



**Town Clerk**

Les Trigg

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STONE  
ST15 8JP

**Tel: 01785 619740**

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20 June 2022

Dear Councillor,

A meeting of the **TOWN COUNCIL** will be held at the **Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 28 JUNE 2022 at 7:00pm** for consideration of the matters itemised in the following agenda.

Les Trigg  
Town Clerk

**Agenda**

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **Internal Auditor's Report 2021-22**

The Council is required to consider an Internal Audit Report before approving the accounts for submission to the External Auditors. The following reports have been enclosed:

- a. Formal Internal Audit submission to the External Auditors
- b. Report from Internal Auditor

Members are asked to consider the reports.

4. **Annual Governance Statement 2021-22**

To consider the Annual Governance Statement for submission to the external auditor (attached).

5. **Council Accounts 2021-22**

To consider the report of the Town Clerk (attached) and the accounting statement for submission to the external auditor.

Members of the public are welcome to attend the Town Council meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of the scheme are displayed in the Council's notice boards and website.

# Annual Internal Audit Report 2021/22

Stone Town Council

www.stonetonecouncil.gov.uk

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During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) 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 2020/21 AGAR (see AGAR Page 1 Guidance Notes).			

See Internal Audit report

## O. (For local councils only)

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

Yes	No	Not applicable
✓		

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

16/02/2022 17/05/2022

DD/MM/YYYY

S. MORRIS IACMA AUDITOR

Signature of person who carried out the internal audit



Date

17/05/2022

\*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).



**Black Rose Solutions Limited**

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Penkridge  
Staffs  
ST19 5BU

0781 321 7576  
[sandie.morris@blackrosesolutions.co.uk](mailto:sandie.morris@blackrosesolutions.co.uk)

17<sup>th</sup> May 2022

Dear Les,

**Stone Town Council – Internal Audit 2021/22**

I confirm that I have carried out an examination of your accounts and procedures, in accordance with the requirements of the Accounts and Audit Regulations 2015.

I can state that I have no significant concerns about your internal control procedures (minor observations detailed in attached report) I found no material errors, omissions or irregularities in your financial records.

I would also confirm that I am totally independent of your Council and have no contact with any Member, employee or supplier.

Yours sincerely,

**Mrs Sandra Morris ACMA**

# Black Rose Solutions Ltd

## Internal Audit - Report

Name of Council

Stone Town Council

Date of Audit

17th May 2022 (and 16th February 2022)

### Annual Return - Internal Control Objectives

<b>A. Appropriate accounting records have been properly kept throughout the financial year.</b>	YES
Is the cashbook maintained and up to date?	yes
Is the cashbook arithmetic correct?	yes
Is the cashbook regularly balanced?	yes
<b>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</b>	YES
Are payments supported by invoices?	yes
Is all expenditure approved?	yes
Is VAT appropriately accounted for?	yes
Does the Council hold Power of Competence?	yes
If not, does the council monitor s137 expenditure against limit?	n/a
<b>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>	YES
Does a review of the minutes identify any unusual financial activity?	no
Do minutes record the council carrying out an annual risk assessment?	yes*
Is Insurance cover appropriate and adequate?	yes
Are internal financial controls documented and regularly reviewed?	yes
Date of review/update Financial Regs	05/10/2021
Date of review/update Standing Orders	05/10/2021
The council has comprehensive Risk Assessment procedures in place, however the annual, external H&S review is overdue (due to Covid and other scheduling issues). This delay is mitigated by regular review of risk assessments from individual events being submitted to the Event Safety Advisory Group.	

