

(S)

**LEDBURY TOWN COUNCIL  
REPORT OF THE INDEPENDENT INTERNAL AUDITOR  
FOR THE YEAR ENDED 31 MARCH 2020**

I have examined the books and records of the Council as at 31 March 2020  
While i have not performed an audit I can confirm that the attached statements are  
in accordance therewith and comply with all the requirements stipulated by the  
Accounts and Audit Regulations 2011 and CIPFA guidelines

  
**Iain Selkirk FCA**

**Appointed Independent Internal Auditor**

Malvern  
July

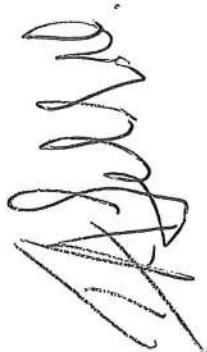
Worcester  
2020

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05 AUG 2020

**INDEPENDENT INTERNAL AUDITOR'S REPORT TO THE MEMBERS OF  
LEDBURY TOWN COUNCIL  
AUDIT REPORT FOR THE YEAR ENDED 31st MARCH 2020**

I have examined the Council's records in the areas delineated in the attached schedule and made enquiries as deemed appropriate.

In my opinion the systems of internal controls is adequate for the purpose intended AQND there are no matters to be brought to your attention.



**Iain Selkirk FCA  
Appointed Independent Internal Auditor**

**30.7.20**

**AUDITORS REPORT TO THE MEMBERS OF:-  
LEDBURY TOWN COUNCIL**

**30.07.20**

**COMMENTS**

1 a	Y	Is the cashbook maintained and up to date	
b	Y	Is the cashbook arithmetic correct	
c	Y	Is the cashbook regularly balanced and reconciled to the bank	monthly
2 a	Y	Have Standing Orders and Financial Regulations been formally adopted	
b	Y	Are Standing Orders and Financial Regulations regularly reviewed	regularly
c	Y	Has an RFO been appointed with specific duties	clerk
d	Y	Have items or services above a de minimis amount been competitively purchased	£1,000
e	Y	Has the Clerk authority to spend in emergencies	up to £5,000
		From what level are quotes required	above £5,000
		From what level are tenders required	
3 a	Y	Are payments in the cashbook supported by invoices, authorised and minuted	
b	Y	Has VAT on payments been identified, recorded and reclaimed	
c	Y	Is S137 expenditure separately recorded and within statutory limits	
d	Y	Is S137 expenditure separately minuted as such	
e	Y	Is the signing authority two or more councillors	
f	Y	Is the Clerk a signatory	
g	Y	Are the counterfoils initialled by the signatories	
h	Y	Are invoices vouched to payments	
4 a	Y	Is there a procedure in place for the regular audit of internal controls	
b	N	Has a member of the Committee been appointed internal auditor	
c	N	Does she have a specific programme and does he report to meetings	
5 a	N	Does scanning of the minutes identify any unusual activity	
b	Y	Is the annual risk assessment minuted	
c	Y	Is insurance cover appropriate and adequate	
d	Y	Are internal financial controls documented and regularly reviewed.	
6 a	Y	Has the Council prepared an annual budget in support of its precept	
b	Y	Is actual expenditure against budget regularly reported to the Council	
c	N	Are there any significant unexplained variances from budget	

