

31st March 2023

31st March 2024

31st March 2023		31st March 2024	
<b>Current Assets</b>			
0	Debtors	330	
7,647	VAT Control A/c	9,212	
1,770	Stock	1,680	
45,416	Bulmer Cott Fund	29	
35,255	Developers Reserve Fund	20	
28,010	Active Saver	16	
10	Hosp Account	100	
29,426	Unity Bank	49,089	
217,224	CCLA	330,739	
126,782	Nationwide Business Saving	92,526	
25	Petty Cash	38	
<b>491,565</b>			<b>483,780</b>
<b>491,565</b>		<b>483,780</b>	
<b>Total Assets</b>		<b>Total Assets</b>	
<b>Current Liabilities</b>			
39,627	Accruals	48,979	
2,140	Wages control account	2,405	
2,636	Receipts in Advance	228	
<b>44,403</b>			<b>51,612</b>
<b>44,403</b>		<b>51,612</b>	
<b>447,162</b>		<b>432,167</b>	
<b>Total Assets Less Current Liabilities</b>		<b>Total Assets Less Current Liabilities</b>	
<b>Represented By</b>			
229,395	General Reserves		230,162
49,416	EMR - Bulmer Cott Fund		18,511
34,835	EMR - Developers Reserve Fund		34,909
35,741	EMR - Transformation		35,741
24,674	EMR - Street Lighting Column r		24,674
26,897	EMR Neighbourhood Fund		30,757
5,024	EMR Elections		5,024
7,572	EMR Pensions		7,572
0	EMR Play equipment		2,500
6,601	EMR recreation Ground toilets		6,601
1,886	EMR Highways Projects		1,886
7,333	EMR Heads Up		13,083
6,440	EMR Cemetery Extension		0
5,000	EMR Public Toilets		5,000
0	EMR Christmas Festival		500

19/04/2024

**Wem Town Council Current Year**

10:35

**Balance Sheet as at 31st March 2024**

**31st March 2023**

**31st March 2024**

180	EMR Poppy	180
4,000	EMR Skate Park	2,900
500	EMR Blooming Wem	500
58	EMR Staffing	58
1,610	EMR WEF	1,610
0	EMR REc Railings	10,000
<hr/> <b>447,162</b> <hr/>		<hr/> <b>432,167</b> <hr/>

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :

Chairman

\_\_\_\_\_

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

Signed :

