

APPENDIX C

Annual Internal Audit Report 2021/22

Bridgnorth Town Council

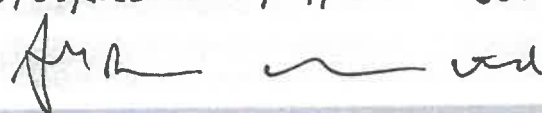
www.bridgnorthtowncouncil.gov.uk

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")  |     | N/A | ✓              |
| 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).   | ✓   |     |                |
| <b>O. (For local councils only)</b><br>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: 15/12/2022 and 03/03/2022 and 26/04/2022  
 Name of person who carried out the internal audit: JDM BUSINESS SERVICES LTD  
 Signature of person who carried out the internal audit:  Date: 27/04/2022

\*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:

**Bridgnorth 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.  |        |     |     | <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

[www.bridgnorthtowncouncil.gov.uk](http://www.bridgnorthtowncouncil.gov.uk) AVAILABLE WEBSITE/WEBPAGE ADDRESS



NOTES FOR AGAR SECTION 1

ANNUAL GOVERNANCE STATEMENT

Steps taken to comply with sections 1 – 9

|  | 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.                 |        |     | <p>Prepared its accounting statements in accordance with the Accounts and Audit Regulations:</p> <ul style="list-style-type: none"> <li>i) The budget is prepared and approved in good time to set the precept</li> <li>ii) The budget is monitored during the year</li> <li>iii) Accounts papers are presented to Council on a monthly basis</li> <li>iv) Bank reconciliation statements for all bank accounts, corporate card and petty cash are checked and signed by 2 Councillors on a monthly basis</li> <li>v) RBS are employed to complete the year end process/closedown. This provides an annual health check on the accounts</li> <li>vi) A Reserve policy is in place and is reviewed annually</li> </ul>   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. |        |     | <p>Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge:</p> <ul style="list-style-type: none"> <li>i) Standing Orders and Financial Regulations are in place, reviewed regularly and adhered to</li> <li>ii) Orders are completed by the relevant staff members, within the prescribed authorities set out in Financial Regs.</li> <li>iii) All orders are signed off by the Town Clerk or RFO</li> <li>iv) Invoices are processed and signed off by the Town Clerk</li> <li>v) All cheques are signed by 2 Councillors, on a monthly rota, after authorisation at Town Council.</li> <li>vi) Each month 2 Councillors sign off the bank reconciliations after cross referencing with the bank statements for all bank accounts, corporate card and petty cash</li> <li>vii) All changes to bank mandates are made by resolution of Council</li> <li>viii) The corporate card has a set limit of £1,500 and is cleared each month by direct debit</li> </ul> |

|  |  |     |  |
|--|--|-----|--|
| <p>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.</p> |  |     | <p>Has only done what it has the legal power to do and has complied with Proper Practices in doing so:</p> <ul style="list-style-type: none"> <li>i) The Town Council has the General Power of Competence</li> <li>ii) The Town Council are members of SALC &amp; NALC – Advice is sought if unsure on any aspect of regulations and proper practices</li> </ul>   |
| <p>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.</p>   |  |     | <p>During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts:<br/>The following are published on the Town Council website and notice boards:</p> <ul style="list-style-type: none"> <li>i) Sections 1 &amp; 2 of the AGAR</li> <li>ii) Declaration of the 'unaudited' accounts</li> <li>iii) Exercise of Public Rights</li> <li>iv) Notice of conclusion of the AGAR</li> </ul> |
| <p>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.</p>  |  |     | <p>Considered and documented the financial and other risks it faces and dealt with them properly:</p> <ul style="list-style-type: none"> <li>i) Management &amp; Financial Risk Assessment Register is adopted at Town Council</li> <li>ii) Insurance cover in place</li> </ul>  |
| <p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>  |  |     | <p>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:</p> <ul style="list-style-type: none"> <li>i) Internal Audits undertaken</li> </ul>   |
| <p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>  |  |     | <p>Responded to matters brought to its attention by internal and external audit:</p> <ul style="list-style-type: none"> <li>i) Internal and External Audit reports are presented to Town Council when received</li> <li>ii) Corrective action is taken if needed</li> </ul>  |
| <p>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.</p>                                  |  |     | <p>Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant:</p> <ul style="list-style-type: none"> <li>i) Consideration is given during the budget setting process</li> </ul>   |
| <p>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.</p>                         |  | N/A | <p>Has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</p>   |