18/05/2022

<b>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</b>	YES
Has the council prepared an annual budget in support of its precept?	yes
Is actual expenditure against the budget regularly reported to the council?	yes
Are there any significant unexplained variances from budget?	no
Are reserves appropriate?	yes
<p>There are £121,798 of earmarked reserves, leaving £311,662 of general reserves. This is approximately 9 months of expenditure/income. The 3 year budget shows general reserves of between 3 and 5 months. Current advice is that councils with income over £200k, should be tending towards the lower end of the recommended range of 3 to 12 months of NRE (Net revenue expenditure). (Practitioners Guide 5.34).</p>	

<b>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</b>	YES
Is income properly recorded and promptly banked?	yes
Does the precept recorded agree to the Council Tax authority's notification?	yes
Are security controls over cash and near-cash adequate and effective?	yes
Is the council VAT registered?	yes
Are returns submitted in a timely manner.	yes
Is VAT reclaimed on exempt business activities reviewed and considered insignificant?	yes
Are receipts for business activities within the registration threshold?	n/a

<b>F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</b>	N/a
Is all petty cash spent recorded and supported by VAT invoices/receipts?	
Is petty cash expenditure reported to each council meeting?	
Is petty cash reimbursement carried out regularly?	
No petty cash is held	

<b>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.</b>	YES
<p>Do all employees have contracts or employment with clear terms and conditions? yes</p> <p>Do salaries paid agree with those approved by the council? yes</p> <p>Are other payments to employees reasonable and approved by the council? yes</p> <p>Have PAYE/NIC been properly operated by the council as an employer? yes</p> <p>Does line 4 include only Salary, NI &amp; Pension yes</p>	
<b>H. Asset and investments registers were complete and accurate and properly maintained.</b>	YES
<p>Does the council maintain a register of all material assets owned or in its care? yes</p> <p>Are the assets and investments registers up to date? yes</p> <p>Do asset insurance valuations agree with those in the asset register? yes</p>	
<b>I. Periodic and year-end bank account reconciliations were properly carried out.</b>	YES
<p>Is there a bank reconciliation for each account? yes</p> <p>Is a bank reconciliation carried out regularly and in a timely fashion and approved by council? yes*</p> <p>Are there any unexplained balancing entries in any reconciliation? no</p> <p>Is the value of investments held summarised on the reconciliation? n/a</p> <p>The council's investment policy states that no more than £75k will be held with any one bank in line with FSCS limits. However this has not been actioned, and reserves are held with a single bank. The council should consider updating the policy to reflect current practices.</p> <p>The bank is reconciled and the cashbook regularly balanced by the Deputy Town Clerk, however the documentation to evidence this had on occasion been produced in bulk a few months later. Bank reconciliations had all been reviewed by two councillors and signed off on 8/2/22. At the time of audit the February and March bank reconciliations had not been signed off. It is suggested that in times when such delays are unavoidable, a summary/brief review (bank statement to cash book) is performed and evidenced on a regular basis by the Town Clerk.</p>	<p>note</p> <p>rec</p>

<b>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.</b>	YES
Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure) ?	I&E
Are debtors and creditors properly recorded?	yes
Do accounts agree with the cashbook?	yes
Is there an audit trail from underlying financial records to the accounts?	yes

<b>K. If the authority certified itself as exempt from a limited assurance review, it met the exemption criteria and correctly certified itself exempt</b>	N/a

<b>L. The authority publishes information on a website/webpage up to date at the time of the internal audit in accordance with any relevant Transparency Code requirements</b>	YES
<b>Transparency Code for Larger Authorities (income/expenditure &gt;£200k)</b>	
<b>Quarterly:-</b>	
All items of expenditure above £500	yes
Government Procurement Card transactions	n/a
Procurement information (initiations to tender > £5k)	yes
<b>Annually:-</b>	
local authority land	yes
social housing assets	n/a
grants to voluntary, community and social enterprise organisations	yes
organisation chart	yes
trade union facility time	n/a
parking account	n/a
parking spaces	n/a
senior salaries (>£50k)	n/a
constitution (standing orders)	yes
pay multiple	n/a
social housing fraud	n/a
<b>One off:-</b>	
Waste contracts	n/a
The council falls into large authority thresholds for Transparency requirements, so the code details what should be published.	



<b>M. The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. (Evidenced by website or minutes)</b>	NO*
Publication Date	09/07/2021
Date from	12/07/2021
Date to	20/08/2021
Due to a Coronavirus Outbreak it was not possible for the council to comply with the requirement to provide Electors with a period of 30 days including the first 10 days of July. However, the council sought and followed the advice given by the External Auditors.	

