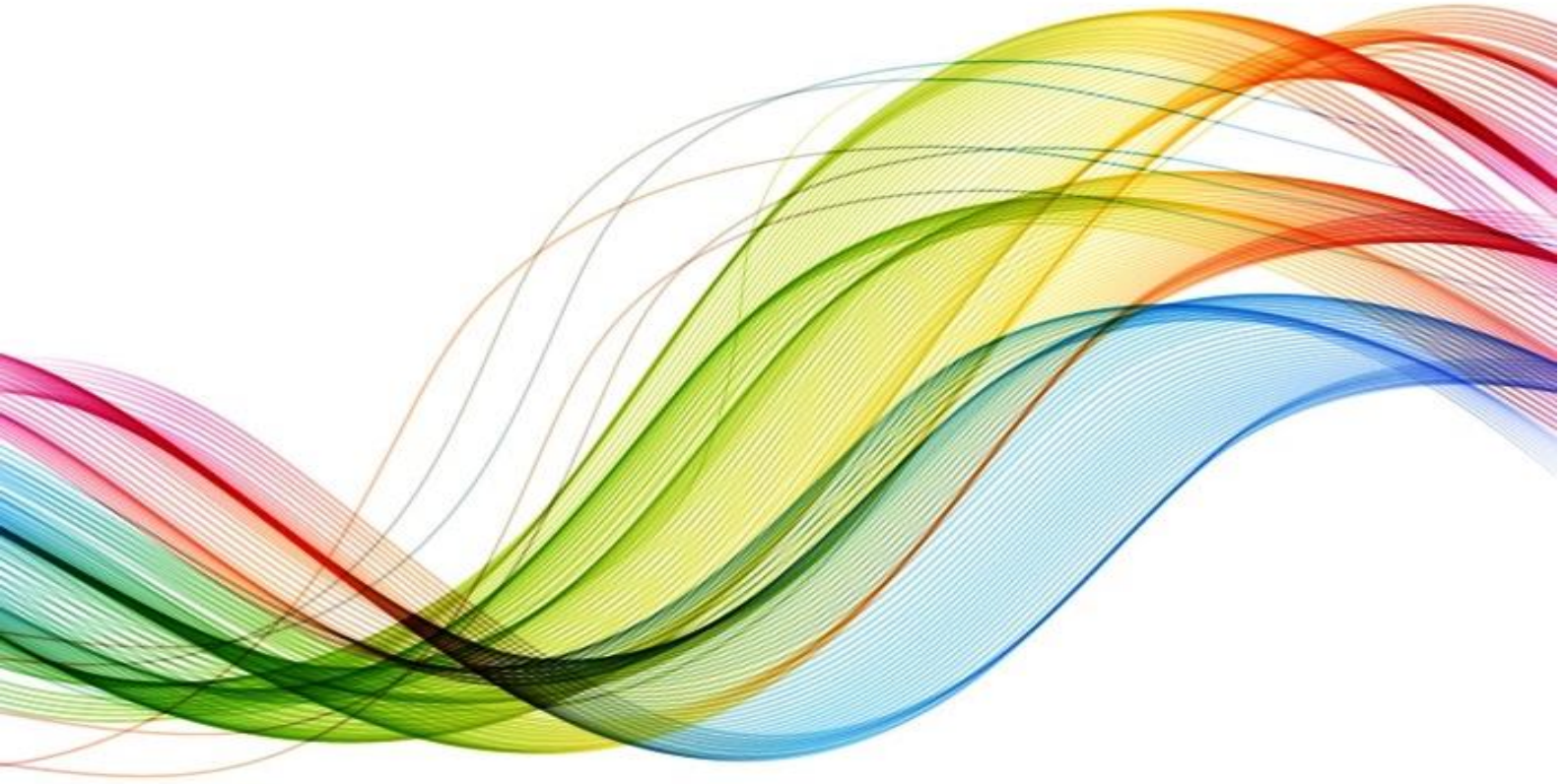
The resubmitted AGAR for members consideration is now accurate and is supported by a revised and updated draft set of annual accounts as part of the agenda.

