

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

	<u>Current Yr. up to end of Dec.</u>				<u>Next Year Budget Proposals</u>		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4311 Mowers & Equip Maintenance	6,500	2,411	3,000	0	5,000	0	0
4313 Fuel & Oils Mowers	0	37	0	0	0	0	0
4314 New Cemetery Machinery	12,000	0	12,000	0	6,000	0	0
4320 Equipment Tools & Materials	10,500	2,965	3,500	0	5,000	0	0
4322 Cemetery Upkeep of Grounds	30,000	27,497	28,500	-17	30,000	0	0
4360 General Cemetery Fees	0	1,126	2,500	0	1,500	0	0
4362 Plinths/Memorial Tablets	0	5,648	4,500	0	6,000	0	0
4363 Deceased Online	0	279	279	0	300	0	0
4830 R&R Fund Cemetery	0	0	0	0	0	0	0
4834 R&R Fund Tablets/Plinths	0	0	0	0	0	0	0
4900 Payroll Gross	84,561	68,794	92,399	0	97,018	0	0
4901 Employers NI	6,485	4,886	6,519	0	6,844	0	0
4902 Employer Pension	15,216	8,643	11,460	0	12,033	0	0
4915 Staff Overtime	0	720	1,000	0	1,000	0	0
<b>Overhead Expenditure</b>	199,095	151,785	194,751	352	203,415	0	0
<b>Movement to/(from) Gen Reserve</b>	(114,095)	(50,426)	(77,675)		(93,415)		
<b>302 Allotments</b>							
1350 Income-Allotment Rents	8,000	9,280	8,238	0	8,800	0	0
<b>Total Income</b>	8,000	9,280	8,238	0	8,800	0	0
4028 Telephones	0	38	38	0	50	0	0
4102 Maintenance - Allotments	10,000	5,109	8,500	2,477	10,000	0	0
4106 Sewerage/Water Charges	9,000	794	4,000	0	5,000	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

		<u>Current Yr. up to end of Dec.</u>			<u>Next Year Budget Proposals</u>		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4126 Security	4,800	1,074	1,074	0	0	0	0
4132 Gate Maintenance & Repairs	2,500	1,785	1,785	0	1,500	0	0
<b>Overhead Expenditure</b>	26,300	8,800	15,397	2,477	16,550	0	0
<b>Movement to/(from) Gen Reserve</b>	(18,300)	480	(7,159)		(7,750)		
<b>303 <u>Environment &amp; Climate Change</u></b>							
1341 Newark in Bloom Hanging Basket	0	0	0	0	0	0	0
1342 Community Infrastructure Levy	0	21,855	0	0	0	0	0
<b>Total Income</b>	0	21,855	0	0	0	0	0
4050 Town Centre Sweeping	0	0	0	0	0	0	0
4116 Green Flag	0	0	0	0	0	0	0
4324 Emptying Dog Litter Bins	0	0	0	0	0	0	0
4325 Street Furniture	0	0	0	0	0	0	0
4327 Tree Planting and Maintenance	0	0	0	0	5,000	0	0
4328 Climate Change Projects	45,000	0	10,000	0	20,000	0	0
4340 Floral Displays	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	45,000	0	10,000	0	25,000	0	0
<b>Movement to/(from) Gen Reserve</b>	(45,000)	21,855	(10,000)		(25,000)		
<b>401 <u>Public Conveniences</u></b>							
1619 Income Tolney Lane PCs	2,275	570	1,000	0	2,000	0	0
1620 Income St Marks PCs	4,000	2,408	3,000	0	4,000	0	0
1621 Income - Tolney Lane Kiosk	3,725	2,744	3,675	0	3,725	0	0

Continued on next page

## Newark Town Council

## Annual Budget - By Centre (Actual YTD Month 9)

## Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

	<u>Current Yr. up to end of Dec.</u>				<u>Next Year Budget Proposals</u>		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1622 Income - London Rd Kiosk	0	0	0	0	0	0	0
1650 PCs Agency Fees	35,700	35,700	35,700	0	0	0	0
<b>Total Income</b>	45,700	41,422	43,375	0	9,725	0	0
4028 Telephones	715	407	600	0	715	0	0
4103 Electricity	9,000	3,875	7,500	0	8,000	0	0
4104 Gas	600	477	600	0	600	0	0
4106 Sewerage/Water Charges	2,500	3,807	5,000	0	4,500	0	0
4129 Insurance	1,475	1,371	1,371	0	1,450	0	0
4601 Repairs & Maintenance	5,000	9,306	10,000	422	5,000	0	0
4602 Material-inc Cleaning	2,310	2,470	3,000	0	3,000	0	0
4603 Payment System Upgrade	10,000	0	10,000	0	0	0	0
4622 Contractual Services NSDC	0	0	0	0	0	0	0
4860 R and R Fund Office Equipment	0	0	0	0	0	0	0
4900 Payroll Gross	100,366	75,790	102,279	0	88,652	0	0
4901 Employers NI	8,957	6,416	8,898	0	8,863	0	0
4902 Employer Pension	23,316	16,674	22,000	0	20,360	0	0
4915 Staff Overtime	0	12,411	14,000	0	0	0	0
<b>Overhead Expenditure</b>	164,239	133,004	185,248	422	141,140	0	0
<b>Movement to/(from) Gen Reserve</b>	(118,539)	(91,582)	(141,873)		(131,415)		
<b>410 Devolved Services</b>							
1400 NSDC Grant	369,980	369,980	369,980	0	416,632	0	0
<b>Total Income</b>	369,980	369,980	369,980	0	416,632	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