## Section 2 – Accounting Statements 2021/22 for

### Bridgnorth Town Council

|  | Year ending        |                    | Notes and guidance  |   |
|--|--------------------|--------------------|---|---|
|  | 31 March 2021<br>£ | 31 March 2022<br>£ |   |   |
| 1. Balances brought forward  | 515,194            | 595,551            | 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   | 632,066            | 638,498            | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |   |
| 3. (+) Total other receipts  | 308,176            | 303,360            | 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   | 539,297            | 521,151            | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |   |
| 5. (-) Loan interest/capital repayments  | 0                  | 0                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |   |
| 6. (-) All other payments  | 320,588            | 434,015            | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |   |
| 7. (=) Balances carried forward  | 595,551            | 582,243            | 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                                      | 607,438            | 593,145            | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>  |   |
| 9. Total fixed assets plus long term investments and assets                            | 2,357,486          | 2,379,304          | 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)<br>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

 SIGNATURE REQUIRED

Date

25/5/2022/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





**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
**Bridgnorth Town Council**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

|  | <u>Last Year £</u> | <u>This Year £</u> | <u>General Notes for Guidance</u>   |
|--|--------------------|--------------------|---|
| 1 Balances brought forward                                 | 515,194            | 595,551            | 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                          | 632,066            | 638,498            | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3 (+) Total other receipts                                 | 308,176            | 303,360            | 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  | 539,297            | 521,151            | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5 (-) Loan interest/capital repayments                     | 0                  | 0                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6 (-) All other payments                                   | 320,588            | 434,015            | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7 (=) Balances carried forward                             | 595,551            | 582,243            | 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           | 607,438            | 593,145            | 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 | 2,357,486          | 2,379,304          | 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).  |

