



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of the Finance & Governance Committee at Carnforth Council Offices at 5:30pm on Wednesday 11th May 2022

A G E N D A

- 22048. Apologies:** To receive apologies
- 22049. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22050. Urgent Business:** To consider any items of urgent business not on the agenda
- 22051. Minutes:** To consider Minutes of the meeting held on 13th April 2022 and any updates on actions taken
- 22052. Annual Governance & Accountability Return (AGAR):** To consider:
- 1) Clerks & Proper Officer's Report and dates for the exercise of public rights;
 - 2) Internal Auditor's Report;
 - 3) Draft AGAR 2021/2022;
 - 4) Explanation of variances;
 - 5) Risk Assessment & Log
- 22053. Budget Monitoring and Bank Reconciliation:** To consider the following:
- 1) Bank reconciliation as at 30th April 2022
 - 2) Summary report of transactions & net position as at 30th April 2022
- 22054. Payments List:** To consider payments list for authorisation
- 22055. Training & Expenses:** To consider training and expenses requests
- 22056. Community Benefit Fund:** To consider any applications received
- 22057. Governance matters:** To consider the following:
- 1) Review of Standing Orders; Financial Regulations and Scheme of Delegation
- 22058. Items for next Agenda:** To consider any agenda items for next meeting
- 22059. Date & Time of next meeting:** To consider date and time of next meeting



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

A handwritten signature in black ink, which appears to read "Robert Bailey". The signature is written in a cursive style with a long horizontal stroke at the end.

Clerk and Proper Officer

06 May 2022

Tel: 07828254149

Email: clerk@carnforthtowncouncil.org

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Wednesday 13th April 2022

Present: Councillors Grisenthwaite (Chair); Branyan, Gardner and Jones

In attendance: Bob Bailey, Clerk & Proper Officer

22036	Apologies: There were no apologies
22037	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
22038	<p>Urgent Business: The following matters of urgent business were discussed:</p> <ol style="list-style-type: none">1) Solicitors letter: The Council has received a letter from the Council's solicitors advising that having reviewed their services and use of existing premises they have opted to change to home working and focus on specific areas of legal work. As such they have asked the Council for its instructions on what should be done with the papers and documents they currently hold. After some discussion it was RESOLVED that the Proper Officer writes to the Council's Solicitors requesting that all papers and documents be returned to the Council and that these be reviewed and storage at the Council Offices or the Lancashire Records Office as appropriate.2) The Proper Officer circulated a letter from the Carnforth & District Twinning Association thanking Carnforth Town Council for the recent grant of £200.
22039	Minutes: It was RESOLVED that Minutes of the last meeting held on Monday 9th March 2022 be approved.
22040	<p>Actions: It was reiterated that Carnforth Town Council had taken the decision not to fill a Councillor Vacancy in light of the local elections in May 2023. No further action has, as yet, been taken to seek student advisors from Carnforth High School in line with the Student Protocol that has been welcomed by the Headteacher. Arrangements have been made to revise the pay scales of the Proper Officer and Administrative Officer in line with the annual pay award and to backdate pay accordingly.</p> <p>It was then RESOLVED that the updates and remedial actions be noted and that, as requested, Councillor Stretch be nominated as the Town Council's representative with students elected to be Committee advisors.</p>
22041	<p>Budget Monitoring & Bank Reconciliation:</p> <ol style="list-style-type: none">1) Bank Reconciliation: The Proper Officer presented the <i>Bank Reconciliation Report</i> as at 31st March 2022. <p>It was reported that payments for 2021/22 total £150,503 and that annual precept (£85,599) and receipts amount to nearly £175k which represents net income and balances carried forward as at end of the financial year of £89,055.</p>

There followed a discussion on how much the Town Council had accomplished during another challenging year and had still managed to increase the balances carried forward from £65k at the end of the previous year. It was noted that this had been achieved through good financial management and reflects successful funding bids and better than expected income, largely from the Council's decision to take on the management and safeguarding of Crag Bank Village Hall.

It was considered that the Town Council is in a strong financial position and that its sound governance and financial management arrangements will enable the Council to move forward on its plans to pursue a cost effective and sustainable heating system at Carnforth Civic and Crag Bank Village Halls in the coming year(s). There was then a debate as to how this could be taken forward efficiently and effectively.

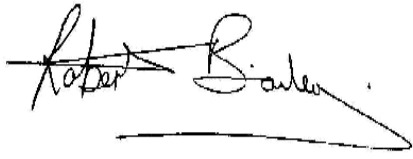
- 2) **Summary Report:** The Proper Officer then presented the *Summary Report of Receipts and Payments* as at 31st March 2022. Councillors attention was drawn to where savings had been made and payments invested in the delivery of council services, events and activities. Of particular note was the capital expenditure investment in Crag Bank Village Hall and better than expected returns on income from the hire of both community venues.
- 3) **Draft Annual Governance & Accountability Return 2021/22:** The Proper Officer then presented the draft *Annual Return for the Year 01/04/2021 – 31/03/2022* and the *Explanation of Variances* that have been prepared in accordance with the *Governance & Accountability for Local Councils* requirements. It was reported that where a Box (1 – 10) on the Annual Return has changed by more than 15% and £200 from the previous year an explanation for the variance must be provided for consideration by the Council and the Government appointed external auditors. Explanations have been provided for variances for *Total other receipts* (Box 3); *Staff Costs* (Box 4); *Total other payments* (Box 6) and *Total Fixed Assets and Long Term Investments* (Box 9).

