

**ANNUAL RETURN - ENGLAND**

**FOR THE YEAR ENDED 31 MARCH 2022**

**Oakham 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

General Notes for Guidance

Last Year £ This Year £

1	Balances brought forward	323,736	368,049	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	285,069	275,595	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
---	---------------------------------	---------	---------	---

3	(+) Total other receipts	5,871	19,577	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	49,417	55,537	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	5,508	5,508	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
---	--------------------------------------	-------	-------	--

6	(-) All other payments	191,702	234,487	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	368,049	367,689	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	364,956	354,009	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	1,044,216	1,044,216	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	15,994	10,762	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

**Internal Audit Report**

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:		Oakham Town Council	
Name of Internal Auditor:	Terry Brown	Date of report:	10/6/2022
Year ending:	31 March 2022	Date audit carried out:	May/June 2022

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit.

*The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.*

**To the Chair of the Council:**

In accordance with the terms of my engagement I have undertaken a review of Oakham Town Council's records, policies and procedures for the financial year ending 31<sup>st</sup> March 2022 and I enclose a completed and signed Annual Internal Audit Report for the AGAR 2021/22.

The internal audit exercise involves the testing of the evidence of and evidence of compliance with the 15 statements contained in the Annual Internal Audit Report of the Annual Governance and Accountability Return (AGAR)

The statements refer to:

- A. Maintenance of proper financial records
- B. Compliance with the Council's Standing Orders, Financial Regulations and proper accounting for VAT
- C. Adequacy of risk management arrangements
- D. Effective budgeting and budgetary control
- E. Identification of income due and timely collection and banking of such monies
- F. Proper administration of petty cash (where appropriate)
- G. Proper administration of salaries of employees and expenses paid.
- H. Maintenance of an accurate and reliable asset register
- I. The completion of regular bank reconciliations
- J. The correct basis and accurate preparation of year-end accounts
- K. Whether the Council has met its responsibilities as a trustee (where appropriate)
- L. Correctly applying the exercise of public rights during the previous year period.

This report is based on a visit to Oakham Town Council offices on Thursday 9<sup>th</sup> June and an inspection of documents to be found on its website.

Oakham Town Council is one of the larger Lincolnshire Councils with a complement of 13 Councillors and a precept in excess of £250K



Oakham Town Council has endured some significant staffing changes in the past year with a previous Clerk in September 2021. The current and new Clerk has been in post since January 2022 and has received positive support from Councilors in adapting to his new role. Allied to this is the presence of an assistant Clerk appointed some 12 months ago following a recommendation of a previous LRALC Internal Audit.

This perhaps goes to explain some of the minor discrepancies which have found their way into the accounting systems but which have been resolved by robust year end investigations. However it is to be expected that such mis-postings will not be prevalent in the next Audit session.

The new Clerk with the support of Councilors has taken a sensible approach to the review of current Policies and allocation of roles between Councilors. The Recreation and Planning Committee remains the only Committee with delegated powers but is in operation with a Finance and a Staffing Committee.

The documented system of Internal Control is effective and systematically applied although it is noted that a review of this current policy is under way.

The Asset register has not been updated. Further there is scope for a discussion to be held with Full Council regarding the possible re-examination of assets following the recent receipt of a revaluation document.

There is some degree of variance between actual and budgeted costs not all of which can be explained by the exceptional background that Councils have had to contend with in the previous 12 months. Obviously some high degree of budget accuracy is expected in order to justify the precept demand. Therefore it is recommended this area be subject to review.

Finally in view of past events at the Council it might be appropriate to look at Standing Orders with particular regard to the inclusion in minutes of proposers and seconders to all or some agenda items.

I thank the Town Clerk for his help in carrying out this Audit and wish him well in his Clica studies.

This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently, the report is limited to those matters set out.