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March



## Bridgnorth Town Council

## Working details for ANNUAL RETURN - Year ended 31 March 2022

|   | <u>Last Year £</u>                     | <u>This Year £</u> | <u>Code and Centre</u> |  | <u>Code Description</u>        |
|---|--|--------------------|------------------------|--|--------------------------------|
| 1 | 216,460                                | 248,771            | 310                    | 0  | General Fund                   |
| 1 | 6,013                                  | 9,680              | 321                    | 0  | EMR Comm Infrastructure Levy   |
| 1 | 3,000                                  | 27,877             | 325                    | 0  | EMR Equipment reps/maint       |
| 1 | 3,500                                  | 0                  | 326                    | 0  | EMR Future Grounds Equipment   |
| 1 | 25,000                                 | 40,000             | 327                    | 0  | EMR Cemetery Land              |
| 1 | 8,680                                  | 8,680              | 328                    | 0  | EMR Grants                     |
| 1 | 3,427                                  | 0                  | 330                    | 0  | EMR Cyclical Building Repairs  |
| 1 | 4,500                                  | 6,500              | 331                    | 0  | EMR Elections                  |
| 1 | 3,000                                  | 0                  | 333                    | 0  | EMR Christmas Lights           |
| 1 | 1,517                                  | 1,517              | 334                    | 0  | EMR LJC Grant-Youth Partnershi |
| 1 | 950                                    | 0                  | 335                    | 0  | EMR Severn Park Maintenance    |
| 1 | 5,000                                  | 0                  | 336                    | 0  | EMR Street Lighting Maint      |
| 1 | 2,190                                  | 2,190              | 337                    | 0  | EMR LJC Grant-Events           |
| 1 | 11,180                                 | 9,328              | 338                    | 0  | EMR Arts Trail                 |
| 1 | 2,796                                  | 2,796              | 339                    | 0  | EMR S106 Gym                   |
| 1 | 27,212                                 | 26,389             | 340                    | 0  | EMR S106 Lodge Lane            |
| 1 | 2,779                                  | 2,779              | 341                    | 0  | EMR Community Safety           |
| 1 | 3,000                                  | 3,000              | 342                    | 0  | EMR Local PPlan Consultation   |
| 1 | 0                                      | 13,778             | 343                    | 0  | EMR Marches Grant Funding      |
| 1 | 0                                      | 12,000             | 344                    | 0  | EMR Youth Centre Crowd Funding |
| 1 | 0                                      | 470                | 345                    | 0  | Mayoral Allowance - Unpsent    |
| 1 | 0                                      | 7,164              | 346                    | 0  | Committed Funds at each YE     |
| 1 | 184,991                                | 172,633            | 370                    | 0  | Useable Capital Receipts       |
| 1 | <b>Balances brought forward</b>        | <b>515,194</b>     | <b>595,551</b>         | 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 | 632,066                                | 638,498            | 1900                   | 101  | Precept                        |
| 2 | <b>(+) Precept or Rates and Levies</b> | <b>632,066</b>     | <b>638,498</b>         | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.                    |                                |
| 3 | 122                                    | 0                  | 1000                   | 205  | Lettings                       |
| 3 | -158                                   | 2,879              | 1000                   | 206  | Lettings                       |
| 3 | 5,808                                  | 6,032              | 1000                   | 210  | Lettings                       |
| 3 | 0                                      | 248                | 1000                   | 265  | Lettings                       |
| 3 | 1,970                                  | 15,760             | 1000                   | 299  | Lettings                       |
| 3 | 8,000                                  | 8,000              | 1031                   | 249  | Lettings-Hive Works            |
| 3 | 6,237                                  | 6,258              | 1032                   | 205  | Lettings-Flat, College House   |
| 3 | 7,800                                  | 8,225              | 1033                   | 205  | Lettings-Offices, College Hse  |
| 3 | 2,546                                  | 6,275              | 1034                   | 231  | Lettings-Cemetery Lodge        |
| 3 | 8,375                                  | 7,561              | 1040                   | 249  | Lettings-1a High Street        |
| 3 | 13,000                                 | 13,000             | 1042                   | 250  | Lettings-Stanley Lane          |
| 3 | 1,500                                  | 1,500              | 1044                   | 250  | Lettings-Bylet Island          |
| 3 | 1,378                                  | 2,483              | 1045                   | 250  | Lettings-Crown Meadow          |
| 3 | 0                                      | 0                  | 1046                   | 215  | Lettings-Northgate Museum      |
| 3 | 272                                    | 200                | 1050                   | 205  | Recharge                       |
| 3 | 15,300                                 | 20,400             | 1050                   | 296  | Recharge                       |
| 3 | 1,385                                  | 1,160              | 1080                   | 255  | Allotment Fees                 |