		Current Yr. up to end of Dec.			Next Year Budget Proposals			
		Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
		369,980	369,980	369,980		416,632		
<b>Movement to/(from) Gen Reserve</b>								
<b>420</b>	<b>Market Place</b>							
1103	Income Market Electricity	3,000	750	1,500	0	1,000	0	0
1125	Marketing & Promotion	0	250	250	0	0	0	0
1500	Market Income - Monday	7,500	4,913	6,500	0	6,500	0	0
1501	Market Income - Wednesday	31,000	27,631	31,000	0	27,500	0	0
1502	Market Income - Thursday	6,000	6,302	7,000	0	5,500	0	0
1503	Market Income - Friday	22,000	16,556	20,000	0	20,000	0	0
1504	Market Income - Saturday	45,000	36,256	45,000	0	38,000	0	0
1505	Market Income - Special	6,000	5,763	6,000	0	5,000	0	0
1507	Income Caterer/Butcher	5,000	12,374	14,000	0	4,000	0	0
1509	Newark Book Festival	0	80	80	0	0	0	0
1510	Spring Food Fayre	0	225	225	0	0	0	0
1511	Festival Fun Market	0	105	70	0	0	0	0
1512	Armed Forces Day Market	0	0	0	0	0	0	0
1513	Newark Traditions Festival	0	40	40	0	0	0	0
1514	Xmas Lights	1,500	1,615	1,500	0	1,200	0	0
1515	Xmas Markets	5,000	5,944	5,000	0	4,000	0	0
1516	Craft & Artisan Sunday Mkt	1,000	458	800	0	500	0	0
1518	Steampunk Market	0	1,673	1,601	0	500	0	0
1535	Towns Fund Grant	0	0	0	0	0	0	0
1540	Scrap Yard Receipts	0	44	44	0	0	0	0
<b>Total Income</b>		133,000	120,979	140,610	0	113,700	0	0

Continued on next page

**Newark Town Council**  
**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR**

	<u>Current Yr. up to end of Dec.</u>				<u>Next Year Budget Proposals</u>		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4025 Printing & Stationery	900	529	900	0	900	0	0
4029 Computers	0	0	0	0	0	0	0
4065 Refuse Disposal	28,500	12,977	18,500	0	20,000	0	0
4101 Maintenance and Equipment	2,000	4,151	5,000	0	5,000	0	0
4103 Electricity	8,000	4,502	8,000	0	8,000	0	0
4105 Rates	30,208	27,188	30,208	0	32,000	0	0
4110 Contribution Repairs & Renewal	0	0	0	0	0	0	0
4111 Equipment & Tools	3,500	3,596	4,000	0	3,500	0	0
4112 Materials	0	0	0	0	0	0	0
4124 Security - Market Place	850	0	850	0	850	0	0
4125 Marketing and Promotions	30,000	27,854	30,000	0	30,000	0	0
4129 Insurance	850	712	712	0	750	0	0
4131 Subscriptions/Licences	800	704	704	0	750	0	0
4900 Payroll Gross	129,792	102,619	118,428	0	124,349	0	0
4901 Employers NI	13,104	9,631	11,998	0	8,994	0	0
4902 Employer Pension	27,644	22,887	25,227	0	21,384	0	0
4915 Staff Overtime	0	9,691	10,000	0	5,000	0	0
<b>Overhead Expenditure</b>	276,148	227,042	264,527	0	261,477	0	0
<b>420 Net Income over Expenditure</b>	-143,148	-106,063	-123,917	0	-147,777	0	0
6000 plus Transfer from EMR	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	(143,148)	(106,063)	(123,917)		(147,777)		
<b>421 Newark Heart</b>							
1421 CHN Grant	200,000	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

