

Annual Governance and Accountability Return 2023/24 Form 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 Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 2024**.
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 2024**. 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 2024
 - 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 2023/24

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 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2024.
- 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.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

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 the dates set for the period for the exercise of public rights , 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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 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? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Newbiggin by the Sea Town Council

www.newbiggintowncouncil.gov.uk

During the financial year ended 31 March 2024, 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 2023/24 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. NO PETTY CASH ACCOUNT IS HELD **			✓
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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

15/11/2023 17/01/2024 10/04/2024

Name of person who carried out the internal audit

MIKE SLAUGHTER

Signature of person who carried out the internal audit

M. Slaughter

Date

10/04/2024

***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 2023/24

We acknowledge as the members of:

Newbiggin by the 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 2024, 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
			✓

***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:

17/04/2024

and recorded as minute reference:

C143/24.1

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

Chair

C. Sutcliffe

Clerk

Alan

www.newbiggintowncouncil.gov.uk

Section 2 – Accounting Statements 2023/24 for

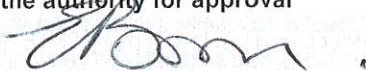
Newbiggin by the Sea Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>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.</i>
1. Balances brought forward	309,457	208,551	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	248,695	254,200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	90,499	75,825	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	82,822	83,697	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	357,278	286,541	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	208,551	168,338	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	301,405	154,900	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	574,033	651,907	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

10/04/2024

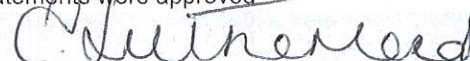
I confirm that these Accounting Statements were approved by this authority on this date:

17/04/2024

as recorded in minute reference:

C143/24.11

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



Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of Newbiggin by the Sea Town Council

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 2024; 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 2023/24

(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 2023/24

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 2024.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Newbiggin by the Sea Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2024	Current Bank A/c	19,948.48	
31/03/2024	Deposit Account	134,951.71	
			154,900.19

Receipts not on Bank Statement

0.00

Closing Balance

154,900.19

All Cash & Bank Accounts

1	Current Bank A/c	19,948.48	
2	Deposit Account	134,951.71	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		154,900.19

Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/03/2024	DD	46.00		46.00 ✓		R	EDF Energy
05/03/2024	BACS	260.00		260.00 ✓		R	NCC
05/03/2024	BACS	1,020.00		1,020.00 ✓		R	J Smith & Sons
05/03/2024	BACS	234.00		234.00 ✓		R	J Smith & Sons
05/03/2024	BACS	613.20		613.20 ✓		R	J Smith & Sons
05/03/2024	BACS	588.00		588.00 ✓		R	J Smith & Sons
05/03/2024	BACS	835.86		835.86 ✓		R	Glasdon
05/03/2024	BACS	127.19		127.19 ✓		R	Anglian Water (Wave)
05/03/2024	BACS	20.07		20.07 ✓		R	Agiligo
05/03/2024	BACS	60.00		60.00 ✓		R	Jisc Services Limited
05/03/2024	BACS	3,450.00		3,450.00 ✓		R	John Walker
05/03/2024	BACS	420.00		420.00 ✓		R	Pear Technology Services LTD
05/03/2024	BACS	10.00		10.00 ✓		R	Barclays Bank
05/03/2024	T-12		20,000.00	20,000.00		R	Receipt(s) Banked
06/03/2024	Loyalty		0.30	0.30		R	Receipt(s) Banked
11/03/2024	DD	100.16		100.16		R	BT
14/03/2024	CARD	154.00		154.00		R	ASDA
15/03/2024	BACS	100.00		100.00 ✓		R	SECA
15/03/2024	BACS	100.00		100.00		R	SECA
15/03/2024	BACS	30.00		30.00 ✓		R	Newbiggin Salvation Army
15/03/2024	BACS	-100.00		-100.00		R	SECA
15/03/2024	SECA	-100.00		-100.00		R	SECA
15/03/2024	BACS	100.00		100.00		R	SECA
15/03/2024	BACS	100.00		100.00		R	SECA
15/03/2024	BACS	97.50		97.50 ✓		R	Woodhoon with Newbiggin PCC
15/03/2024	BACS	90.00		90.00 ✓		R	Woodhorn with Newbiggin PCC
15/03/2024	BACS	9,140.00		9,140.00 ✓		R	NCC
15/03/2024	BACS	8.00		8.00 ✓		R	Pauline Stevens
15/03/2024	DD	119.40		119.40 ✓		R	Corona Energy
18/03/2024	VAT Q3-1		12,200.82	12,200.82 ✓		R	Receipt(s) Banked
21/03/2024	CARD	8.00		8.00 ✓		R	GiffGaff
25/03/2024	BACS	29.24		29.24 ✓		R	Anglian Water (Wave)
25/03/2024	BACS	37.50		37.50 ✓		R	Woodhorn with Newbiggin PCC
25/03/2024	BACS	2,322.00		2,322.00 ✓		R	NCC
25/03/2024	BACS	8.00		8.00 ✓		R	P Stevens
25/03/2024	BACS	7,032.63		7,032.63 ✓		R	NCC
25/03/2024	FREEHOLDER		480.00	480.00		R	Receipt(s) Banked
28/03/2024	BACS	192.90		192.90 ✓		R	SLCC
28/03/2024	BACS	40.00		40.00 ✓		R	CDALC
28/03/2024	BACS	407.00		407.00 ✓		R	NCC
28/03/2024	BACS	96.08		96.08 ✓		R	Widescope Web Design
28/03/2024	BACS	600.00		600.00 ✓		R	Jayess Newbiggin Brass Band
		28,396.73	32,681.12				

