

Costessey Town Council

Balance Sheet

31 March 2022

	Notes	2022 £	2022 £	2021 £
Current Assets				
Debtors and prepayments	8	30,759		59,823
Cash at bank and in hand		<u>844,243</u>		<u>867,897</u>
		875,002		927,720
Current Liabilities				
Creditors and income in advance	9	<u>(116,321)</u>		<u>(28,614)</u>
Net Current Assets			<u>758,681</u>	<u>899,106</u>
Total Assets Less Current Liabilities			<u>758,681</u>	<u>899,106</u>
Total Assets Less Liabilities			<u>758,681</u>	<u>899,106</u>
Capital and Reserves				
Earmarked Reserves	12		461,431	634,956
General Reserve			<u>297,250</u>	<u>264,150</u>
			<u>758,681</u>	<u>899,106</u>

Signed:
Cllr D. Burrill
Chairman

.....
Mrs Hilary Elias BA. Dip Lib. CILCA
Responsible Financial Officer

Date:

.....

The notes on pages 8 to 13 form part of these unaudited statements.

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Costessey Town Council
EMERGENCY 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 2022, 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	<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:

10/05/2022

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.costessey.org ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

COSTESSEY TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	703,637	899,106	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	659,751	659,026	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	233,538	161,843	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	333,672	399,934	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	70,775	70,775	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	293,373	490,585	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	899,106	758,681	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	867,897	844,243	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	4,559,469	4,768,288	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	674,284	629,447	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	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

SIGNATURE
Hilary Evans

Date

27/04/22

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Annual Internal Audit Report 2021/22

Costessey Town Council

www.costessey.org.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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**
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 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")			✓
L. 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	✓		
M. 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).	✓		
N. The authority has complied with the publication requirements for 2020/21 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

10/12/2021

27/04/2022

DD/MM/YYYY

Name of person who carried out the internal audit

SF Christopher for Auditing Aolutions Ltd

Signature of person who carried out the internal audit



Date

27/04/2022

*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).

Explanation of variances – pro forma

Name of smaller authority: [Redacted]
 County area (local councils are not permitted to be included): [Redacted]

Insert figures from Section 2 of the AGAR in all blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year.
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	783,637	653,106				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	659,751	659,026	-725	0.11%	NO		
3 Total Other Receipts	233,638	161,643	-71,695	30.70%	YES		Agency services -£749; Loans & Capital receipts - £44,946; Interest & Investment income -£999; Cemetery Income -£12,566; Parks & open spaces -£4,768; Community Centres -£15,037; Leisure & Recreation +£6,400; Roads & Streetlights +£820; General admin +£54; Civic activities +£81; Allotments +£ 25
4 Staff Costs	333,673	389,034	66,262	19.86%	YES		Additional Cleaning hours Breckland Hall +£162; Additional hours for Clerk's Assistants & Additional cleaning staff, + backpay & overtime, increase in Pension contributions % +£92,363; Grounds staff - increased hours, backpay & pension contributions increased % +£3,738;
5 Loan Interest/Capital Repayment	76,775	76,775	0	0.00%	NO		
6 All Other Payments	293,373	490,685	197,212	67.22%	YES		General Admin +£6,071; Election expenses +£2,066; Capital expenditure + £198,975; Leisure & Recreation -£284; Allotments +£36; Cemetery +£1,137; Youth Activities -£498; Parks & Open spaces +£7,717; Roads & Streetlights +£5,494; Community Centres -£21,683; Civic Activities +£2,081; Grants- Permitted Powers -£2,970; Street Furniture - £950
7 Balances Carried Forward	899,106	758,681			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	667,897	844,243				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	4,559,469	4,768,216	208,819	4.58%	YES		Play equipment, Breckland Park + £128,597; Play equipment, Queen's Hills +£47,846; Trailer +£2,077; Mowers +£1,890; Streetlight replacements +£22,152; Rainbow benches + £1,323; Greenhills benches +£3,053;
10 Total Borrowings	674,284	629,487	-44,837	6.65%	NO		

Rounding errors of up to £2 are tolerable
 Variances of £200 or less are tolerable

ANNUAL CTC

13h)