	Total	Current Yr. up to end of Dec.			Next Year Budget Proposals		
		Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	200,000	0	0	0	0	0	0
4022 Staff Training inc H & S	0	0	0	0	0	0	0
4023 Appointments & Advertising	0	0	0	0	0	0	0
4025 Printing & Stationery	0	0	0	0	0	0	0
4027 Postage	0	0	0	0	0	0	0
4028 Telephones	0	0	0	0	0	0	0
4029 Computers	0	0	0	0	0	0	0
4032 Office Equipment	0	0	0	0	0	0	0
4036 Conferences and Seminars	0	0	0	0	0	0	0
4041 Subscriptions	0	0	0	0	0	0	0
4101 Maintenance and Equipment	0	0	0	0	0	0	0
4125 Marketing and Promotions	0	6,231	0	0	0	0	0
4421 Newark Heart 23/24	200,000	0	0	0	0	0	0
4723 Music Festival	0	41,319	0	0	0	0	0
4726 Christmas Lights Switch On	0	0	0	0	0	0	0
4730 Newark on Sea Event	0	31,566	0	0	0	0	0
4731 Scarefest	0	0	0	0	0	0	0
4732 Jubilee	0	0	0	0	0	0	0
4733 Traditions Festival	0	0	0	0	0	0	0
4734 Town Centre Cycle Race	0	0	0	0	0	0	0
4735 Xmas Markets Enhancement	0	0	0	0	0	0	0
4736 Nwk Market Entertainment Enh	0	0	0	0	0	0	0
4737 Business Engagement Meetings	0	778	0	0	0	0	0
4738 Kings Coronation	0	2,681	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

		<u>Current Yr. up to end of Dec.</u>			<u>Next Year Budget Proposals</u>		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4739 Food & Drink Festival	0	7,575	0	0	0	0	0
4741 Umbrella Project	0	10,000	0	0	0	0	0
4742 Newark Book Festival	0	2,000	0	0	0	0	0
4900 Payroll Gross	0	5,859	0	0	0	0	0
4901 Employers NI	0	350	0	0	0	0	0
4902 Employer Pension	0	701	0	0	0	0	0
<b>Overhead Expenditure</b>	200,000	109,059	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	(109,059)	0		0		
<b>429 P &amp; OS General</b>							
1107 Rental Income	0	0	0	0	0	0	0
1109 Income - Collis Close	4,000	4,000	4,000	0	4,000	0	0
<b>Total Income</b>	4,000	4,000	4,000	0	4,000	0	0
4080 Riverside Park Maintenance	5,000	0	5,000	0	5,000	0	0
4081 Shwd Ave East Maintenance	5,000	3,288	5,000	0	5,000	0	0
4082 Shwd Ave West Maintenance	5,000	1,030	4,000	0	5,000	0	0
4083 Tennis Court Re-Lining	1,500	0	1,500	0	0	0	0
4084 Beaumont Gdns Maintenance	500	0	0	0	500	0	0
4099 Bowling Greens Maintenance	18,500	13,978	18,500	0	20,000	0	0
4101 Maintenance and Equipment	15,000	10,243	13,000	3,888	15,000	0	0
4109 Collis Close	0	0	0	0	0	0	0
4110 Contribution Repairs & Renewal	0	0	0	0	0	0	0
4113 Safety Inspections	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

		<u>Current Yr. up to end of Dec.</u>			<u>Next Year Budget Proposals</u>			
		Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4115	Annual Play Equip Inspection	0	0	0	0	0	0	0
4117	SLA Parks	186,000	114,319	228,638	0	232,000	0	0
4126	Security	8,500	5,773	8,500	0	8,500	0	0
4129	Insurance	1,490	1,257	1,257	0	1,350	0	0
4130	Shwd Ave Insurance	610	551	0	0	575	0	0
4131	Subscriptions/Licences	1,070	1,070	1,070	0	1,200	0	0
	<b>Overhead Expenditure</b>	248,170	151,509	286,465	3,888	294,125	0	0
	<b>Movement to/(from) Gen Reserve</b>	(244,170)	(147,509)	(282,465)		(290,125)		
<b>430</b>	<b><u>P &amp; O S - Riverside</u></b>							
1107	Rental Income	0	0	0	0	0	0	0
	<b>Total Income</b>	0	0	0	0	0	0	0
4101	Maintenance and Equipment	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0	0		0		
<b>431</b>	<b><u>P &amp; O S - T Lane Play Area</u></b>							
4101	Maintenance and Equipment	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0	0		0		
<b>433</b>	<b><u>P &amp; O S - Beaumont Gdns/BP</u></b>							
4065	Refuse Disposal	0	0	0	0	0	0	0

Continued on next page



## Newark Town Council

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

		<u>Current Yr. up to end of Dec.</u>			<u>Next Year Budget Proposals</u>			
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4101 Maintenance and Equipment	0	32	0	0	0	0	0	0
4126 Security	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	0	32	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	(32)	0		0			
<b>434 P &amp; O S - Friary Gardens</b>								
4101 Maintenance and Equipment	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0		0			
<b>436 P &amp; O S - Sherwood Ave Pk East</b>								
1440 Tennis Court Income	250	1,528	1,400	0	750	0	0	0
<b>Total Income</b>	250	1,528	1,400	0	750	0	0	0
4065 Refuse Disposal	0	0	0	0	0	0	0	0
4099 Bowling Greens Maintenance	0	0	0	0	0	0	0	0
4101 Maintenance and Equipment	0	32	0	0	0	0	0	0
4103 Electricity	0	1,360	1,500	0	0	0	0	0
4106 Sewerage/Water Charges	0	2,609	3,000	0	3,500	0	0	0
4110 Contribution Repairs & Renewal	0	0	0	0	0	0	0	0
4113 Safety Inspections	0	0	0	0	0	0	0	0
4114 CCTV	0	0	0	0	0	0	0	0
4115 Annual Play Equip Inspection	0	0	0	0	0	0	0	0
4116 Green Flag	0	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