Signatory 1:

Name

Gwen Woodman

Signed


G Woodman

Date

10/4/24

Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Current Bank A/c

Signatory 2:

Name LOUISE SPRATT Signed  Date 10/4/24

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c	31/03/2024		19,948.48
			<u>19,948.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			19,948.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			19,948.48
		Balance per Cash Book is :-	19,948.48
		Difference is :-	0.00

Signatory 1:

Name Gwen Woodman Signed G Woodman Date 10.04.24

Signatory 2:

Name LOUISE SPRATT Signed L Spratt Date 10.04.24

Bank Reconciliation up to 31/03/2024 for Cashbook No 2 - Deposit Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/03/2024	Interest		642.42	642.42 ✓		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2024	T-12	20,000.00		20,000.00 ✓		R <input checked="" type="checkbox"/>	Current Bank A/c
		<u>20,000.00</u>	<u>642.42</u>				

Signatory 1:

Name GIVEN WOODMAN Signed *G Woodman* Date 10.04.24

Signatory 2:

Name LOUISE SPRATT Signed *L Spratt* Date 10.04.24

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 2 - Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/03/2024		134,951.71
			<u>134,951.71</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			134,951.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			134,951.71
		Balance per Cash Book is :-	134,951.71
		Difference is :-	0.00

Signatory 1:

Name Gwen Woodman Signed GWoodman Date 10.04.24

Signatory 2:

Name LOUISE SPRATT Signed [Signature] Date 10.04.24

Bank Reconciliation up to 31/03/2024 for Cashbook No 2 - Deposit Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/03/2024	Interest		642.42	642.42		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2024	T-12	20,000.00		20,000.00		R <input checked="" type="checkbox"/>	Current Bank A/c
		<u>20,000.00</u>	<u>642.42</u>				

Signatory 1:

Name Gwen Woodman Signed Gwen Woodman Date 10.04.24

Signatory 2:

Name Laise Spratt Signed [Signature] Date 10.04.24

09/04/2024

Newbiggin by the Sea Town Council Current Year

10:17

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

Current Assets

	Debtors	17,219	
50,008	VAT Control A/c	1,095	
6,637	Current Bank A/c	19,948	
218,614	Deposit Account	134,952	
82,791			
358,051			173,215
358,051	Total Assets		173,215

Current Liabilities

	Creditors	1,487	
149,500	Accruals	3,390	
0			
149,500			4,877
208,551	Total Assets Less Current Liabilities		168,338

Represented By

	General Reserves	89,066
96,973	EMR - Regeneration Fund	15,706
45,428	EMR - Contingency	10,000
10,000	EMR - Legal	218
218	EMR - Elections	7,000
7,000	EMR - War Memorials	200
200	EMR - Observation Platform	10,000
10,000	EMR - 3-Year Project Plan	27,507
27,507	EMR - Community Resilience	8,642
11,225		
208,551		168,338

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed : C. Sutherland Date : 10.04.24
Chairman

Signed : [Signature] Date : 09.04.24
Responsible Financial

Newbiggin by the Sea Town Council Current Year
Income and Expenditure Account for Year Ended 31st March 2024