Councillors were advised that the Internal Audit will be carried out on 27th April and that a completed Annual Governance & Accountability Return will be presented to Carnforth Town Council in May to be 'signed off'. The Council's financial performance will be set out in the Annual Report to be presented at the Annual Town Meeting and distributed to every household.

It was then **RESOLVED that: the Bank Reconciliation and Summary Report as at 31st March 2002 be noted and signed by the Committee Chair; the Proper Officer carries out research on arrangements for a Government backed Business Loan and; Carnforth Town Council be recommended to set up a working group to review options and make recommendations to Carnforth Town Council on replacing existing heating systems.**

22042	<p>Payments List: The Proper Officer presented the list of payments awaiting authorisation. It was reported that payments include items for the Carnforth Big Weekend as recommended by the working group and endorsed by the Town Development & Planning Committee. After some comments and questions, it was RESOLVED that the Town Council be RECOMMENDED to approve the payments list as presented.</p>
22043	<p>Community Benefit Fund: No applications have been received in the last month.</p>
22044	<p>Committee Recommendations: The Proper Officer reported that the Town Development & Planning Committee had recently considered a quotation received from a specialist clock company for substantial repairs to the clock at 30 Market Street, Carnforth.</p> <p>The Town Development & Planning Committee has recommended that the 'Finance & Governance Committee waive Standing Orders in relation to tenders due to the urgency and specialist nature of the works and approves the costs of repairs to be paid from existing balances and reserves and annual service to be paid from revenue budgets'.</p> <p>There followed a lengthy discussion on whether the repair and maintenance of this clock is the responsibility of Carnforth Town Council as reported. It was then RESOLVED that a decision by the Finance & Governance Committee be deferred until it is established that the clock at 30 Market Street Carnforth is the responsibility pf Carnforth Town Council.</p>
22045	<p>Governance matters: The following matters were considered:</p> <ol style="list-style-type: none"> <li data-bbox="304 1167 1509 1317">1) Review of financial procedures: It was agreed that a working party of Councillors Jones, Gardner and Grisenthwaite meet on 21st April to review Standing Orders, Financial Regulations and Scheme of Delegation <li data-bbox="304 1344 1509 1664">2) Community Benefit Fund – Criteria and Guidance: The Proper Officer presented a draft of a revised guidance and criteria for the award of Community Benefit Fund to local community groups. It was reported that applications would not be considered that are in excess of £5,000 or where a successful application had received funding within the previous two years. Councillors agreed that funds should not be awarded to meet running costs and this was removed from the <i>General Criteria</i>. <p>It was then RESOLVED that: any recommended amendments to Standing Orders, Financial Regulations or the Scheme of Delegation be presented to Carnforth Town Council in May and that subject to minor amendment the criteria and guidance for Community Benefit Funds be adopted and posted on the Town Council's website.</p>
22046	<p>Items for next Agenda: It was RESOLVED that at its next meeting the Committee will consider:</p> <ol style="list-style-type: none"> <li data-bbox="304 2045 1509 2136">1) the Internal Auditors report and Annual Governance and Accountability Return (AGAR) and supporting papers to be presented to Carnforth Town Council.

22047 **Date of next meeting:** The next meeting of Finance & Governance Committee will be held on **Wednesday 11th May 2022 at 5:30pm.** The meeting closed at 6:25pm

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal flourish extending to the right.

Clerk to the Council

Finance & Governance Committee

Meeting Date: 11th May 2022

Agenda Item: 22052

Report of: Clerk & Proper Officer

2021/22 Annual Governance and Accountability Return

1. Introduction

Smaller local councils are statutorily required to complete an annual review of their governance arrangements and submit and publish an annual statement, including the approved accounts, known as the Annual Governance and Accountability Return (AGAR). The deadline for submission of the AGAR to the Council's appointed external auditor (PKF Littlejohn) is **Friday 1st July 2022**.

2. Detail

A copy of the draft AGAR documentation is appended to this report.

As with the previous financial years the Town Council is required to submit its return for external audit.

In addition to being submitted for audit, the full approved AGAR, including the Accounting Statement and certain supporting documents, must be published following approval, providing a public right of inspection period of 30 working days, including the first 10 working days of July 2022. The proposed timetable for the Council to meet the reporting requirements and statutory deadlines is as follows.

Final Internal Audit Report and AGAR considered and recommendations made to Carnforth Town Council	Wednesday 11th May - Finance Governance Committee meeting
Consideration of recommendations and AGAR and accounts approved and signed	Wednesday 18th May – Carnforth Town Council meeting
Public rights of inspection period	Monday 13th June – Friday 22nd July

3. Internal Auditor's Report 2021/22

The Council's appointed Internal Auditor has, once again, carried out a detailed and highly professional audit of the Town Council's accounts and internal control systems. It is pleasing to note that the Internal Auditor has, once again, concluded that Carnforth Town Council has met each of the internal control objectives (A – N) set out in the AGAR. The Internal Auditors, its findings and conclusions will be presented to Finance & Governance Committee and their recommendations considered by Carnforth Town Council on 18th May.