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## Bridgnorth Town Council

## Working details for ANNUAL RETURN - Year ended 31 March 2022

|   | <u>Last Year £</u>              | <u>This Year £</u> | <u>Code and Centre</u> |   | <u>Code Description</u>       |
|---|---------------------------------|--------------------|------------------------|---|-------------------------------|
| 3 | 55,972                          | 55,403             | 1100                   | 230   | Cemetery Fees                 |
| 3 | 1,000                           | 1,000              | 1120                   | 250   | Plant Sponsorship             |
| 3 | 1,710                           | 1,061              | 1130                   | 230   | Cemetery Memorial Plaques     |
| 3 | 4,558                           | 5,750              | 1140                   | 250   | Traffic Island Sponsorship    |
| 3 | 12,374                          | 20,460             | 1400                   | 210   | Market Fees                   |
| 3 | 4,025                           | 8,372              | 1400                   | 211   | Market Fees                   |
| 3 | 16,530                          | 15,622             | 1405                   | 250   | Grounds Maintenance Income    |
| 3 | 14,100                          | 0                  | 1410                   | 260   | Concessions                   |
| 3 | 845                             | 845                | 1411                   | 260   | Licences and Rents            |
| 3 | 92                              | 0                  | 1412                   | 260   | Pitch Cutting                 |
| 3 | 46,830                          | 62,670             | 1450                   | 260   | Car Parking Fees              |
| 3 | 44                              | 0                  | 1451                   | 260   | Severn Park Suspense A/c      |
| 3 | 574                             | 582                | 1455                   | 250   | Fishing Fees                  |
| 3 | 395                             | 420                | 1458                   | 291   | Sponsored Benches             |
| 3 | 2,518                           | 10,466             | 1500                   | 285   | Public Toilet Income          |
| 3 | 44,788                          | 5,864              | 1800                   | 101   | Miscellaneous Income          |
| 3 | 0                               | 180                | 1800                   | 205   | Miscellaneous Income          |
| 3 | 1,079                           | 138                | 1800                   | 210   | Miscellaneous Income          |
| 3 | 62                              | 62                 | 1800                   | 230   | Miscellaneous Income          |
| 3 | 234                             | 0                  | 1800                   | 231   | Miscellaneous Income          |
| 3 | 7,643                           | 5,373              | 1800                   | 250   | Miscellaneous Income          |
| 3 | 470                             | 463                | 1800                   | 260   | Miscellaneous Income          |
| 3 | 0                               | 177                | 1800                   | 285   | Miscellaneous Income          |
| 3 | 1,441                           | 1,759              | 1800                   | 291   | Miscellaneous Income          |
| 3 | 10,920                          | 573                | 1800                   | 299   | Miscellaneous Income          |
| 3 | 0                               | 2,689              | 1810                   | 302   | Christmas Lights Event        |
| 3 | -115                            | 0                  | 1840                   | 302   | Carnival Income               |
| 3 | 470                             | 167                | 1870                   | 101   | Interest Received             |
| 3 | 6,082                           | 3,283              | 1902                   | 101   | CIL-Neighbourhood Fund Amount |
| 3 | <b>(+) Total other receipts</b> | <b>308,176</b>     | <b>303,360</b>         | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |                               |
| 4 | 165,168                         | 153,833            | 4000                   | 101   | Salaries                      |
| 4 | 797                             | 19                 | 4000                   | 210   | Salaries                      |
| 4 | 233,762                         | 231,315            | 4000                   | 250   | Salaries                      |
| 4 | 11,961                          | 9,388              | 4000                   | 299   | Salaries                      |
| 4 | 6,317                           | 0                  | 4000                   | 301   | Salaries                      |
| 4 | 14,280                          | 14,025             | 4001                   | 101   | National Insurance Costs      |
| 4 | 0                               | 73                 | 4001                   | 110   | National Insurance Costs      |
| 4 | 18,450                          | 18,492             | 4001                   | 250   | National Insurance Costs      |
| 4 | 1,453                           | 2,344              | 4001                   | 299   | National Insurance Costs      |
| 4 | 30,510                          | 27,999             | 4002                   | 101   | Pension Costs                 |
| 4 | 42,609                          | 41,360             | 4002                   | 250   | Pension Costs                 |
| 4 | 3,573                           | 4,779              | 4002                   | 299   | Pension Costs                 |
| 4 | 6,175                           | 6,025              | 4005                   | 101   | Pension Deficit               |
| 4 | 3,805                           | 6,610              | 4019                   | 250   | Salaries-Overtime Pay         |
| 4 | 437                             | 4,889              | 4019                   | 299   | Salaries-Overtime Pay         |