Advice: To receive the amended AGAR and approve.

Witham
town council

Annual Accounts

Financial Year 2018/19



Supporting Statement of Responsibilities

Witham Town Council is required to make arrangements for the proper administration of its financial affairs and ensure that it appoints a Responsible Financial Officer with direct accountability for its overall administrative functions in accordance with the Local Government Act 1972 (S151). In addition to this, Members and Officers of the Council are under a duty to:

- Ensure that value for money is obtained for all business transactions.
- Ensure that public money is under appropriate safeguarding measures.
- Ensure that an appropriate system of internal control is in force and monitored for effectiveness.

In preparing these accounts in conjunction with the Annual Governance and Accountability Return, the Council confirms that it has adhered to the Accounts & Audit Regulations and:

- Put in place effective arrangements for financial management.
- Maintained an adequate system of internal control.
- Took all reasonable steps to assure that there were no matters of actual or potential noncompliance with laws, regulations or proper practices that could have a significant financial l effect on the ability of this authority to conduct its business or manage its finances.
- Provided proper opportunity in the year for the exercise of electors rights in accordance with the Accounts & Audit Regulations.
- Carried out an assessment of risks faced by the authority.
- Took all appropriate steps to action any matters raised on audit reports.
- Considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after the year end have a financial impact on the authority and where appropriate, included them in the accounting statements.

James P. Sheehy

Town Clerk & Responsible Financial Officer

Contents

4. Balance Sheet
5. Total Income & Expenditure
6. Budget Reports: (Administration)
7. Budget Reports: (Community Committee)
8. Budget Reports: (Environment Committee)
9. Budget Reports: (Policy & Resources)

10. Earmarked Reserves as at 31.03.2019

11. Reconciliations

Balance Sheet

A/c	Description	Actual		
	Current Assets			
100	Debtors	1,089		
105	VAT Control Account	15,417		
110	Prepayments	750		
120	Stock	5,917		
200	Current Bank Account	201,679		
210	Working Fund	55,048		
220	Mayor's Fund	5,146		
230	Fixed Term Deposit	120,960		
240	Petty Cash	23		
	Total Current Assets		**406,030**	
	Current Liabilities			
500	Creditors	1,867		
510	Accruals	740		
560	Receipts in Advance	250		
	Total Current Liabilities		**2,857**	
	Net Current Assets			**403,173**
	Total Assets less Current Liabilities			**403,173**
	Represented by :-			
300	Current Year Fund	57,008		
310	General Reserves	237,151		
321	EMR- Community Day	298		
330	EMR - Puppet Festival	420		
333	EMR - Community Safety /CCTV	22,000		
336	EMR - Town Park Bandstand	4,000		
345	EMR - Vehicle Replacement Fund	15,900		
346	EMR - Equipment Replacement	15,000		
355	EMR - Major Repairs & Renewals	15,000		
356	EMR - Town Hall Development	15,000		
360	EMR - Election Expenses	13,050		
361	EMR - Members Allowance	3,200		
390	Reserve - Mayor's Appeal	5,146		
	Total Equity			**403,173**

Total Income & Expenditure

31st March 2018		31st March 2019
	Income Summary	
455,232	Precept	500,776
455,232	Sub Total	**500,776**
	Operating Income	
8,977	Administration	23,882
69,100	Community	73,829
2,300	Environment	190
12,375	Policy & Resources	15,334
41,245	Precept	24,318
589,229	Total Income	**638,329**
	Running Costs	
271,750	Administration	215,531
207,599	Community	177,402
130,017	Environment	170,937
18,160	Policy & Resources	17,451
627,527	Total Expenditure	**581,321**
	General Fund Analysis	
334,322	Opening Balance	253,251
589,229	Plus : Income for Year	638,329
923,551		891,580
627,527	Less : Expenditure for Year	581,321
296,025		310,258
42,774	Transfers TO / FROM Reserves	16,099
253,251	**Closing Balance**	**294,159**

