

Louth Town Council

*The Sessions House, Eastgate,
Louth, Lincolnshire, LN11 9AJ*

*01507 355895
clerk@louthtowncouncil.gov.uk*



Your Ref:

Our Ref: A/2 LMP

The following Accounting Statements as published are unaudited and may be subject to change.

Signed: *em Phillips*
Town Clerk and Responsible Financial Officer

Annual Internal Audit Report 2021/22

LOUTH TOWN COUNCIL

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During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
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

17/06/2021 30/05/2022

Name of person who carried out the internal audit

STEVE FLETCHER

Signature of person who carried out the internal audit



Date

30/05/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

LOUTH TOWN COUNCIL

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

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

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

14/06/22

and recorded as minute reference:

T20 (c)

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

Chairman

Jeremy Beckett

Clerk

EM Phillips

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Section 2 – Accounting Statements 2021/22 for

LOUTH TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	535,268	590,858	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	315,620	275,668	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	54,013	54,649	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	110,554	119,481	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	20,513	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	183,036	188,405	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	590,858	613,289	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	573,148	589,104	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	1,322,631	1,340,670	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the **guidance** in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

EM Phillips

Date

30/5/22

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

14/06/22

as recorded in minute reference:

T20 (d)

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

Henry South

**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: LOUTH TOWN COUNCIL

County Area (local councils and parish meetings only): LINCOLNSHIRE

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on 15/6/22

and ending on 26/7/22

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

Signed: EM Phillips

Role: CLERK + RFO.

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2022" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

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

County area (local councils and parish meetings only): **Lincolnshire**

Financial year ending 31 March 2022

Prepared by (Name and Role): **Mrs. Lynda Phillips, Town Clerk and RFO**

Date: **23/05/2022**

	£	£
Balance per bank statements as at 31/3/22:		
Lloyds Current Account	332,592.2	
Lloyds Deposit Account	166,650.5	
National Savings and Investment Account	111,334.6	
		610,577.3
Petty cash float (if applicable)		198.9
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
Cheque number 9306	(25.20)	
Cheque number 9330	(1,686.00)	
Cheque number 9331	(71.82)	
Cheque number 9337	(1,336.72)	
Cheque number 9356	(25.46)	
Cheque number 9357	(1,432.50)	
Cheque number 9358	(960.00)	
Cheque number 9359	(1,354.75)	
Cheque number 9361	(2,375.64)	
Cheque number 9365	(633.05)	
Cheque number 9366	(1,600.00)	
Cheque number 9367	(1,040.00)	
Cheque number 9368	(100.00)	
Cheque number 9369	(68.40)	
Cheque number 9370	(2,280.00)	
Cheque number 9371	(1,293.60)	
Cheque number 9372	(1,719.11)	
Cheque number 9373	(650.00)	
Cheque number 9374	(621.00)	
Cheque number 9375	(2,499.00)	
		(21,772.25)
Add: any un-banked cash as at 31/3/2022		
Cheque number 9368	100.0	
		100.0
Net balances as at 31/3/2022 (Box 8)		589,104.0

Explanation of variances

Name of smaller authority: **Louth Town Council**
 County area (local councils and joint ventures) and **Leicestershire**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	535,263	580,854					
2 Precept or Rates and Levies	315,680	275,688	-40,012	12.67%	NO		
3 Total Other Receipts	54,013	54,040	636	1.18%	NO		
4 Staff Costs	170,554	179,451	8,927	8.07%	NO		
5 Loan Interest/Capital Repayment	20,513	0	-20,513	100.00%	YES		In 2021/22 the value of loan interest/capital repayment has decreased to £0 because the loan was repaid (final payment having taken place in January 2021).
6 All Other Payments	183,026	188,485	5,369	2.93%	NO		
7 Balances Carried Forward	590,856	613,289			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS	
8 Total Cash and Short Term Investments	573,148	589,104				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,322,631	1,340,670	18,039	1.36%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

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)

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
EMR CCTV	10000		
EMR Street Furniture	1075		
EMR Anniversary of Louth Flood	302		
EMR Contingency	5244		
EMR Quality Council	4245		
EMR Conservation Area	500		
EMR Civic Events	1889		
EMR War Memorial	8500		
EMR Grants 137 Reserve	1066		
EMR Christmas Illuminations	8364		
EMR Art Trail	1000		
EMR IT Replacement	4208		
EMR Civic Regalia	2000		
EMR TCP Floral Enhancement	2500		
EMR Capital Expenditure	97202		
EMR Accommodation	4054		
EMR Cem External Wall	4000		
EMR Civic Property	3046		
EMR Flood Alleviation Scheme	26500		
EMR Clerks Training	2540		
EMR Accommodation Office Equipment	4224		
EMR Cemetery Planting Project	458		
EMR Cemetery Gates	3000		
EMR Cem Road Maintenance	4000		
EMR Cem Equipment Replacement	8637		
EMR Cem Tree Surgery	3380		
EMR Cem Workshop/Lodge	8056		
EMR Vehicle Replacement	14658		
EMR Cemetery Facilities	3825		
EMR Accommodation Roof	8136		
EMR Accommodation Boiler	12000		
EMR Accommodation Structural	5000		
EMR Accommodation Car Park	2000		
EMR Street Signs/Furniture	15660		
EMR SH Internal Decorating	2000		
EMR Speed Signs	1512		
EMR Tourism	2115		
EMR Elections	16000		
EMR Funding for Sports Assets	3000		
		305896	
General reserve	307394		
		307394	
Total reserves (must agree to Box 7)			613290

Reconciliation between Box 7 and Box 8 in Section 2

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

Please complete the highlighted boxes.

Name of smaller authority:

Louth Town Council

County area (local councils and parish meetings only):

Lincolnshire

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

	£	£
Box 7: Balances carried forward		613,289.00
Deduct: Debtors (enter these as negative numbers)		
VAT Claim	(19,973.39)	
2		
3		
	(19,973.39)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Hi-Lite Signs	-678.3	
Hi-Lite Signs	-111.3	
Rubine Creative	-170	
Hi-Lite Signs	-285.8	
Rubine Creative	-330	
TDP Ltd	-2078.75	
HH Trust	-2012.5	
Dave Skells TM Ltd	-664.9	
E.on Next	-386.23	
	(6,717.78)	
Total deductions		(26,691.17)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
E.on Next	1,200.00	
GRS Electrical	208.33	
Apiary Legal	833.33	
Chubb	264.11	
	2,505.77	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
N/A	-	
	-	
Total additions		2,505.77
Box 8: Total cash and short term investments		<u>589,103.60</u>