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## Bridgnorth Town Council

## Working details for ANNUAL RETURN - Year ended 31 March 2022

|   | <u>Last Year £</u>                   | <u>This Year £</u> | <u>Code and Centre</u> |   | <u>Code Description</u>     |
|---|--------------------------------------|--------------------|------------------------|---|-----------------------------|
| 4 | (-) Staff costs                      | 539,297            | 521,151                | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |                             |
| 5 | (-) Loan interest/capital repayments | 0                  | 0                      | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |                             |
| 6 |                                      | 59                 | 18                     | 4028 101  | Childcare Voucher Admin Fee |
| 6 |                                      | 1,989              | 360                    | 4030 101  | Staff Training              |
| 6 |                                      | 848                | 5,000                  | 4030 250  | Staff Training              |
| 6 |                                      | 192                | 592                    | 4031 110  | Training - Members          |
| 6 |                                      | 0                  | 9,935                  | 4032 110  | Election Expenses           |
| 6 |                                      | 114                | 248                    | 4040 101  | Travel and Subsistence      |
| 6 |                                      | 29                 | 134                    | 4040 250  | Travel and Subsistence      |
| 6 |                                      | 976                | 1,288                  | 4070 250  | Workwear                    |
| 6 |                                      | 1,622              | 2,221                  | 4080 250  | Health and Safety           |
| 6 |                                      | 525                | 325                    | 4090 101  | Personnel Costs             |
| 6 |                                      | 100                | 100                    | 4100 255  | Rent                        |
| 6 |                                      | 23,905             | 25,502                 | 4100 260  | Rent                        |
| 6 |                                      | 3,905              | 3,905                  | 4110 205  | Rates                       |
| 6 |                                      | 611                | 611                    | 4110 206  | Rates                       |
| 6 |                                      | 2,844              | 2,844                  | 4110 210  | Rates                       |
| 6 |                                      | 1,187              | 0                      | 4110 231  | Rates                       |
| 6 |                                      | 137                | 137                    | 4110 260  | Rates                       |
| 6 |                                      | 6,425              | 3,213                  | 4110 285  | Rates                       |
| 6 |                                      | 3,144              | 3,144                  | 4110 299  | Rates                       |
| 6 |                                      | 3,094              | 3,194                  | 4110 301  | Rates                       |
| 6 |                                      | 548                | 655                    | 4115 205  | Water Rates                 |
| 6 |                                      | 107                | 122                    | 4115 206  | Water Rates                 |
| 6 |                                      | 269                | 536                    | 4115 210  | Water Rates                 |
| 6 |                                      | 204                | 209                    | 4115 215  | Water Rates                 |
| 6 |                                      | 268                | 219                    | 4115 250  | Water Rates                 |
| 6 |                                      | 0                  | 6,039                  | 4115 285  | Water Rates                 |
| 6 |                                      | 1,298              | 1,272                  | 4115 299  | Water Rates                 |
| 6 |                                      | 224                | 243                    | 4115 301  | Water Rates                 |
| 6 |                                      | 6                  | 0                      | 4117 294  | Severn Park                 |
| 6 |                                      | 87                 | 0                      | 4120 120  | Heat and Light              |
| 6 |                                      | 4,436              | 4,593                  | 4120 205  | Heat and Light              |
| 6 |                                      | 188                | 302                    | 4120 206  | Heat and Light              |
| 6 |                                      | 877                | 1,254                  | 4120 210  | Heat and Light              |
| 6 |                                      | 118                | 100                    | 4120 230  | Heat and Light              |
| 6 |                                      | 461                | 5                      | 4120 231  | Heat and Light              |
| 6 |                                      | 3,195              | 3,257                  | 4120 250  | Heat and Light              |
| 6 |                                      | 0                  | 2,293                  | 4120 285  | Heat and Light              |
| 6 |                                      | 2,598              | 5,076                  | 4120 299  | Heat and Light              |
| 6 |                                      | 2,067              | 2,494                  | 4120 301  | Heat and Light              |
| 6 |                                      | 18,981             | 18,656                 | 4130 101  | Insurance                   |