Responsible  
Financial

\_\_\_\_\_

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

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Staffing</b>							
4000 Clerk	49,498	49,475	(23)		(23)	100.0%	
4001 Misc staffing	457	1,000	543		543	45.7%	
4002 Project assistant	8,966	8,620	(346)		(346)	104.0%	
4005 PA to Mayor and Clerk	9,992	9,263	(729)		(729)	107.9%	
4006 Staff Training	525	1,500	975		975	35.0%	
4008 Staff travel expenses	232	500	268		268	46.3%	
4010 Groundsman	31,364	30,616	(748)		(748)	102.4%	
4011 Groundsman's Overtime	1,700	1,500	(200)		(200)	113.4%	
4012 Msc non salary	619	500	(119)		(119)	123.9%	
4015 Litter Picker	3,155	2,980	(175)		(175)	105.9%	
4020 HMRC contributions	9,135	9,000	(135)		(135)	101.5%	
4030 TC Pension contributions	19,237	20,000	763		763	96.2%	
4045 Payroll Administration fee	625	800	175		175	78.1%	
Staffing :- Indirect Expenditure	<b>135,505</b>	<b>135,754</b>	<b>249</b>	<b>0</b>	<b>249</b>	<b>99.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(135,505)</b>	<b>(135,754)</b>	<b>(249)</b>				
<b>110 Administration</b>							
1076 Precept	380,394	380,394	0			100.0%	
1077 Neighbourhood Fund	3,860	0	(3,860)			0.0%	3,860
1080 Bank Interest	15,350	3,000	(12,350)			511.7%	169
1090 Story of Wem	30	120	90			25.0%	
1320 Misc income	3,117	0	(3,117)			0.0%	
Administration :- Income	<b>402,750</b>	<b>383,514</b>	<b>(19,236)</b>			<b>105.0%</b>	<b>4,028</b>
4065 Postage	122	500	378		378	24.4%	
4070 Telephone/ Broadband	1,927	1,500	(427)		(427)	128.5%	
4075 Stationery	487	410	(77)		(77)	118.8%	
4080 Printer/ copier	732	950	218		218	77.1%	
4085 Office hire	18,474	20,000	1,526		1,526	92.4%	
4090 Computer	1,399	1,900	501		501	73.6%	
4091 Office move	729	0	(729)		(729)	0.0%	
4095 Web site / Communication	190	600	410		410	31.7%	
4100 Contracts/ Subs	1,162	1,300	138		138	89.4%	
4105 Membership	2,260	2,300	40		40	98.3%	
4110 Audit	2,040	1,600	(440)		(440)	127.5%	
4120 Chain of Office	379	1,000	621		621	37.9%	
4125 Mayors Allowance	1,000	1,000	0		0	100.0%	
4130 Mayors Hosp. All.	60	750	690		690	8.0%	
4135 Honours Board	55	120	65		65	45.8%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Insurance	2,202	1,900	(302)		(302)	115.9%	
4145 Election Costs	0	1,000	1,000		1,000	0.0%	
4150 Legal Fees	0	1,000	1,000		1,000	0.0%	
4155 Bank Charges	459	700	241		241	65.5%	
4165 Pat Testing	71	150	79		79	47.5%	
4175 RBS	868	1,255	387		387	69.2%	
4180 Flags	263	0	(263)		(263)	0.0%	
4870 Miscellaneous	146	0	(146)		(146)	0.0%	
4885 Events	215	500	285		285	42.9%	
Administration :- Indirect Expenditure	<b>35,240</b>	<b>40,435</b>	<b>5,195</b>	<b>0</b>	<b>5,195</b>	<b>87.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>367,511</b>	<b>343,079</b>	<b>(24,432)</b>				
6001 less Transfer To EMR	4,028						
<b>Movement to/(from) Gen Reserve</b>	<b>363,482</b>						
<u>120 Cllr Expenses</u>							
1325 training income	270	0	(270)			0.0%	
Cllr Expenses :- Income	<b>270</b>	<b>0</b>	<b>(270)</b>				<b>0</b>
4050 Training/Conferences	534	1,000	466		466	53.4%	
4055 Travel expenses	0	75	75		75	0.0%	
Cllr Expenses :- Indirect Expenditure	<b>534</b>	<b>1,075</b>	<b>541</b>	<b>0</b>	<b>541</b>	<b>49.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(264)</b>	<b>(1,075)</b>	<b>(811)</b>				
