

# Sandy Town Council

**To: Cllrs P N Aldis, P Blaine, A Gibson, J Hewitt, A M Hill, W Jackson, T Knagg, R Lock, C Osborne, S Paterson, M Pettitt, M Scott, P Sharman, S Sutton and N Thompson**

**You are hereby summoned to attend an extraordinary meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy on Monday 28 June 2021 at 5.00pm for the purpose of transacting the items of business below.**



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
22<sup>nd</sup> June 2021

Due to COVID19 restrictions still in place and a maximum occupancy capacity for the venue, members of the public are advised not to attend the meeting and submit any questions to the Town Clerk ahead of the meeting date.

As this is a face-to-face meeting being held in a Covid-Secure location you are required to wear a face covering on entering the building and until seated. Once seated it is recommended that face coverings remain in place unless you are speaking.

## **A G E N D A**

### **1 Apologies for Absence**

To receive any apologies for absence.

### **2 Declarations of interest and requests for dispensations**

*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non Pecuniary Interests*
- iii) Dispensations*

# Sandy Town Council

## **3 Year-End Accounts 2020-2021**

To receive a report briefly outlining the year end accounting process.

Appendix I

## **4 Annual Governance & Accountability Return 2020/2021**

### **ANNUAL INTERNAL AUDIT REPORT 2020/2021**

To receive and note the Internal Auditor's Year End report for the year ending 31<sup>st</sup> March 2021, together with the completed Annual Internal Audit Report 2020-2021 of the Annual Governance & Accountability Return (AGAR) Part 3.

Appendix II

There are no recommended actions to be considered. However, one matter relating to the petty cash records was discussed by an advisory meeting of the Policy, Finance and Resources committee. The committee advised that the Council continue with its existing procedure for managing petty cash and that the Council's accountant is requested to make sure the balance is reconciled as of 31<sup>st</sup> March each year for the purpose of annual accounts. A review will be held into the level of petty cash held on the premises.

## **5 Annual Governance & Accountability Return 2020/2021**

### **SECTION 1 - ANNUAL GOVERNANCE STATEMENT**

To confirm and approve the statements on the Annual Governance Statement (Section 1) of the 2020-2021 Annual Governance & Accountability Return (AGAR) Part 3. The Clerk and the Chairman of the Council are to sign once approved.

Appendix III

## **6 Annual Governance & Accountability Return 2020/2021**

### **SECTION 2 - ANNUAL ACCOUNTING STATEMENT**

i) To receive and approve the year-end unaudited financial statements for the year ending 31<sup>st</sup> March 2021.

Appendix IV

ii) To confirm and approve the Accounting Statement (Section 2) of the 2020-2021 Annual Governance & Accountability Return (AGAR) Part 3. The Clerk, as Responsible Financial Officer, has signed to certify that the Accounting Statement has been prepared following guidance in Governance & Accountability for smaller Authorities. The Chairman of the Council is to sign following approval by the Council.

Appendix V

## **7 Annual Governance & Accountability Return 2020/2021**

### **EXERCISE OF PUBLIC RIGHTS**

Following the Council's approval of Sections 1 and 2 of the AGAR, the Clerk will confirm the commencement date for the exercise of public rights. The Annual Return will be published on the council's website on Tuesday 29<sup>th</sup> June 2021, and the period of public rights will commence on Wednesday 30<sup>th</sup> June for a period of 30 working days.

**Sandy Town Council**

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<b>Date:</b>	<b>28<sup>th</sup> June 2021</b>
<b>Title:</b>	<b>Year End Accounts Process</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**Purpose of the Report**

1. To receive and note a brief outline of the year-end accounts process. This report is provided for information only.

**Recommendation**

2. This report is provided for information only.

**Background**

3. This report is provided to advise Members of the year end accounting processes.

There are 3 elements to the Council's accounts:

1. Day to day accounts information
2. Year-end close down
3. Preparation of Annual Governance & Accountability Return

This report provides guidance on the above elements.

