

Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
 - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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) 2022/23

- 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 2023.
- 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 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 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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?	N/A	
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 Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 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.	N/A	

***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 2022/23

Tring Town Council

<https://www.tring.gov.uk/>

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
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 <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
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).

Date(s) internal audit undertaken

27/05/2022

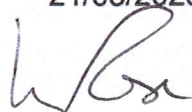
12/10/2022

21/03/2023

Name of person who carried out the internal audit

Kevin Rose - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

31/05/2023

***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 2022/23

We acknowledge as the members of:

TRING TOWN COUNCIL
ENTER NAME OF AUTHORITY

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 2023, that:

	Agreed		
	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:

19/06/2023

and recorded as minute reference:

21477

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

Chairman

[Signature]

Clerk

[Signature]

<https://www.tring.gov.uk/town-council/annual-reports-agar/> WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

TRING TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	611,947	1,040,502	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	147,577	157,441	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	596,756	177,866	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	139,665	156,220	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	13,487	13,487	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	162,626	196,186	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	1,040,502	1,009,916	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	884,730	998,777	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,827,156	1,810,291	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	37,176	25,385	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 do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

S. A. Housden SIGNED

Date

18/06/2023

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

19/06/2023

as recorded in minute reference:

21478 REFERENCE

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

N. V. V. V. SIGNED

Section 3 – External Auditor’s Report and Certificate 2022/23

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 2023; 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 2022/23

(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 2022/23

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 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

The Clerk
Tring Town Council
The Market House
61 High Street
Tring
Hertfordshire
HP23 4AB

31-May-23

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2022/23 I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objective K, L and O and we are required to explain why we have done this.

- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review for the 2021/22 financial year.*
- *The reason for the Not Covered response for Objective L as your 'annual turnover' exceeds £25,000 and you are therefore not subject to the publication requirements of the Transparency Code.*
- *The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose ACMA
Director

Tring Town Council 2022-2023**Bank - Cash and Investment Reconciliation as at 31 March 2023**

			<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>				
1	31/03/2023	Business Reserve		913,979.51
1	31/03/2023	Current Account		500.00
2	31/03/2023	Bonus Saver		1,138.44
3	31/03/2023	CCLA Deposit Account		83,461.10
4	31/03/2023	Petty Cash		78.30
				999,157.35
<u>Unpresented Payments</u>				
1	06/02/2023	10865		56.70
1	20/03/2023	010882		324.00
				380.70
Closing Balance				998,776.65
<u>All Cash & Bank Accounts</u>				
1		Current Bank Accounts		914,098.81
2		Bonus Saver Account		1,138.44
3		CCLA Deposit Account		83,461.10
4		Petty Cash		78.30
			Other Cash & Bank Balances	0.00
			Total Cash & Bank Balances	998,776.65

Explanation of variances – pro forma

Name of smaller authority
Ting Town Council
County and local councils and the county council
Hertfordshire

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).

	2021/22 £	2022/23 £	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	611,947	1,040,502				£ explanation of % variance from PY opening balance not required - Balance brought forward adjusts	
2 Precept or Rates and Levies	147,377	137,441	9,936	6.68%	NO		
3 Total Other Receipts	596,756	177,866	-418,890	70.19%	YES		See attached sheet.
4 Staff Costs	139,665	156,220	16,555	11.85%	NO		
5 Loan Interest/Capital Repayment	13,487	13,487	0	0.00%	NO		
6 All Other Payments	162,626	196,186	33,560	20.64%	YES		See attached sheet.
7 Balances Carried Forward	1,940,502	1,095,316			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB	See reserves tab
8 Total Cash and Short Term Investments	884,730	998,777				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments at 1.827.156		1,810,291	-16,865	0.92%	NO		
10 Total Borrowings	37,176	25,385	-11,791	31.72%	YES		Reduced by payments made. Total yearly payments as in box 5 but £1696 of that interest.