<u>150 Grants/ Town Promotion</u>							
1010 Grant Heads Up	10,250	0	(10,250)			0.0%	10,250
1011 Christmas Festival	1,904	0	(1,904)			0.0%	
Grants/ Town Promotion :- Income	<b>12,154</b>	<b>0</b>	<b>(12,154)</b>				<b>10,250</b>
4115 Remembrance Service	175	400	225		225	43.8%	
4187 Climate Change	0	500	500		500	0.0%	
4188 Christmas Lights	11,818	27,000	15,182		15,182	43.8%	
4190 Heads Up	10,500	0	(10,500)		(10,500)	0.0%	10,500
4300 Small Grants	3,250	3,500	250		250	92.9%	
4305 Christmas Festival	3,846	3,000	(846)		(846)	128.2%	
4310 Larger Grant Contributions	4,200	4,200	0		0	100.0%	
4315 Town Promotion	283	500	217		217	56.6%	
4320 Wem Economic Forum	0	500	500		500	0.0%	
Grants/ Town Promotion :- Indirect Expenditure	<b>34,071</b>	<b>39,600</b>	<b>5,529</b>	<b>0</b>	<b>5,529</b>	<b>86.0%</b>	<b>10,500</b>
<b>Net Income over Expenditure</b>	<b>(21,917)</b>	<b>(39,600)</b>	<b>(17,683)</b>				
6000 plus Transfer From EMR	10,500						
6001 less Transfer To EMR	10,250						
<b>Movement to/(from) Gen Reserve</b>	<b>(21,667)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Recreation</u>							
4400 WSSA contribution	14,000	14,000	0		0	100.0%	
4405 WSSA - Reserve Fund	7,000	7,000	0		0	100.0%	
4410 Repairs & Maintenance	949	5,000	4,051		4,051	19.0%	
4420 Inspections	1,015	600	(415)		(415)	169.2%	
4425 Play equipment	133	3,600	3,467		3,467	3.7%	
4426 Recreation Ground Toilet Block	3,891	5,500	1,609		1,609	70.7%	
4427 Skate ramps	5,100	2,000	(3,100)		(3,100)	255.0%	3,100
4429 Railings	10,338	20,000	9,662		9,662	51.7%	
4430 Tree Works	675	2,000	1,325		1,325	33.8%	
4431 Climate change works	0	500	500		500	0.0%	
4435 Litter bin emptying	992	1,000	8		8	99.2%	
	<b>44,093</b>	<b>61,200</b>	<b>17,107</b>	<b>0</b>	<b>17,107</b>	<b>72.0%</b>	<b>3,100</b>
Recreation :- Indirect Expenditure							
	<b>(44,093)</b>	<b>(61,200)</b>	<b>(17,107)</b>				
<b>Net Expenditure</b>							
6000 plus Transfer From EMR	3,100						
<b>Movement to/(from) Gen Reserve</b>	<b>(40,993)</b>						
<u>220 Swimming Pool</u>							
4140 Insurance	1,941	4,400	2,459		2,459	44.1%	
4410 Repairs & Maintenance	2,425	4,000	1,575		1,575	60.6%	
4500 Contribution	55,000	55,000	0		0	100.0%	
4510 Liner	36,000	36,000	0		0	100.0%	36,000
4870 Miscellaneous	50	900	850		850	5.6%	
	<b>95,416</b>	<b>100,300</b>	<b>4,884</b>	<b>0</b>	<b>4,884</b>	<b>95.1%</b>	<b>36,000</b>
Swimming Pool :- Indirect Expenditure							
	<b>(95,416)</b>	<b>(100,300)</b>	<b>(4,884)</b>				
<b>Net Expenditure</b>							
6000 plus Transfer From EMR	36,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(59,416)</b>						
<u>300 Public Toilets</u>							
1085 Toilet Income	1,594	1,750	156			91.1%	
	<b>1,594</b>	<b>1,750</b>	<b>156</b>			<b>91.1%</b>	<b>0</b>
Public Toilets :- Income							
4410 Repairs & Maintenance	657	1,000	343		343	65.7%	
4600 Toilet Cleaning	9,505	9,800	295		295	97.0%	
4605 Car Park Toilet Utilities	2,189	1,800	(389)		(389)	121.6%	
4870 Miscellaneous	0	500	500		500	0.0%	
	<b>12,350</b>	<b>13,100</b>	<b>750</b>	<b>0</b>	<b>750</b>	<b>94.3%</b>	<b>0</b>
Public Toilets :- Indirect Expenditure							
	<b>(10,756)</b>	<b>(11,350)</b>	<b>(594)</b>				
<b>Net Income over Expenditure</b>							