**Day to Day Accounts**

4. The administration of the council's invoicing, purchasing and payments is undertaken by the Administration Team Leader, with oversight and overall responsibility by the Town Clerk. DCK Beavers, the Council's accountant, provide support. The Council's accountant carries out monthly end accounting, management/administration of the accounts system and monthly reporting. Analysis of monthly expenditure is provided by the Town Clerk to the finance committee.

**Year End Close Down**

5. The RFO specifies a date for the year and close down to DCK Beavers for mid-May. This is to enable March invoices to be received and processed and for journals of corrections, adjustments, accruals and prepayments to be completed.

DCK Beavers then undertake the following:

1. Check prepayment, accrual and adjustments journals
2. Complete any outstanding journals over which there was a query
3. Make recommendations as appropriate to RFO & Accounts Officer
4. Check the proposed EMR transfers, make necessary amendments and input the appropriate journal entries
5. Print journal report for HRTC officer to check
6. Close down for the month of March and complete back-up
7. Close the year and complete year end back-up.
8. Open new live company for the subsequent year's accounts.

**Preparation of the Annual Governance & Accountability Return**

6. The Annual Governance & Accountability Return comprises:

- Completion of the Annual Governance & Accountability Return form;
- Bank Reconciliation Statement for year-end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Statement of Accounts for the Year;
- Completion of Intermediate Audit Questionnaire supported by evidence specified by the external auditors.

7. DCK Beavers assist in the completion of the Annual Return. In preparation they require a Questionnaire to be completed in January which provides them with information on the Council's pension scheme, recruitment, advertising, publicity, asset purchases and disposals to date, leases and tenancies, and agency work. This information is provided to assist with the preparation of the Notes to the Statement of Accounts.

8. In addition, the RFO specifies a date for the completion of the Statement of Accounts to DCK Beavers for early June dependent on the date of the Town Council meeting.

9. DCK Beavers provide a draft of Section 2 Statement of Accounts Notes to the Accounts by the date specified. Officers check information provided.

10. DCK Beavers do not prepare the following for submission with the Annual Return:

- Bank Reconciliation Statement for year-end;
- Explanation of Differences to figures contained within the Annual Return form;
- Reconciliation of Boxes 7 & 8 of the Annual Return form;
- Completion of Intermediate Audit Questionnaire with evidence required

These are completed by the RFO.



**SANDY TOWN COUNCIL  
INTERNAL AUDIT REPORT YEAR ENDING 31<sup>st</sup> March 2021**

The final internal audit was carried out on 11<sup>th</sup> May 2021 at the premises of Sandy Town Council.

**Work Done**

**Bank Reconciliations**

The year end bank reconciliations were reviewed and agreed to ensure that they had been prepared correctly. In addition, the reconciliation file was reviewed to ensure completeness as per the interim internal audit report. Cheque book & paying-in book cut off was confirmed to ensure that all transactions were entered in the correct accounting period.

**Trade Debtors & Creditors**

Trade debtor and creditor balances were reviewed for reasonableness and to ensure that there were no outstanding balances that require doubtful debt provisions.

**Review of VAT returns**

VAT returns for the year were reviewed and the closing balance was reconciled to the financial statements.

**Accruals**

Accruals were reviewed and compared to the previous year to ensure they are reasonable.

**Accounting for Income & Expenditure**

Sample testing of the Council's income and expenditure was carried out during the first internal audit visit. Results of this testing were satisfactory and no further testing of this area was considered necessary during this visit.

**Review of Risk Assessment**

The Council's risk assessment was reviewed to ensure that significant risks have been identified and that adequate arrangements and controls are in place to minimise these risks.

**Fixed Asset Register**

The fixed asset register was reviewed to ensure that it was complete, accurate and properly maintained.

**Insurance**

The insurance policies and schedules were reviewed to ensure that cover was sufficient.

### **Meeting Minutes**

Minutes of the Council meetings were reviewed to ensure that expenditure was approved and monitored and that decisions regarding the Council's finances were documented.

### **Review of Accounts**

A review of the accounts was required to ensure that they had been correctly prepared and to ensure agreement to the underlying accounting records.

## **Results**

### **Bank Reconciliations**

All year end bank reconciliations were reviewed and appeared to be correctly prepared. Reconciliations have been prepared monthly and reviewed and approved at Council meetings. All items outstanding at the year-end were tested for clearance and 100% were found to have cleared by the beginning of April 2021.