<b>N. The authority has complied with the publication requirements for 2020/21 AGAR.</b>	YES
Notice of Period for Exercise of Electors Rights	yes
Section 1 Annual Governance Statement	yes
Section 2 Accounting Statements	yes
Notice of Conclusion of Audit	yes
Section 3 External Audit Report & Certificate	yes
Internal Audit Report	yes

<b>O. Trust funds (including charitable) – The council met its responsibilities as a trustee.</b>	YES
The council is trustee of two charities	
Town Hall Charity	505718 Sole Trustee
Richard Vernon Trust	236666 3 councillors appointed.
Filings for both are up to date on the charity commission website. Both have minuted meetings separate from council business and separate bank accounts.	

## Section 1 – Annual Governance Statement 2021/22

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 2022, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<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

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## Stone Town Council

### Section 1 – Annual Governance Statement 2021/22

**Explanation of “No” answer to assertion 4 on the Annual Governance Statement 2020-21: “We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.”**

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The external audit of the 2020-21 accounts pointed out that:

*The Council acknowledged in its Annual Governance Statement that in 2021 the Council did not meet the requirements of the 2015 Accounts and Audit Regulations to provide electors with a period of 30 working days including the first 10 working days of July to inspect the accounts. Due to a coronavirus outbreak the meeting to approve the AGAR was postponed until 8 July 2021, making compliance with the regulations infeasible. The Council should ensure that in 2021/22 they comply with the Regulations and respond no again to assertion 4 in its Annual Governance Statement as this assertion will look back on the 2021 public rights period.*

In accordance with the recommendation above, assertion 4 has been answered as “No”.

### **Introduction**

1. This report sets out the Council's accounts for 2021-22. It compares the final outturn figures with the original budget for the year and the forecast produced as part of the budget process.
2. The proposed financial submission to the Council's external auditors is also attached for approval.

### **Background**

3. The Council's financial year runs from 1 April to 31 March. It is required to keep its accounts for that period in accordance with legal requirements, to report them for approval by the Council within three months of the year end, and to submit an annual return to its external auditors to a similar timescale.
4. The Council is also required to employ the services of an internal auditor, who examines the accounts, reviews the Council's internal control, completes the internal audit section of the annual return, and may produce a report identifying any areas of concern to Members. This internal audit has been performed by Sandie Morris, who will be reporting independently to the Council, as required.
5. Subject to certain limited requirements, councils which turn-over less than £6.5 million per annum are not expected to comply with the accounting standards required of larger local authorities and have more freedom to determine their own form of accounts, subject to national recommendations on proper practices.

### **Accounts 2021-22**

6. The Council's net revenue spending for 2021-22 was £352,359. This can be seen in detail in the Income and Expenditure Account set out at Appendix 1. The resulting effect on the Council's balance sheet can be seen at Appendix 2.
7. This net spending of £352,359 compares with £278,341 in the previous year, an approved budget of £597,752 and a forecast made at the time the 2022-23 budget was prepared of £479,672. This is set out in more detail in Appendix 3.
8. Explanations of the major variations between the original budget and the forecast were included in a series of budget reports to this Committee and its Sub-Committees during

December 2021 and January 2022. Details of the major variations from the forecast that was made at the time the 2022-23 budget was prepared are set out later in the report.

9. In a number of cases identified below, spending was originally anticipated and provided for in 2021-22, but that expenditure has been delayed until the current year. In such cases I have recommended that the budgets be rolled forward to the new financial year to meet the costs when they are incurred. A figure of £112,790 has been contributed to the Rollover Reserve to allow this transfer between years to happen. The details of the makeup of this reserve are set out in the explanation of variances below.