	Current Yr. up to end of Dec.				Next Year Budget Proposals		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4126 Security	0	0	0	0	0	0	0
4129 Insurance	0	0	0	0	0	0	0
4131 Subscriptions/Licences	0	0	0	0	0	0	0
Overhead Expenditure	0	4,001	4,500	0	3,500	0	0
Movement to/(from) Gen Reserve	250	(2,473)	(3,100)		(2,750)		
<b>437 P &amp; O S - Sherwood Ave Park We</b>							
4101 Maintenance and Equipment	0	0	0	0	0	0	0
4126 Security	0	0	0	0	0	0	0
Overhead Expenditure	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0		0		
<b>439 Pte Estates - College Close</b>							
1106 Section 106	0	0	0	0	0	0	0
Total Income	0	0	0	0	0	0	0
4101 Maintenance and Equipment	0	0	0	0	0	0	0
4110 Contribution Repairs & Renewal	0	0	0	0	0	0	0
4115 Annual Play Equip Inspection	0	0	0	0	0	0	0
4116 Green Flag	0	0	0	0	0	0	0
4126 Security	0	0	0	0	0	0	0
4127 Meadow Cutting	0	0	0	0	0	0	0
4129 Insurance	0	0	0	0	0	0	0
Overhead Expenditure	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

## Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

		Current Yr. up to end of Dec.				Next Year Budget Proposals		
		Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve							
441	Pte Estates - Farndon Rd De Ha							
4101	Maintenance and Equipment	0	0	0	0	0	0	0
	Overhead Expenditure							
	Movement to/(from) Gen Reserve							
443	Pte Estates - Autumn Croft Rd							
4101	Maintenance and Equipment	0	0	0	0	0	0	0
	Overhead Expenditure							
	Movement to/(from) Gen Reserve							
448	Pte Estates - Wheatsheaf Ave							
4101	Maintenance and Equipment	0	0	0	0	0	0	0
	Overhead Expenditure							
	Movement to/(from) Gen Reserve							
450	Pte Estates - Barnby Rd Comm P							
4101	Maintenance and Equipment	0	0	0	0	0	0	0
4126	Security	0	0	0	0	0	0	0
	Overhead Expenditure							
	Movement to/(from) Gen Reserve							
451	Environmental Improvement Sche							

Continued on next page

## Newark Town Council

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

		Current Yr. up to end of Dec.			Next Year Budget Proposals			
		Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4101	Maintenance and Equipment	0	0	0	0	0	0	0
4126	Security	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0		0		
453	Beastmarket Hill							
4101	Maintenance and Equipment	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0		0		
500	Museum							
1770	Income-Museum	0	345	320	0	0	0	0
	Total Income	0	345	320	0	0	0	0
4125	Marketing and Promotions	2,000	0	0	0	2,000	0	0
4129	Insurance	6,225	5,528	5,528	0	5,900	0	0
4770	Museum Revenue	0	841	0	0	0	0	0
4776	Museum Collection Repairs	5,000	40	2,000	0	4,000	0	0
4900	Payroll Gross	24,000	6,192	7,500	0	24,000	0	0
4901	Employers NI	2,385	0	0	0	2,000	0	0
4902	Employer Pension	3,966	102	180	0	4,500	0	0
	Overhead Expenditure	43,576	12,703	15,208	0	42,400	0	0
	Movement to/(from) Gen Reserve	(43,576)	(12,359)	(14,888)		(42,400)		

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

	Current Yr. up to end of Dec.				Next Year Budget Proposals		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>501 Leisure</b>							
1720 Sunday Band Concerts	0	0	0	0	0	0	0
1726 Income-Christmas Lights	0	0	0	0	0	0	0
1770 Income-Museum	0	0	0	0	0	0	0
<b>Total Income</b>	0	0	0	0	0	0	0
4051 Grant - Newark Half Marathon	0	0	0	0	0	0	0
4129 Insurance	0	0	0	0	0	0	0
4720 Sunday Band Concerts	0	0	0	0	0	0	0
4722 Violin School Event	0	0	0	0	0	0	0
4723 Music Festival	0	0	0	0	0	0	0
4725 Christmas Lights Display	0	0	0	0	0	0	0
4726 Christmas Lights Switch On	0	0	0	0	0	0	0
4745 General	0	0	0	0	0	0	0
4750 Twinning	0	0	0	0	0	0	0
4760 Friends Support Group	0	0	0	0	0	0	0
4770 Museum Revenue	0	0	0	0	0	0	0
4861 Contingency	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	0	0	0	0	0	0	0
<b>701 Central Costs-Staff Contingen</b>							
1900 Precept Received	1,093,358	1,093,359	1,093,359	0	1,227,058	0	0
<b>Total Income</b>	1,093,358	1,093,359	1,093,359	0	1,227,058	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