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>310 Bus Shelter</b>							
4410 Repairs & Maintenance	0	600	600		600	0.0%	
4655 Cleaning	1,105	1,000	(105)		(105)	110.5%	
Bus Shelter :- Indirect Expenditure	<b>1,105</b>	<b>1,600</b>	<b>495</b>	<b>0</b>	<b>495</b>	<b>69.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,105)</b>	<b>(1,600)</b>	<b>(495)</b>				
<b>320 Street lighting</b>							
1350 Insurance claims	4,494	0	(4,494)			0.0%	
Street lighting :- Income	<b>4,494</b>	<b>0</b>	<b>(4,494)</b>				<b>0</b>
4140 Insurance	4,494	0	(4,494)		(4,494)	0.0%	
4410 Repairs & Maintenance	3,635	7,000	3,365		3,365	51.9%	
4700 PWLB Loan	3,761	3,900	139		139	96.4%	
4705 Energy	8,869	14,000	5,131		5,131	63.4%	
4710 Upgrade to Lighting	37,642	15,000	(22,642)		(22,642)	250.9%	
4800 Water by Meter	45	0	(45)		(45)	0.0%	
Street lighting :- Indirect Expenditure	<b>58,446</b>	<b>39,900</b>	<b>(18,546)</b>	<b>0</b>	<b>(18,546)</b>	<b>146.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(53,952)</b>	<b>(39,900)</b>	<b>14,052</b>				
<b>330 Cemetery</b>							
1305 Interment fees	8,805	4,000	(4,805)			220.1%	
1310 Plot purchase	11,970	7,000	(4,970)			171.0%	
1315 Memorial fees	7,200	2,000	(5,200)			360.0%	
1316 Income Gravedigging	6,330	2,000	(4,330)			316.5%	
1320 Misc income	30	0	(30)			0.0%	
Cemetery :- Income	<b>34,335</b>	<b>15,000</b>	<b>(19,335)</b>			<b>228.9%</b>	<b>0</b>
4410 Repairs & Maintenance	1,298	2,500	1,202		1,202	51.9%	
4435 Litter bin emptying	613	2,300	1,687		1,687	26.6%	
4750 Rates	0	100	100		100	0.0%	
4755 Cont. Whitchurch Rd	2,000	2,000	0		0	100.0%	
4760 Expenditure Gravedigging	5,795	2,000	(3,795)		(3,795)	289.8%	
4765 skip hire	240	0	(240)		(240)	0.0%	
4766 Extension works	20,286	6,440	(13,846)		(13,846)	315.0%	6,440
4870 Miscellaneous	278	0	(278)		(278)	0.0%	
Cemetery :- Indirect Expenditure	<b>30,510</b>	<b>15,340</b>	<b>(15,170)</b>	<b>0</b>	<b>(15,170)</b>	<b>198.9%</b>	<b>6,440</b>
<b>Net Income over Expenditure</b>	<b>3,825</b>	<b>(340)</b>	<b>(4,165)</b>				
6000 plus Transfer From EMR	6,440						
<b>Movement to/(from) Gen Reserve</b>	<b>10,265</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>340 Allotments</b>							
1400 Allotment Rents	1,747	1,750	3			99.8%	
1401 Waiting list	15	50	35			30.0%	
Allotments :- Income	<b>1,762</b>	<b>1,800</b>	<b>38</b>			<b>97.9%</b>	<b>0</b>
4410 Repairs & Maintenance	466	700	234		234	66.5%	
4800 Water by Meter	325	500	175		175	65.1%	
Allotments :- Indirect Expenditure	<b>791</b>	<b>1,200</b>	<b>409</b>	<b>0</b>	<b>409</b>	<b>65.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>971</b>	<b>600</b>	<b>(371)</b>				
<b>345 Markets</b>							
1000 Donations & Grants	1,892	0	(1,892)			0.0%	
1405 Market rents	1,605	3,000	1,395			53.5%	
1410 Market Licences	2,295	0	(2,295)			0.0%	
Markets :- Income	<b>5,792</b>	<b>3,000</b>	<b>(2,792)</b>			<b>193.1%</b>	<b>0</b>
4316 UKSPF Grant	2,459	0	(2,459)		(2,459)	0.0%	
4870 Miscellaneous	112	0	(112)		(112)	0.0%	
4886 Market Expenditure	502	1,000	498		498	50.2%	
Markets :- Indirect Expenditure	<b>3,073</b>	<b>1,000</b>	<b>(2,073)</b>	<b>0</b>	<b>(2,073)</b>	<b>307.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,718</b>	<b>2,000</b>	<b>(718)</b>				
<b>350 Miscellaneous</b>							
4850 Floral Planters	4,897	5,000	103		103	97.9%	
4855 CCTV Scheme	4,115	5,000	885		885	82.3%	
4860 Wem Town Hall	18,000	18,000	0		0	100.0%	
Miscellaneous :- Indirect Expenditure	<b>27,012</b>	<b>28,000</b>	<b>988</b>	<b>0</b>	<b>988</b>	<b>96.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(27,012)</b>	<b>(28,000)</b>	<b>(988)</b>				
Grand Totals:- Income	<b>463,151</b>	<b>405,064</b>	<b>(58,087)</b>			<b>114.3%</b>	
Expenditure	<b>478,146</b>	<b>478,504</b>	<b>358</b>	<b>0</b>	<b>358</b>	<b>99.9%</b>	
<b>Net Income over Expenditure</b>	<b>(14,995)</b>	<b>(73,440)</b>	<b>(58,445)</b>				
plus Transfer From EMR	<b>56,040</b>						
less Transfer To EMR	<b>14,278</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>26,767</b>						