### **Explanation of Variances from Forecast**

10. Appendix 3 shows that the Council's net expenditure for 2021-22 was £127,313 less than forecast at the time the budget was prepared in January. Of this, £112,790 relates to budgets rolled over into the current financial year, leaving a true variance of £14,523 underspent.
11. Details of the more significant variances from forecast and proposals for rollover are set out below:
12. **Frank Jordan Centre (net £5,001 underspent)** – Income was almost £3,000 more than expected, with a reduction in expenditure of just over £2,000.
13. **Stone Station (net £1,669 underspent)** – Income was £700 more than expected, with a reduction in expenditure of just under £1,000.
14. **Town Market (net £1,617 overspent)** - Income was around £1,800 less than expected, with a reduction in expenditure of around £200.
15. **Bus Shelters and Street Furniture (£2,979 underspent)** – Some recurring maintenance tasks were not undertaken in the year. A sum of £1,500 from the underspending has been rolled forward due to work not yet undertaken in respect of Oulton Road bus shelter (£700), Christchurch Way bus shelter (£400) and installation of the new noticeboard (£400).
16. **Grounds Maintenance (£1,575 overspent)** – One more monthly maintenance bill was received in 2021-22 than anticipated.
17. **Crown Meadow Improvements (£5,370 underspent)** - A sum of £4,875 from the underspending has been rolled forward due to work not yet undertaken in respect of scrape 1 (£2,200) tree replanting (£1,250) and the Amphitheatre path (£1,425).
18. **Allotments (£637 underspent)** – Works to clear overgrown plots has been delayed. An amount of £400 has been rolled forward via the rollover reserve to meet this cost.
19. **Environmental Initiatives (£5,750 underspent)** – Spending under this budget has been delayed. The unspent £5,750 has been rolled forward into 2022-23 via the rollover reserve.

20. **Tourism and Town Promotion (£8,358 underspent)** – There has been a significant underspending from this budget as events have not taken place due to the pandemic.
21. **Grants to Outside Bodies (£3,144 overspent)** – The overspending is mainly due to two grant payments that were not expected when the budget was prepared and a notional payment from this budget to the Frank Jordan Centre and Station income budgets to cover free use granted to the Stone Scouts.
22. **Salaries and Employment Costs (£2,955 underspent)** – This is due to the 2021-22 pay award not being agreed until 2022-23.
23. **Administration (£10,927 overspent)** – The overspend is mainly due to the four yearly office IT refresh, for which a sum of £8,000 has been rolled forward to reduce budgets in future years in anticipation of savings. It also relates to the ongoing impact of higher than expected initial costs of providing iPads for Councillors in 2019, the replacement of the Council Chamber coffee machine and a higher than anticipated cost of training.
24. **Town Council Elections (£1,118 underspent)** – The cost of the by-election was £7,882 compared with the estimate of £9,000.
25. **Stone Heritage Centre Capital (£108,268 underspent)** – The main contract has not yet been let. An amount of £108,265 has been rolled forward to 2022-23 to meet these costs in that year.

#### **Audit Submission**

26. The completed financial statement to be submitted to the Council's external auditors is attached at Appendix 4 and the summary year-end bank reconciliation which will accompany it is at Appendix 5. It should be noted that the net expenditure shown in the audit return is £740 different than set out in other parts of this report. This is because the Mayor's Charity Fund is required to be included within the accounts for external reporting purposes, but it is excluded from internal income and expenditure reports for the sake of clarity.

#### **Recommendations**

27. The Council are recommended to:
- a. Approve the Council's Accounts for 2021-22 as set out in this document, including the use of the rollover reserve to allow the transfer of budgets between financial years and its proposed use in 2022-23.
  - b. Note the variances between the forecast outturn for 2021-22 and the actual outturn, and the reasons identified for the major variances.
  - c. Approve the financial statement for submission to the Council's external auditors.