We can conclude that the amount recorded in the accounts for cash in hand does not reflect the value (£350.00) shown on the financial statements. A cash sheet is recorded on a monthly basis and reimbursed through the bank account. The nominal value on the accounts does not get amended to reflect the true value left over each month.

### **Trade Debtors & Creditors**

There were no trade debtors outstanding at the yearend date. The trade creditor balance totalled £30,877.78 and were deemed to be accurate and complete from errors.

We can conclude that the amounts recorded in the accounts for debtors and creditors are reasonable and reflect the underlying books & records of the Council.

### **VAT**

The closing VAT balance was checked to VAT returns and a VAT control completed. The Council receives repayment of VAT as there is only a small amount of taxable supplies made. The majority of the Council's supplies are zero rated. There was no VAT visit during the year.

We can conclude that the amount recorded in the accounts as VAT debtor is reasonable and reflects the underlying books & records of the Council.

### **Accruals**

Accruals were reviewed and noted to be comparable with the prior year. Accruals reviewed for reasonableness and April invoices reviewed for completeness.

We can conclude that the amount recorded in the accounts for accruals is reasonable and reflects the underlying books & records of the Council.

### **Risk Assessment**

The current risk assessment identifies the individual risks faced by the organisation, the threat levels of these risks and the controls that have been put in place. The risk assessment is produced by Chris Robson, the Town Clerk.

It was noted that the risk assessment was received, reviewed and adopted by the Town Council on 17<sup>th</sup> February 2020. A review is set to take place by February 2022.

We can therefore conclude that the Council has assessed the significant risks to achieving its objectives and that adequate control procedures are in place to mitigate these risks.

### **Fixed Assets**

The Council keeps a fixed asset register and this has been maintained on a regular basis during the year. All additions have been recorded in the year. As with most Councils, the register is maintained at cost price.

We can therefore conclude that the amount recorded in the accounts as fixed assets reflects the original cost of assets purchased.

### **Insurance**

Two separate policies are held, one for the fleet (ERS) and one to cover buildings, contents, public liability, employers liability etc (Aviva). The Council considers the insurance adequate for their needs.

We conclude that the Council has assessed the insurance requirements and adequate controls are in place to ensure the cover is sufficient.

### **Meeting Minutes**

The Council meets regularly & follows regular agenda items including Council finance. Council expenditure is approved on a monthly basis and accounts are reviewed and approved by the Council.

The budget is also reviewed monthly. Meeting notes are numbered using a stamp system and initialled each month. We can conclude that a complete and accurate record of all the Council meetings is being prepared by the Council.



### **Review of Minutes of Meeting**

- A Neighbourhood plan budget of £10,000 is to be included in the 2021/22 financial year budget. The funding is to be provided via a transfer from the rolling capital fund.
- Precept of £599,356 was agreed for the 2021/22 financial year (an increase of £4,588 from the previous year or 0.77%).
- The Band D Council tax for the year is to be set at £149.24 per calendar month. This equates to an increase from 2020/21 (£0.55% or £0.81).
- The under spend in the 2020/21 revenue is to be transferred to the rolling capital fund.
- Monies totalling £17,433 + VAT was spent at installing outdoor fitness equipment at Sunderland Road Recreational Ground, as the first step in a wider project of developing a fitness and activity trail across the town.

### **Conclusion**

In our opinion, books and records are being kept in order. Appropriate risk assessment procedures and internal controls are in place and these are being adhered to by the Council.

*Haines Watts*

.....  
R Hammond FCA - Partner  
Haines Watts  
First Floor, Woburn Court  
2 Railton Road  
Woburn Road Industrial Estate  
Kempston  
Bedford  
MK42 7PN

*25TH MAY 2021.*

.....  
Date



# Annual Internal Audit Report 2020/21

SANDY TOWN COUNCIL

www.sandytowncouncil.gov.uk (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.	✓		
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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
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.			✓
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 (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YYYY 11TH MAY 2021

Name of person who carried out the internal audit

EMMA HAINES WATTS INTERNAL AUDITOR

Signature of person who carried out the internal audit

Haines Watts

Date

25/05/2021

\*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).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