fidelity guarantee £99,522  
see 2b above

- 7 a Y Is income properly recorded and banked as promptly as possible  
b Y Does the precept recorded in the cash book agree to the District Councils notification  
c Y Where income is raised by rental or lettings has the VAT position been clarified  
d Y Are security controls over cash adequate and effective  
8 a Y Is petty cash spent recorded and supported by VAT invoices/receipts  
b Y Is petty cash expenditure reported to each Council meeting  
c Y Is petty cash expenditure reimbursed regularly  
d Y Or does the Clerk present petty cash with his expenses supported by VAT invoices/receipts  
9 a Y Do salaries paid agree to with those approved by the Council  
b Y Has PAYE/NIC been properly operated by the Council as employer  
c Y Are other payments to the Clerk and staff reasonable and approved by the Council  
d N/A Where PAYE/NIC is not operated due to the low salary level has HMRC been informed  
10 a Y Does the Council maintain an Asset Register of all material assets owned  
b Y Is the Register up to date  
c Y Do the values agree to insurance valuations  
d N/A Are movements in Treasury Deposits accurately recorded  
11 a Y Is each bank account reconciled on a regular basis  
b N Are there any unexplained balancing entries in any reconciliation  
12 a Y Are accounts prepared on the correct accounting basis  
b Y Do the accounts reflect the cashbook entries  
c Y Is there an audit trail from the underlying financial records to the accounts  
d Y Where appropriate have debtors and creditors been properly recorded  
13 a Y Are minutes signed, initialled and pages sequentially numbered  
14 a Y Do Burial receipts agree to the attendant Burial records  
b Y Are rights or permissions properly recorded  
15 a N/A Any evidence of fraudulent activity should be brought to the attention of the Chairman



## LEDBURY TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (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

8 JULY 2020  
*[Signature]*

Name of person who carried out the internal audit

IAIN A. JERREK ECA

Signature of person who carried out the internal audit

Date 8 JULY 2020

\*If the response is 'no' you must include a note to 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 2019/20

We acknowledge as the members of:

LEDBURY 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 2020, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
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:

and recorded as minute reference:

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

Chairman

Clerk

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address



## Section 2 – Accounting Statements 2019/20 for

LEDBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	274,742	229,995	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	375,771	477,153	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	45,909	46,252	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	111,731	201,708	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	354,696	237,792	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	229,995	313,900	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	243,333	322,279	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	752,081	768,700	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		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
(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 2020 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

*Alma*

Date

14/07/2020

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

as recorded in minute reference:


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

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2020**  
**Ledbury Town Council Current Year**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer



Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	274,742	229,995	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	375,771	477,153	Total amount of Precept income received in the year
3	Total other receipts	45,909	46,252	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	111,731	201,708	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 expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	354,696	237,792	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	229,995	313,900	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	243,333	322,279	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	752,031	768,700	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March



## STATEMENT OF ACCOUNTS

SECTION 1

## LEDBURY TOWN COUNCIL

## RECEIPTS AND PAYMENTS

2019-2020

	Last Year	This Year
1 Balances brought forward	274,742	229,995
2 Annual Precept	375,771	477,153
3 Other Receipts	45,909	46,252
4 Staff Costs	111,731	201,708
5 Loan interest and Capital Repayts		
6 Total Other Payments	354,696	237,792
7 Balance carried forward	229,995	313,900
8 Total Cash & Investments	243,332	322,279
9 Total Fixed Assets	752,031	768,700
10 Total Borrowings		

**APPENDIX TO THE STATEMENT OF ACCOUNTS  
LEDBURY NTOWN COUNCIL  
BANK RECONCILIATION**

**2010/2020**

Opening Balance	477,630.06
Deposits	<u>526,636.00</u>
	1,004,266.06
Payments	<u>681,986.76</u>
	<u>£ 322,279.30</u>

Represented by the bank accounts as under:-

Lloyds Business Ext	500.00
Lloyds Business Inst	23,700.44

o/s cheques	105	117.00	
	227	9.00	
	281	190.00	
	301	7,005.00	
	308	2.00	
	310	3,744.02	
	311	20.00	
	312	203.42	
	315	500.00	
			<u>11,790.44</u>
			12,410.00

Lloyds Comm call	158,261.16
Public Sector Deposit	151,579.00
Petty Cash	29.14

BOX 8	£	<u>322,279.30</u>
debtors and stocks		10,849.68
creditors and accruals	-	19,228.93
BOX 7	£	<u>313,900.05</u>

Responsible Finance Officer.....