Budget Report: Administration

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Administration								
1100	Sundry Receipts	2,831	15,100	500	(14,600)			3020.0%	
1110	Car Park Licence	0	8,782	8,783	1	8,783		200.0%	
2002	Admin-P & R Income 20%	0	0	0	0	1,500		0.0%	
	Administration :- Income	**2,831**	**23,882**	**9,283**	**(14,599)**			**257.3%**	**0**
4100	Salaries - Office	11,118	97,656	144,200	46,544		46,544	67.7%	
4101	Salaries - Town Hall	1,136	7,098	0	(7,098)		(7,098)	0.0%	
4105	Pension - Office	0	22,732	30,000	7,268		7,268	75.8%	
4106	Pension - Town Hall	1,642	4,531	0	(4,531)	1,500	(6,031)	0.0%	
4110	Tax & NI - Office	2,116	35,793	0	(35,793)		(35,793)	0.0%	
4120	Town Hall	4,031	18,389	30,500	12,111		12,111	60.3%	
4121	Gas	599	1,579	3,296	1,717		1,717	47.9%	
4122	Electricity	1,246	3,187	3,502	315		315	91.0%	
4125	Travel Expenses	0	0	600	600		600	0.0%	
4130	Photocopying	0	2,047	2,060	13		13	99.4%	
4135	Postage	208	1,266	1,800	534		534	70.3%	
4140	Stationery	309	1,575	1,600	25		25	98.5%	
4150	Office Equipment	543	4,936	3,914	(1,022)		(1,022)	126.1%	
4151	Repairs & Renewals	0	0	2,000	2,000		2,000	0.0%	
4155	Website	0	245	2,000	1,755		1,755	12.3%	
4160	Telephone/Fax	510	3,787	3,090	(697)		(697)	122.6%	
4165	Insurance	(4,898)	(2,030)	8,500	10,530		10,530	(23.9%)	
4170	Sundry Expenses	0	2,832	1,500	(1,332)		(1,332)	188.8%	
4175	Audit & Legal	124	3,070	2,000	(1,070)		(1,070)	153.5%	
4180	Affiliation Fees	0	2,798	3,000	202		202	93.3%	
4185	Members -Conferencing/Training	0	539	1,500	961		961	35.9%	
4190	Staff -Conferencing/Training	640	2,350	1,500	(850)		(850)	156.7%	
4195	Payroll Charges	173	530	670	140		140	79.1%	
4200	Petty Cash	0	620	620	0		0	100.0%	
	Administration :- Indirect Expenditure	**19,498**	**215,531**	**247,852**	**32,321**	**1,500**	**30,821**	**87.6%**	**0**
	Movement to/(from) Gen Reserve	**(16,666)**	**(191,649)**						

Budget Report: Community Committee

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300	Community								
1300	Information Sales Income	4,967	67,295	80,000	12,706			84.1%	
1310	Puppet Festival Income	0	5,392	5,200	(192)			103.7%	
1320	Christmas Dickensian Event	0	350	320	(30)			109.4%	
1321	Community Day	0	792	0	(792)			0.0%	
	Community :- Income	**4,967**	**73,829**	**85,520**	**11,691**			**86.3%**	**0**
4300	Salaries - Information Centre	3,919	22,894	0	(22,894)		(22,894)	0.0%	
4305	Pension - Information Centre	160	1,775	0	(1,775)		(1,775)	0.0%	
4310	Tax & NI - Information Centre	711	6,608	0	(6,608)		(6,608)	0.0%	
4320	Bus Shelters/Seats	0	0	500	500		500	0.0%	
4330	Litter Bins	0	0	1,000	1,000		1,000	0.0%	
4340	Christmas Decorations	695	5,369	7,210	1,841		1,841	74.5%	
4345	Information Sales Expense	4,425	58,854	73,000	14,146		14,146	80.6%	
4355	Information Centre	111	1,368	32,550	31,182		31,182	4.2%	
4360	Community Grant Aid	0	8,775	12,000	3,225		3,225	73.1%	
4365	Citizens Advice Bureau	0	8,400	10,000	1,600		1,600	84.0%	
4372	Community Safety/CCTV	2,239	20,485	16,965	(3,520)		(3,520)	120.7%	
4373	Community Special Constables	382	920	0	(920)		(920)	0.0%	
4375	Other Community Support/Youth	0	956	3,000	2,044		2,044	31.9%	
4376	WW1 Commemorations	0	201	500	299		299	40.2%	
4377	Community Support	3,111	13,248	12,150	(1,098)		(1,098)	109.0%	
4378	Community Day	0	2,298	1,050	(1,248)		(1,248)	218.8%	
4380	Puppet Festival	120	24,921	5,200	(19,721)		(19,721)	479.2%	
4390	Christmas Dickensian Event	0	332	320	(12)		(12)	103.6%	
	Community :- Indirect Expenditure	**15,872**	**177,402**	**175,445**	**(1,957)**	**0**	**(1,957)**	**101.1%**	**0**
	Movement to/(from) Gen Reserve	**(10,905)**	**(103,573)**						