Yours sincerely,



Terry Brown  
Internal Auditor to Oakham Town Council on behalf of LRALC  
01476 516366

LRALC Internal  
Audit Service



OAKTHORN TOWN COUNCIL  
 OAKTHORN Town Council - Gov. AR

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**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.				
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.				
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.				
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.				
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.				
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.				
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.				
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.				
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.				
<b>J.</b> 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.				
<b>K.</b> 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")				
<b>L.</b> 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				
<b>M.</b> 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).				
<b>N.</b> 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> 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: 10th Jun 2022  
 Signature of person who carried out the internal audit: [Signature]  
 Name of person who carried out the internal audit: I. Tom  
 Date: 10th Jun 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:

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	No*	*Yes means that this authority:
1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		
2.	We maintained an adequate system of internal control 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	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:

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

Chairman

Clerk

and recorded as minute reference:



Section 2 – Accounting Statements 2021/22 for

Notes and guidance	Year ending	
	31 March 2021	31 March 2022
Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	£	£
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.	323,736	368,049
Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	285,669	275,595
3. (+) Total other receipts	5,871	19,577
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.	49,417	55,537
5. (-) Loan interest/capital repayments	5,508	5,508
6. (-) All other payments	191,702	234,487
7. (=) Balances carried forward	368,049	367,689
1. Balances brought forward		
2. (+) Precept or Rates and Levies		
3. (+) Total other receipts		
4. (-) Staff costs		
5. (-) Loan interest/capital repayments		
6. (-) All other payments		
7. (=) Balances carried forward		
8. Total value of cash and short term investments	364,956	354,009
9. Total fixed assets plus long term investments and assets	1,044,216	1,044,216
10. Total borrowings	15,994	10,762

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

as recorded in minute reference:

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

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

Date



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

In respect of

## 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

External Auditor Signature

Date

Source	Ledger	Ref No	Month	Code	Gross	Net	VAT
Cashbook			10		6,407.00	6,407.00	0.00
Cashbook			11		900.00	900.00	0.00
Cashbook			12		1,360.00	1,360.00	0.00
OUTPUT			Total Rate: E		8,667.00	8,667.00	0.00
Cashbook			1		-3,897.60	-3,897.60	-649.60
OUTPUT			Total Rate: S		-3,897.60	-3,248.00	-649.60
Cashbook			1		3,897.60	3,897.60	0.00
OUTPUT			Total Rate: Z		3,897.60	3,897.60	0.00
Cashbook			1		8,208.82	8,208.82	0.00
Cashbook			10		10.00	10.00	0.00
Cashbook			11		16,455.14	16,455.14	0.00
Cashbook			12		33.07	33.07	0.00
INPUT			Total Rate: E		24,707.03	24,707.03	0.00
Cashbook			1		918.70	874.96	43.74
Cashbook			10		73.92	70.40	3.52
Cashbook			11		992.62	945.36	47.26
INPUT			Total Rate: F		0.30	0.25	0.05
Cashbook			9		46,806.12	39,017.59	7,788.53
Cashbook			10		14,953.16	12,461.00	2,492.16
Cashbook			11		16,215.06	13,512.55	2,702.51
Cashbook			12		77,974.64	64,991.39	12,983.25
INPUT			Total Rate: S		40.00	40.00	0.00
Cashbook			11		4,821.55	4,821.55	0.00
Cashbook			12		4,861.55	4,861.55	0.00
INPUT			Total Rate: Z				



Oakham Town Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2022  
 Explains the difference between boxes 7 & 8 on the Annual Return

Code	Description	Last Year £	This Year £
	<b>Total Reserves</b>	<b>368,048.56</b>	<b>367,689.03</b>
105	VAT Control Account	3,092.78	13,680.11
	Less Total Debtors	3,092.78	13,680.11
	Plus Total Creditors	0.00	0.00
	<b>Equals Total Cash and Bank Accounts</b>	<b>364,955.78</b>	<b>354,008.92</b>
200	Current Bank Account - HSBC	34,935.61	43,793.99
210	Deposit Account - HSBC	270,000.00	250,009.50
220	Cambridge Building Society	60,000.00	60,000.00
250	Petty Cash	20.17	205.43
	<b>Total Cash and Bank Accounts</b>	<b>364,955.78</b>	<b>354,008.92</b>

