

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

LEIGH-ON-SEA 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 2023, 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:

23/05/2023

and recorded as minute reference:

MIN 2023/22

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

Chairman



Clerk



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Section 2 – Accounting Statements 2022/23 for

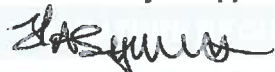
LEIGH-ON-SEA TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2022 £ | 31 March 2023 £ | |
| 1. Balances brought forward | 437,609 | 518,818 | 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 | 443,217 | 452,880 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 134,057 | 235,142 | 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 | 288,794 | 309,921 | 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 | 207,272 | 236,421 | 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 | 518,818 | 660,498 | 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 | 538,805 | 672,041 | 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 | 629,860 | 627,378 | 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). |

| For Local Councils Only | Yes | No | N/A | |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | | ✓ | | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | | | ✓ | The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

17/05/2023

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

23/06/2023

as recorded in minute reference:

MIN 2023/24

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



Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a r basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Leigh-on-Sea Town Council

County area (local councils and parish meetings only): Essex

Financial year ending 31 March 2023

Prepared by (Name and Role): Emma Stratton Asst Responsible Finance Officer

Date: 31/03/2023

| | £ | £ |
|---|------------|---------------------------------|
| Balance per bank statements as at 31/3/23: | | |
| Current Account | 24,321.47 | |
| Payroll Account | 465.24 | |
| Imprest Account | 676.72 | |
| Savings Account | 113,892.26 | |
| [add more accounts if necessary] PSDF | 532,364.07 | |
| account 6 | | |
| account 7 | | |
| account 8 | | |
| | | 671,719.76 |
| Petty cash float (if applicable) | | 321.07 |
| Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers) | | |
| item 1 | | |
| item 2 | | |
| item 3 | | |
| item 4 | | |
| [add more lines if necessary] item 5 | | |
| item 6 | | |
| item 7 | | |
| item 8 | | |
| | | - |
| Add: any un-banked cash as at 31/3/xx | | |
| | | - |
| Net balances as at 31/3/23 (Box 8) | | <u><u>672,040.83</u></u> |

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]
 County area (local councils and parish/townships): [REDACTED]

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).

| | 2024/22 | 2022/23 | Variance | Variance | Explanation |
|---|----------|---------|----------|----------|-------------|
| | £ | £ | £ | % | Required? |
| 1 Balances Brought Forward | 437,609 | 518,818 | | | |
| 2 Precept or Rates and Levies | 443,217 | 452,840 | 9,663 | 2.18% | NO |
| 3 Total Other Receipts | 1,14,087 | 235,142 | 101,085 | 75.40% | YES |
| 4 Staff Costs | 288,794 | 309,921 | 21,127 | 7.32% | NO |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO |
| 6 All Other Payments | 207,272 | 235,421 | 29,149 | 14.06% | NO |
| 7 Balances Carried Forward | 518,818 | 660,498 | | | NO |
| 8 Total Cash and Short Term Investments | 538,905 | 672,041 | | | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 629,860 | 627,378 | -2,482 | 0.39% | NO |
| 10 Total Borrowings | | | 0 | 0.00% | NO |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Automatic responses trigger below based on figures input. **DO NOT OVERWRITE THESE BOXES**

Explanation from smaller authority (must include narrative and supporting figures)

Explanation of % variance from PY opening balance not required - Balance brought forward agrees

Other receipts have increased by £100427. This has resulted from an increase in Room Hire income of £23870 following a recovery from the pandemic. Allotment income has increased by £3828 and a memorial plaque was sold for £1000. CIL receipts were up £32000 on last year. Grants to the Council increased by £15735 and a new income stream from the Community Centre Cafe raised £23278. There were increased donations to the Chairman's Charity of £2800 and interest on investments increased by £10200. Due to the cancellation of the Farmers Market and changes to events sponsorship income was down £2484. There were no insurance claims so this reduced by £3600 and a reduction in Grants to the Community Centre was £6000.00

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

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

Please complete the highlighted boxes.

Name of smaller authority:

Leigh-on-Sea Town Council

County area (local councils and parish meetings only):

Essex

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 | | 660,497.82 |
| Deduct: Debtors (enter these as negative numbers) | | |
| Plot holder rent | (24.00) | |
| Room hirers | (657.19) | |
| Bar Commissions | (2,932.97) | |
| | <u>(3,614.16)</u> | |
| Deduct: Payments made in advance (prepayments) (enter these as negative numbers) | | |
| Icicle Graphic Design | (2,566.00) | |
| FP Mailing | (99.00) | |
| | <u>(2,665.00)</u> | |
| Total deductions | | <u>(6,279.16)</u> |
| Add: | | |
| Creditors (must not include community infrastructure levy (CIL) receipts) | | |
| 1 | 15,281.17 | |
| 2 | <u>15,281.17</u> | |
| Add: | | |
| Receipts in advance (must not include deferred grants/loans received) | | |
| Coronation Fund | 2,541.00 | |
| 2 | <u>2,541.00</u> | |
| Total additions | | <u>17,822.17</u> |
| Box 8: Total cash and short term investments | | <u><u>672,040.83</u></u> |