

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

DAVENTRY 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 2019, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.			

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

28/05/19

and recorded as minute reference:

TC1905.13 (1)

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

Chairman

[Signature] SIGNATURE REQUIRED

Clerk

[Signature] SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

WWW.DAVENTRYTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2018/19 for

DAVENTRY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	309,600	315,719	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	374,840	409,095	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	40,111	67,692	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	134,484	133,255	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
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	274,348	341,042	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	315,719	318,209	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	297,841	287,708	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	89,579	90,089	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) 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 2019 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

 REQUIRED

Date

30/04/2019

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

20.5.19

as recorded in minute reference:

DTC 1905.13.2

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



Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Daventry Town Council NH0068**

1 Respective responsibilities of the body and the auditor

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 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

Other matters not affecting our opinion which we draw to the attention of the authority:

3 External auditor certificate 2018/19

We 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 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

26/08/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Council Income & Expenditure – August 2019

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>						
Income	285,722	559,693	273,971			51.0%
Expenditure	181,028	436,813	255,785	0	255,785	41.4%
Net Income over Expenditure	104,695					
plus Transfer from EMR	515					
Movement to/(from) Gen Reserve	105,210					
<u>Community Services</u>						
Income	0	0	0			0.0%
Expenditure	62,838	119,650	56,812	0	56,812	52.5%
Movement to/(from) Gen Reserve	(62,838)					
<u>Allotments</u>						
Income	122	5,000	4,878			2.4%
Expenditure	493	5,900	5,407	0	5,407	8.4%
Net Income over Expenditure	(371)					
Movement to/(from) Gen Reserve	(371)					
<u>Museum</u>						
Income	125	0	(125)			0.0%
Expenditure	3,457	7,330	3,873	0	3,873	47.2%
Net Income over Expenditure	(3,332)	(5,000)	(43,154)			
plus Transfer from EMR	1,000					
less Transfer to EMR	125					
Movement to/(from) Gen Reserve	(2,457)					
<u>Planning & Development</u>						
Income	0	0	0			0.0%
Expenditure	595	5,000	4,405	0	4,405	11.9%
Net Income over Expenditure	(595)					
plus Transfer from EMR	595					
Movement to/(from) Gen Reserve	0					

Grand Totals:- Income	285,969	564,693	278,724			50.6%
Expenditure						
Net Income over Expenditure	248,410	574,693	326,283	0	326,283	43.2%
	37,559	(10,000)	(47,559)			
plus Transfer from EMR	2,110					
less Transfer to EMR	125					
Movement to/(from) Gen Reserve	39,544					

Report to Finance & Policy Committee - 9th September 2019

Report on : Earmarked Reserves

Report by: Administrator

Report Date: 5th September 2019

	Balance as at 31st March 2019	2019/2020 Budget Allocation	Spend 2019/2020	Balance
<u>Restricted Funds</u>				
Community Infrastructure Levy	£ 73,592.90	£ -	£ -	£ 73,592.90
	£ 73,592.90	£ -	£ -	£ 73,592.90
<u>Earmarked Reserves</u>				
Museum Equipment	£ -	£ 2,000.00	£ -	£ 2,000.00
Museum Donations	£ -	£ 2,208.61	£ 1,000.00	£ 1,208.61
Planning Consultant	£ -	£ 5,000.00	£ 595.00	£ 4,405.00
Office and IT Infrastructure	£ -	£ 3,000.00	£ 514.75	£ 2,485.25
Mayors Chain of Office	£ -	£ 3,000.00		£ 3,000.00
	£ -	£ 15,208.61	£ 2,109.75	£ 13,098.86
	£ 73,592.90	£ 15,208.61	£ 2,109.75	£ 86,691.76

Daventry Town Council Annual Community Infrastructure Levy Report

Report for the period 1st April 2019 to 31st March 2020

A	Total CIL Income carried over from previous years	£73,592.90
B	Total CIL Income received for 2019/20	£0.00
C	Total CIL Expenditure for 2019/20 as listed below	£0.00
D	Total CIL repaid following a repayment notice	£0.00
E	Total CIL Retained at year end (A+B-C-D)	£73,592.90

Summary of CIL Expenditure during the year 2019/20

Item / Purpose	Amount Spent
Total Spent	£0.00

Balance Sheet – As at 31st August 2019

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
105	VAT Control A/c	5,132
110	Prepayments	28,118
200	HSBC Current/Deposit A/c	160,284
205	Unity Trust Current/Deposit	100,746
215	Public Sector Deposit Fund	75,825
250	Petty Cash	136
Total Current Assets		370,241
<i>Current Liabilities</i>		
500	Creditors	11,539
510	Accruals	895
560	Receipts In Advance	2,040
Total Current Liabilities		14,474
Net Current Assets		355,768
Total Assets less Current Liabilities		355,768
<i>Represented by :-</i>		
300	Current Year Fund	22,475
310	General Fund	246,601
320	Earmarked Reserves	86,692
Total Equity		355,768

Note: The bank accounts were reconciled as at 31th August 2019 and agree with the statement of balances detailed above by the Chairman of the Finance & Policy Committee, in the presence of the Chief Officer.