31st March 2023		31st March 2024
	Operating Income	
339,194	Income	330,025
<u>339,194</u>	Total Income	<u>330,025</u>
	Running Costs	
101,938	Administration	107,764
64,638	Local & Enhanced Service	65,349
36,288	Asset Repairs & Replacements	64,342
151,069	Environmental Projects	80,256
70,145	Recreation & Leisure	34,745
8,718	Grants	9,280
1,000	Support Scheme	8,500
6,305	Other Services	0
<u>440,100</u>	Total Expenditure	<u>370,237</u>
	General Fund Analysis	
94,652	Opening Balance	96,973
339,194	Plus : Income for Year	330,025
<u>433,846</u>		<u>426,998</u>
440,100	Less : Expenditure for Year	370,237
(6,254)		56,760
<u>(103,227)</u>	Transfers TO / FROM Reserves	<u>(32,305)</u>
<u>96,973</u>	Closing Balance	<u>89,066</u>

Attachment 1.3

Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2024). Note – this form is only required for authorities preparing their accounts on an income and expenditure basis.

Parish Council name: __Newbiggin by the Sea Town Council_____

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. 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.

	£	£
Total of Box 7: Balances carried forward (31/3/2024)		168,338
Deduct: Debtors		
	17,219	
	1,095	
Deduct: Payments made in advance (prepayments)		
Total deductions		150024
Add: Creditors		
	1,486	
	3390	
Add: Receipts in advance		
Total additions		4876
Total of Box 8: Total cash and short-term investments (31/3/2024) (must agree to the net balances on bank reconciliation)		154,900

Attachment 2

Local Council name: NEWBIGGIN BY THE SEA TOWN COUNCIL

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Acting Clerk's name: <u>LEANNE LAWSON</u> With effect from <u>15/11/24</u>	Acting RFO's name (if not clerk):	Chair's name: <u>ALISON SUTHERLAND</u>
Clerk working hours (e.g. Mon-Fri 9-5pm): <u>MON-THUR 7-4.30pm</u>	RFO working hours (e.g. Mon-Fri 9-5pm):	
Parish Council registered address: <u>76 FRONT STREET</u> <u>NEWBIGGIN BY THE SEA</u> <u>NORTHUMBERLAND</u> <u>NE64 6QD</u>	Parish Council registered address:	Chair contact postal and email address: <u>76 FRONT STREET</u> <u>NEWBIGGIN BY THE SEA</u> <u>NORTHUMBERLAND</u> <u>NE64 6QD</u> Email: <u>CLIC.SUTHERLAND@NEWBIGGIN-TOWN.COUNCIL.GOV.UK</u>
Telephone: Primary contact number: <u>01670 851833</u> Mobile/Alternative number:	Telephone: Primary contact number: Mobile/Alternative number:	Telephone: Primary contact number: Mobile/Alternative number:
E-mail address for the Council/Meeting (please do not provide a personal e-mail address unless the clerk / RFO does not have a Council/Meeting e-mail address). <u>Townclerk@newbiggintowncouncil.gov.uk</u>		

Please return this form via email together with the

Annual Governance & Accountability Return and other information requested.

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
1	94,652	96,973			310		General Reserves
1	45,428	45,428			320		EMR - Regeneration Fund
1	10,000	10,000			321		EMR - Contingency
1	1,170	218			322		EMR - Legal
1	7,000	7,000			323		EMR - Elections
1	200	200			325		EMR - War Memorials
1	30,000	0			326		EMR - AFC Newbiggin
1	30,000	0			331		EMR - Milburn Park
1	10,000	10,000			332		EMR - Observation Platform
1	81,007	27,507			333		EMR - 3-Year Project Plan
1	0	11,225			334		EMR - Community Resilience
1	Balances brought forward	309,457	208,551				Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	248,695	254,200	5,505	2.21	1076	100	Precept
2	(+) Precept or Rates and Levies	248,695	254,200	5,505	2.21		Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	502	2,168	1,666	331.87	1090	100	Income -Interest
3	3,554	30,843	27,289	767.84	1100	100	Income - Donations
3	6,350	0	-6,350	-100.00	1105	100	Income - Neighbourhood Plannin
3	4,100	480	-3,620	-88.29	1106	100	Income - Jubilee/Coronation
3	6,375	0	-6,375	-100.00	1110	100	Income - Rent Bungalow
3	0	14,680	14,680		1120	100	Income - Rent Allotments
3	4,162	0	-4,162	-100.00	1130	100	Income - Dedication Donations
3	480	480	0	0.00	1140	100	Income - Stint Dividend
3	0	93	93		1160	100	Income - Community Transport
3	64,976	27,081	-37,895	-58.32	1200	100	Income - Other
3	(+) Total other receipts	90,499	75,825	-14,674	-16.21		Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	66,042	65,234	-808	-1.22	4000	110	Staff Salary
4	6,164	6,563	399	6.47	4030	110	NI
4	10,616	11,900	1,284	12.10	4040	110	Pension
4	(-) Staff costs	82,822	83,697	875	1.06		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	0	0	0			Total expenditure or payments of capital