The Internal Auditor states that despite another challenging year that included the Town Council taking on the safeguarding and operation of Crag Bank Village Hall, *'The Council is to be congratulated for maintaining high standards of governance and financial management during this period, whilst taking on significant additional operational responsibilities'*.

The Internal Auditor concludes that in his opinion *'...the Council has established all the elements necessary to provide a sound system of internal control, and these have operated effectively to provide assurance as to the accuracy of the accounts'*.

The Internal Audit report sets out that there are no outstanding recommendations from previous audits and no new recommendations have been made.

Given the effectiveness of financial systems and governance arrangements, the Internal Auditor has suggested that in 2022/23 an in-depth interim audit be carried out on, for example, a particular system combined with a 'lighter touch' annual AGAR focused audit.

4. Final Accounts 2021/22

The final budget outturn was reported at Finance & Governance Committee in April and the completed AGAR will be presented at the Town Council meeting on 18th May for consideration and approval, before being signed by the Town Mayor.

General balances and reserves as at 31st March 2022 stand at £89,055.

This is higher than expected, and is the result of good financial management, particularly as the decision to take on the operation of Crag Bank Village Hall had not been part of the approved budget plans. There has been significant investment in the Village Hall which has safeguarded its long-term future and generated a new income stream for the Council.

The lifting of COVID19 restrictions and investment in both Carnforth Civic Hall and Crag Bank Village Hall has resulted in a significant increase in income compared to 2020/21. The Council has also been successful in applications for funding relating to the emerging Carnforth Neighbourhood Plan and the forthcoming Carnforth Big Jubilee Weekend.

A valuation of Crag Bank Village Hall has been undertaken during the year, which together with existing and new assets has increased the total value of Council assets by 95%.

In line with 'Governance and Accountability for Local Councils' requirements a full explanation of variances of + or - 15% compared to Boxes 1 – 10 of the AGAR in 2020/21 has been provided and will be subject to examination by the government appointed auditors.

The Internal Auditor has concluded that the level of reserves and balances (£89k) represents an appropriate level for this Council.

5. Recommendations

- (1) That the Internal Auditor's report is accepted.**
- (2) That Section 1 of the AGAR – the Annual Governance Statement 2021/22, be recommended for Town Council approval.**
- (3) That Section 2 of the AGAR – Accounting Statements 2021/22, be recommended for Town Council approval**
- (4) That the period for the exercise of public rights to inspect the accounts be recommended as Monday 13th June to Friday 22nd July 2022 inclusive.**

Carnforth Town Council Finance & Governance Committee

Meeting Date: **11th May 2022**

Agenda Item: **22054**

Report of: **Clerk & Proper Officer**

Clerk & Proper Officers Review of Risk Assessment & Log

1. Introduction

Smaller local councils are statutorily required to complete an annual review of their risk management arrangements, normally at the annual meeting.

2. Detail

A review has been completed of the Risk Register, with the proposed update attached.

Existing risks have been updated with any additional mitigations adopted since the last review, and risks have now been categorized into 'Strategic and Operational'; 'Financial'; 'People'; 'Regulatory' and 'Events & Functions'.

Actions taken by the Council have generally mitigated risk and no other clearly emerging or escalating risks have been identified, other than those included in the *Risk Assessment & Log*.

Councillors are asked to consider the draft *Risk Assessment & Log* and make suggestions for amendments or the inclusion of any additional risks.

It is stressed that the Council as a corporate body has legal responsibility to ensure that risks are reviewed and assessed and that controls are in place and/or actions taken to mitigate risk to an acceptable level.

3. Recommendations

- (1) That, subject to any changes or additions, the draft Risk Register for 2022 be recommended to full Council for adoption.**
- (2) The Carnforth Town Council acknowledges its corporate responsibilities for the management of all risks**

Report to Carnforth Town Council

Author: Derek Whiteway

Date: 5th May 2022

Subject: Annual Internal Audit 2021/22

1 Introduction

- 1.1 I have been pleased to again provide the Town Council with an internal audit review of its financial and internal control systems, with the objectives of:
- a) Providing assurance as to the adequacy and effectiveness of the systems in place and making recommendations as appropriate; and
 - b) Providing an opinion on to the extent of compliance with 'Internal Control Objectives' as set out in the standard form of Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) for 2021/22.
- 1.2 This report is structured along the lines of the 'Internal Control Objectives' specified in the AGAR.