Budget Report: Environment Committee

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400	Environment								
1400	Trees/Commemorative/Memorial	0	190	800	610			23.8%	
	Environment :- Income	**0**	**190**	**800**	**610**			**23.8%**	**0**
4400	Salaries - Open Spaces	8,022	51,372	93,525	42,153		42,153	54.9%	
4405	Pensions - Open Spaces	2,113	22,849	0	(22,849)		(22,849)	0.0%	
4406	Open Spaces other pension	335	1,342	0	(1,342)		(1,342)	0.0%	
4410	Tax & NI - Open Spaces	1,331	14,696	0	(14,696)		(14,696)	0.0%	
4420	Equipment Supplies & Maintenan	5,297	14,933	9,425	(5,508)		(5,508)	158.4%	
4425	Lighting Maintenance & Utility	0	6,303	6,500	197		197	97.0%	
4431	Toilet Block - Town Park	122	7,645	9,000	1,355		1,355	84.9%	
4434	Trees	0	18,745	1,000	(17,745)		(17,745)	1874.5%	
4435	Trees/Commemorative/Memorial	0	864	800	(64)		(64)	108.0%	
4436	Dog bins	0	167	600	433		433	27.9%	
4442	Lengthsman Scheme	0	0	2,000	2,000		2,000	0.0%	
4444	River Walk Projects	3,618	10,558	19,075	8,517		8,517	55.4%	
4445	Open Spaces	58	5,719	12,415	6,696		6,696	46.1%	
4446	James Cooke Wood	0	63	0	(63)		(63)	0.0%	
4447	River Walk	0	4,181	0	(4,181)		(4,181)	0.0%	
4448	Whetmead LNR	0	63	0	(63)		(63)	0.0%	
4449	Closed Churchyard	0	36	0	(36)		(36)	0.0%	
4455	Witham in Bloom Displays	50	11,401	11,500	99		99	99.1%	
	Environment :- Indirect Expenditure	**20,946**	**170,937**	**165,840**	**(5,097)**	**0**	**(5,097)**	**103.1%**	**0**
	Movement to/(from) Gen Reserve	**(20,946)**	**(170,747)**						

Budget Report: Policy & Resources Committee

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500	Policy & Resources								
1500	Hall Hire	286	4,709	8,500	3,791			55.4%	
1501	Mayors Appeal Fund	1,002	7,263	0	(7,263)			0.0%	
1510	Interest Received	1,292	3,362	2,800	(562)			120.1%	
	Policy & Resources :- Income	**2,579**	**15,334**	**11,300**	**(4,034)**			**135.7%**	**0**
4500	Mayor's Appeal Fund	167	5,149	0	(5,149)		(5,149)	0.0%	
4505	Civic Receptions/Int Relations	72	177	500	323		323	35.3%	
4510	Christmas Expenses	0	1,760	2,123	363		363	82.9%	
4515	Mayor's Allowance	0	1,610	1,500	(110)		(110)	107.4%	
4516	Mayors Gift Fund Allowance	0	125	100	(25)		(25)	125.0%	
4525	Newsletter & Publications	2,158	8,629	8,500	(129)		(129)	101.5%	
4535	Partnership Authority Work	0	0	500	500		500	0.0%	
4536	Town & Neighbourhood Plan	0	0	500	500		500	0.0%	
	Policy & Resources :- Indirect Expenditure	**2,397**	**17,451**	**13,723**	**(3,728)**	**0**	**(3,728)**	**127.2%**	**0**
	Movement to/(from) Gen Reserve	**182**	**(2,117)**						
600	Precept								
1600	Precept	0	500,776	500,776	0			100.0%	
1605	Localism Fund	0	16,581	16,581	0			100.0%	
1606	Collection Fund Surplus	0	7,737	7,737	0			100.0%	
	Precept :- Income	**0**	**525,094**	**525,094**	**0**			**100.0%**	**0**
	Movement to/(from) Gen Reserve	**0**	**525,094**						