# Stone Town Council

## Income and Expenditure Account 2021-22

2020-21			2021-22	
£	£		£	£
		<b>Income</b>		
9,125		Frank Jordan Centre	20,157	
3,635		Stone Station	7,902	
7,103		Town Market	16,479	
-		Crown Meadow Improvements	500	
3,843		Allotments	3,847	
-		Tourism & Town Promotion	500	
1,116		Salaries & Employment Costs	3,558	
-120		Civic Dinner & Hospitality	-173	
4,921		Miscellaneous	-	
308		Interest	51	
	<b>29,932</b>	<b>Total Income</b>		<b>52,821</b>
		<b>Expenditure</b>		
18,552		Frank Jordan Centre	18,055	
16,338		Stone Station	15,934	
4,630		Town Market	10,096	
4,782		Car Parking	-	
1,594		Bus Shelters & Street Furniture	6,071	
771		Street Lighting	607	
740		Dog & Litter Bins	740	
-		Joules Clock	-	
257		Town Electricity Supply	342	
17,349		Grounds Maintenance	21,135	
3,683		Crown Meadow Improvements	-	
1,118		Allotments	1,730	
-		Environmental Initiatives	-	
21,268		Christmas Lights	21,884	
360		Advertising	-	
8,605		Tourism & Town Promotion	14,742	
3,980		Grants to Outside Bodies	5,729	
162,679		Salaries & Employment Costs	150,604	
4,768		Accommodation	5,393	
6,184		Insurances	6,342	
21,288		Administration	35,969	
975		Audit & Legal Fees	1,044	
-		Town Council Elections	7,882	
2,534		Allowances - Mayor & Deputy Mayor	2,604	
381		Regalia & Presentations	307	
90		Civic Dinner & Hospitality	2,065	
987		Remembrance Sunday & War Memorials	1,623	
4,357		Miscellaneous	2,027	
-		Neighbourhood Plan	525	
-		Stone Heritage Centre (Setup)	71,732	
	<b>308,273</b>	<b>Total Expenditure</b>		<b>405,179</b>
	<b>278,341</b>	<b>Total Net Expenditure</b>		<b>352,359</b>
		<b>Financing</b>		
310,649		Precept	328,803	
18,399		Council Tax Support Grant	20,509	
11,461		Concurrent Functions Allowance	11,461	
-18,377		Transfer from (to) Earmarked Reserves	46,987	
	<b>322,132</b>	<b>Total Financing</b>		<b>407,760</b>
	<b>43,791</b>	<b>Net Surplus for Year</b>		<b>55,401</b>

# Stone Town Council

## Balance Sheet as at 31 March 2022

2020-21			2021-22	
£	£		£	£
<b>Current Assets</b>				
1,220		Debtors	1,489	
2,303		Payments in Advance	2,353	
6,612		VAT Recoverable	2,012	
436,756		Cash at Bank and In Hand	449,485	
	<b>446,891</b>	<b>Total Current Assets</b>		<b>455,338</b>
<b>Current Liabilities</b>				
15,596		Creditors	14,968	
198		Receipts in Advance	1,838	
5,312		Payroll Taxation	5,072	
	<b>21,106</b>	<b>Total Current Liabilities</b>		<b>21,878</b>
	<b><u>425,785</u></b>	<b>Total Net Assets</b>		<b><u>433,460</u></b>
<b>Represented by</b>				
256,260		General Fund Balances	311,662	
167,357		Earmarked Reserves	120,370	
2,168		Mayor's Charity Fund	1,428	
	<b><u>425,785</u></b>	<b>Total Reserves and Balances</b>		<b><u>433,460</u></b>