2 Control Objective A - Appropriate accounting records have been properly kept throughout the financial year.

- 2.1 My review considered the accounting records for the 2021/22 financial year, including bank statements, reports to Finance and Governance Committee and Council, etc. My findings and conclusions were as follows:
- a) I concluded that the control objective had been met.
 - b) During the audit visit, the Clerk and Proper Officer (C&PO) and I again discussed the design of the Council's budget headings and 'chart of accounts'. The C&PO is continuing to review the structure with a view to simplifying the structure and thereby improving information provided to Councillors.
 - c) The accounting system 'Scribe' provides effective record-keeping and reporting appropriate to the Council's size and needs

- 3 Control Objective B - This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.**
- 3.1 My review considered the payments system and the reports produced. A sample of paid invoices were examined. My findings and conclusions were as follows:
- a) I concluded that the control objective had been met. The accounting and payments system is well-designed and efficient in relation to the needs of the Council, with strong approval procedures.
- 4 Control Objective C - This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**
- 4.1 My review considered the most recent risk assessment record and what arrangements were in place to review risk. My findings and conclusions were as follows:
- a) I concluded that the control objective had been met. The current Risk Log was reviewed by the Finance and Governance Committee on 12th May 2021 and approved by Council on 19th May 2021.
- 5 Control Objective D - The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**
- 5.1 My review considered the budget monitoring reports, the budget and precept setting process and the overall financial position of the Council.
- 5.2 The level of reserves at the end of the year were £89k including £21.5k held in earmarked reserves. This has built on the Council's improved reserves position at 31st March 2021 and represents an appropriate level for the Council.
- 5.3 My findings and conclusions were as follows:
- a) I concluded that the control objective had been met.
 - b) A thorough and appropriately detailed budget process was carried out, resulting in precept approval in January 2022.
 - c) Monitoring reports to Finance and Governance Committee and Council are set at a suitable frequency and level of detail.
 - d) The closing level of reserves at 31st March 2022 represents an appropriate level for the Council.

6 Control Objective E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

6.1 My review considered the income paid into the bank accounts and a sample of invoices. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) Income is regularly received and banked.
- c) VAT has been properly charged and accounted for.

7 Control Objective F - Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

7.1 The C&PO holds a small cash float of £40, which was established to provide change for the film night events. A formal petty cash system has not been established, although the C&PO informed me that the float had been used on occasion, to reimburse Councillors' expenses. The transactions are recorded and managed through the Scribe system. My conclusion was therefore that the control objective had been met.

8 Control Objective 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

8.1 My review considered the Payroll system being operated and examined a sample of payments to employees. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) The payroll system provides a sound process for calculating and reporting pay and PAYE/NI.
- c) Arrangements for outsourced payroll processing, introduced during 2021/22 are operating well and provide the C&PO with an additional level of independence.

9 Control Objective H - Asset and investments registers were complete and accurate and properly maintained

9.1 I examined the current Asset Register and discussed its contents with the C&PO. The Council does not currently hold any investments. The Council's acquisition during the year of the Crag Bank Village Hall has been properly included in the register. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) The record of assets has been updated to include assets acquired during the year.

10 Control Objective I - Periodic and year-end bank account reconciliations were properly carried out

10.1 I reviewed the year end bank reconciliation and information provided in the C&PO's periodic monitoring reports. My findings and conclusions were as follows:

- a) I concluded that the control objective had been met, with periodic bank reconciliations being reported to each meeting of the Finance & Governance Committee, checked against statements and signed by the Committee Chair.

11 Control Objective 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.

11.1 I reviewed the Council's bank statements, monitoring reports and the draft Annual Governance and Accountability Return (AGAR). My findings and conclusions were as follows:

- a) I concluded that the control objective had been met.
- b) The correct accounting basis (receipts and payments) has been employed.
- c) Receipts and payments have been agreed to the underlying records maintained.

12 Control Objective K – Exemption from a Limited Assurance Audit

12.1 This Control Objective is not applicable to the Town Council.

13 Control Objective L - The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.

- 13.1 The Transparency Code for Smaller Authorities applies to authorities with a turnover not exceeding £25k. A more detailed and demanding Code applies to larger authorities with a turnover exceeding £200k. The Town Council therefore falls between these two and is not currently required to comply. NALC have, however, strongly encouraged all local councils with a turnover of less than £200k to comply with the Code for Smaller Authorities.
- 13.2 The Code for Smaller Authorities requires publication on the Council's website copies of Council and Committee agendas and minutes on an ongoing basis and the annual publication of payments over £100 and of the asset register.
- 13.3 The Council has complied with requirements regarding publication of agendas and minutes during the 2021/22 year and published the annual payments report and asset register for the year ended 31st March 2021. The Town Council has therefore, in my opinion met good practice standards in this objective, which is to be commended.

14 Control Objective 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).


- 14.1 I reviewed the Council's website for evidence that appropriate public notice had been provided. My findings and conclusions were as follows:
- a) I concluded that the control objective had been met.

15 Control Objective N - The authority has complied with the publication requirements for 2020/21 AGAR

- 15.1 I reviewed the Council's website for evidence that appropriate publication of the AGAR and External Audit Opinion had been provided. I concluded that the control objective had been met.