		<u>Current Yr. up to end of Dec.</u>			<u>Next Year Budget Proposals</u>			
		Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4801	PWLB - Interest	33,000	33,166	33,166	0	33,166	0	0
4802	PWLB - Premium	33,000	33,116	33,116	0	33,116	0	0
4900	Payroll Gross	0	0	0	0	0	0	0
4901	Employers NI	9,352	0	0	0	0	0	0
4902	Employer Pension	14,860	5,530	5,530	0	0	0	0
4903	Pension Top Up	0	8,550	11,400	0	11,400	0	0
4904	Overtime/Casual Staff	0	0	0	0	0	0	0
4905	Additional Staff Resource	0	0	0	0	0	0	0
4906	Recharges	0	4,586	0	0	0	0	0
	<b>Overhead Expenditure</b>	90,212	84,948	83,212	0	77,682	0	0
	<b>Movement to/(from) Gen Reserve</b>	1,003,146	1,008,411	1,010,147		1,149,376		
<b>801</b>	<b><u>Doris Bainbridge I &amp; E</u></b>							
1870	Income-Interest Received	0	1,543	1,286	0	500	0	0
	<b>Total Income</b>	0	1,543	1,286	0	500	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	1,543	1,286		500		
<b>901</b>	<b><u>Mayors Charity</u></b>							
1000	Mayors Charity	0	-2,929	0	0	0	0	0
	<b>Total Income</b>	0	-2,929	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	(2,929)	0		0		
<b>902</b>	<b><u>Dump Code Exp from Reserves</u></b>							

Continued on next page

## Newark Town Council

## Annual Budget - By Centre (Actual YTD Month 9)

## Note: DRAFT BUDGET FOR 2024/2025 FINANCIAL YEAR

	Current Yr. up to end of Dec.				Next Year Budget Proposals		
	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5100 Dump Code Exp From Reserves	0	0	0	0	0	0	0
Overhead Expenditure	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0		0		
Total Budget Income	2,068,482	1,880,170	1,921,449	0	2,018,715	0	0
Expenditure	2,071,222	1,565,895	1,872,878	24,780	2,038,836	0	0
Net Income over Expenditure	-2,740	314,275	48,571	-24,780	-20,121	0	0
plus Transfer from EMR	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(2,740)	314,275	48,571		(20,121)		

## FINANCE &amp; GENERAL PURPOSES COMMITTEE

<b>SUBJECT:</b>	<b>EXTERNAL AUDIT 22/23 INTERNAL AUDIT 23/24</b>
<b>REPORT BY:</b>	<b>Matthew Gleadell</b>

**1. Recommendations**

- 1.1 That the results of the 22/23 External Audit are noted.
- 1.2 That subject to advice from the Councils accountant confirming that no accounting difficulties arise, that a transfer of shares from the CCLA Doris Bainbridge Investment Account to the CCLA Property Fund Investment Account is approved so as to put the Doris Bainbridge account into the correct financial position (see 2.4 below)
- 1.2 That Assurance Lincs are appointed to undertake the 23/24 Internal Audit on the basis of the contents of this report.

**2. Background**

- 2.1 The results of the 22/23 External Audit have been received and are attached as (Appendix 1).
- 2.2 The audit has been returned with confirmation that there is nothing that causes concern for the government appointed auditors that legislation and regulatory requirements are not being met. There are however some matters which the auditor has referred to which are explained below. (the auditors' comments can be found at the bottom of page 1 and over onto page 2).
- 2.3 **Budgetary Control** – Quarterly detailed reports are now being submitted to members. The chair of the finance committee also undertakes regular checks and reviews in the office. This is a governance area that has been significantly improved and should now meet audit requirements.
- 2.4 **Bank Reconciliation** - (bullet point 1 on page 2) – This relates to the Doris Bainbridge Will Trust Investment Account. The statement from the CCLA for this account does not accord with the councils' financial statements as to the value of that fund. The reason is that the Council did not withdraw funds from the investment when spending some of the fund in previous financial years (Christmas Lights on trees in the Castle) and instead used Council funds for the project. Since then, the Council has internally recognised and accounted for the fact that the investment fund in the name of Doris Bainbridge is not entirely Doris Bainbridge funds and is partially Council funds. This does cause a headache for reconciliation of statements. It is intended that a transfer of shares from Doris Bainbridge to the Councils own investment fund will occur retrospectively to ensure that the Doris Bainbridge fund has the relevant amount of shares it would have had if the funds had been withdrawn in the first instance.
- 2.5 **Internal Audit** – The Council quite rightly changed its internal auditor for the 22/23 financial year following the previous internal auditor having been appointed for over 10 years (a fresh set of eyes for audit purposes is good practice). Whilst Assurance Lincs are an audit service of Lincolnshire County Council and so therefore clearly independent of the Town Council and suitably qualified the Council is unable to evidence that it considered those factors. The external auditor in discussion with the Clerk is content that those factors almost go without saying it is prudent to minute they have been considered. A more comprehensive letter of engagement is recommended by the auditor. The Clerk was content for 22/23 for Assurance Lincs to go through their usual standard checks in order to get an initial basic awareness and understanding of the Council with an intent to refine the audit plan for subsequent years



however that thought process is not documented hence the comments in the external audit report.