LIST OF DIRECT DEBITS – ANNUAL CTC – 10/05/22

AF Affinity Limited	Direct Debit	28 April 2022	£100.99
ANGLIAN WATER BUSINESS NATIONAL	Direct Debit	20 April 2022	£49.00
ANGLIAN WATER BUSINESS NATIONAL	Direct Debit	20 April 2022	£4.50
ANGLIAN WATER BUSINESS NATIONAL	Direct Debit	4 April 2022	£25.00
british gas business	Direct Debit	23 March 2022	£173.35
british gas business	Direct Debit	22 April 2022	£318.88
british gas business	Direct Debit	25 April 2022	£991.77
CAPITA BUS SVS re TV LICENSING	Direct Debit	3 May 2022	£159.00
CORONA CORPORATE SOLUTIONS LTD	Direct Debit	14 March 2022	£171.05
DRAX ENERGY SOLUTIONS LIMITED	Direct Debit	19 April 2022	£991.92
DRAX ENERGY SOLUTIONS LIMITED	Direct Debit	26 April 2022	£255.39
E.On Next Energy Ltd t/a E.On	Direct Debit	19 April 2022	£18.00
EAZIPAY LTD RE BREAKWATER IT LTD	Direct Debit	3 May 2022	£682.86
EDF ENERGY CUSTOMERS LTD	Direct Debit	14 April 2022	£185.00
Norfolk Rivers IDB	Direct Debit	00/00/0000	£0.00
SIEMENS FINANCIAL SERVICES LTD	Direct Debit	4 March 2022	£209.74
SIEMENS FINANCIAL SERVICES LTD	Direct Debit	28 February 2022	£695.04
SOUTH NORFOLK COUNCIL	Direct Debit	19 April 2022	£1,482.25
SOUTH NORFOLK COUNCIL	Direct Debit	19 April 2022	£465.75
SOUTH NORFOLK COUNCIL	Direct Debit	19 April 2022	£724.50
SOUTH NORFOLK COUNCIL	Direct Debit	19 April 2022	£69.45
SOUTH NORFOLK COUNCIL	Direct Debit	1 April 2022	£9,651.11
VIRGIN MEDIA PAYMENTS LIMITED	Direct Debit	3 May 2022	£60.00
WAVENET LTD	Direct Debit	25 April 2022	£317.32

ANNUAL CTC 10/5/22

Costessey Town Council

13j)



Tel: 01603 742958
 Email: info@costesseypc.org
 Web: www.costessey.org.uk

The Costessey Centre, Longwater Lane
 Costessey, Norwich, NR8 5AH

Community Infrastructure Levy (CIL) - Report 2021-22 – v4

Current Year - from 1 April 2021	
CIL Receipts April	£6,419.00
CIL Receipts October	£0.00
Total CIL receipts for 2021-22	£6,419.00
Previous Years	
Balance of CIL receipts retained from 2020-21	£7,022.04
Balance of CIL receipts retained from 2019-20	£10,030.43
Balance of CIL Receipts retained from 2018-19	£19,164.55
Balance of CIL receipts retained from 2017-18	£0.00
TOTAL RETAINED CIL BALANCES	£36,217.02
TOTAL CIL	£42,636.02
LESS Total CIL Expenditure for 2021-22 as listed below	(£42,636.02)
GRAND TOTAL OF CIL RECEIPTS HELD AT YEAR END	£0.00

Note: Summary of resolutions re CIL

495/18: RESOLVED that the 2018-19 CIL receipts be banked for the time being.

270/19: k) Only one year's CIL was banked, with the intention of using it for play equipment at Breckland Park. Previous years' CIL had part-funded the Pirate Galleon in the younger children's play area at Breckland Park. RESOLVED to approve the 2018-19 CIL Report to SNC

561/19: RESOLVED to bank the current CIL money of £29,194.98 and use for Queen's Hills Play parks when they were transferred to the Town Council

273/21: RESOLVED to use unallocated CIL receipts of £11,083.25 towards the Breckland Park Play Equipment project costs.