SANDY 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 2021, 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:

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

www.sandytowncouncil.gov.uk ICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**Sandy Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2021**

**Sandy Town Council**

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**31 March 2021**

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**Sandy Town Council**

**Council Information**

**31 March 2021**

**( Information current at 28th June 2021 )**

**Chairperson**

Cllr M. Pettitt

**Councillors**

Cllr J. Hewitt (Deputy Mayor)

Cllr P. N. Aldis

Cllr P. Blaine

Cllr A Gibson

Cllr A. M. Hill

Cllr A. W. Jackson

Cllr T Knagg

Cllr R. Lock

Cllr C. Osborne MBE JP

Cllr S. Paterson

Cllr P. Sharman

Cllr S Sutton

Cllr N. Thompson

**Town Clerk**

Chris Robson

**Auditors**

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

**Internal Auditors**

Haines Watts

Woburn Court

2 Railton Road

Kempston

Bedford

MK42 7PN

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2021**

**Auditors**

**The name and address of the External Auditors is provided for information only.**

**These Statements are not subject to audit and the External Auditors have no responsibility for them.**

**Accounting Convention**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values)

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Debtors and Creditors**

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 12.



**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2021**

**Leases**

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 11.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 13 to 14.

**Interest Income**

All interest receipts are credited initially to general funds.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

**Sandy Town Council**  
**Income and Expenditure Account**  
**31 March 2021**

	Notes	2021 £	2020 £
<b>INCOME</b>			
Precept on Principal Authority		594,768	580,198
Capital Grants and Sale of Assets		36,340	62,656
Interest and Investment Income	1	1,343	2,654
Recreation Grounds and Open Spaces		5,811	5,883
Cemetery		32,334	28,172
Tourist Information		-	1,099
Car Park and Market		171	1,234
Highways - Footpaths and Lighting		1,700	-
Establishment/General Administration		909	2,025
Civic and Democratic		1,504	310
Christmas Lights		25	1,151
		674,905	685,382
<b>EXPENDITURE</b>			
Establishment/General Administration		351,687	337,306
Election Expenses		-	3,708
Capital Expenditure	8	46,849	343,947
Loan Interest and Capital Repayments		608	608
Operational Expenditure:			
Recreation Grounds and Open Spaces		56,807	57,937
Cemetery		15,303	12,957
Tourist Information		-	949
Public Toilets		3,726	3,689
Car Park and Market		13,461	17,726
Lighting and Street Furniture		17,166	19,381
Civic and Democratic Costs		188	2,490
Grants and Donations		5,269	5,177
Christmas Lights		14,173	16,665
CCTV Fees		1,976	14,293
Outside Services		37,500	32,541
		564,713	869,374
<b>General Fund</b>			
Balance at 01 April 2020		234,042	284,043
Add: Total Income		674,905	685,382
		908,947	969,425
Deduct: Total Expenditure		564,713	869,374
		344,234	100,051
Transfer (to)/from Capital Receipts Reserve	13	-	55,324
Transfer (to)/from Earmarked Reserves	14	(110,192)	78,667
General Reserve Balance at 31 March 2021		234,042	234,042

*The notes on pages 8 to 12 form part of these unaudited statements.*

**Sandy Town Council**

**Balance Sheet**

**31 March 2021**

	Notes	2021 £	2021 £	2020 £
<b>Current Assets</b>				
Debtors and prepayments	9	14,911		21,413
Cash at bank and in hand		<u>618,903</u>		<u>509,046</u>
		633,814		530,459
<b>Current Liabilities</b>				
Creditors and income in advance	10	<u>(51,326)</u>		<u>(58,163)</u>
<b>Net Current Assets</b>			582,488	472,296
<b>Total Assets Less Current Liabilities</b>			582,488	472,296
<b>Total Assets Less Liabilities</b>			<u>582,488</u>	<u>472,296</u>
<b>Capital and Reserves</b>				
Earmarked Reserves	14		348,446	238,254
General Reserve			<u>234,042</u>	<u>234,042</u>
			<u>582,488</u>	<u>472,296</u>

Signed: .....