2.6 In order to address the comments of the external auditor as to the internal auditor for the 23/24 financial year internal audit the following is recommended by the Clerk:

- a) Newark Town Council is satisfied that Assurance Lincs are independent of Newark Town Council but as part of their engagement for the 23/24 internal audit they will be asked to declare that none of the officers involved in conducting the internal audit gain any financial benefit from Newark Town Council, have any financial control over Newark Town Council, are not related in any way to any of the officers or members of Newark Town Council and have no reason to suspect any conflict of interest.
- b) Newark Town Council is satisfied that Assurance Lincs are competent to undertake an internal audit. They are an arm of a large public authority. They have provided internal audit services to the Clerk at a previous place of employment. They have provided internal audit services to Newark and Sherwood District Council and the council is content with the work undertaken as part of their 22/23 internal audit.
- c) Newark Town Council considers the 22/23 internal audit to have been effective and helpful in identifying areas for improvement in key governance areas (considered as part of the September 2023 FGP committee meeting).
- d) Newark Town Council will instruct Assurance Lincs to ensure that the basic requirements of internal audit for 23/24 financial year are met as specified at section 4.20 of the JPAG Practitioners Guide to Governance and Accountability (attached as Appendix 2).
- e) In addition to the basic requirements Newark Town Council will instruct Assurance Lincolnshire to conduct suitable audit checks on the areas of assessment identified as 'Not Covered' in the internal auditor control objective statement of the AGAR being section E, F and K (as shown below).

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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	(Not applicable)
	✓		

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

Date(s) internal audit undertaken

25/05/2023

26/05/2023

Name of person who carried out the internal audit

JONATHAN POCOCK

Signature of person who carried out the internal audit

*Jon Pocock*

Date

16/06/2023

- f) In relation to control E, the internal auditor will be asked to pay particular attention to market receipts as being the biggest source of cash receipts in the Council.
- g) The internal auditor will be asked to review specifically the Council's budgetary controls as being an element identified for improvement as part of the 22/23 internal and external audit.

The full text of the elements of the Practitioners Guide dealing with Internal Audit is attached to this report by way of evidence that the Council has had due regard to the 'recommended practice' advice as to internal audit.

### 3.0 Financial, Legal, Equality, Environmental & Risk Issues

Contained in the Report.

<b>Background Papers:</b>	<b>Working papers</b>
<b>Lead Officer:</b>	<b>Matthew Gleadell</b>
	<b>Tel: 01636 684801 Email: <a href="mailto:matthew.gleadell@newark.gov.uk">matthew.gleadell@newark.gov.uk</a></b>





Page 1 of 2

## Final External Auditor Report and Certificate 2022/23 in respect of Newark Town Council NT0121

### Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### External auditor's limited assurance opinion 2022/23

On 27 September 2023, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2023. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

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:

The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Box 2, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

In the completion of the Annual Internal Audit Report, the internal auditor has drawn attention to weaknesses in relation to internal control objective D, in respect of budgetary process. The internal auditor has also drawn attention to other weaknesses in policy. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

The Annual Internal Audit Report focuses on a series of internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on the following internal control objectives: E in respect of recording income. The Annual Internal Audit Report will inform the authority's response to Assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.



Page 2 of 2

The smaller authority has not provided:

- year end bank statements for an investment account to support the bank reconciliation to Section 2, Box 8. These were requested as part of our intermediate review procedures.
- evidence that it has considered and agreed the internal audit programme of work, having regard to the authority's identified risks, during the year under review.
- evidence that on appointment of the internal auditor, it satisfied itself with regard to the competence of the internal auditor and that there is a signed letter of engagement in place.

We are aware that the Practitioners' Guide is to be updated to clarify the treatment of trust fund transactions and balances. It is our view that the extant edition does not specify the treatment where the council has incurred expenses on behalf of the trust fund. The council should ensure it considers the requirements of the applicable Practitioners' Guide when preparing the 2023/24 AGAR and restates the prior year figures if appropriate.

#### **External auditor certificate 2022/23**

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*And Littlejohn LLP*

**PKF Littlejohn LLP**  
**15/11/2023**



## SECTION FOUR — BEST PRACTICE GUIDANCE FOR INTERNAL AUDIT

### Introduction

- 4.1. This section intends to provide members and officers of smaller authorities as well as those offering to provide internal audit services to such authorities, details of the legal framework, regulations and guidance to be followed.
- 4.2. Smaller authorities are required by the Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance'.
- 4.3. The public sector internal audit standards have not been applied to smaller authorities. The information in this section is therefore guidance and should be considered by smaller authorities in undertaking a best practice effective internal audit.
- 4.4. It is not the purpose of either internal or external audit to detect or prevent fraud. However if internal auditors identify concerns as part of the review, they may wish to contact the authority's external auditor who are a 'prescribed body' under the Public Interest Disclosure Act.
- 4.5. It is not the role of any internal auditor to complete Section 1 or Section 2 of the AGAR, that is the responsibility of the authority.