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)

Total Other Receipts (Box 3)	Last Yr £	This Yr £	Variance	Notes
1090 Interest Received	130	5,895	5,765	
1100 Grants Received	18,876	22,464	3,588	(i)
1150 CIL Receipts	458,642	22,210	-436,432	(ii)
1200 Rental Income	89,077	96,361	7,284	(iii)
1210 Income from Recharged Services	5,886	7,807	1,921	(iv)
1215 Hire of Facilities	4,060	1,975	-2,085	(v)
1300 Allotment Income	6,571	4,493	-2,078	(vi)
1900 Miscellaneous Income	13,514	16,661	3,147	(vii)
Total	596,756	177,866	-418,890	

Notes:

- (i) Each year grants are received from the Principal Authority to cover the reduction in Council Tax support grant, services done for the Principal Authority and the town warden's salary. The wardens grant was £395.58 higher this year but the Council Tax support grant is being phased out so £807.58 less this year. A one off grant of £1,000 was received last year from Tesco to plant a wild flower meadow but not this year. A one off grant of £5,000 grant was received this year to tackle anti-social behaviour. ($£18,876 + £395.58 - £807.58 - £1,000 + £5,000 = £22,464$)
- (ii) There was less residential development this year so the CIL receipts received from the previous year were less. Also the years contributions are paid twice a year and last year both payments had been received. This year one receipt is still outstanding.
- (iii) Rental income increased this year which was a result of a number of factors including (i) Yearly rent increases on three assets (£4,242 extra) (ii) The rental income from the Old School Yard, which is a carpark own by Tring Town Council but managed by the District Council increased as people are now back to using car parks following to COVID-19 pandemic (£3,148 extra). £106 was deducted from grasskep rental income as a result of a water bill credit owed to them. ($£89,077 + £4,242 + £3,148 - £106 = £96,361$).
- (iv) Utilities and insurance are recharged to tenants - the sum reflects the usage and as the utility/insurance costs rise as does the amount that they have to pay.
- (v) The amount of money received each year depends upon the amount of paid bookings for the hire of the Church Square and Market Place. This year there were less bookings.
- (vi) Last years allotment income included extra income with a significant number of tenants taking on plots part way through the year (around £1,253). This year a year end adjustment has been made to put £825 of historic deposits under a separate creditors accounting code which made the income this year appear less than it was.
- (vii) This relates to s106 Monies claimed from Dacorum Borough Council towards investigating the feasibility of replacing the existing community hall. This year more were claimed than the year before as the project progressed.

All Other Payments (Box 6)

	Last Yr (21/22)	This Yr (22/23)	Variance	Notes
4130 Recruitment	100	0	-100	1
4135 Staff Expenses & Allowances	1,170	894	-276	2
4150 IT & Telecom Services	3,234	3,675	441	3
4155 Photocopier Costs	1,453	1,432	-21	4
4160 Printing/Stationery/ Postage	922	1,032	110	5
4165 Office Equipment & Furniture	202	3,466	3,264	6
4170 Training/Conf's/Publications	1,162	744	-418	7
4180 Bank Charges	195	188	-7	8
4200 Councillors Training	30	0	-30	9
4210 Mayor's Allowance	912	1,000	88	10
4220 Civic Memorabilia	698	275	-423	11
4230 Town Crier	35	0	-35	12
4250 Audit	1,760	2,075	315	13
4255 Accountancy Fees	2,185	1,000	-1,185	14
4260 Legal & Professional	3,134	9,876	6,742	15
4265 Surveyor's Fees	0	0	0	N/A no variance
4270 Payroll fees	1,749	1,963	214	16
4275 Management Fees (Car Park)	8,081	6,719	-1,362	17
4300 Subscriptions	2,254	2,287	33	18
4320 Website	2,054	399	-1,655	19
4325 Town Crier (Newsletter)	2,535	2,784	249	20
4330 Advertising & Promotions	1,252	1,324	72	21
4345 Permitted Powers Grants	32,387	30,974	-1,413	22
4350 Tring Christmas Festival	1,000	1,000	0	N/A no variance
4355 TDLHMS	2,000	2,000	0	As above
4360 Tring Together Officer	5,000	5,000	0	As above
4365 Tring Youth Project	5,000	5,000	0	As above
4370 Tring Youth Council	329	300	-29	23
4400 Electricity	1,390	4,844	3,454	24
4405 Gas	5,377	4,551	-826	25
4410 Water & Sewage	956	1852	896	26
4415 Rates	10251	10529	278	27
4420 Refuse Collection	1683	800	-883	28
4425 Insurance	3580	12533	8,953	29
4430 Stall Holders Parkings	468	624	156	30
4435 Repairs & Maintenance	8022	10652	2,630	31
4445 Christmas decoration	2503	2400	-103	32
4450 Cleaning	449	550	101	33
4460 Wardens Equipment	1742	2322	580	34
4465 Wardens Van Running Costs	1,786	2,356	570	35
4470 Tree Inspection & Works	2,070	175	-1,895	36
4498 First Floor MH deposit adjustment	0	1,575	1,575	37
4499 Key Deposit adjustment	0	525	525	38