Cllr M. Pettitt  
Chairperson

.....

Chris Robson  
Responsible Financial Officer

Date: .....

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*The notes on pages 8 to 12 form part of these unaudited statements.*

## Sandy Town Council

### Notes to the Accounts

31 March 2021

#### **1 Interest and Investment Income**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	1,343	2,654
	<u>1,343</u>	<u>2,654</u>

#### **2 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

#### **3 General Power of Competence**

With effect from 13th May 2019 Sandy Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 13th May 2019 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

#### **4 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Annual Report & Newsletter	1,936	2,630
	<u>1,936</u>	<u>2,630</u>

#### **5 Tenancies**

During the year the following tenancies were held:

##### **Council as landlord**

<b>Tenant</b>	<b>Property</b>	<b>Rent p.a.</b> <b>£</b>	<b>Repairing /</b> <b>Non-Repairing</b>
Sandy Sports & Leisure Association	Land For Artificial Pitch – Sunderland Rd Rec	Peppercorn	N/A
Sandy Football Club	Pitch & Pavilion – Bedford Rd Rec. Ground	254	Repairing
Sandy Village Hall Mgmt C'ttee	Land for Sandy Village Hall	5	N/A
Sandy Bowling Club	Bowling Green, Sunderland Road	224	N/A
Sandy Air Cadets 22 Squadron	Land for Army Cadet HQ at Berwick Way	246	N/A
Sandy Cricket Club	Cricket Pitch, Sunderland Road	111	N/A
Biggleswade & Hitchin Angling	Angling Rights	669	N/A
Scout Hut	Scout Hut – Sunderland Rd Rec	Peppercorn	N/A

##### **Council as tenant**

<b>Landlord</b>	<b>Property</b>	<b>Rent p.a.</b> <b>£</b>	<b>Repairing /</b> <b>Non-Repairing</b>
Everton Estate	Recreation Land	-	Non-Repairing

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2021**

**6 Pensions**

For the year of account the council's contributions equal 24.80% of employees' pensionable pay. These contributions will increase to 25.80%, in future years.

**7 Fixed Assets**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
At 31 March the following assets were held:		
<b><u>Freehold Land and Buildings</u></b>		
Council Offices	215,000	215,000
Car Park & Market Storage Passageway	325,000	325,000
Public Toilets	150,000	150,000
Bedford Rd Recreation Ground and Buildings	240,500	240,500
Sunderland Rd Recreation Ground and Buildings	742,000	742,000
Cemetery incl Chapel and Shed	176,000	176,000
Cemetery Extension (under development)	236,992	236,992
Cemetery Extension Land	19,000	19,000
Scout Hut and ATC HQ Land	4,500	4,500
The Riddy Nature Reserve	63,000	63,000
Stratford Road Depot & Assos Yard	206,577	206,577
	<hr/> <b>2,378,569</b>	<hr/> <b>2,378,569</b>
<b><u>Vehicles and Equipment</u></b>		
John Deere Tractor	18,250	18,250
Rotamec Triple Deck Mower	11,150	11,150
Protea 12 Blade Mower	2,845	2,845
Grounds Maintenance & Depot Equipment	44,465	42,424
Play Equipment	423,812	410,659
Furniture and Equipment	138,241	136,252
Display Cabinets	15,000	15,000
Market Stalls (10) Boards & Covers	3,500	3,500
Market Storage Container	1,600	1,600
Chamber Hearing Loop	1,474	1,474
Gazebos (25)	2,494	2,494
Toyota Van FD07 HGU	8,370	8,370
Toyota Van AK12 WLJ	15,000	15,000
Defibrillator and Cabinet	631	631
Goal Posts	4,605	4,605
Roberine Flail Mower	29,500	29,500
War Memorial Plaque	540	540
Bowls Club Irrigation Pump	1,594	1,594
Beeston Green Defibrillator	660	660
Scoreboard	3,809	3,809
Depot CCTV	13,699	1,466
Outdoor Fitness Equipment	17,433	-
	<hr/> <b>758,672</b>	<hr/> <b>711,823</b>