### Selecting and appointing an internal audit provider

- 4.6. In addition to ensuring the appointed internal auditor has relevant knowledge of the public sector, there are two key principles an authority must follow in appointing an internal audit provider: independence and competence.
- 4.7. There are various ways for an authority to source an internal audit service, for example:
  - Purchasing an internal audit service from a local firm or specialist internal audit practice with an understanding of the local government legal framework
  - Purchasing an internal audit service from a principal local authority
  - Engaging a competent internal auditor with sufficient organisational independence to undertake the role
  - Appointing a local individual or a member of a panel of individuals administered by a local association affiliated to NALC, SLCC or ADA.
- 4.8. There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought from any internal audit service should include:
  - understanding basic book-keeping and accounting processes; where an authority exceeds the £200,000 threshold, this understanding must include accrual accounting and balance sheets

- understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management
- awareness of relevant principles and practice of financial and other risk management
- understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities, as set out in Sections 1 and 3 of this guide (knowledge of which is a prerequisite)
- awareness of the most recent model Standing Orders and model Financial Regulations as published by NALC and how they are adopted by authorities
- awareness of the relevance of VAT and PAYE/NIC rules as applied to the authority
- for larger authorities, a clear understanding of the risks and controls associated with 'cut off' procedures, particularly with respect to revenue-generating activities

#### Independence

- 4.9. Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.
- 4.10. A current or recent authority member, who cannot demonstrate independence from decisions in the year to be audited, cannot be its internal auditor. Similarly, it would not be appropriate for any individual or firm with a personal connection to a member or officer of the authority to be appointed. Conflicts of interest must be avoided, such as in cases where an external provider of accounting software or services to the authority, also offers internal audit services through an associate company, firm or individual.
- 4.11. There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.

#### Competence

- 4.12. Evidence as to competence might include letters of recommendation from other similar authorities.

#### Engagement

- 4.13. Every authority should ensure that they have a letter of engagement which would normally include:
- roles and responsibilities
  - audit planning and timing of visits



- reporting requirements
  - rights to access to information, members and officers
  - period of engagement
  - remuneration
  - any other matters required for the management of the engagement by the authority
- 4.14. Most internal auditors will have professional indemnity insurance cover which provides both the authority and the person or firm engaged, with protection and assurance.

#### Planning and oversight

- 4.15. It is a matter for the authority to determine how best to meet the statutory requirement for internal audit, having regard to its size, scope of services and complexity of financial arrangements.
- 4.16. Authorities should, at least annually, carry out a review of the effectiveness of their overall internal audit arrangements. It should be designed to provide sufficient assurance for the authority that standards are being met and that the work of internal audit is effective. Authorities should judge the extent and scope of the review by reference to their own individual circumstances.
- 4.17. As with any review, it should be evidence based. Wherever possible this should be gathered throughout the year. Sources may include:
- previous review and action plan
  - annual report by internal audit
  - other reports from internal audit, including internal audit plan, monitoring reports, and the results of any investigations
  - any reports by the external auditor
  - the results of any other external reviews of internal control
- 4.18. As part of the review the internal auditor should produce a report to the authority highlighting areas for improvement or development. An action plan should be produced setting out the areas of improvement required, any proposed remedial actions, the members or officers responsible for delivering improvement, and the deadlines for completion of the actions.
- 4.19. Internal auditors should be aware of the National Audit Office guidance to external auditors regarding the additional work expected in respect of authorities with income or expenditure in excess of £2,000,000

#### **Internal Audit Checklist**

- 4.20. The following sets out the basic requirements for conduct of an effective internal audit review of an authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in an authority's Annual Governance and



Accountability Return (AGAR). The detail is not exhaustive but aims to provide Proper Officers and internal auditors with a basic guide to the controls that should ideally be in place and physical checks/testing that should be applied. Where records examined include personal detail, such as in the case of staff salaries, allotment records and detail of hall hirers on invoices, care should be taken to ensure compliance with the requirements of the General Data Protection Regulations (GDPR).

- 4.21. Internal auditors should also, as part of the overall check on the authority's governance arrangements, review all full authority and committee minutes (and supporting papers) to gain an overview of the authority's financial and governance controls, monitoring that no actions of a potentially unlawful nature are being considered or any such decisions have been taken and that approval of all minutes is in accordance with the legislation.

This particular facet does not align to an individual section of the internal audit report in the AGAR but serves to give a degree of high-level indication as to the effectiveness of an authority's overall controls and decision-making process.