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
interest/capital repayments							and interest made during the year on the authority's borrowings (if any).
6	50	282	232	464.00	4080	110	Training
6	1,476	0	-1,476	-100.00	4082	110	SLCC Community Governance
6	196	169	-27	-13.78	4090	110	Bank Charges
6	138	150	12	8.70	4091	110	Payroll Processing
6	2,096	3,037	941	44.90	4100	110	Audit Fees
6	350	1,370	1,020	291.43	4105	110	Accounts Software
6	553	579	26	4.70	4110	110	Professional Fees
6	931	837	-94	-10.10	4120	110	Subscriptions & Memberships
6	1,005	1,089	84	8.36	4125	110	Software and support
6	863	904	41	4.75	4127	110	Email hosting
6	1,262	1,448	186	14.74	4130	110	Insurance
6	367	253	-114	-31.06	4140	110	Stationery
6	0	93	93		4150	110	Postage
6	130	149	19	14.62	4160	110	Printing
6	848	837	-11	-1.30	4165	110	Copier hire
6	806	921	115	14.27	4170	110	Telephone & Broadband
6	540	820	280	51.85	4180	110	Website
6	985	62	-923	-93.71	4190	110	IT Hardware
6	285	645	360	126.32	4200	110	Room Hire
6	548	252	-296	-54.01	4210	110	Equipment & Furniture
6	375	50	-325	-86.67	4220	110	Civic & Member Expenses
6	0	858	858		4221	110	Town Twinning
6	419	1,035	616	147.02	4225	110	Community & Garden Awards
6	0	40	40		4226	110	Councillor Training
6	12	0	-12	-100.00	4228	110	Town Assembly
6	399	514	115	28.82	4230	110	Rememberance
6	2,548	2,237	-311	-12.21	4240	110	National events
6	983	1,902	919	93.49	4260	110	Utilities
6	54,520	55,325	805	1.48	4410	200	Enhanced Partnership
6	5,504	1,672	-3,832	-69.62	4415	210	Public seats
6	1,378	13,375	11,997	870.61	4416	210	Bus Shelters
6	23	19,462	19,439	84517.39	4420	210	Litter Bins
6	55	55	0	0.00	4423	210	Allotments
6	275	262	-13	-4.73	4425	210	Dedications Assets
6	872	0	-872	-100.00	4427	210	Speed Indicator Devices
6	14,925	500	-14,425	-96.65	4428	210	CCTV
6	281	250	-31	-11.03	4429	210	Community Access Defibrillator
6	3,612	3,578	-34	-0.94	4440	200	Play Area Inspections
6	6,507	6,446	-61	-0.94	4450	200	Floral Displays
6	11,426	15,481	4,055	35.49	4500	210	Play Areas
6	1,030	1,412	382	37.09	4510	210	Council Office

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

	<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	519	11,874	11,355	2187.86	4520	210	The Bungalow
6	953	3,536	2,583	271.04	4580	110	Legal
6	600	0	-600	-100.00	4600	220	Bay Town & Gateway
6	969	39,977	39,008	4025.59	4610	220	Town Improvement Scheme
6	149,500	40,279	-109,221	-73.06	4640	220	Milburn Park
6	18,280	18,280	0	0.00	4700	300	Children's Holiday & Leisure
6	30,000	0	-30,000	-100.00	4710	300	AFC Newbiggin Sports Dev
6	21,865	16,465	-5,400	-24.70	4720	300	Christmas Lighting
6	2,699	1,698	-1,001	-37.09	4810	400	Small Grants (under 300)
6	5,519	5,000	-519	-9.40	4820	400	Larger Grants
6	500	2,583	2,083	416.60	4825	400	Community Resilience Fund
6	0	6,500	6,500		4830	410	Newbiggin Nipper Service
6	1,000	2,000	1,000	100.00	4840	410	Newbiggin Food Bank
6	6,305	0	-6,305	-100.00	4850	420	Neighbourhood Plan
6	(-) All other payments	357,278	286,541	-70,739	-19.80		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	208,551	168,338				Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8		218,614	19,948		200		Current Bank A/c
8		82,791	134,952		210		Deposit Account
8	Total value of cash and short term investments	301,405	154,900				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		574,033	651,907	77,874	13.57		Total Fixed Assets
9	Total fixed assets plus long term investments and assets	574,033	651,907	77,874	13.57		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	0			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