Working details for ANNUAL RETURN - Year ended 31 March 2022

Oakham Town Council

	Last Year £	This Year £	Code and Centre	Code Description
1	267,054	310,617	310	General Reserves
1	8,573	8,573	325	EMR Play Equipment Cutts Close
1	9,036	9,036	330	EMR Skate Park Cutts Close
1	3,784	3,784	335	EMR Play Equipment Willow Cres
1	5,678	5,678	340	EMR Play Equipment Royces
1	1,420	1,420	345	EMR Shelter Roof
1	284	284	350	EMR Band Stand Cutts Close
1	10,617	10,617	355	EMR 68 Benches
1	3,006	3,006	360	EMR S106 Payment from RCC
1	568	568	361	EMR Office Equipment
1	1,862	1,862	362	EMR Bins
1	5,962	5,962	363	EMR Regalia
1	426	426	364	EMR Grit Bins
1	4,968	4,968	365	EMR Christmas Decorations
1	498	498	366	EMR Street Furniture
1	0	750	367	EMR CIL 2020/21
1	323,736	368,049		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	285,069	275,595	1076	Precept
2	285,069	275,595		Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	379	324	1090	Interest Received
3	760	276	1100	Bowls Club Rent
3	952	714	1110	Tennis Club Rent
3	750	9,000	1120	Oakham Community Centre
3	1,860	1,888	1130	Rutland House Community Trust
3	0	460	1140	Cutts Close Lettings
3	419	332	1150	Allotment Rents
3	0	4,600	1180	Income - Misc
3	750	1,983	1900	CIL Disbursement
3	5,871	19,577		Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	49,417	55,537	4000	Salaries
4	49,417	55,537		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	5,508	5,508	4400	Public Works Loan Repayment
5	5,508	5,508		Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	9,968	6,000	4040	Rent
6	8,348	1,747	4045	NNDR Offices & Toilets
6	1,001	631	4050	Office Furniture & Equipment
6	3,395	9,725	4055	Utilities



Working details for ANNUAL RETURN - Year ended 31 March 2022

Oakham Town Council

	Code and Centre	This Year £	Last Year £
Insurance	100	4060	8,949
Postage & Stationery	100	4065	434
Telephone & Internet	100	4070	736
Subscriptions	100	4075	312
Expenses & Travel	100	4080	10
Training	100	4085	898
Accountancy & Audit	100	4090	1,467
Legal Expenses	100	4095	1,769
IT	100	4100	2,667
Other Professional Fees	100	4105	7,690
Grounds Maintenance	200	4200	25,471
Floral Displays	200	4205	13,939
Grants	200	4210	7,050
Toilet Maintenance	200	4215	23,393
Play Area Inspections	200	4220	225
Christmas Decorations	200	4225	29,435
Events / Promotion	300	4305	11,817
Advertising	300	4310	2,904
Planting & Tree Surgery	300	4315	9,027
Additional Maintenance	300	4320	20,233
Street & Park Furniture	300	4325	8,378
Play Equipment	300	4330	17,129
Grit Bins	300	4335	17
Military Commemorations/events	300	4340	165
Other Expenses	400	4405	9,297
Chairman's Allowance	400	4410	758
Bank Charges	400	4420	92
Community Street Lighting	400	4427	6,310
Neighbourhood Plan	400	4430	0
Relocation	400	4435	0
Cutts Close Capital Project	400	4440	45
Minor Capital Project	400	4450	5,764
Public Emergency Provision	400	4455	0
Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		234,487	191,702
(-) All other payments			
(=) Balances carried forward		368,049	368,049
Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		367,689	367,689
8	Current Bank Account - HSBC	43,794	34,936
8	Deposit Account - HSBC	250,010	270,000
8	Cambridge Building Society	60,000	60,000
8	Petty Cash	205	20
8	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.	205	364,956
8	Total value of cash and short term investments	354,009	364,956
9	Total Fixed Assets	1,044,216	1,044,216
9	The value of all the property the authority owns - it is made up of all	1,044,216	1,044,216