Date.....30 July 2020



**LEDBURY TOWN COUNCIL  
BALANCE SHEET  
AS AT 31 MARCH 2020**

£                      2019

**CURRENT ASSETS**

Vat Debtor	9,101.66	10,610.19
Prepaid Expenses and Debtors		1,724.00
Stock	1,748.02	2,073.24
Lloyds Bank	12,410.00	- 11,924.70
Premierr Account	158,261.16	104,503.10
Public Sector Deposit Account	151,579.00	150,467.30
Petty Cash Float	29.14	287.16
	<u>333,128.98</u>	<u>257,740.29</u>

**CURRENT LIABILITIES**

Creditors due within twelve months	19,228.93	27,745.24
------------------------------------	-----------	-----------

**NET ASSETS**

£ <u>313,900.05</u>	£ <u>229,995.05</u>
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**REPRESENTED BY:-**

General Fund	313,900.05	199,995.05
Earmarked Funds		30,000.00
	£ <u>313,900.05</u>	£ <u>229,995.05</u>

**LEDBURY TOWN COUNCIL  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2020**

<b>INCOME</b>		<b>£</b>	<b>2019</b>
Precept		477,153.00	375,771.00
Interest Received		1,315.78	1,072.78
War Memorial Refurbishment		15,321.00	
October Fair Rights		2,250.00	
Charter Market Tolls		8,288.00	11,742.00
Market House Income		1,335.40	
Office and Market House Rentals		4,595.00	8,497.66
Burials and Other Cemetery Income		9,084.04	10,011.37
Painted Room Income		2,514.61	4,560.74
Ceremony Room Income		1,541.00	4,444.83
Lengthsman and P3 Scheme		0.80	2,384.80
Grants Received			2,250.00
Miscellaneous Income		5.95	944.58
<b>TOTAL INCOME</b>		<u>523,404.58</u>	<u>421,679.76</u>
<b>EXPENDITURE</b>			
Staff Costs	Sch A	205,740.05	116,659.31
Establishment Costs	Sch B	56,943.22	53,216.89
Maintenance and Fuel Costs	Sch C	54,565.92	61,200.46
Office Running Costs	Sch D	65,654.35	171,705.75
Events	Sch E	28,859.20	35,063.85
Grants with Powers	Sch F	27,736.84	26,953.52
Miscellaneous	Sch G	-	1,627.03
		<u>439,499.58</u>	<u>466,426.81</u>
Surplus for the year		83,905.00	- 44,747.05
Transfer from Earmarked Funds			206,062.00
Surplus brought forward		229,995.05	38,680.10
Surplus carried forward		<u>£ 313,900.05</u>	<u>£ 199,995.05</u>



**LEDBURY TOWN COUNCIL  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2020**

**Schedule A  
2019**

**STAFF COSTS**

	£	
Management and Payroll	87,523.44	28,922.31
Temporary Staff	5,878.31	40,323.65
Ceremony Co-ordinator	241.99	312.05
Grounds Officer	24,088.44	15,829.99
Weekend Watering	2,076.25	1,485.00
Lengthsman Scheme (basic)	2,464.00	2,688.00
P3 Scheme	1,568.00	2,240.00
National Insurance- Grounds	8,511.66	2,396.87
National Insurance- Management	28,620.09	7,183.66
Pension - Grounds	9,892.96	3,280.41
Pension - Management	33,386.61	11,206.37
Miscellaneous and Staff Training	1,488.30	791.00
	<u>205,740.05</u>	<u>116,659.31</u>

**LEDBURY TOWN COUNCIL  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2020**

		<b>Schedule B</b>	
		<b>£</b>	<b>2019</b>
<b>ESTABLISHMENT COSTS</b>			
Rates	Cemetery and Buildings	2,614.58	2,476.23
	Market House	1,743.05	1,538.33
	Town Council Offices	7,119.50	6,367.37
Environmental Services	Cemetery and Buildings		46.21
	Town Council Offices		563.21
Electricity	Cemetery and Buildings	243.64	2,484.94
	Market House	4,711.36	552.65
	Town Council Offices	5,657.85	4,936.31
Insurance	Cemetery and Buildings	2,276.07	665.40
	Recreation Ground	3,285.93	7,973.28
	Baskets and Lights		99.32
	Minor Infrastructure		364.15
	Market House	1,485.18	2,218.00
	Town Council Offices	2,900.47	940.83
	Civic Matters		33.10
	Finance		2,008.19
	CCTV Recreation Gd	926.74	129.10
	Skate Park		430.36
	Recreation Ground		572.71
Cleaning	Market House		-
	Town Council Offices	2,079.00	2,125.50
	Civic Matters		
Housekeeping	Town Council Offices	505.74	408.38
	Office Facilities	83.71	11.00
New Heaters	Town Council Offices	123.89	
Window Cleaning	Cemetery and Buildings		
	Town Council Offices	145.85	151.68
Maintenance	Cemetery and Buildings	292.74	1,140.00
	Market House	1,819.43	1,324.00
	Recreation Grounds	3,757.95	
	Painted Room		
	Town Council Offices	2,183.34	2,359.60
	CCTV Recreation Gd		
PAT Testing	Town Council Offices		166.67
CCTV Link to Hereford	Minor Infrastructure	8,017.36	8,017.36
Internal Improvements	Market House		
Alarms	Town Council Offices	4,969.84	3,113.01
		<u>56,943.22</u>	<u>53,216.89</u>



**LEDBURY TOWN COUNCIL  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2020**

**Schedule D  
2020**

£

**OFFICE RUNNING COSTS**

Stationery	3,330.94	2,823.94
Photocopier Hire	979.12	1,360.72
Photocopier Costs	2,545.35	350.08
Office Support	2,235.41	312.03
Newsletter	798.67	423.00
Advertising	185.00	115.00
Painted Room	453.00	1,004.00
General	833.77	62.65
Petty Cash	1,283.32	794.44
Postage	1,067.00	2,149.97
Subscriptions	13,032.27	11,653.82
ICT Computers	8,946.61	3,207.15
Telephones	1,042.07	1,084.60
Mayor Expense		15.08
Councillors Expenses	961.55	180.00
Councillors Training	204.16	145.84
Insignia and roll of honour	120.00	
Flag Pole	1,163.50	1,400.00
Civic Hospitality	586.83	
Traffic Management		7,590.85
Election Expenses		15.60
Neighbourhood Plan	20.00	756.37
Annual and Other Meetings		318.00
Charter Market Improvts	579.21	396.16
Bank Charges	40.00	40.00
Data Protection	625.00	420.00
Audit Internal	2,000.00	13,673.25
Audit External	13,460.82	23,136.53
Professional Services	7,005.00	96,261.66
Legal Costs	2,155.75	2,015.01
Health and Safety		
	<u>65,654.35</u>	<u>171,705.75</u>

**LEDBURY TOWN COUNCIL  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2020**

**EVENTS ETC**

	£	Schedule E 2019
Events Barriers	478.19	125.00
October Fair	2,792.68	3,418.88
Christmas Lights	6,316.74	5,406.00
Christmas Lights Rental	8,087.91	7,440.00
Hanging Baskets Supply	2,656.00	4,066.91
Fertiliser, Water Equipment		830.00
Stock	440.49	112.53
Tour Guides	6,844.69	11,720.73
Special Audt Review	600.00	
Promotional Material		1,301.80
Tourism/Allotments/Centenary		642.00
Signage	642.50	
	<u>28,859.20</u>	<u>35,063.85</u>