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## Bridgnorth Town Council

## Working details for ANNUAL RETURN - Year ended 31 March 2022

|   | <u>Last Year £</u> | <u>This Year £</u> | <u>Code and Centre</u> |     | <u>Code Description</u>      |
|---|--------------------|--------------------|------------------------|-----|------------------------------|
| 6 | 4,431              | 7,734              | 4150                   | 205 | Cleaning Contract            |
| 6 | 110                | 0                  | 4150                   | 206 | Cleaning Contract            |
| 6 | 2,461              | 45                 | 4150                   | 210 | Cleaning Contract            |
| 6 | 1,089              | 998                | 4150                   | 299 | Cleaning Contract            |
| 6 | 316                | 288                | 4155                   | 205 | Cleaning Materials           |
| 6 | 0                  | 24                 | 4155                   | 210 | Cleaning Materials           |
| 6 | 526                | 488                | 4155                   | 250 | Cleaning Materials           |
| 6 | 53                 | 0                  | 4155                   | 260 | Cleaning Materials           |
| 6 | 78                 | 242                | 4155                   | 299 | Cleaning Materials           |
| 6 | 110                | 130                | 4156                   | 291 | Bus Shelters                 |
| 6 | 318                | 427                | 4157                   | 205 | Waste Disposal Litter        |
| 6 | 6,560              | 4,670              | 4157                   | 250 | Waste Disposal Litter        |
| 6 | 4,203              | 3,008              | 4157                   | 260 | Waste Disposal Litter        |
| 6 | 1,249              | 516                | 4157                   | 299 | Waste Disposal Litter        |
| 6 | 30,000             | 16,544             | 4160                   | 285 | Public Conveniences-Contract |
| 6 | 3,856              | 2,524              | 4170                   | 205 | Repairs                      |
| 6 | 246                | 35                 | 4170                   | 206 | Repairs                      |
| 6 | 1,200              | 1,784              | 4170                   | 210 | Repairs                      |
| 6 | 10                 | 164                | 4170                   | 215 | Repairs                      |
| 6 | 1,808              | 959                | 4170                   | 231 | Repairs                      |
| 6 | 1,399              | 65                 | 4170                   | 250 | Repairs                      |
| 6 | 0                  | 1,500              | 4170                   | 285 | Repairs                      |
| 6 | 1,004              | 2,668              | 4170                   | 299 | Repairs                      |
| 6 | 2,672              | 2,856              | 4170                   | 301 | Repairs                      |
| 6 | 0                  | 6,096              | 4172                   | 249 | Repairs-Misc Properties      |
| 6 | 2,505              | 1,729              | 4175                   | 301 | Maintenance Contract         |
| 6 | 2,139              | 2,455              | 4180                   | 250 | Equipment Repairs            |
| 6 | -185               | 31                 | 4180                   | 299 | Equipment Repairs            |
| 6 | 0                  | 463                | 4185                   | 101 | Equipment                    |
| 6 | 42                 | 82                 | 4185                   | 205 | Equipment                    |
| 6 | 2,005              | 1,662              | 4185                   | 250 | Equipment                    |
| 6 | 11,782             | 12,398             | 4200                   | 250 | Grounds Planting             |
| 6 | 910                | 1,156              | 4201                   | 250 | Grounds Stock                |
| 6 | 3,250              | 950                | 4202                   | 250 | Tree Management              |
| 6 | 2,894              | 6,680              | 4204                   | 250 | Maintenance General          |
| 6 | 80                 | 0                  | 4204                   | 255 | Maintenance General          |
| 6 | 0                  | 414                | 4204                   | 260 | Maintenance General          |
| 6 | 7,657              | 5,600              | 4210                   | 260 | Maintenance - Car Park Eqpt  |
| 6 | 1,580              | 3,346              | 4215                   | 260 | Hire/Maintenance-SP Toilets  |
| 6 | 2,198              | 3,480              | 4216                   | 260 | Car Park-Locking Gates       |
| 6 | 614                | 1,078              | 4217                   | 260 | Car Park Collections         |
| 6 | 423                | 7,896              | 4230                   | 250 | Play Area Maintenance        |
| 6 | 9,009              | 3,862              | 4290                   | 291 | Street Lighting Electric     |
| 6 | 2,057              | 3,610              | 4291                   | 291 | Street Lighting Maintenance  |
| 6 | 217                | 402                | 4293                   | 120 | Floodlighting-St Leonard's   |
| 6 | 2,041              | 2,590              | 4300                   | 250 | Motor Vehicle Repairs        |