Oakham Town Council

Working details for ANNUAL RETURN - Year ended 31 March 2022

	Last Year £	This Year £	Code and Centre	Code Description
plus long term investments and assets				its fixed assets and long term investments as at 31 March.

10	15,994	10,762	10	0	Total Borrowings
10	15,994	10,762			The outstanding capital balance as at 31 March of all loans from third parties (including PVLB).



Oakham Town Council

Balance Sheet as at 31/3/2022

31st March 21

31st March 2022

	<u>368,049</u>	
Current Assets		<u>368,049</u>
VAT Control Account	13,680	3,093
Current Bank Account - HSBC	43,794	34,936
Deposit Account - HSBC	250,010	270,000
Cambridge Building Society	60,000	60,000
Petty Cash	205	20
		<u>368,049</u>
<b>Total Assets</b>		<b>368,049</b>
Current Liabilities		<u>0</u>
<b>Total Assets Less Current Liabilities</b>		<b>367,689</b>
	<u>368,049</u>	
Represented By		
310,617 General Reserves		310,617
8,573 EMR Play Equipment Cutts Close		8,573
9,036 EMR Skate Park Cutts Close		9,036
3,784 EMR Play Equipment Willow Cres		3,784
5,678 EMR Play Equipment Royces		5,678
1,420 EMR Shelter Roof		1,420
284 EMR Band Stand Cutts Close		284
10,617 EMR 68 Benches		10,617
3,006 EMR S106 Payment from RCC		3,006
568 EMR Office Equipment		568
1,862 EMR Bins		1,862
5,962 EMR Regalia		5,962
426 EMR Grit Bins		426
4,968 EMR Christmas Decorations		4,968
498 EMR Street Furniture		498
750 EMR CIL 2020/21		2,733
		<u>367,689</u>

Balance Sheet as at 31/3/2022

Oakham Town Council

31st March 2022

31st March 21

The above statement represents fairly the financial position of the authority as at 31/3/2022 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

\_\_\_\_\_

Date : \_\_\_\_\_



**Oakham Town Council**

**Income and Expenditure Account for Year Ended 31st March 2022**

		31st March 21
	<b>Income Summary</b>	285,069
	Precept	285,069
	Sub Total	<u>285,069</u>
	<b>Operating Income</b>	5,871
	Income	5,871
	Total Income	<u>290,940</u>
	<b>Running Costs</b>	86,496
	General Administration	86,496
	Contracts	83,616
	Recreation Planning & General	21,332
	Other Expenditure	55,182
	Total Expenditure	<u>246,627</u>
	<b>General Fund Analysis</b>	267,054
	Opening Balance	267,054
	Plus : Income for Year	290,940
	Less : Expenditure for Year	557,993
		<u>246,627</u>
		311,367
	Transfers TO / FROM Reserves	750
	<b>Closing Balance</b>	<u>310,617</u>
31st March 2022		
	Income Summary	275,595
	Sub Total	<u>275,595</u>
	Operating Income	19,577
	Income	19,577
	Total Income	<u>295,172</u>
	<b>Running Costs</b>	98,572
	General Administration	98,572
	Contracts	99,514
	Recreation Planning & General	69,671
	Other Expenditure	27,774
	Total Expenditure	<u>295,531</u>
	<b>General Fund Analysis</b>	310,617
	Opening Balance	310,617
	Plus : Income for Year	295,172
	Less : Expenditure for Year	605,788
		<u>295,531</u>
		310,257
	Transfers TO / FROM Reserves	1,983
	<b>Closing Balance</b>	<u>308,274</u>