4500 Street furniture & decoration	1,503	1,627	124	39
4510 Play Areas	1,010	290	-720	40
4515 Play Equipment	11,537	0	-11,537	41
4530 Tourism	33	0	-33	42
4600 Miscellaneous Expenditure	1,201	830	-371	43
4905 Climate Change	1,551	0	-1,551	44
4910 Project - Local Plan Consultation	6,272	8,182	1,910	45
4925 Project - Climate Change	1,625	0	-1,625	46
4960 Friends of Millennium Wood	2,381	1,185	-1,196	47
4970 Project - Market House	0	4,137	4,137	48
4975 Project - Nora Grace Hall	14,405	38,237	23,832	49
Total	162,628	196,183	33,555	
Box 6	162,626	196,186	33,560	The variance amount is £5 out because the figures are rounded up.

Notes:

- (1) There were no members of new staff this year so no expenses incurred on recruitment.
- (2) This sum includes a payment for telephone calls made by the Clerk for the Youth Council. She has made less telephone calls this year than last.
- (3) The Council switched phone suppliers which reduced costs this year but then subscribed to IT software for allotments which then increased costs by £646.
- (4) The Council is charged for the amount of copies made, there were slightly less copies this year than last.
- (5) This year costs were higher than last year as a company was instructed to bind the past year minutes into books (this only happens every few years).
- (6) The office computers and laptops were upgraded this year hence the increase.
- (7) Costs were less this year as the Clerk has now completed her CiLCA course.
- (8) Last year there was a card processing fee charge of £7 but not this year.

- (9) No councillors had any training this year whereas last year one councillor attended a training course at the cost of £30.
- (10) The same amount (£1,000) was paid out both years but last year £88 was coded to a different account code in error. So there isn't actually any difference between years.
- (11) There wasn't as much engraving on the honours board required this year as last.
- (12) The Town Crier didn't claim reimbursement of his annual subscription fee which the previous Town Crier had the previous year.
- (13) There was an increase in the internal auditors fees this year.
- (14) Last year costs included paying a consultant to resolve a historic tax issue whereas this year there were no such costs.
- (15) Additional legal & professional fees were incurred this year as a result of a number of projects including valuation & legal fees in respect of the proposed sale of a piece of land, legal costs for the renewal of a lease. A human resources consultant was instructed to update staff contracts and the handbook. The Council properties were valued for building insurance purposes.
- (16) The payroll fees slightly increased this year and there were some one off fees for HR services (£62.29) and a pension administration fee (£50).
- (17) This is a carpark that is owned by TTC but managed by Dacorum Borough Council the management fees depend on the proportion of expenditure incurred and this year there was less than last.
- (18) Some of the annual subscription fees have increased slightly this year.
- (19) A new website was commissioned last year to ensure that the Council were complying with accessibility requirements. Whereas this year just the annual fees had to be paid.
- (20) Printing costs for the annual report/newsletter had increased by £249 this year (delivery costs remained the same).
- (21) Costs increased slightly this year as the Council subscribed to a social media scheduler and a design and publishing tool to help improve communication with the residents.
- (22) One off grants awarded were less this year. Larger grants for example a £25,000 towards a new skateboard park utilised CIL funds.
- (23) Last year the youth council required one off equipment (£29) which was not needed this year.
- (24) The electricity costs are dependent upon the amount used and the rates have been high this year which explains the increase incurred this year.
- (25) Gas costs were slightly less this year and it is believed this is a result of last years readings being based on estimates whereas this year actual readings have been provided.