Submitted to the Finance & Policy Committee at its meeting on 9th September 2019 and

Approved

Date

REF	SUPPLIER	Ex VAT	VAT	TOTAL	DETAILS
190901	Alltranz Ltd	£ 80.64	£ 16.13	£ 96.77	Storage Container Rental 26-08-19 to 22-09-19
190902	Aviva Pension	£ 1,319.06	£ -	£ 1,319.06	Pension 2018/19 August 2019
190903	Blizzard Telecom	£ 31.65	£ 6.33	£ 37.98	Mobile Phone Contract Office & Ranger August'19
190904	Bluefish	£ 62.76	£ 12.55	£ 75.31	Stationery
190905	Bluefish	£ 19.07	£ 3.81	£ 22.88	Stationery
190906	BT	£ 37.89	£ 7.57	£ 45.46	BT Line rental August 2019
190907	Cottons	£ 55.00	£ 11.00	£ 66.00	Payroll Processing Fees August 2019
190908	DACT	£ 1,323.00	£ -	£ 1,323.00	Dial A Ride August 2019
190909	Daventry Norse	£ 21.23	£ 4.25	£ 25.48	Trade Waste Collection August 2019
190910	Daventry Refrigeration	£ 163.00	£ 32.60	£ 195.60	Refurb and works to restore aircon in CO office
190911	DLM Distribution Ltd	£ 606.00	£ 121.20	£ 727.20	Distribution of Autumn Newsletter
190912	DTC	£ 11,500.00	£ -	£ 11,500.00	Salaries and NIC/NI liabilities August'19
190913	E-Automotive	£ 22.50	£ 4.50	£ 27.00	IT Support RFO email address and Outbound call issue
190914	HSBC	£ 32.45	£ -	£ 32.45	Bank Charges August 2019
190915	Image IT	£ 200.00	£ 40.00	£ 240.00	Production of Logo for Healthy Daventry
190916	Image IT	£ 118.05	£ 23.61	£ 141.66	A2 Corex Signage to advertise Food Festival
190917	Miderepro	£ 39.53	£ 7.91	£ 47.44	Photocopies August 2019
190918	Museums Association	£ 77.33	£ 2.67	£ 80.00	Membership 2019/2020
190919	New Age Ltd	£ 7,999.98	£ 1,599.99	£ 9,599.97	Community Ranger August to October 2019
190920	Personnel Solutions	£ 100.00	£ 20.00	£ 120.00	HR Consultancy Fees August 2019
190921	PKF Accountants & business advis	£ 1,000.00	£ 200.00	£ 1,200.00	External Audit Review 2018/2019
190922	Print Projects	£ 959.00	£ -	£ 959.00	Autumn 2019 Newsletter x 12000 copies
190923	SSE SWALEC	£ 248.16	£ 12.40	£ 260.56	New Street Gas 31/05/19 to 22/08/2019
190924	Viking	£ 213.43	£ 6.09	£ 219.52	Stamps and Cleaning Products
190925	Zen	£ 50.77	£ 10.15	£ 60.92	Broadband provision August 2019
190926	Crimesecure Limited	£ 11,500.00	£ 2,300.00	£ 13,800.00	CCTV Monitoring October to December 2019
190927	VoiceHost	£ 22.07	£ 4.41	£ 26.48	VOIP Calls and Service Charge August'19
190928	Southern Electric	£ 164.26	£ 32.85	£ 197.11	CCTV Electricity August 2019
190929	Eden Landscape	£ 370.00	£ 74.00	£ 444.00	War Memorial Maintenance
190930	Aviva Pension	£ 400.00	£ -	£ 400.00	Employer Pension Charges
190931	SLCC	£ 326.00	£ -	£ 326.00	Membership 2019/2020
190932	Warwickshire Crepe Company	£ 40.00	£ -	£ 40.00	Food Festival Trader Deposit Refund
	Total Invoices	£ 39,102.83	£ 4,554.02	£ 43,656.85	

Approved.....

Date.....

**Petty Cash / Inter Account Transfers / Virements
13/08/2019 to 09/09/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Ref</u>	<u>Amount</u>	<u>Transaction Detail</u>
08/08/2019	Tesco	1051	4.00	Refreshments
12/08/2019	Waitrose	1052	4.15	Refreshments
13/08/2019	Post Office	1053	1.90	Postage
14/08/2019	Tesco	1054	1.69	Bottled Water
14/08/2019	Tesco	1055	10.55	Refreshments
20/08/2019	Tesco	1056	1.09	Milk
22/08/2019	[REDACTED]	1057	25.00	Allotment Clearance - 2 x plots Drayton We
23/08/2019	Savers	1059	0.99	Cleaning Product
27/08/2019	Orchard Print	1062	2.99	Paper for Museum Exhibition
28/08/2019	Tesco	1063	3.59	Refreshments & Daventry Express
30/08/2019	Post Office	1060	1.81	Postage
04/09/2019	Tesco	1061	1.09	Milk

Total Payments 58.85

Inter Account transfer

From	HSBC current	£63.74	Top up P Cash account
To	Petty Cash	£63.74	

Virements

From
To

Approved:

Date: