

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Council Meeting 22nd June 2021

3.0 Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2021

The AGAR part 3 for the year ended 31st March 2020 has been prepared in accordance with the statutory requirements.

3.1 Annual Internal Audit Report 2020/21

The Town Clerk meet the Internal Auditor on the Wednesday 9th June 2020. The Internal Auditor went through the attached Internal auditor's check list (copy attached) and examined the documents and went through the processes of Cambourne Town Council. On the conclusion of the visit the Internal Auditor completed and signed the Annual Internal Audit Report 2020/21.

Recommendations;

That Cambourne Town Council receive the Annual Internal Audit Report and note the findings. No actions are required to be taken.

Annual Internal Audit Report 2020/21

E Cambourne Town Council

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, 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 2020/21 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

09/04/2021

DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

L. E. PINCHEN

Signature of person who carried out the internal audit

Signature

Date

09.06.2021

*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).

Internal Audit Check		
Cambourne Parish Council – y/e 31 March 2021		
A Appropriate books of account have been properly kept throughout the year		
Check cash book properly written up and balanced	An accounting package has been purchased but not implemented yet due to covid. A spreadsheet is currently kept, and a selection of entries were checked.	1
Verify selection of items against bank statement	Entries for October and March were verified against the bank statement.	1
B The Council's Financial Regulations have been met		
Standing Orders formally adopted and correspond to the latest good practice	Standing Orders, based on the NALC model, were last adopted in May 2018, and reviewed in at the November 2020 Finance & Policy committee; no amendments required. However, an earlier version of this and other policies are showing on the website.	2
Financial Regulations formally adopted and correspond to the latest good practice	The Financial Regulations based on the NALC model were last adopted in October 2019 and reviewed at the November 2020 Finance and Policy committee; no amendments required. However, an earlier version of this and other policies are showing on the website.	2
RFO appointed and clear duties listed	The Clerk is the RFO	1
Check selection of large or unusual purchases to ensure FRs followed	Purchase of Allet greens/wicket mower, tree mapping system and new signage checked. 3 quotes were obtained for all purchases, reported to the Council and the purchases confirmed.	1
B Payments were supported by invoices, expenditure was approved, and VAT properly accounted for		
Check selection of payments to ensure properly authorised.	All payments authorised by 2 signatories. Minutes show that payments have been properly approved by either the Council or the Finance & Policy Committee	1
Check vouchers relating to above	A selection of invoices was checked against payments.	1
Check VAT has been properly accounted for (for income, see below)	VAT properly analysed in separate column in cash book	1

Internal Audit Check		
Cambourne Parish Council – y/e 31 March 2021		
Additionally, check random selection of large payments in cash book	Large payments were identified and explained by the Clerk.	1
If electronic banking is used ensure that proper procedures are in place as provided for in the new model Financial Regulations.	All invoices are checked by the Clerk and authorised by 2 signatories who visit the Town Council office to do so.	1
Check any s137 for amount, validity	The Council has General Power of Competency.	1
Check VAT reclaim(s) during the year or, if Council is registered, check that VAT returns correspond with the underlying records.	VAT returns are made quarterly and correspond to the records.	1
C The Council assessed the significant risks to achieving its objectives and had adequate arrangements to manage these		
Formal risk assessment documents available for inspection	The LCRS system has been upgraded to the newest version that conforms to current legislation. Risk Assessments are comprehensive.	1
Do the minutes record the council carrying out an annual risk assessment?	A review of the risk assessments was evidenced in the minutes of the November 2020 Finance and Policy Committee.	1
Is the insurance cover appropriate and adequate – see also H below	The insurance cover is appropriate and adequate.	1
D The annual precept requirement resulted from an adequate budgetary process		
Has the Council prepared an annual budget in support of its precept?	The budget for the year 2021-2022 was approved at the Council meeting on 12 th January 2021. A full report had been presented to the Council.	1
Is the precept based upon realistic assumptions including evaluation of required balances?	The assumptions seem reasonable and were explained by the Clerk.	1
D Progress against the budget was regularly monitored and reserves were appropriate		
Review existence and adequacy of budgetary reports	Budgetary and financial reports are regularly reviewed at either full Council meetings or Finance & Policy Committee meetings, depending on the timing of the meeting. The reports for October 2020 and March 2021 were reviewed.	1
Are there any significant unexplained variances?	All variances adequately explained by the Clerk.	1

Internal Audit Check		
Cambourne Parish Council – y/e 31 March 2021		
E Expected income was fully received, based upon correct prices, properly recorded and promptly banked; and VAT was properly accounted for		
Precept paid as requested and banked properly	The precept was received by BACS; 25% in April 2020, 25% in May 2020 and 50% in September 2020.	1
Is other income properly accounted for and are adequate procedures in place?	Two room hire bookings, two pitch bookings, one allotment receipt and one Trailer Park receipt were chosen at random. Invoices and receipts were reviewed, and the income seen on bank statement and cash book.	1
If appropriate, is the Council VAT registered and, if so, is VAT being properly charged?	The Council makes regular VAT returns.	1
F Petty cash payments were properly supported by receipts, expenditure was approved, and VAT properly accounted for		
Is all petty cash expenditure supported by VAT receipts?	A small number of petty cash transactions properly dealt with.	1
Is petty cash expenditure regularly reported back to the Council?	Petty Cash is included in the financial reports to councillors. Checks showed that the reporting had not been kept up to date during the year, but this had been rectified for the year end accounts.	2
Is reimbursement carried out regularly?	Reimbursement is made as soon as required. The float is topped up as and when required.	1
G Salaries to employees and allowances to members were paid in accordance with council approvals		
Do all employees have properly drawn up contracts of employment?	All employees have contracts. The newest employee's contract was checked.	1
Has the Council approved all salaries and do payments correspond with these decisions?	All salaries for the coming year were approved by the Chairs Committee in April 2020 and the actions confirmed at the Council meeting in July 2020. Salaries were checked against the SCP points.	1
Are other payments (e.g. expense payments) reasonable and properly approved?	None	-
G PAYE and NI requirements were properly applied		
Check PAYE and NI. Alternatively, if a bureau is used, check the records of payments.	Payroll is handled by a bureau and detailed reports are received electronically. Employees are able to access their payslips online.	1

Internal Audit Check		
Cambourne Parish Council – y/e 31 March 2021		
Check end of year returns or, if a bureau is used, check that the documentation is in order.	All done by the payroll bureau. Reports are received electronically.	1
Are pension requirements properly met?	All employees are members of LGPS, and monthly reports are produced as part of the payroll.	1
H Asset and investment registers were complete and accurate and properly maintained		
Does the Council have an Asset Register and is it regularly maintained?	The Asset Register is kept on Everything I Own. All relevant purchases over £100 are added.	1
Ensure assets purchased during year (see minutes) are recorded	The new items of Allet mower, tree mapping system and new signage were checked against the register.	1
Do asset insurance values correspond to values in the asset register?	Yes, these are reasonable. The replacement cost of the items is covered.	1
I Periodic and year-end bank account reconciliations were properly carried out		
Check for regular (monthly / quarterly) bank reconciliations for all accounts	Regular monthly bank reconciliations are prepared and reported at a meeting. The reconciliations had not been signed by the independent councillor. The reason given was that the independent councillor has been unable to attend the office due to covid.	2
Are reconciliations accurate and do they contain no unexplained items?	No issues.	1
J Year-end accounts were prepared on the correct accounting basis, agreed with cash book, were supported by an adequate audit trail from underlying records		
Are year-end accounts produced on the correct basis R&P or I&E)?	I & E	1
Verify accounts to cash book	The accounts were verified to the cash book, bank reconciliation and bank statements.	1
Is there an audit trail from underlying financial records to the accounts? (I&E only)	Yes,	1
Verify debtors and creditors (I&E only)	A schedule of debtors presented, there were no year end creditors.	1

Internal Audit Check		
Cambourne Parish Council – y/e 31 March 2021		
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. (“Not Covered” should only be ticked where the authority had a limited assurance review of its 2018/19 AGAR)		
Did the Council satisfy this requirement?	N/A	
L. During summer 2019 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.		
Check evidence of this.	The correct notice was posted on the Council’s website and noticeboards on 20 th July 2020.	1
M. (For local councils only) Trust funds (including charitable) - The council met its responsibilities as a trustee		
Verify this was the case.	N/A	
Levels of assurance: 1 – high, 2 – substantial, 3 – limited, 4 – minimal, n/c – not covered at this visit		

Liz Pinchen
3 Springfield Close
Great Cambourne
Cambridge
CB23 5JL

3.2 AGAR Section 1: Annual Governance Statement 2020/21

Annual Return Section 1 Annual governance statement 2020/21.
Cambourne Town Council must consider statements 1-9 individually prior to approving that the Town Chairman and Town Clerk sign the declaration on behalf of the Town Council.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

*Yes', means that this authority:
prepared its accounting statements in accordance with the Accounts and Audit Regulations*

YES, The Town Council has appointed the Town Clerk as the Responsible Financial Officer who is responsible for ensuring the statements are correctly produced.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

*Yes', means that this authority:
made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*

YES, The Town Council regularly reviews the Financial Regulations (based on the NALC model Financial Regulations) and follows them. All payments are inputted to the electronical banking system by an Officer and authorised by two of the appointed signatories. Bank Reconciliations and Budget Statements are reported regularly to the Town Council.

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.

*Yes', means that this authority:
has only done what it has the legal power to do and has complied with Proper Practices in doing so.*

YES, The Town Council follows its adopted Financial Regulations and when setting the budget takes account of the relevant powers and duties under which it operates. The Town Council exercises the General Power of Competency.

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.

*Yes', means that this authority:
during the year gave all persons interested the opportunity to inspect
and ask questions about this authority's accounts.*

YES, The Council published on its web site and on the Town, Notice Boards the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Accounts for the Year Ended 31 March 2020 for the required period including the required sections of the AGAR.

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.

*Yes', means that this authority:
considered and documented the financial and other risks it faces and
dealt with them properly.*

YES, The Town Council maintains a Risk Assessment and follows the Financial Regulations that set out the internal controls the Council follows including reporting to the Council expenditure and the processes for making payments. The Council is also fully insured for its actions.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

*Yes', means that this authority:
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.*

YES, An Internal Auditor was appointed and carried out the Internal Audit Report discussed under Item 3.1.

7. We took appropriate action on all matters raised in reports from internal and external audit.

*Yes', means that this authority:
responded to matters brought to its attention by internal and external
audit.*

YES, The internal report for 2020/21 was reviewed at the Council meeting held on Tuesday 14th July 2020 and no actions were required. In relation to the External Audit Box a was amended as set out in the External Auditors report this is noted under Item 3.3 of this report. This was also considered and noted at the Finance and Policy Committee FIN/M79 on the 15th December 2020.

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.

Yes', means that this authority:

disclosed everything it should have about its business activity during the year including events taking place after the yearend if relevant.

YES, The Town Council has no relevant events taking place.

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', means that this authority:

has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

The Town Council has no Trust funds so this statement is N/A

Recommendation;

That Cambourne Town Council authorise the Town Chairman and Town Clerk to sign Section1 of the Annual Return: Annual governance statement 2020/21,

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

E Cambourne Town Council Y

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 2021, 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:

DD/MM/YY

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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

3.3 AGAR Section 2: Accounting statements 2020/21

Annual Return Section 2 Accounting statements 2020/21: for approval and signature by the Town Chairman copy attached. Note previous year box 8 has been amended as requested as part of the External Auditors Section 3 matters raised of the AGAR 2019/20.

Attached the following documents used to complete the Accounting Statement:

Statement of Income and expenditure for the financial year 2020/21 on which the Annual Return is based.

Yearend bank reconciliation for the financial year 2020/21.

Recommendations;

That Cambourne Town Council approve and authorise the Parish Chairman to sign Section 2 of the Annual Return: Accounting statements 2019/20.


Section 2 – Accounting Statements 2020/21 for

E.Cambourne Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	718,785	575,175	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	514,120	532,290	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	262,123	458,673	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	451,595	366,438	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	33,906	33,906	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	434,352	353,930	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	575,175	811,864	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	472,650	682,662	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	6,661,754	6,802,879	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	65,833	33,307	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 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 REQUIRED**

Date

08/06/21

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

CAMBOURNE TOWN COUNCIL

STATEMENT OF INCOME AND EXPENDITURE FOR THE FINANCIAL YEAR 2020/2021

The Council was Incorporated on 19th March 2004 under the Parish Council of Cambourne Order 2004
by South Cambridgeshire District Council

INCOME	2019-2020 £	2020-2021 £	Previous years adjustments £	Current years adjustments £	I+E	£	Notes on compilation from the receipts and payments account
Precept	514,120.00	532,290.00	0.00	0.00	0.00	532,290.00	532,290 Square 2
Balance carried forward	718,784.74	575,175.04	0.00	0.00	0.00	575,175.04	
Balance in Petty Cash	163.27	149.05	0.00	0.00	0.00	149.05	
Total balance carried forward	718,948.01	575,324.09				575,324.09	575,324 -149 Petty Cash 575,175 Square 1
Receipts							
Allotments	2,490.26	2,475.27	0.00	0.00	0.00	2,475.27	Receipts in advance
Community Buildings	62,107.42	22,351.76	-6,414.26	4,352.34	20,289.84	20,289.84	Debtors
MUGA and Sports Pitch rental	23,648.32	22,350.71	-37,478.39	37,478.39	0.00	0.00	Receipts in advance
Grant for youth	0.00	0.00	0.00	0.00	0.00	0.00	Debtors
Burial Ground	1,735.00	650.00	435.00	0.00	0.00	1,085.00	
Maintenance for transferred land	575.67	0.00	0.00	0.00	0.00	0.00	Receipts in advance Proportion of 1st Year maintenance
Maintenance	67,364.39	3,249.60	-17,301.13	46,769.93	32,718.40	32,718.40	
Miscellaneous	69,637.30	120,815.93	0.00	-11,303.88	109,512.05	109,512.05	Debtors
Trailer Park	9,634.77	9,251.45	0.00	0.00	9,251.45	9,251.45	Debtors
Sport Pavilions	15,360.17	2,088.11	0.00	0.00	0.00	0.00	Receipts in advance
Capital Works	31,000.00	237,000.00	-3,864.60	1,438.15	-338.34	-338.34	Debtors
Cambourne Parish Energy Fund	20,327.57	24,107.69	0.00	0.00	0.00	0.00	Receipts in advance
Lease of Land	0.00	0.00	0.00	0.00	0.00	0.00	
Section 106 Funding	0.00	0.00	-38,428.64	38,428.64	0.00	0.00	
Bank interest	708.00	220.86	0.00	0.00	220.86	220.86	
TOTAL RECEIPTS	1,537,493.61	1,552,026.42	-103,052.02	117,163.57	1,566,137.97	1,566,137.97	458,673 Square 3 458,673

Expenditure	2019-2020	£	2020-2021	£																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
-------------	-----------	---	-----------	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CAMBOURNE TOWN COUNCIL
BANK RECONCILIATION AT 1st April 2021

Prepared by John Vickery Parish Clerk and RFO

09/03/2020

Total Receipts of the Council up to 31st March 2021 1,172,664.02

Total Receipts of the CPEF up to 31st March 2021 1,263,461.70

Total Payments by the Council up to 31st March 2021 792,314.13

Total Payments by the CPEF up to 31st March 2021 961,299.07

Balance A 682,512.52

Barclays Bank PLC

Account No 93936082

Statement from Bank dated 1st April 2021 1,000.00

Account No 90496049

Statement from Bank dated 1st April 2021 £ 368,046.01

Account No 23365964 CPEF

Statement from Bank dated 1st April 2021 £ 302,162.63

Total 671,208.64

Unpresented cheques at 31st March 2021

Barclays

	TOTAL	£	-
Unrecorded income at 31st March 2021	TOTAL		11,303.88
Balance	B	£	682,512.52
Check A-B			-0.00
Petty Cash	Total		149.05
Balance including Petty Cash	Total		682,661.57

Signed

Chairman

Clerk

Date

Independent Councillor Check

Date

3.4 Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Accounts for the Year Ended 31 March 2021

As amended last year there is a requirement for the Responsible Financial Officer to set the dates when the accounts will be open for inspection this period will commence on Friday 25th June 2021 and ending on Monday 9th August

Copy of Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Accounts for the Year Ended 31 March 2021 attached.

Smaller authority name : **Cambourne Town Council**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement <u>24th June 2021</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) Cambourne Town Clerk, Town Council Office, Cambourne Community Centre, High Street, Cambourne. CB23 6GW</p> <p>commencing on (c) <u>Friday 25th June 2021</u></p> <p>and ending on (d) <u>Monday 9th August</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) John Vickery, Cambourne Town Clerk</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>