

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

Name of smaller authority: NORTH TAWTON TOWN COUNCIL

County Area (local councils and parish meetings only): WEST DEVON

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

Commencing on MONDAY 14 JUNE 2021

and ending on FRIDAY 23 JULY 2021

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: Sarah R Sully

Role: TOWN CLERK

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

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Send to PKF Littlejohn.



# Annual Governance and Accountability Return 2020/21 Part 3

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

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

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

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

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

## Publication Requirements

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

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

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

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

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

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



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	N/A	

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2020/21

NORTH TAWTON TOWN COUNCIL

www.northtawtontowncouncil.gov.uk

During the financial year ended 31 March 2021, 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 2020/21 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓ N/A
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓ N/A
M. The authority, during the previous year (2019-20) 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 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

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

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

M. INSUFFICIENT NUMBER OF DAYS QUOTED ON PUBLIC RIGHTS FORM.  
 Date(s) internal audit undertaken: 18/05/2021  
 Name of person who carried out the internal audit: AULSON MARSHALL

Signature of person who carried out the internal audit: AJ Marshall Date: 18/05/2021

\*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 2020/21**

*1.6.21 agenda  
Item 14*

We acknowledge as the members of:

**NORTH TAWTON 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 2021, 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	<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:

**1 JUNE 2021**

and recorded as minute reference:

**1.6.21 ITEM 14**

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

Chairman

*J R Trewitt*

Clerk

*Sarah R. Sneyd*

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2020/21 for

### NORTH TAWTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	154752	136556	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	115244	122189	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	53745	12077	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	23925	27666	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	1555	1555	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	161706	67680	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	136556	173921	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	136556	173921	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	855425	855425	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	4211	2889	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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 2021 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

*Suzanne R. Gray*

Date

4 June 2021

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

10 JUNE 2021

as recorded in minute reference:

10.6.21-3

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

*JR Tucker*



## Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; 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 2020/21

(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 2020/21

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 2021.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY









# Alison Marshall - Local Council Administration Services

Dinneford House, Dinneford Street, Thorverton, Devon EX5 5NU

t. 07801 575521 / 01392 861228 e. [alisonmarshall.lcas@gmail.com](mailto:alisonmarshall.lcas@gmail.com)

To: North Tawton TC

Date: 18<sup>th</sup> May 2021

## Internal Audit Report 2020/2021 for North Tawton Town Council

All Councils are required to implement an annual independent Internal Audit examination of its accounts, accounting processes and internal controls. The aim of this is to ascertain whether the systems of financial and other internal controls, over its activities and operating procedures, are effective. A sample system has been used, as felt appropriate for the size of the Council, to test these systems.

This report details the results of the audit which has been carried out in accordance with the requirements of the Governance and Accountability Practitioners Guide. Recommendations for Council consideration have been highlighted in bold print.

### Standard Documentation

- The Council has tested internal control systems regularly.
- A Financial Regulations document is in place and is in order.
- **A Standing Orders document is in place and is in order. At the time of checking the website there were two links for this document and I recommend that this is addressed.**
- A Covid 19 addendum Standing Orders document has **not** been put in place, as would have been expected, but emergency delegated authority covering the pandemic period has been minuted.
- **A Code of Conduct is in place and is in order. The link on the website relating to this document was not working at the time of checking the website and I recommend that this is addressed.**
- There is a suite of relevant policies in place which evidences good practice.
- A Website Accessibility Review has taken place and a 'statement' can be found on the website.
- **The Council is not currently at full membership and I recommend that efforts to correct this continue. Advertising is taking place and a co-option process is being followed. Full meeting agendas and minutes should be documented accordingly until the situation is resolved.**

### Public Funds

- Payment controls are in place and the Council oversees all payments regularly.
- Purchase and payment documentation cross checked to the accounts was found to be in order.
- VAT requirements have been adhered to and quarterly re-claims are made.
- Petty Cash is held and the documentation appears to be in order. I recommend that the Council considers ceasing this practice which I understand is in the process of being done.
- Borrowing is in place and the documentation viewed appears to be in order.
- Trust funds are held and the documentation viewed appears to be in order.
- The accounts are in good order and easy to read. The receipts and payments method has correctly been used and the year-end date of 31<sup>st</sup> March has correctly been used.
- **Section 137 – several payments have been listed although a payment to the Royal British Legion, minuted in March 2021, does not appear on the list. I recommend that the process is reviewed to ensure correct use of this 'power of last resort' going forward.**
- 'Other' income, such as from the Cemetery and car park access fees, has been accounted for.

- Quotes have been obtained in accordance with the Financial Regulations.