Oakham Town Council  
Detailed Income & Expenditure by Budget Heading 31/03/2022

Cost Centre Report

Month No: 12

Actual Last Year Actual Year To Date Current Annual Bud Current Annual Total Variance Committed Expenditure Funds Available % Spent Transfer to/from EMR

100	General Administration	(49,417)	(55,537)	(78,000)	22,463	22,463	71.2%	
4000	Salaries	(9,968)	(6,000)	(8,000)	2,000	2,000	75.0%	
4040	Rent	(8,348)	(1,747)	(8,000)	6,253	6,253	21.8%	
4045	NDR Offices & Toilets	(1,001)	(631)	(1,000)	369	369	63.1%	
4050	Office Furniture & Equipment	(3,395)	(9,725)	(5,000)	(4,725)	(4,725)	194.5%	
4055	Utilities	(4,844)	(8,949)	(4,900)	(4,049)	(4,049)	182.6%	
4060	Insurance	(742)	(434)	(1,500)	1,066	1,066	29.0%	
4065	Postage & Stationery	(968)	(736)	(1,200)	464	464	61.4%	
4070	Telephone & Internet	(362)	(312)	(400)	88	88	78.0%	
4075	Subscriptions	0	(10)	(250)	240	240	4.0%	
4080	Expenses & Travel	0	(898)	(1,500)	602	602	59.8%	
4085	Training	(2,272)	(1,467)	(2,000)	533	533	73.3%	
4090	Accountancy & Audit	0	(1,769)	(7,000)	5,231	5,231	25.3%	
4095	Legal Expenses	(1,790)	(2,667)	(3,500)	833	833	76.2%	
4100	IT	(3,390)	(7,690)	(3,600)	(4,090)	(4,090)	213.6%	
4105	Other Professional Fees	(23,883)	(25,471)	(25,000)	(471)	(471)	101.9%	
4200	Grounds Maintenance	(14,939)	(13,939)	(15,500)	1,561	1,561	89.9%	
4205	Floral Displays	0	(7,050)	(10,000)	2,950	2,950	70.5%	
4210	Grants	(675)	(225)	(1,200)	975	975	18.8%	
4215	Toilet Maintenance	(19,296)	(23,393)	(18,000)	(5,393)	(5,393)	130.0%	
4220	Play Area Inspections	(24,823)	(29,435)	(30,000)	565	565	98.1%	
4225	Christmas Decorations	0	(17)	(1,500)	1,483	1,483	1.1%	
4330	Play Equipment	(5,996)	(17,129)	(12,000)	(5,129)	(5,129)	142.7%	
4335	Grit Bins	0	(165)	(2,000)	1,835	1,835	8.3%	
4340	Military Commemorations/events	(5,508)	(5,508)	(5,508)	(0)	(0)	100.0%	
4400	Public Works Loan Repayment	(3,416)	(9,297)	(2,500)	(6,797)	(6,797)	371.9%	
4405	Other Expenses	(406)	(758)	(3,000)	2,242	2,242	25.3%	
4410	Chairman's Allowance	(85)	(92)	(150)	58	58	61.6%	
4420	Bank Charges	0	0	(5,000)	5,000	5,000	0.0%	
4425	Elections	(25,584)	(6,310)	(14,200)	7,890	7,890	44.4%	
4427	Community Street Lighting							
300	Recreation Planning & General	0	0	(35)	35	35	0.0%	
4300	Catmose Prize Giving	(787)	(11,817)	(10,000)	(1,817)	(1,817)	118.2%	
4305	Events / Promotion	(200)	(2,904)	(5,000)	2,096	2,096	58.1%	
4310	Advertising	(3,780)	(9,027)	(7,500)	(1,527)	(1,527)	120.4%	
4315	Planting & Tree Surgery	(7,908)	(20,233)	(8,500)	(11,733)	(11,733)	238.0%	
4320	Additional Maintenance	(2,761)	(8,378)	(5,000)	(3,378)	(3,378)	167.6%	
4325	Street & Park Furniture	(5,996)	(17,129)	(12,000)	(5,129)	(5,129)	142.7%	