16 Summary

- 16.1 2021/22 proved to be another highly challenging one for all organisations. The Council is to be congratulated for maintaining high standards of governance and financial management during this period, whilst taking on significant additional operational responsibilities.
- 16.2 In summary, it is my opinion that the Council has established all the elements necessary to provide a sound system of internal control, and these have operated effectively to provide assurance as to the accuracy of the accounts.
- 16.3 Over recent years, the Council and the C&PO have worked hard to establish robust and effective financial systems and governance arrangements. Considering this, I have suggested to the C&PO that the Council might in future derive greater benefit from some more focused and in-depth internal audit work, for example, a review of a particular system. Such work could be carried out at any appropriate time during the financial year and be combined with a 'lighter-touch' annual AGAR-focused audit. It is envisaged that this approach could be managed without any increase in cost to the Council.
- 16.4 I have not made any new recommendations following the audit.
- 16.5 There are no outstanding recommendations from my previous audits.
- 16.6 I should like to thank the Clerk and Proper Officer for his assistance and courtesy during the audit and I wish the Council continued success in the coming year.

A handwritten signature in dark ink, reading "Derek Whiteway". The signature is written in a cursive, flowing style.

Derek Whiteway

5th May 2022

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
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 <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

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

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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).

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

1 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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Bob Bailey
Annual Return

Accounts for Year from 01/04/2021 to 31/03/2022

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

		Year ending	
Box No.	Description	31/03/2021 £	31/03/2022 £
1	Balances brought fwd	23487	64886
2	Annual precept	85000	85599
3	Total other receipts	53303	89073
4	Staff Costs	34399	55062
5	Loan interest/capital repayment:	0	0
6	Total other payments	62504	95441
7	Balances carried forward	64886	89055
8	Total Cash and Short Term Inve	64886	89055
9	Total Fixed Assets and Long Ter	302995	591070
10	Total Borrowings	0	0

Bob Bailey**ANNUAL RETURN - Section 2 : Statement of Accounts****Explanation of variances**

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an PAYMENTS and RECEIPTS basis.

Box No.	Description	31/03/2021 £	31/03/2022 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	23487	64886				BALANCE B/F AGREES
2	Annual precept	85000	85599	599	1%	No	
3	Total other receipts	53303	89073	35770	67%	Yes	£29,260 additional income folloing the town council resolving to take on the stewardship of Crag Bank Village Hall (CBVH) ; £8,700 lottery funding
4	Staff Costs	34399	55062	20663	60%	Yes	Job evaluation of Proper Officer post and new Admin post - additional £12,930 Admin & Management salaries; Redesignation of post and a new post - additional £2,254 Operations salaries; PAYE - additional £5,878
5	Loan interest/capital repayments	0	0	0	0%	No	
6	Total other payments	62504	95441	32937	53%	Yes	CBVH running costs + £11,915; Capital Works at CBVH + £16,187; Carnforth Street Festival + £6,038
7	Balances carried forward	64886	89055	24169	37%	No	
8	Total Cash and Short Term Investments	64886	89055	24169	37%	No	
9	Total Fixed Assets and Long Term Investments	302995	591070	288074	95%	Yes	Valuation of CBVH + £270,000; £11,896 from asses acquired at CBVH and purchase of additional assets; 14 electronic tablets for Councillors & staff -+ £2,206; NHS bench + £1,355; New noticeboards + £2,212; Various additional assests + £1.090
10	Total Borrowings	0	0	0	0%	No	

Bob Bailey**ANNUAL RETURN - Section 2 : Statement of Accounts**

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an PAYMENTS and RECEIPTS basis.

Box No.	Description	31/03/2021 £	31/03/2022 £	Variance £	Variance %	Explanation Required?	Notes
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Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

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

Carnforth Town Council

Risk Assessment and Log

Review Date: 6th May 2022

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
Strategic and Operational					
1.	Failure to represent community interest effectively in relation to matters likely to impact the town	<p>Town Council is consulted by principal authorities and agencies.</p> <p>Membership of NALC / LALC provides a source of advice.</p> <p>Town Council website is well established and six newsletters published annually. News items are posted on the website and notified to parish contacts.</p> <p>The Town Council has monitored and supported the activities and progress of the Carnforth Neighbourhood Plan Working Group. The Council has now introduced a Working Party Protocol setting out clear responsibilities</p>	Medium	<p>One the Carnforth Neighborhood Plan has been 'made' the Council will periodically review progress against the action plan</p> <p>Develop an Annual Town Plan</p>	Council / Clerk
2.	Minutes are inaccurate and/or decisions may be illegal or ultra-vires.	<p>Meetings are conducted in accordance with standing operational procedures adopted.</p> <p>Minutes are approved by Town Council and Committees at every meeting.</p> <p>Financial Regulations were reviewed and adopted May 2022.</p>	Low	Council will support the Clerk's professional development and Councillor's attendance at training where appropriate.	Council / Clerk

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
3.	Compensation claim resulting from (alleged) negligent act or accidental error or omission by the council or its employee(s)	Low risk given current activities of Town Council. Ensure Town Council decisions are based on full information including professional advice where necessary Insurance cover established and annually reviewed	Low	Monitor position as Town Council develops and implements plans for the Town.	Council / Proper Officer
4.	Action against the council for libel or slander	Meetings are conducted in accordance with standing operational procedures. Members' Code of Conduct adopted Insurance cover established Publication Scheme in place	Low		Council / Proper Officer
5.	Failure to realise community benefits of a Public Right of Way (PRoW)	Completed PRoW application submitted to and accepted by Lancashire CC.	Low	PROW's have been inspected and recommendations made.	Council / Proper Officer