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2021**

**7 Fixed Assets (Cont'd)**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
	<b>Value</b>	<b>Value</b>
<b><u>Infrastructure Assets</u></b>		
Street Lighting Columns	127,688	127,688
Noticeboards (11)	8,400	8,400
Car Park Barriers	11,500	11,500
Seats and Benches (84)	32,775	32,775
Bins and other street furniture	1,159	1,159
Anti Climb Fence Panels (50)	1,490	1,490
World War I Board	1,215	1,215
Railings	5,002	5,002
Bedford Road Fencing	2,481	2,481
Flagpole	677	677
	<hr/> <hr/> 192,387	<hr/> <hr/> 192,387
<b><u>Community Assets</u></b>		
Beeston Green	1	1
War Memorial	1	1
Disused Railway Embankment	1	1
Rose Garden	1	1
The Limes play area	1	1
Fallowfield open space and play area	1	1
	<hr/> <hr/> 6	<hr/> <hr/> 6
	<hr/> <hr/> 3,329,634	<hr/> <hr/> 3,282,785

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

In certain instances current insurance values have been used as approximate current replacement cost.

**8 Fixed Assets - Additions and Disposals**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
	<b>Cost</b>	<b>Cost</b>
During the year the following assets were purchased:		
Operational Land and Buildings	-	278,738
Vehicles and Equipment	46,849	65,209
	<hr/> <hr/> 46,849	<hr/> <hr/> 343,947
During the year the following assets were disposed of:		
Vehicles and Equipment	250	-
	<hr/> <hr/> 250	<hr/> <hr/> -



**Sandy Town Council**

**Notes to the Accounts**

**31 March 2021**

**9 Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
VAT Recoverable	13,978	19,369
Prepayments	933	2,044
	<u>14,911</u>	<u>21,413</u>

**10 Creditors and Accrued Expenses**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade Creditors	30,877	37,859
Superannuation Payable	4,937	4,709
Payroll Taxes and Social Security	3,828	3,953
Accruals	11,534	11,642
Income in Advance	150	-
	<u>51,326</u>	<u>58,163</u>

**11 Hire Purchase and Lease Obligations**

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

<b>Hire/Lessor</b>	<b>Purpose</b>	<b>Annual Lease/Hire Payable £</b>	<b>Year of Expiry</b>
Control Print Solutions	Service/Prints for Photocopier	1,098	2023
Pitney Bowes	Franking Machine	290	Ongoing
Grenke Leasing	Photocopier	3,062	2023

**12 Loans**

At the close of business on 31 March 2021 the following loans to the council were outstanding:

<b>Lender</b>	<b>Loan Period</b>	<b>Amount £</b>	<b>Years Remaining</b>
Public Works Loan Board	Repayable to 27 <sup>th</sup> August 2025	914	4.5
Public Works Loan Board	Repayable to 27 <sup>th</sup> February 2028	2,014	7

**13 Usable Capital Receipts Reserve**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	-	55,324
<i>Less:</i>		
Capital used to fund expenditure	-	(55,324)
Balance at 31 March	<u>-</u>	<u>-</u>

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2021**

**14 Earmarked Reserves**

	<b>Balance at 01/04/2020</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	141,594	120,710	(15,623)	246,681
Asset Renewal Reserves	-	-	-	-
Other Earmarked Reserves	96,660	19,217	(14,112)	101,765
Total Earmarked Reserves	<u>238,254</u>	<u>139,927</u>	<u>(29,735)</u>	<u>348,446</u>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2021 are set out in detail at Appendix A.

**15 Capital Commitments**

The council had no other capital commitments at 31 March 2021 not otherwise provided for in these accounts.

**16 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

## Section 2 – Accounting Statements 2020/21 for

## ESANDY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	656,288	472,296	<i>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.</i>
2. (+) Precept or Rates and Levies	580,198	594,768	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	105,184	80,137	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	-263,932	-276,532	<i>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.</i>
5. (-) Loan interest/capital repayments	-608	-608	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	-604,834	-287,573	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	472,296	582,488	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	509,046	618,903	<i>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.</i>
9. Total fixed assets plus long term investments and assets	3,282,785	3,329,634	<i>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.</i>
10. Total borrowings	3,313	2,928	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		

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

DD/MM/YY

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