**Wem Town Council Current Year**  
**Income and Expenditure Account for Year Ended 31st March 2024**

31st March 2023		31st March 2024
	<b>Income Summary</b>	
344,197	Precept	380,394
<u>344,197</u>	Sub Total	<u>380,394</u>
	<b>Operating Income</b>	
6,925	Administration	22,356
0	Cllr Expenses	270
15,541	Grants/ Town Promotion	12,154
1,854	Public Toilets	1,594
500	Street lighting	4,494
28,490	Cemetery	34,335
1,594	Allotments	1,762
0	Markets	5,792
<u>399,100</u>	Total Income	<u>463,151</u>
	<b>Running Costs</b>	
127,305	Staffing	135,505
28,363	Administration	35,240
555	Cllr Expenses	534
27,188	Grants/ Town Promotion	34,071
47,870	Recreation	44,093
59,006	Swimming Pool	95,416
11,676	Public Toilets	12,350
1,050	Bus Shelter	1,105
59,362	Street lighting	58,446
13,662	Cemetery	30,510
1,308	Allotments	791
0	Markets	3,073
33,140	Miscellaneous	27,012
<u>410,484</u>	Total Expenditure	<u>478,146</u>
	<b>General Fund Analysis</b>	
227,589	Opening Balance	229,395
399,100	Plus : Income for Year	463,151
<u>626,689</u>		<u>692,547</u>
410,484	Less : Expenditure for Year	478,146
<u>216,205</u>		<u>214,400</u>
(13,190)	Transfers TO / FROM Reserves	(15,762)
<u>229,395</u>	<b>Closing Balance</b>	<u>230,162</u>



**INTERNAL AUDIT REPORT – YEAR-END  
WEM TOWN COUNCIL 2023/2024**

The internal audit of Wem Town Council is carried out by undertaking the following tests as specified on the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

The interim internal audit provides evidence to support the annual internal audit conclusion on the Annual Return for local councils.

**Conclusion**

On the basis of internal audit work carried out, which was limited to the tests above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**JDH Business Services Limited**

**INTERNAL AUDIT REPORT  
WEM TOWN COUNCIL – 2023/2024**

**ACTION PLAN**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
1	No issues identified in the review of the year-end accounts.	<i>No recommendations</i>	
<b>2023/24 interim internal audit recommendations</b>			
1	Testing of a sample of payments identified that £1842.55 of VAT paid on the Christmas Lighting Contract (14/11/23 ref 158.23) had not been coded to the VAT account within the ledger but had been included within the Christmas lighting code. This could lead to the VAT not being claimed on this payment.	<i>An adjustment should be posted to the Rialtas ledger and if this hasn't been included within the quarterly VAT return, an adjustment should be made to the next VAT return.</i>	<b>Implemented</b>
2	Section 6.14 of the financial regulations require: <i>The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.</i> The Clerk has obtained information relating to 3 of the 4 bank signatories who use computers for the council's financial business.	<i>The Council need to ensure robust cyber security measures are in place that meet the requirements of s6.14 of the financial regulations.</i>	<b>The Council have resolved that checks are made to ensure that all bank signatories who have authority to access the Town Council's bank accounts via the internet can meet Financial Regulation 6.14 prior to becoming approved as a signatory.</b>