Nominal Ledger Analysis

Receipts for Month 12 Receipt Ref Name of Payer £ Amt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

Balance Brought Fwd : 63,439.40

Banked: 17/01/2022	petty cash	Petty Cash	222.95		250	222.95	Duplicate transfer
Banked: 01/03/2022	Banked: 01/03/2022	emily Platt	900.00		4040	100	900.00 Rent
Banked: 18/03/2022	Banked: 18/03/2022	Pinders Circus	416.00		4040	100	416.00 Cuts Close Hire
Banked: 21/03/2022	Banked: 21/03/2022	Pinders Circus	44.00		4040	100	44.00 Cuts Close Hire add'l
corr Banked: 31/03/2022	corr Banked: 31/03/2022	HMRC	-3,897.60		105	105	-3,248.00 correction
corr Banked: 31/03/2022	corr Banked: 31/03/2022	HMRC	-3,897.60		105	105	3,897.60 correction
<hr/>							
Total Receipts for Month			1,582.95		0.00		2,232.55
Cashbook Totals			65,022.35		0.00		65,671.95

Payments for Month 12

Nominal Ledger Analysis

Date Payee Name Reference £ Total Amnt £ Creditors £ VAT A/c Centre £ Amount Transaction Detail

14/01/2022	Zoe Nealson	BACS	0.61	4410	400	0.61	Chairmans Expenses - con
02/03/2022	adam Lowe	BACS	33.07	4105	100	33.07	Badges reimbursement
02/03/2022	welland	BACS	67.20	4085	100	11.20	Training
04/03/2022	Millennium Computer Services	BACS	165.60	4100	100	27.60	Licences etc
04/03/2022	Millennium Computer Services	BACS	115.68	4100	100	19.28	ft Swerices
04/03/2022	O heap	BACS	72.60	4045	100	12.10	Fire extinguisher service
04/03/2022	DG Music	BACS	150.00	4305	300	25.00	The Houndogs
09/03/2022	Z Nealson	BACS	53.00	4410	400	53.00	Chairmans Expenses
09/03/2022	Lend a Hand	BACS	34.00	4045	100	5.67	Office Cleaning
10/03/2022	AA Cleaning Services	BACS	1,460.00	4215	200	243.33	Toilet Cleaning
10/03/2022	Millennium Computer Services	DD	33.00	4070	100	5.50	Telephone charges
14/03/2022	TC Bulley Davey	BACS	223.20	4105	100	37.20	Payroll services
15/03/2022	k Geraghty	BACS	1,170.02	4000	100	1,170.02	salary
15/03/2022	B Tassell	BACS	1,963.71	4000	100	1,963.71	Salary
15/03/2022	A Greaves	BACS	134.78	4000	100	134.78	Backdated salary
16/03/2022	Z Nealson	BACS	34.50	4410	400	34.50	Chairmans Expenses
16/03/2022	Leicestershire County Council	BACS	479.88	4000	100	479.88	pension
16/03/2022	HMRC	BACS	951.24	4000	100	951.24	National Insurance
16/03/2022	hampshire Flag	BACS	65.95	4325	300	10.99	New Flag Bandstand
16/03/2022	pumpkin Print	BACS	355.38	4305	300	59.23	Jubille Banners
16/03/2022	Safeguard windows	BACS	1,663.72	4325	300	277.29	Victoria Hall Doors
16/03/2022	BIFFA	BACS	2,406.49	4200	200	401.08	Grounds Maintenance
16/03/2022	Biffa	BACS	274.94	4200	200	45.82	Bin Collection
17/03/2022	Zurich Municipal	BACS	4,409.75	4060	100	734.96	Insurance premium
21/03/2022	Softwash UK	BACS	2,951.44	4105	100	491.91	Victoria Hall Cleaning
21/03/2022	Pumpkin Print	BACS	303.00	4305	300	50.50	Banners
21/03/2022	westfield Advertising	BACS	421.61	4310	300	70.27	Adverts in paper
21/03/2022	Rushdon Tree	BACS	540.00	4315	300	90.00	Tree works
21/03/2022	Rushdon Trees	BACS	144.00	4315	300	24.00	Tree works
22/03/2022	HSBC	DD	8.00	4420	400	8.00	bank charges
23/03/2022	Water Plus	BACS	25.81	4055	100	25.81	Water Car Park
23/03/2022	Lend a Hand	BACS	29.00	4045	100	4.83	Office Cleaning
23/03/2022	a greaves	BACS	105.00	4000	100	105.00	Additional Salary
23/03/2022	water plus	BACS	14.72	4055	100	14.72	Shelter water
25/03/2022	S A Wadsworth	BACS	38.60	4305	300	38.60	Easter Expenses
30/03/2022	Millennium Computer Services	DD	4.86	4045	100	0.81	telephone charges

Total Payments for Month 21,228.36 0.00 2,702.57 18,525.79

Balance Carried Fwd 43,793.99

Cashbook Totals 65,022.35 0.00 2,702.57 62,319.78



Submit to HMRC On VAT Archive Completion

Date: 23/05/2022

Oakham Town Council

VAT Return: 01/01/2022 - 31/03/2022

Time: 11:35

User: CLERK

Page 2

Source	Ledger	Ref No	Month	Code	Gross	Net	VAT
--------	--------	--------	-------	------	-------	-----	-----

VAT Return Summary:

Total Outputs	8,667.00	9,316.60	-649.60
Total Inputs	108,535.84	95,505.33	13,030.51

VAT due in the period on sales and other outputs

Box 1 -649.60

VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States

2 0.00

Total VAT due

3 -649.60

VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)

4 13,030.51

Net VAT to reclaim from HMRC

5 13,680.11

Total value of sales and all other outputs excluding any VAT

6 9,316.00

Total value of purchases and all other inputs excluding any VAT

7 95,505.00

Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States

8 0.00

Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States

9 0.00

VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States

0.00

Oakham Town Council

Journal Reprint

Journal Ref: 54

Date: 31/03/2022 Month No: 12

Narrative: transfer cil monies to earmarked reserves

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
5001	Transfer to EMR	900	Income	monies recd apl 2021	1,982.69	
367	EMR CIL 2020/21	0		monies recd apl 2021		1,982.69
<b>Journal Totals</b>					<b>1,982.69</b>	<b>1,982.69</b>

Journal Ref: 55

Date: 31/03/2022 Month No: 12

Narrative: coding adjustments re income/expenditure

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
4040	Rent	100	General Administration	coding amendment	4,060.00	
1120	Oakham Community Centre	900	Income	coding amendment		3,600.00
1140	Cutts Close Lettings	900	Income	coding amendment		460.00
<b>Journal Totals</b>					<b>4,060.00</b>	<b>4,060.00</b>

Journal Ref: 56

Date: 31/03/2022 Month No: 12

Narrative: coding amendment re income/expenditure

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
1180	Income - Misc	900	Income	coding amendment	4,600.00	
4320	Additional Maintenance	300	Recreation Planning & General	coding amendment		4,600.00
<b>Journal Totals</b>					<b>4,600.00</b>	<b>4,600.00</b>