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
Financial					
6.	The Town Council undertakes / makes a payment that is illegal / outside its powers	Formal financial regulations reviewed and adopted in May 2021. Insurance cover established	Low	Ensure councillors are aware and kept up- to-date on the legal powers of parish councils	Council / Proper Officer
7.	Financial records inadequately / incorrectly maintained	Clerk is a qualified accountant/audit professional. All payments are supported by an invoice / receipt or valid claim. Financial accounts are checked annually by internal and external auditors Details of receipts and payments are reported to each meeting of the Finance & Governance Committee.	Low		Council / Proper Officer
8.	Financial loss due to ineffective procedures or banking error	Online Banking records are scrutinised regularly by Proper Officer and monthly reconciliations produced and reported to Finance & Governance Committee. Banking arrangements are periodically reviewed and accounts are annually reviewed by internal and external auditors.	Low		Proper Officer

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
9.	Loss of monies due to fraudulent act (internal or external)	<p>All payments are approved by two councillors and checked against invoices by the Proper Officer.</p> <p>All expenditure is approved by the council and accounts subject to scrutiny by council and internal and external auditors and the public (annually)</p> <p>Insurance cover established and reviewed annually</p>	Low		Council / Proper Officer
10.	Order for precept not submitted or paid by local authority. Precept is inadequate to meet plans	<p>Precept for the following year considered in January.</p> <p>Amount of precept required is based on plans for the coming year and the forecasted difference between income and expenditure.</p> <p>A robust budget planning process determines the required level of precept for the following year.</p> <p>Submission of precept order and receipt of monies is checked by the Proper Officer.</p>	Low		Council / Proper Officer

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
11.	VAT incorrect / not reimbursed / not properly accounted for	VAT analysed in accounts maintained by Proper Officer and scrutinised by council. VAT returns agreed and submitted annually. Checked by internal and external auditors.	Low		Council / Proper Officer
12.	Income tax / NI not properly accounted for and paid to HMRC	HMRC PAYE account established. Payroll arrangements and system in place and operating effectively. Payroll function outsourced from April 2021	Low		Proper Officer
13.	Unidentified / inadequate general and/or earmarked reserves	Levels of reserves required for the following year are considered as part of the budget process on the basis of available funds and costed plans for the coming year. A Reserves Policy has been established and is reviewed annually.	Low		Council / Proper Officer

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
14.	Risk of an election being called for on the occurrence of a 'casual vacancy' on the Council. An estimated cost of £5,000 has been advised by Lancaster City Council.	All Town Council seats were filled following the election in May 2018 and by co-option since then. A By-election Reserve has been set to take account of the estimated cost of holding an election.	Low		Council / Proper Officer
People					
15.	Councillor or employee performance may be inefficient or ineffective	An annual performance review for the Proper Officer and all Council staff has been established	Medium Low	Council will support the Proper Officer and Councillor's development through attendance at training where appropriate. Develop Councillor Induction and Councillor & Staff Training Programme	Council / Proper Officer
16.	Loss of employee support through illness / early resignation etc.	Regular contact between Councillors and the Proper Officer and other staff ensure a positive working relationship.	Low	Monitor risk and manage as necessary	Council
17.	Personal injury / damage to staff and/or public or their property arising from defects on the council's property	Property comprises of fixed installations (i.e. seats and benches). Undertake regular maintenance checks and carry out prompt repairs as required.	Medium	Outdoor Maintenance Operative and Facilities Manager maintain equipment / assets owned by the council. Insurance includes employee liability cover for staff. Periodically review insurance cover and timely renewal to avoid compensation claims	Council / Staff

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
Regulatory					
18.	Failure to comply with Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014	<p>Requirements of the acts specifically in relation to the annual return and audit arrangements brought to Councillor's attention.</p> <p>Action Plans to ensure compliance with year-end requirements of Accounts and Audit Regulations 2015 and Local Audit and Accountability Act 2014 are implemented annually</p>	Low		Council / Proper Officer
19.	Compliance with Transparency Code for Smaller Authorities (the Code)	<p>Information now published in accordance with the Code on the Town Council's own website</p> <p>Compliance is reviewed by the Internal Auditor.</p>	Low	Annually review compliance with the Code and the effectiveness of current publication arrangements.	Council / Proper Officer
20.	Compliance with General Data Protection Regulations (GDPR)	<p>Proper Officer designated as the Data Protection Officer.</p> <p>Data holdings and processing arrangements have been assessed and controls established to ensure compliance and mitigate the risk of any GDPR breaches. Data Protection Policy established.</p>	Low	Review Data Protection and other Information Management Policies	Council / Proper Officer