**GRANTS WITH POWERS**

	£	Schedule F 2019
Barrett Browning Clock	88.17	251.71
Carnival Association	1,000.00	1,000.00
Community Association		2,500.00
CVA Transport	8,000.00	7,000.00
Railway Station	440.00	450.00
Poetry Festival	2,200.00	2,200.00
Ledbury Places		1,000.00
CAB	5,000.00	7,083.33
Malvern Hills AONB Partnership	500.00	500.00
Poppy Wreath	137.50	25.00
Age UK		2,750.00
October Fair		
Primary School	1,000.00	750.00
Youth Budget	7,850.00	1,000.00
Distinguished Citizen Awards	69.17	143.48
Unspecified	1,450.00	300.00
Listed Building Reserve	2.00	
	<u>27,736.84</u>	<u>26,953.52</u>

**MISCELLANEOUS**

Miscellaneous

	£	Schedule G 2019
Recreation Ground		48.83
Town Council Offices		380.00
Finance		1,198.20
		<u>1,627.03</u>

# Ledbury Town Council Current Year

## Bank - Cash and Investment Reconciliation as at 31 March 2020

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/03/2020 Lloyds A/c (235) (Bus Ext)	500.00	
1	31/03/2020 Lloyds A/c 174 Bus Inst	23,700.44	
2	31/03/2018 Instant Access (174)	0.00	
3	31/03/2020 Premier A/c (736) Comm Call	158,261.16	
4	31/03/2020 Public Sector Deposit Fund	151,579.00	
5	28/02/2018 High Interest Account	0.00	
			334,040.60
<u>Other Cash &amp; Bank Balances</u>			
	Petty Cash	29.14	
	Postage Account	0.00	
			29.14
			334,069.74
<u>Unpresented Payments</u>			
1	28/03/2019 012105	117.00	
1	10/07/2019 012227	9.00	
1	13/12/2019 012281	190.00	
1	28/02/2020 012301	7,005.00	
1	28/02/2020 012308	2.00	
1	11/03/2020 012310	3,744.02	
1	11/03/2020 012311	20.00	
1	11/03/2020 012312	203.42	
1	11/03/2020 012315	500.00	
			11,790.44
			322,279.30
<u>Receipts not on Bank Statement</u>			
0	31/03/2020 All Receipts Cleared	0.00	
			0.00
			322,279.30
<u>Closing Balance</u>			
<u>All Cash &amp; Bank Accounts</u>			
1	Lloyds A/c (235) (Bus Ext)	12,410.00	
2	DNU Instant Access (174)	0.00	
3	Premier A/c (736) Comm Call	158,261.16	
4	Public Sector Deposit Fund	151,579.00	
5	High Interest A/c	0.00	
	Other Cash & Bank Balances	29.14	
	<b>Total Cash &amp; Bank Balances</b>		<b>322,279.30</b>

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04/06/2020

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## Ledbury Town Council Current Year

## Balance Sheet as at 31 January 2020

31st March 2019

31st March 2020

## Current Assets

1,724	Debtors	0
10,610	Vat Due	9,102
2,073	Stock	1,748
0	Lloyds A/c (235) (Bus Ext)	12,410
104,503	Premier A/c (736) Comm Call	158,261
150,467	Public Sector Deposit Fund	151,579
287	Petty Cash	29
<u>269,665</u>		

333,129

269,665 Total Assets333,129

## Current Liabilities

11,925	Lloyds A/c (235) (Bus Ext)	0
27,745	Creditors	17,709
0	Accruals & Other Creditors	1,120
0	Receipts in Advance	400
<u>39,670</u>		

19,229

229,995 Total Assets Less Current Liabilities313,900

## Represented By

(6,067)	General Fund	313,900
236,062	Earmarked Reserves	0
<u>229,995</u>		<u>313,900</u>

The above statement represents fairly the financial position of the authority as at 31 January 2020 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

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

Signed :  
Responsible  
Financial  
Officer

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

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**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2020**  
**Ledbury Town Council Current Year**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	274,742	229,995	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	375,771	477,153	Total amount of Precept income received in the year
3	Total other receipts	45,909	46,252	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	111,731	201,708	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 expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	354,696	237,792	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	229,995	313,900	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	243,333	322,279	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	752,031	768,700	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

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