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2022

|   | <u>Last Year £</u> | <u>This Year £</u> | <u>Code and Centre</u> |     | <u>Code Description</u>       |
|---|--------------------|--------------------|------------------------|-----|-------------------------------|
| 6 | 17,310             | 16,229             | 4320                   | 250 | Vehicle Leasing               |
| 6 | 4,611              | 5,586              | 4330                   | 250 | Fuel                          |
| 6 | 2,767              | 3,241              | 4400                   | 101 | Stationery                    |
| 6 | 377                | 0                  | 4405                   | 101 | Equipment Leasing/Hire        |
| 6 | 425                | 1,152              | 4405                   | 250 | Equipment Leasing/Hire        |
| 6 | 25                 | 0                  | 4434                   | 294 | European Regional Development |
| 6 | 3,214              | 8,387              | 4440                   | 101 | Telecoms/IT                   |
| 6 | 98                 | 0                  | 4440                   | 205 | Telecoms/IT                   |
| 6 | 180                | 0                  | 4440                   | 210 | Telecoms/IT                   |
| 6 | 2,231              | 0                  | 4440                   | 250 | Telecoms/IT                   |
| 6 | 588                | 0                  | 4440                   | 299 | Telecoms/IT                   |
| 6 | 760                | 0                  | 4440                   | 301 | Telecoms/IT                   |
| 6 | 993                | 1,710              | 4455                   | 101 | Postage                       |
| 6 | 2,310              | 2,892              | 4460                   | 101 | Subscriptions                 |
| 6 | 358                | 369                | 4460                   | 211 | Subscriptions                 |
| 6 | 997                | 2,239              | 4480                   | 101 | Computing Costs               |
| 6 | 290                | 290                | 4480                   | 230 | Computing Costs               |
| 6 | 172                | 172                | 4480                   | 255 | Computing Costs               |
| 6 | 8,613              | 13,963             | 4482                   | 101 | Computer Support              |
| 6 | 3,276              | 0                  | 4485                   | 101 | Computer Leasing              |
| 6 | 2,178              | 562                | 4486                   | 101 | Website Costs                 |
| 6 | 1,830              | 2,200              | 4500                   | 110 | Mayor's Allowance             |
| 6 | 99                 | 782                | 4530                   | 110 | Hospitality                   |
| 6 | 1,112              | 2,038              | 4535                   | 110 | Civic and Ceremonial          |
| 6 | 708                | 184                | 4550                   | 101 | Bank Charges                  |
| 6 | 525                | -500               | 4555                   | 101 | Legal Costs                   |
| 6 | 950                | 968                | 4560                   | 101 | Accountancy                   |
| 6 | 2,891              | 3,018              | 4580                   | 101 | Audit                         |
| 6 | 5,876              | 5,660              | 4585                   | 101 | Professional Costs            |
| 6 | 599                | 522                | 4586                   | 291 | Benches                       |
| 6 | 0                  | 228                | 4589                   | 230 | Memorial Plaques              |
| 6 | 4,396              | 0                  | 4591                   | 101 | Civil Emergency - Covid-19    |
| 6 | 300                | 0                  | 4630                   | 302 | Events-General Costs          |
| 6 | 19,362             | 16,018             | 4640                   | 291 | Christmas Lighting            |
| 6 | 210                | 0                  | 4645                   | 302 | Teddy Bear's Picnic           |
| 6 | 410                | 3,254              | 4646                   | 302 | Christmas Event               |
| 6 | 1,700              | 0                  | 4720                   | 210 | Licences                      |
| 6 | 70                 | 70                 | 4720                   | 260 | Licences                      |
| 6 | 444                | 655                | 4720                   | 299 | Licences                      |
| 6 | 0                  | 5,847              | 4800                   | 120 | Grants - Others               |
| 6 | 250                | 0                  | 4810                   | 120 | Grants - Bridgnorth Twinning  |
| 6 | 0                  | 5,000              | 4820                   | 120 | Grants - Carnival             |
| 6 | 2,235              | 3,418              | 4893                   | 248 | Repairs-Buildings             |
| 6 | 13,032             | 12,830             | 4899                   | 101 | Miscellaneous                 |
| 6 | 779                | 780                | 4899                   | 211 | Miscellaneous                 |
| 6 | 4,560              | 6,047              | 4899                   | 230 | Miscellaneous                 |