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium/ High Risk	Actions Taken / Planned	Responsibility
21.	Compliance with Freedom of Information Act 2000	A publication scheme setting out the classes of information that the Town Council publishes, or intends to publish, including how that information may be obtained and any charges is established	Low	Annually review Publication Scheme	Council / Proper Officer
22.	Failure to comply with the Representation of the Peoples Act 1983	Requirements of the act is brought to Councillors attention at all Council elections to ensure compliance and monitor the service provision provided by the Returning Officer and Elections team	Low		Council / Proper Officer
Events & functions					
23.	Risks associated with returning to Face to Face meetings and events as Covid19 restrictions are lifted	Risk assessment for returning to face to face meetings was approved by Councillors	Medium	Review risk assessment for returning to face to face meetings and produce risk assessments for any events in line with Government guidance	Council / Proper Officer
24.	Specific risk assessments for Council events and Council functions	Individual risk assessments produced as required for council run events and functions	Medium	Review and ensure implementation of risk assessments for council events and functions	Council / Proper Officer

Bob Bailey

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 04/05/2022		
	Cash in Hand 01/04/2022		89,057.73
	ADD Receipts 01/04/2022 - 04/05/2022		96,175.69
	SUBTRACT Payments 01/04/2022 - 04/05/2022		185,233.42
	Cash in Hand 04/05/2022 (per Cash Book)		27,337.48
B			157,895.94
	Cash in hand per Bank Statements		
	Petty Cash 01/03/2022	40.00	
	Unity Trust - Current 04/05/2022	134,961.61	
	Neighbourhood Plan 04/05/2022	10,111.15	
	Unity Trust - Deposit 04/05/2022	9,270.07	
	Barclays 04/05/2022	10,753.14	
			165,135.97
	Less unrepresented payments		7,556.03
			157,579.94
	Plus unrepresented receipts		316.00
	Adjusted Bank Balance		157,895.94
	A = B Checks out OK		

Bob Bailey

Net Position by Cost Centre and Code

Cost Centre Name

Administration

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
43	Insurance				1,920.00		1,920.00
45	Postage				50.00		50.00
46	Telephone				174.00	19.58	154.42
47	Printing				263.00		263.00
48	Stationery				126.00		126.00
85	Publications				105.00		105.00
					2,638.00	£19.58	2,618.42

Allowances

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
27	Members						
30	Town Mayor				600.00		600.00
					600.00		600.00

Bank

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
70	Service Charge				158.00	5.34	152.66
71	Bank Interest		25.00	5.03			-19.97
			25.00	£5.03	158.00	£5.34	132.69

Capital Expenditure

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
12	Carnforth Council Offices						
13	Carnforth Civic Hall				3,000.00		3,000.00
65	War Memorial Gardens						
95	Crag Bank Village Hall				3,000.00	2,085.35	914.65
					6,000.00	£2,085.35	3,914.65

Carnforth Civic Hall

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	CCH - Electricity				525.00	77.53	447.47
2	CCH - Heating				1,575.00	1,223.50	351.50
3	CCH - Water rates				1,470.00	224.18	1,245.82
4	CCH - Cleaning				1,050.00	30.00	1,020.00
5	CCH - Repairs & Maintenz				2,500.00		2,500.00
6	CCH - Waste & Recycling				1,050.00	111.39	938.61
7	CCH - Drinks Machine						
33	CCH - Film Nights		500.00	300.00	250.00	11.46	38.54
52	CCH - Hire		13,000.00	404.00			-12,596.00
114	CCH - NNDR			2,694.60	2,000.00	2,694.60	2,000.00
			13,500.00	£3,398.60	10,420.00	£4,372.66	-4,054.06

Civic Events

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
32	Remembrance Day				1,076.00		1,076.00
34	Twinning				210.00		210.00
68	Civic Sunday				500.00		500.00
69	Armed Forces Day				158.00		158.00
75	VE Day						
					1,944.00		1,944.00

Bob Bailey

Net Position by Cost Centre and Code

Cost Centre Name

Community Benefit Fund			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
74	Grants Paid					1,000.00	-1,000.00
76	Grants Received						
						£1,000.00	-1,000.00

<u>Community Resilience Fund</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
86	Community Resilience Fur						

<u>Council Office</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
87	Repairs & Maintenance				100.00	260.00	-160.00
					100.00	£260.00	-160.00

<u>Crag Bank Village Hall</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
98	CBVH - Gas & Electricity				3,150.00	586.11	2,563.89
99	CBVH - Heating						
100	CBVH - Water Rates				525.00	195.90	329.10
101	CBVH - Cleaning				1,050.00		1,050.00
102	CBVH - Repairs & Mainten				1,575.00	419.08	1,155.92
103	CBVH - Waste & Recyclin				788.00	678.76	109.24
104	CBVH - Hire		18,000.00	1,025.00			-16,975.00
111	CBVH - Grounds Maintena				105.00		105.00
112	CBVH - NNDR				1,981.00	455.40	1,525.60
			18,000.00	£1,025.00	9,174.00	£2,335.25	-10,136.25

<u>Expenses</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
20	Civic Hall Manager				100.00		100.00
21	Clerk & Proper Officer				100.00		100.00
22	Outdoor Maintenance Offi				100.00		100.00
28	Members				100.00		100.00
31	Town Mayor				300.00		300.00
					700.00		700.00