AGAR certificate reference	Internal Audit action for expected controls
A. Appropriate accounting records have been properly kept throughout the year.	<ul style="list-style-type: none"> <li>• Ensure the correct roll forward of the prior year cashbook balances to the new financial year</li> <li>• Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained</li> <li>• Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members</li> <li>• Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8.</li> <li>• Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.</li> </ul>
AND	
I. Periodic bank account reconciliations were properly carried out during the year.	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	<ul style="list-style-type: none"> <li>• Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the <u>SOs and FRs</u> which should be based on the latest version.</li> <li>• Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents)</li> <li>• Review the procedures for receipt of invoices,</li> </ul>

	<p>agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation</p> <ul style="list-style-type: none"> <li>• Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments</li> <li>• Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements</li> <li>• Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place</li> </ul>
<p>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<ul style="list-style-type: none"> <li>• Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc</li> <li>• Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security</li> <li>• Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation</li> <li>• Review the effectiveness of internal control carried out by the authority</li> </ul>
<p>D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<ul style="list-style-type: none"> <li>• Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable</li> <li>• Ensure that current year budget reports are prepared and submitted to Authority / Committees periodically during the year with appropriate commentary on any significant variances</li> <li>• Review the budget performance either during the year or</li> </ul>



	<p>at the financial year-end seeking explanations for any significant or unanticipated variances</p> <ul style="list-style-type: none"> <li>• Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process</li> <li>• Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the <u>public record of precepted amounts</u></li> </ul>
<p>E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> <li>• Review "Aged debtor" listings to ensure appropriate follow up action is in place</li> <li>• Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.</li> <li>• Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: <u>(Authorities should also acquire and retain copies of Burial / Cremation certificates)</u></li> <li>• Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised</li> <li>• Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time</li> <li>• Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income</li> <li>• Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked</li> </ul>
<p>F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</p>	<ul style="list-style-type: none"> <li>• A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "Not covered" response is frequently required in this area.</li> <li>• Review the systems in place for controlling any petty</li> </ul>

	<p>cash and also cash floats (used for bar, catering, etc)</p> <ul style="list-style-type: none"> <li>• Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held</li> <li>• Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held</li> <li>• Ensure that VAT is identified wherever incurred and appropriate</li> <li>• Physically check the petty cash and other cash floats held</li> <li>• Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings</li> </ul>
G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	<ul style="list-style-type: none"> <li>• Ensure that, for <u>all staff</u>, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract</li> <li>• Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability</li> <li>• Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the <u>NJC</u> scale or hourly rate, if off-scale, and also with the contracted hours</li> <li>• Ensure that appropriate tax codes are being applied to each employee</li> <li>• Where <u>free</u> or <u>paid for</u> software is used, ensure that it is up to date.</li> <li>• For the test sample of employees, ensure that tax is calculated appropriately</li> <li>• Check the correct treatment of Pension contributions</li> <li>• For NI, ensure that the correct deduction and employer's contributions are applied: NB. The <u>employers allowance</u> is not available to councils but may be used by other authorities</li> <li>• Ensure that the correct employers' pension percentage contribution is being applied</li> <li>• Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.</li> </ul>



H. Asset and investment registers were complete and accurate and properly maintained.

This section/assurance should be extended to include loans to or by the authority

#### Tangible Fixed Assets:

- Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the Authority

#### Fixed asset investments:

- Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at section 2, line 9.

#### Borrowing and Lending:

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5
- Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified via the DMO website)
- Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the

	recipient body, or their members, agreeing to underwrite the loan debt
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	<p>Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at <u>section 2 of the AGAR</u> reflects the detail in the accounting records maintained for the financial year. Consequently, IAs should</p> <ul style="list-style-type: none"> <li>• Ensure that, where annual turnover exceeds <u>£200,000</u>, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein</li> <li>• Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end</li> </ul>
K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.	<p>IAs should ensure that, <u>all relevant criteria are met</u> (receipts and payments each totalled less than £25,000)</p> <ul style="list-style-type: none"> <li>• the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline</li> <li>• that it has been published, together with all required information on the Authority's website and noticeboard</li> </ul>
L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation	IAs should review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation.
M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	<p>IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory <u>30 working day period when the Authority's records are available for public inspection</u>.</p> <p>IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR</p>
N. The authority complied with the publication requirements for the prior year AGAR.	IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR.



O. Trust funds (including charitable) - the Council met its responsibilities as a trustee

- Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the Charity meetings and accounts recorded separately from those of the council
- review the level and activity of the charity and where a risk based approach suggests such, review the Independent Examiners report

### Reporting on Internal Audit

- 4.22. The duties of internal audit relate to reporting on the adequacy and effectiveness of an authority's system of internal control. The minimum reporting requirement for internal audit to the smaller authority is met by completing the annual internal audit report on the Annual Governance and Accountability Return.
- 4.23. In most cases, particularly for larger authorities, an additional narrative report to the full council would be expected and then be published with the AGAR along with any comments from the external auditor.
- 4.24. Any narrative report should have conclusions that are compatible with the entries on the AGAR.
- 4.25. The annual internal report will inform the authority's response to Assertion 2 and Assertion 6 in the annual governance statement.
- 4.26. An authority should minute their review and actions planned from the outcomes of the AGAR tests and content of any narrative reports from Internal Auditors.