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
321	EMR- Community Day	678.01	-380.00	298.01
322	EMR - Information Centre	0.00	0.00	0.00
330	EMR - Puppet Festival	2,948.12	-2,528.00	420.12
333	EMR - Community Safety /CCTV	10,000.00	12,000.00	22,000.00
335	EMR - CCTV	6,000.00	-6,000.00	0.00
336	EMR - Town Park Bandstand	4,000.00		4,000.00
345	EMR - Vehicle Replacement Fund	11,600.00	4,300.00	15,900.00
346	EMR - Equipment Replacement	13,000.00	2,000.00	15,000.00
355	EMR - Major Repairs & Renewals	15,000.00		15,000.00
356	EMR - Town Hall Development	10,000.00	5,000.00	15,000.00
360	EMR - Election Expenses	13,050.00		13,050.00
361	EMR - Members Allowance	3,200.00		3,200.00
390	Reserve - Mayor's Appeal	3,438.70	1,707.34	5,146.04
		92,914.83	**16,099.34**	**109,014.17**

Reconciliations

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2019

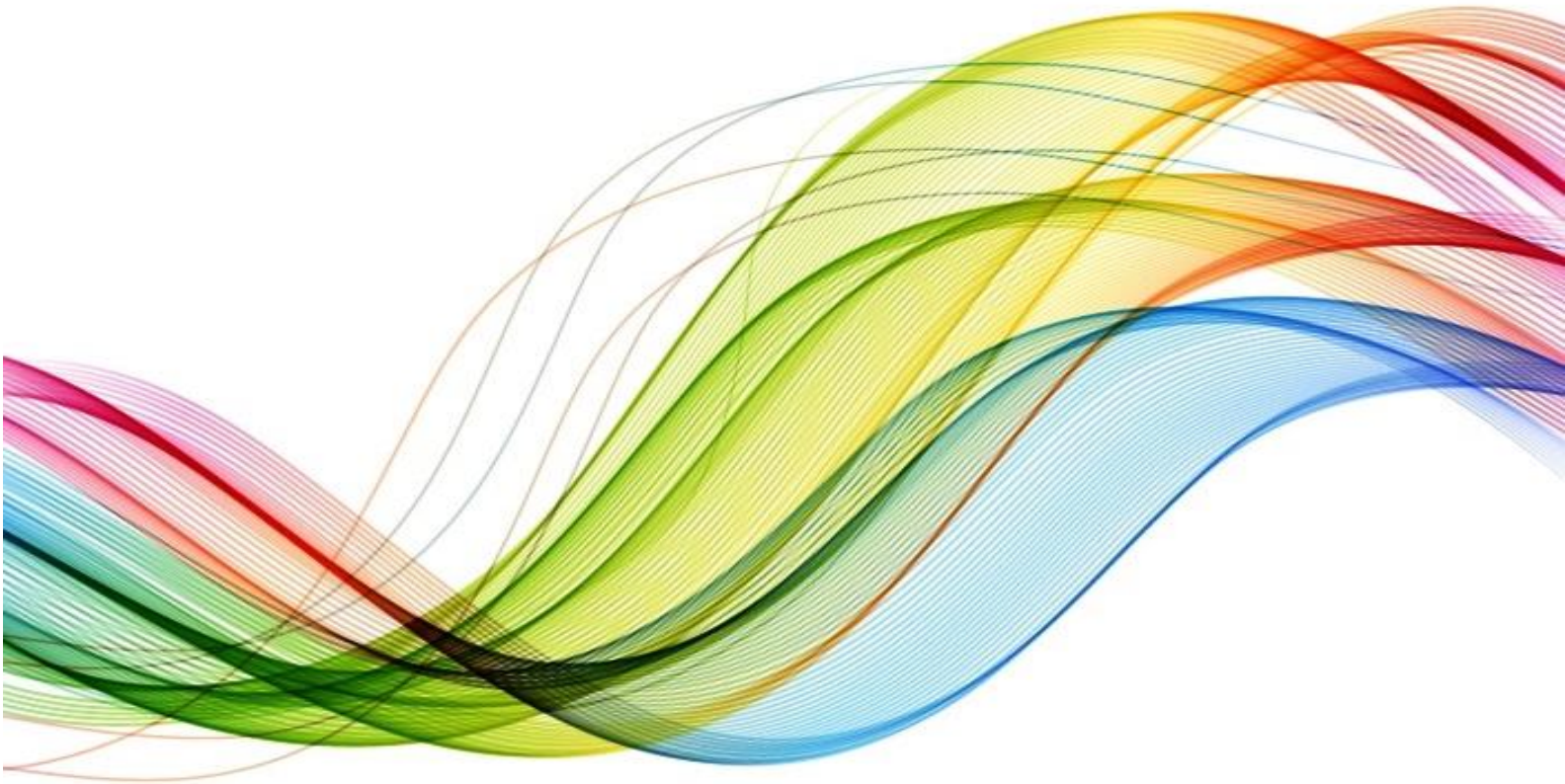
Explains the difference between boxes 7 & 8 on the Annual Return