A/c Code	Account Name	Centre Name	Centre Name	Debit	Credit
4090	Accountancy & Audit	100	General Administration	1,467.00	
4095	Legal Expenses	100	General Administration	1,769.00	
4100	IT	100	General Administration	2,667.06	
4105	Other Professional Fees	100	General Administration	7,689.92	
4200	Grounds Maintenance	200	Contracts	25,471.46	
4205	Floral Displays	200	Contracts	13,939.00	
4210	Grants	200	Contracts	7,050.00	
4215	Toilet Maintenance	200	Contracts	23,393.46	
4220	Play Area Inspections	200	Contracts	225.00	
4225	Christmas Decorations	200	Contracts	29,435.00	
4305	Events / Promotion	300	Recreation Planning & General	11,817.24	
4310	Advertising	300	Recreation Planning & General	2,904.47	
4315	Planting & Tree Surgery	300	Recreation Planning & General	9,026.72	
4320	Additional Maintenance	300	Recreation Planning & General	20,232.91	
4325	Street & Park Furniture	300	Recreation Planning & General	8,378.45	
4330	Play Equipment	300	Recreation Planning & General	17,129.20	
4335	Grit Bins	300	Recreation Planning & General	16.67	
4340	Military Commemorations/events	300	Recreation Planning & General	165.00	
4400	Public Works Loan Repayment	400	Other Expenditure	5,508.12	
4405	Other Expenses	400	Other Expenditure	9,297.49	
4410	Chairman's Allowance	400	Other Expenditure	758.06	
4420	Bank Charges	400	Other Expenditure	92.46	
4427	Community Street Lighting	400	Other Expenditure	6,309.68	
4440	Cutts Close Capital Project	400	Other Expenditure	45.00	
4450	Minor Capital Project	400	Other Expenditure	5,763.60	
5001	Transfer to EMR	900	Income		1,982.69
<b>Trial Balance Totals :</b>				<b>665,202.96</b>	<b>665,202.96</b>
<b>Difference</b>				<b>0.00</b>	

Oakham Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2022	Current Bank Account	43,793.99
31/12/2021	HSBC Deposit Account	250,009.50
31/12/2020	Cambridge BS	60,000.00
31/03/2022	Petty Cash	205.43

354,008.92

Other Cash & Bank Balances

0.00

Receipts not on Bank Statement

354,008.92

0.00

Closing Balance

354,008.92

All Cash & Bank Accounts

0.00

Total Cash & Bank Balances

354,008.92

- 1
- 2
- 3
- 4

Current Bank Account - HSBC

Deposit Account - HSBC

Cambridge Building Society

Petty Cash

Other Cash & Bank Balances

Bank Statement Account Name (s)

Petty Cash

Statement Date

31/03/2022

Page No

Balances

Unpresented Cheques (Minus)

Amount

205.43

0.00

205.43

Receipts not Banked/Cleared (Plus)

0.00

0.00

205.43

Balance per Cash Book is :-

205.43

Difference is :-

0.00



Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 2 - Deposit Account - HSBC

Balances	Page No	Statement Date	Bank Statement Account Name (s)
250,009.50		31/12/2021	HSBC Deposit Account
<u>250,009.50</u>	Amount		Unpresented Cheques (Minus)
0.00	<u>0.00</u>		
250,009.50			Receipts not Banked/Cleared (Plus)
<u>250,009.50</u>			
0.00			
250,009.50			
<u>250,009.50</u>			
0.00			
Difference is :-			
0.00			
Balance per Cash Book is :-			
250,009.50			

Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 3 - Cambridge Building Society

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>	
Cambridge BS	31/12/2020		60,000.00	

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>	
	0.00	

<u>0.00</u>
60,000.00

<u>Receipts not Banked/Cleared (Plus)</u>
---

0.00

<u>0.00</u>
60,000.00

Balance per Cash Book is :- 60,000.00

Difference is :-

0.00

Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 1 - Current Bank Account - HSBC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Bank Account	31/03/2022		43,793.99
Unpresented Cheques (Minus)			43,793.99
			<u>0.00</u>
Receipts not Banked/Cleared (Plus)			43,793.99
			<u>0.00</u>
Balance per Cash Book is :-			43,793.99
Difference is :-			0.00