- (26) Water & sewerage costs were slightly more this year it is assumed that this is a result of the building being back to full occupation this year.
- (27) The rates on one of the Councils holdings (the Market Place) was £278 more this year. This was because that property was awarded a business rates holiday the previous year which did not apply this year.
- (28) Last year refuse collection costs were high as more allotment plots had to be cleared than usual as there was a substantial increase in the demand for allotments. Whereas this year costs are back to normal.
- (29) The insurance premium on all of the Council's properties significantly increased as a result of the property buildings details being updated so that they were correctly covered. In previous years the non-standard materials and flat roofs had not been noted.
- (30) The payments made each year are the same but this year all four quarter payments (£156 a quarter) were noted whereas last year one of the quarters payments was noted in the accounting year 20/21 in error.
- (31) The major difference this year was that a brick flower bed was repaired (£2,020) .
- (32) Last year competition prizes for Christmas window competition (£120) were coded here whereas this year they were coded to permitted powers grants as is usually the case. The actual expenditure was not therefore significantly different between the years.
- (33) Window cleaning resumed again this year which resulted in the increase.
- (34) The major difference this year was the purchase of a new litter collector (£1,070) as the previous one broke beyond repair.
- (35) Tax, insurance and fuel costs have all increased slightly this year and the van was serviced (£424).
- (36) Less works to trees were required this year.
- (37) This was an accounting adjustment made this year transferring the deposits held so that they became a creditor as is correct rather than an ear-marked reserves.
- (38) As above but for different deposits held.
- (39) This year slightly more was spent on street furniture than last year including the purchase of speed awareness stickers (£475) and a contribution towards the purchase of benches (£750).
- (40) Last year a new litter bin and bench was needed for the park area this year those purchases were not needed.
- (41) Last year outdoor gym equipment was purchased for an open space owned by the Council utilising CIL monies.
- (42) Last year the website domain fee was coded here whereas this year it has been coded to IT but it is the same amount for both years.
- (43) Last year the amount was higher as it included fees to hire a larger hall for Council meetings so that they were able to be held safely in response to the COVID-19 pandemic. This year meetings moved back to the Council chambers.
- (44) Last year purchases were made including planter bike locks and a display board for the allotments using CIL monies. No such purchases were made this year.
- (45) Costs were higher this year as a planning consultant was instructed to assist the Town Council with objecting to a planning appeal for a large development at the East of Tring.
- (46) Last year a grant was given to a local school to purchase equipment to assist with an environment study. No such grant was made this year.

- (47) Costs were higher last year as new saw blades were needed (£211.26) and money was spent on landscaping a new wildflower meadow (£600).
- (48) This year routine external maintenance works started to the Council chambers 'The Market House'.
- (49) Plans to replace an existing community hall 'the Nora Grace Hall' progressed so further costs were incurred on making and submitting a planning application.

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Market House Works	14,537		
Election Expenses	13668		
Nora Grace Hall Sinking Fund	14028.93		
Allotment Waterpipe	5000		
Police Commissioners Grant	5000		
CIL	728049.32		
Contingency Reserve*	52623		
		832,906	
General reserve			
	177010	177010	
Total reserves (must agree to Box 7)			1,009,916

* Because the Council owns property, including a listed building, and a high proportion of its total income comes from this rather than the precept the Council's reserves policy includes a contingency reserve - a reserve to cushion the impact of unexpected events, including the loss of income from the Council's assets (non-precept income) equivalent to two months total income.

The reserves held for the Market House Works will be spent in 23/24 as these works are almost complete and there is likely to be an overspend which will be deducted from general reserves. Election expenses will also be used as the Town Council had elections this year.

Tring Town Council 2022-2023**Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2023**Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	<u>1,040,501.63</u>	<u>1,009,916.04</u>
100	Debtors	8,320.68	2,962.73
102	CIL Debtor	159,663.22	0.00
105	VAT Control Account	3,970.78	5,757.71
110	Prepayments	11,203.01	14,943.39
	Less Total Debtors	<u>183,157.69</u>	<u>23,663.83</u>
500	Creditors	18,226.69	5,331.86
510	Accruals	1,840.00	988.42
515	Receipts in Advance	3,875.00	125.00
516	Outstanding Tax & NI	2,313.89	1,798.56
550	Museum Rent Deposit	1,130.60	1,130.60
551	First Floor Rent	0.00	1,575.00
555	Allotment Deposits	0.00	1,025.00
556	Bulborne Allots Parking keys	0.00	550.00
	Plus Total Creditors	<u>27,386.18</u>	<u>12,524.44</u>
	Equals Total Cash and Bank Accounts	<u>884,730.12</u>	<u>998,776.65</u>
200	Current Bank Accounts	801,509.95	914,098.81
210	Bonus Saver Account	1,133.46	1,138.44
220	CCLA Deposit Account	81,921.55	83,461.10
250	Petty Cash	165.16	78.30
	Total Cash and Bank Accounts	<u>884,730.12</u>	<u>998,776.65</u>