ICT			Receipts		Payments		Current Balance	
	Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
	36	Broadband			11.91	854.00	65.05	800.86
	37	Hardware				300.00	10.75	289.25
	38	Domain & Web-hosting				315.00	14.50	300.50
	39	Software				1,260.00	602.94	657.06
					£11.91	2,729.00	£693.24	2,047.67

Newsletter			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
49	Printing				4,110.00		4,110.00
50	Distribution				1,890.00		1,890.00
54	Advertising						
105	Sponsorship		1,500.00				-1,500.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Bob Bailey

Net Position by Cost Centre and Code

Cost Centre Name

			1,500.00		6,000.00		4,500.00
<u>Other income</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
83	Other income						
<u>Precept</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
59	Precept		90,000.00	90,000.00			
			90,000.00	£90,000.00			
<u>Professional Fees & Services</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
40	Legal Services				500.00		500.00
41	Internal Audit Services				126.00		126.00
42	External Audit Services				420.00		420.00
82	Planning & Valuation Serv				500.00		500.00
94	Payroll Services				315.00		315.00
113	Gas & Electrical Services						
					1,861.00		1,861.00
<u>Projects</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
8	Civic Hall Feasibility Study						
91	Eden Project				500.00		500.00
92	Carnforth Steps into the lig						
96	Carnforth Street Festival						
97	Queen's Platinum Jubilee				7,500.00	3,028.91	4,471.09
					8,000.00	£3,028.91	4,971.09
<u>Property & Environment Committee</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
58	Local Delivery Scheme		500.00		500.00		
61	Grounds Maintenance				2,500.00	225.08	2,274.92
90	Alexandra Park				100.00		100.00
106	Assets				3,000.00	114.00	2,886.00
			500.00		6,100.00	£339.08	5,260.92
<u>Reserves</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
35	By-election				5,000.00		5,000.00
66	Neighbourhood Plan Deve				1,000.00		1,000.00
107	Emergency Planning				625.00		625.00
108	General Reserves				14,855.00		14,855.00
					21,480.00		21,480.00
<u>Salaries</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
17	Operations				20,500.00	3,648.60	16,851.40
18	Administration				28,000.00	4,853.16	23,146.84
80	PAYE				12,000.00	2,697.40	9,302.60

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Bob Bailey

Net Position by Cost Centre and Code

Cost Centre Name

				60,500.00	£11,199.16	49,300.84
Subscriptions			Receipts	Payments		Current Balance
Code Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
44 NALC/LALC Subscriptions				840.00		840.00
89 Rural Services Partnership				137.00		137.00
93 SLCC Subscriptions				226.00		226.00
				1,203.00		1,203.00
Suspense account			Receipts	Payments		Current Balance
Code Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
77 Suspense						
Town Development & Planning Committ			Receipts	Payments		Current Balance
Code Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
56 Heritage Walks						
73 Carnforth In Bloom						
109 Town Development				3,000.00		3,000.00
				3,000.00		3,000.00
Training			Receipts	Payments		Current Balance
Code Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
23 Civic Hall Manager				100.00		100.00
24 Clerk & Proper Officer				500.00	45.00	455.00
25 Outdoor Maintenance Of				100.00		100.00
29 Members				350.00		350.00
				1,050.00	£45.00	1,005.00
Value Added Tax			Receipts	Payments		Current Balance
Code Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
72 VAT Refund			1,735.15			1,735.15
			£1,735.15			1,735.15
War Memorial Gardens			Receipts	Payments		Current Balance
Code Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
51 WMG - Electricity				262.00	88.72	173.28
62 WMG - Cleaning				1,800.00	450.00	1,350.00
				2,062.00	£538.72	1,523.28
NET TOTAL		123,525.00	£96,175.69	145,719.00	£25,922.29	92,447.40

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Bob Bailey
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
8	CBVH - NNDR	01/04/2022		Unity Trust - Current		National Non-Domestic Rates	Lancaster City Council	Z	455.40		455.40
37	Administration	29/04/2022		Unity Trust - Current		Admin & Management Salaries	Admin & Management Staff	Z	1,824.76		1,824.76
39	PAYE	30/04/2022		Unity Trust - Current		PAYE	HMRC	Z	1,267.97		1,267.97
40	CBVH - Repairs & Maintenance	30/04/2022		Unity Trust - Current		Guttering repairs	Blackpool & Morecambe Roof	Z	220.00		220.00
41	Software	30/04/2022		Unity Trust - Current		Scribe Subscription	Scribe	S	468.00	93.60	561.60
42	CBVH - Repairs & Maintenance	30/04/2022		Unity Trust - Current		Repairs and maintenance	Trade UK	S	15.90	3.18	19.08
44	Repairs & Maintenance	30/04/2022		Unity Trust - Current		Repairs and maintenance	MPH Joinery Services	S	260.00	52.00	312.00
45	CBVH - Repairs & Maintenance	30/04/2022		Unity Trust - Current		Electrical services	Barn Electrical Solutions	S	95.00	19.00	114.00
70	Operations	05/05/2022		Unity Trust - Current		Salary	Operations staff	Z	22.40		22.40
71	Internal Audit Services	05/05/2022		Unity Trust - Current		Internal Audit	Derek Whiteway	Z	136.00		136.00
Total									4,765.43	167.78	4,933.21