### **Risk Management and Budget Control**

- A Risk Management Policy is in place, last reviewed in December 2020, and is in good order.
- There is an Internal Control Policy in place.
- The annual general Insurance policy has been reviewed and appears to be in order.
- The latest annual budget document is of a good standard and has been used to set the annual precept, by full Council, as is required. Regular reviews against budget have taken place. The precept outcome has been minuted appropriately.
- **Reserved funds appear to be on the high side for the size of the Council, although a full listing is in place to justify the amount. I recommend that the guidance within the Governance and Accountability Practitioners Guide is reviewed, together with the current reserved funds listing, to confirm accuracy of the amount. Any resulting surplus could be used to off-set a precept claim.**
- IT backup is overseen by the Clerk weekly and appears to be in order.
- The website can be accessed and updated by the Clerk and Assistant Clerk, which is in order.
- **Meeting agendas – Councillors are correctly ‘summonsed’ to full meetings but I was unable to check that the required 3 clear days’ notice period had been adhered to as most agendas were not dated. I recommend that all future agenda documents are dated on the day of issue.**
- **Meeting minutes are easy to read and decisions have been well recorded. I note that some decisions made under Part 11 private session were unlawful, as the item had not first been noted on the relevant meeting agenda. It would appear that this incorrect practice stopped mid-year 2020 as a result of this matter being notified to the Council by the previous internal auditor. I have, therefore, taken no further action in this regard.**
- Annual membership of the Information Commissioners Office (ICO) has been confirmed.
- There is a Privacy Notice, Publication Scheme, Freedom of Information Policy and, more recently, a Complaints Policy in place evidencing good practice.
- There are Committees in place and each has a relevant Terms of Reference document.
- Play equipment is checked regularly by the Handyman and annually by RoSPA, as required.
- A CCTV Policy is in place covering the Council office.

### **Employment**

- There are two employees and each has a Contract of Employment in place.
- The new Assistant Clerk’s employment has been minuted, as is required.
- PAYE is outsourced and payments to HMRC have been evidenced.
- Staff pay rises/changes/overtime have been sanctioned by the Council and minuted.
- There are no staff pensions in place, the Pensions Regulator information appears to be in order.

### **Asset Control**

- **There is an Asset and Investment Register in place which I understand is currently receiving attention. There are currently no acquisition costs listed and I recommend that this information is added to the revised document, as is required.**

### **Banking and Bank Reconciliations**

- Bank reconciliations have been produced regularly and shared with the Council.
- Authorised signature numbers appear to be adequate.
- Internet Banking is used with Unity Trust Bank, cheques are used with Nat West Bank. The processes used for both appear to be in order. It is understood that the Council resolves all

payments, the RFO makes the payments, the Council checks the accuracy of the payments and that cheques and cheque book stubs all carry the required two authorised signatures / initials.

- A bank card is used and the balance is cleared monthly, as is required. All payments are recorded and are authorised by the Council.

### Year End

- Year-end 31/03/2020 – issues highlighted by the internal and external auditors have been considered and are being / have been addressed.
- Year-end 31/03/2021 – the documentation is currently being completed and understanding of requirements for this year's audit has been confirmed. I note that the AGAR Section 2 form was signed by the Council prior to the AGAR Section 1 form, which is incorrect, and I recommend that the Council checks all requirements this year to avoid further errors.
- Exercise of Public Rights (2020) – I note that the process was not completed correctly as only 29 working days were allowed for the public to review the accounts, not the required 30. I recommend that the Council checks all requirements this year to avoid further errors.

### Summary

It is my opinion that proper practices have been followed and that the Council has some effective systems of internal control in place so as to support the lowering of risk. I have, however, highlighted several areas for Council consideration which, if actioned, will further support current risk management and governance processing. It is pleasing to note that the new Assistant Clerk is CiLCA qualified, which will be of great benefit to the Clerk and the Council going forward.

Alison Marshall May 2021

V2.





**North Tawton Town Council**  
**ANNUAL RETURN - Section 2 : Statement of Accounts**

**Explanation of variances**

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

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

Box No.	Description	31/03/202 £	31/03/202 £	Variance £	Variance %	Explanation Required?	Notes
6	Total other payments	161706	67680	-94026	58%	Yes	In 2019-20 NTTC spent £29k S106 arts funding from district council on construction and installation of a sculpture. We spent £45.3 k S106 funding from the district council on works to the local park including installation of a pump track. We spent £1.5k on new benches for the Town. We spent £3.7 k on tree surgery works. We spent £1k on covid related signage. We spent £4k on an erroneous electricity bill, later refunded. Total £84.5k.
7	Balances carried forward	136556	173921	37365	27%	No	
8	Total Cash and Short Term Investments	136556	173921	37365	27%	No	
9	Total Fixed Assets and Long Term Investments	855425	855425	0	0%	No	
10	Total Borrowings	4211	2889	-1322	31%	Yes	The total of outstanding borrowings has decreased because of the repayments made during the financial year.

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

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

## North Tawton Town Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

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

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

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

<b>Bank Reconciliation at 31/03/2021</b>			
	Cash in Hand 01/04/2020		136,555.70
	<b>ADD</b>		
	Receipts 01/04/2020 - 31/03/2021		134,265.63
			270,821.33
	<b>SUBTRACT</b>		
	Payments 01/04/2020 - 31/03/2021		96,900.76
			173,920.57
<b>A</b>	<b>Cash in Hand 31/03/2021</b> (per Cash Book)		<b>173,920.57</b>
	Cash in hand per Bank Statements		
	Cash	31/05/2020	0.00
	Unity Trust Multipay Card	26/02/2021	-29.69
	Unity Trust Bank Current Account	31/03/2021	25,016.46
	Petty Cash	31/03/2021	70.00
	Unity Trust Bank Instant Access	12/03/2021	75,121.34
	Business Reserve 2	24/03/2021	29,504.16
	Business Reserve 1	24/03/2021	29,504.36
	Current Account	23/03/2021	14,757.73
			<b>173,944.36</b>
	Less unrepresented payments		23.79
			173,920.57
	Plus unrepresented receipts		0.00
			173,920.57
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>173,920.57</b>
<b>A = B Checks out OK</b>			