Code	Description	Last Year £	This Year £
	Total Reserves	**346,165.62**	**403,173.31**
100	Debtors	312.30	1,088.64
105	VAT Control Account	24,793.59	15,417.36
110	Prepayments	200.00	750.00
120	Stock	6,687.22	5,917.17
	Less Total Debtors	**31,993.11**	**23,173.17**
500	Creditors	5,517.80	1,867.03
510	Accruals	0.00	740.00
560	Receipts in Advance	7,359.88	250.00
	Plus Total Creditors	**12,877.68**	**2,857.03**
	Equals Total Cash and Bank Accounts	**327,050.19**	**382,857.17**
200	Current Bank Account	48,562.98	201,679.39
210	Working Fund	55,020.78	55,048.46
220	Mayor's Fund	3,438.70	5,146.04
230	Fixed Term Deposit	220,027.73	120,960.00
240	Petty Cash	0.00	23.28
	Total Cash and Bank Accounts	**327,050.19**	**382,857.17**

Witham Town Council Annual Accounts 2018/19

Copies of this document are available online and can be obtained from the Town Hall by request by emailing assistantrfo@witham.gov.uk

For all queries concerning accounting statements, please email townclerk@witham.gov.uk



LOCAL COUNCIL AWARD SCHEME FOUNDATION

ITEM NO: 6

Annual Internal Audit Report 2018/19

WITHAM TOWN COUNCIL (ENTER NAME OF AUTHORITY)

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

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. *("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)*			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓

M. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 03/05/2019 14/12/2019 (DD/MM/YY)

Name of person who carried out the internal audit: H. Heers (on behalf of Healis Group) (ENTER NAME OF QUALIFIED AUDITOR)

Signature of person who carried out the internal audit: (SIGNATURE REQUIRED) Date: 03/05/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

WITHAM TOWN COUNCIL 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 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes / ✓	No	N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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

WITHAM-GOV.UK AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

WITHAM TOWN COUNCIL — ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	384,463	346,166	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	455,232	500,776	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	133,997	137,553	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	288,446	291,697	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	339,081	289,624	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	346,166	403,173	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	327,050	382,857	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	903,064	918,795	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YY

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