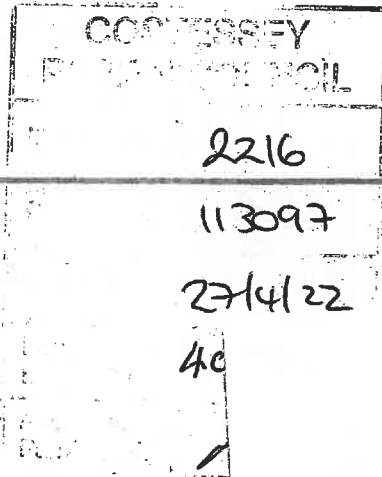
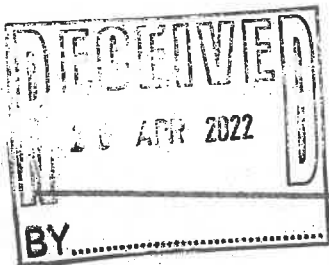
12/04/22 CTC RESOLVED to use remaining CIL receipts for Play equipment at QH

Summary of CIL expenditure during the year 2021-22

Purpose	Amount
Balance of Proludic invoices for Breckland Park equipment	£11,048.55
Queen's Hills allocated sum for Refuse Lorry play equipment	£29,194.98
Remainder of CIL Receipts	£2,392.49
CURRENT YEAR TOTAL EXPENDITURE	£42,636.02

Hilary Elias, Town Clerk / RFO

31 March 2022



ANNUAL CTC 10/5/22



13k)

Costessey Town Council
Costessey Centre
Longwater Lane
Old Costessey
Norwich
Norfolk
NR8 5AH

Zurich Town, Parish and
Community Council Team
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 26th April 2022

Invoice No: 514596245

Client ref: 3645336

Policy	Policy Term	(£) Premium
YLL-272003-2413	10/05/2022-09/05/2023	9,128.20
Inspection Contract (If Applicable)		1,439.34
Sub total		10,567.54
Inspection Contract VAT @ prevailing rate		287.87
Insurance Premium Tax (IPT) @ prevailing rate		1,095.38
TOTAL		£11,950.79

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to Zurich Municipal and send to Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20-65-82 Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries
Phone: 0800 917 9426
Email: accounts@zurichtownandparish.co.uk

Our VAT registration number is: 107 8316 77

Zurich Municipal is a trading name of Zurich Insurance plc. A public limited company incorporated in Ireland. Registration No. 13460. Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland. UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised and regulated by the Central Bank of Ireland. Authorised by the Prudential Regulation Authority and with deemed variation of permission. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes. © Copyright – Zurich Insurance plc. All rights reserved. Reproduction, adaptation, or translation without prior written permission is prohibited except as allowed under copyright laws.

Bank reconciliation – pro forma

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

Name of smaller authority: **COSTESSEY TOWN COUNCIL**

County area (local councils and parish meetings only): **NORFOLK**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Hilary Elias (Town Clerk & RFO)**

Date: **21/04/2022**

	£	£
Balance per bank statements as at 31/3/22:		
Barclays Current A/c	5,029.00	
Barclays Business Premium A/c	782,334.61	
Barclays Salaries a/c	61,337.14	
Clerks Imprest a/c 2	3,000.00	
[add more accounts if necessary] Grounds Imprest a/c 1	3,000.00	
Unity Bank a/c	5,972.00	
		860,672.75

Petty cash float (if applicable) 300.00

Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)

	112980	(1,155.24)	
	112999	(100.00)	
	113008	(150.00)	
	113025	(6,846.96)	
[add more lines if necessary]	113043	(47.00)	
	113050	(264.60)	
	113056	(57.60)	
	113055	(434.49)	
	113057	(210.00)	
	113058	(1,274.07)	
	113053	(287.65)	
	113054	(1,119.58)	
	113061	(114.00)	
	113062	(265.00)	
	113059	(302.77)	
	113060	(742.96)	
	113066	(138.00)	
	113064	(560.00)	
	113065	(500.00)	
	113067	(1,306.80)	
	113068	(48.28)	
	113069	(768.00)	
	113070	(180.00)	
	113071	(380.20)	
	113072	(244.80)	
			(17,498.00)

Add: any un-banked cash as at 31/3/22

Unity	768.0	
		768.0

Net balances as at 31/03/22(Box 8) 844,242.75