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## Working details for ANNUAL RETURN - Year ended 31 March 2022

|    | <u>Last Year £</u> | <u>This Year £</u> | <u>Code and Centre</u>  |     | <u>Code Description</u> |
|----|--------------------|--------------------|---|-----|-------------------------|
| 6  | 3,918              | 81,890             | 4899  | 250 | Miscellaneous           |
| 6  | 0                  | 2,571              | 4899  | 260 | Miscellaneous           |
| 6  | <b>320,588</b>     | <b>434,015</b>     | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).                  |     |                         |
| 7  | <b>595,551</b>     | <b>582,243</b>     | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]  |     |                         |
| 8  | 406,938            | 392,654            | 200   | 0   | Bank Account - Number 1 |
| 8  | 500                | 490                | 210   | 0   | Petty Cash              |
| 8  | 200,000            | 200,000            | 280   | 0   | CCLA Investment         |
| 8  | <b>607,438</b>     | <b>593,145</b>     | 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  | 2,357,486          | 2,379,304          | 9   | 0   | Total Fixed Assets      |
| 9  | <b>2,357,486</b>   | <b>2,379,304</b>   | 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 | <b>0</b>           | <b>0</b>           | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |     |                         |



## Bridgnorth Town Council

### Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2022

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

| <u>Code</u> | <u>Description</u>                         | <u>Last Year £</u> | <u>This Year £</u> |
|-------------|--|--------------------|--------------------|
|             | <b>Total Reserves</b>                      | <b>595,551.02</b>  | <b>582,243.05</b>  |
| 100         | Debtors Control Account                    | 14,232.92          | 22,215.36          |
| 120         | VAT Control Account                        | 9,483.81           | 13,836.91          |
| 130         | Prepayments                                | 12,126.28          | 19,916.92          |
|             | <b>Less Total Debtors</b>                  | <b>35,843.01</b>   | <b>55,969.19</b>   |
| 500         | Creditors Control Account                  | 40,081.84          | 32,579.72          |
| 515         | PAYE/NIC Control Account                   | 0.00               | 10,251.34          |
| 530         | Accruals                                   | 5,535.22           | 20,798.35          |
| 560         | Receipts in Advance                        | 1,492.50           | 2,689.00           |
| 565         | Holding Deposits                           | 500.00             | 432.50             |
| 568         | Market Deposits                            | 120.00             | 120.00             |
|             | <b>Plus Total Creditors</b>                | <b>47,729.56</b>   | <b>66,870.91</b>   |
|             | <b>Equals Total Cash and Bank Accounts</b> | <b>607,437.57</b>  | <b>593,144.77</b>  |
| 200         | Bank Account - Number 1                    | 406,937.57         | 392,654.28         |
| 210         | Petty Cash                                 | 500.00             | 490.49             |
| 280         | CCLA Investment                            | 200,000.00         | 200,000.00         |
|             | <b>Total Cash and Bank Accounts</b>        | <b>607,437.57</b>  | <b>593,144.77</b>  |