**INTERNAL AUDIT REPORT  
WEM TOWN COUNCIL – 2023/2024**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
3	The Council do not include income sampling in their internal control checks.	<i>The periodic checks carried out by members should include income sampling. The sample items should be agreed to price lists.</i>	<b>Scrutiny of income has been added to future monthly checks. Follow up in 24/25.</b>
<b>2022/23 internal audit recommendations</b>			
1	Pay increases are notified to the payroll agent via a letter from the Town Clerk.	<i>The Chair should notify the payroll agent of annual officer pay rise information.</i>	<b>Implemented</b>
<b>2022/23 interim internal audit recommendations</b>			
1	A review of payments identified a payment in Month 10 that had been entered in the nominal ledger for funding to the swimming pool was incorrect. The payment had not yet been made and the payment schedule was corrected during the interim audit.	<i>A correction must be posted to the ledger.  Invoices received should be checked to ensure they are for the expected amount before being processed for payment.</i>	<b>Implemented</b>
2	The Council now have a corporate credit card available for the Clerk to use. The Council documentation on internal controls and the financial regulations do not state the monthly and individual transaction limits in place, controls over	<i>The Council should review the internal controls in place over the use of the credit card and ensure that internal controls documentation is updated accordingly.</i>	<b>Implemented</b>

**INTERNAL AUDIT REPORT  
WEM TOWN COUNCIL – 2023/2024**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	physical security and the reporting of transactions to Council.		

# Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)*

# Annual Internal Audit Report 2023/24

WEM TOWN COUNCIL

ENTER PUBLICLY AVAILABLE WEBSITE/GOV.UK ADDRESS  
WWW.WEM.GOV.UK

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> 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

Name of person who carried out the internal audit

14/02/2024 DD/30/04/2024 DD/MM/YYYY

JDU BUSINESS SERVICES LTD OR

Signature of person who carried out the internal audit

JDU Business Services Ltd

Date

30/04/2024

\*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 2023/24

We acknowledge as the members of:

ENTI Wem 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 2024, 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
			<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/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.wem.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2023/24 for

ENTWem Town CouncilRITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	458,546	447,162	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	344,197	380,394	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	54,903	82,757	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	125,329	133,504	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	3,906	3,761	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	281,249	340,881	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	447,162	432,167	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	482,148	472,557	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	1,657,933	1,676,216	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	16,500	13,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

24/05/2024

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTEWem Town Council RITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

## Explanation of variances – pro forma

Name of smaller authority: **Wem Town Council**  
 County area (local councils and parish meetings only): Shropshire  
 Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

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

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	458,546	447,162					Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	344,197	380,394	36,197	10.52%	NO		
3 Total Other Receipts	54,903	82,757	27,854	50.73%	YES		first year taking on responsibility for markets resulted in £3800 new income £10,000 extra from bank interest, £2000 neighbourhood fund £10,000 grant for Heads up youth project £2000 extra cemetery income
4 Staff Costs	125,329	133,504	8,175	6.52%	NO		
5 Loan Interest/Capital Repayment	3,906	3,761	-145	3.71%	NO		
6 All Other Payments	281,249	340,881	59,632	21.20%	YES		£36,000 on swimming pool liner £10,000 to replace railings on recreation ground £10,000 on christmas lights £4000 skate ramp refurbishment
7 Balances Carried Forward	447,162	432,167					VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	482,148	472,557					VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments at	1,657,933	1,676,216	18,283	1.10%	NO		
10 Total Borrowings	16,500	13,500	-3,000	18.18%	YES		Streetlighting loan repayment

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

# CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

**This form is only for use by smaller authorities subject to a review and should not be published on your website**

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: Wem Town Council

County Area (local councils and parish meetings only): Shropshire

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on Monday 3<sup>rd</sup> June 2024

and ending on Friday 12<sup>th</sup> July 2024

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2024 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 3 June – Friday 12 July 2024 The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2024.)

Signed: P. O'Hag

Role: Town Clerk