# Stone Town Council

## Comparison of Actual 2021-22 with Budget and Forecast

Actual 2020-21 £		Actual Compared With Approved Budget			Actual Compared With Forecast Outturn			
		Actual 2021-22 £	Variance	Budget 2021-22 £	Variance	Forecast 2021-22 £	Report Paragraph	
								2021-22 £
9,427	Frank Jordan Centre	-2,101	-7,001	4,900	-	2,900	-5,001	12
12,703	Stone Station	8,031	-4,869	12,900	-	9,700	-1,669	13
-	Stone Heritage Centre	-	-20,250	20,250	-	-	-	-
-2,473	Town Market	-6,383	+3,917	-10,300	-	-8,000	+1,617	14
4,782	Car Parking	-	-	-	-	-	-	-
1,594	Bus Shelters & Street Furniture	6,071	-3,029	9,100	-	9,050	-2,979	15
771	Street Lighting	607	-193	800	-	700	-93	-
740	Dog & Litter Bins	740	-410	1,150	-	1,090	-350	-
-	Joules Clock	-	-300	300	-	300	-300	-
257	Town Electricity Supply	342	-58	400	-	340	+2	-
-	Building Maintenance	-	-29,700	29,700	-	-	-	-
17,349	Grounds Maintenance	21,135	+3,435	17,700	-	19,560	+1,575	16
3,683	Crown Meadow Improvements	-500	-5,325	4,825	-	4,870	-5,370	17
-2,725	Allotments	-2,117	-2,567	450	-	-1,480	-637	18
-	Environmental Initiatives	-	-5,750	5,750	-	5,750	-5,750	19
21,268	Christmas Lights	21,884	-1,216	23,100	-	21,200	+684	-
360	Advertising	-	-	-	-	-	-	-
8,605	Tourism & Town Promotion	14,242	-5,758	20,000	-	17,600	-3,358	20
3,980	Grants to Outside Bodies	5,729	-8,856	14,585	-	2,585	+3,144	21
161,563	Salaries & Employment Costs	147,045	-15,255	162,300	-	150,000	-2,955	22
4,768	Accommodation	5,393	+293	5,100	-	5,350	+43	-
6,184	Insurances	6,342	-58	6,400	-	6,350	-8	-
21,288	Administration	35,969	+10,927	25,042	-	25,042	+10,927	23
975	Audit & Legal Fees	1,044	-957	2,000	-	1,090	-47	-
-	Town Council Elections	7,882	-1,118	9,000	-	9,000	-1,118	24
2,534	Allowances - Mayor & Deputy Mayor	2,604	-696	3,300	-	3,100	-496	-
381	Regalia & Presentations	307	-193	500	-	300	+7	-
210	Civic Dinner & Hospitality	2,238	-62	2,300	-	2,800	-562	-
987	Remembrance Sunday & War Memorials	1,623	-5,377	7,000	-	2,000	-377	-
-564	Miscellaneous	2,027	-3,973	6,000	-	3,000	-973	-
-308	Interest	-51	+349	-400	-	-50	-1	-
-	Neighbourhood Plan	525	-7,375	7,900	-	525	-	-
-	Stone Heritage Centre (Capital)	71,732	-108,268	180,000	-	180,000	-108,268	25
-	Coronavirus Contingency	-	-10,700	10,700	-	-	-	-
-	Town Promotion	-	-5,000	5,000	-	5,000	-5,000	20
-	General Contingency	-	-10,000	10,000	-	-	-	-
278,341		352,359	-245,393	597,752	-	479,672	-127,313	

## Section 2 – Accounting Statements 2021/22 for

## Stone Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	363,484	425,785	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. (+) Preceptor Rates and Levies	310,649	328,803	Total amount of precept (or for IDs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	59,792	84,791	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	162,679	150,604	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	145,461	255,315	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	425,785	433,460	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	436,756	449,485	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	307,062	308,166	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	N/A
	✓		
			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 2022 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

Date

16/05/22

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

as recorded in minute reference:

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

# Stone Town Council

## Summary Bank Reconciliation as at 31st March 2022

### BANK RECONCILIATION

#### Balance per bank statements as at 31 March 2022:

	£	£
Current Account	1,500.00	
Business Reserve	434,676.42	
National Savings	<u>13,308.96</u>	
		449,485.38

#### Less: unpresented cheques at 31 March 2022

None	<u>                    </u>	0.00
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#### Add: unbanked cash at 31 March 2022:

Overbanking	<u>-0.50</u>	-0.50
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**Net balances as at 31 March 2022** **449,484.88**

### CASH BOOK

**Opening Balance 1 April 2021** **436,755.59**

Add: Receipts in the year	450,378.67	
Less: Payments in the year	<u>437,649.38</u>	
		12,729.29

**Closing balance per cash book as at 31 March 2022** **449,484.88**