

Romsey Town Council

Town Hall
1, Market Place
Romsey
SO51 8YZ

FINANCE AND RESOURCES COMMITTEE

Agenda for the Meeting on Tuesday 2nd May 2023 at 7.30p.m.

1. **APOLOGIES**
2. **DECLARATION OF INTERESTS**
3. **MINUTES**
 - i To receive the Finance and Resources Committee Meeting Minutes 28th February 2023
 - ii Matters Arising
4. **PUBLIC PARTICIPATION**
5. **TOWN HALL INCOME**

To receive an update of current and projected Town Hall Income
6. **FINANCE REPORT 2022/23**

To receive latest Finance Report
7. **SALARIES BREAKDOWN SUMMARY FOR 2022/23**

To receive latest Salaries Breakdown Report
8. **FIXED ASSET REGISTER – 31ST MARCH 2023 (available to view on RTC website)**

RECOMMENDATION: to recommend to Full Council approval of updated RTC Fixed Asset Register – 31ST March 2023
9. **ROMSEY TOWN COUNCIL YEAR END FINANCIAL REPORT – 31ST MARCH 2023**

RECOMMENDATION: to recommend to Full Council approval of Romsey Town Council Year End Accounts for 2022-23
10. **ROMSEY EXTRA YEAR END FINANCIAL REPORT – 31ST MARCH 2023**

RECOMMENDATION: to recommend to Full Council approval of Romsey Extra Parish Council Year End Accounts for 2022-23
11. **ROMSEY TOWN COUNCIL FINAL INTERNAL AUDIT – 31ST MARCH 202**

Recommendation: to note Internal Audit and recommend to Full Council
12. **ROMSEY TOWN COUNCIL/ROMSEY EXTRA MERGER**

Status
13. **GRANTS**

Romsey Carnival - £400

Chief Officer

Date:250423

MINUTES
FINANCE & RESOURCES COMMITTEE
TUESDAY 28th February 2023

ATTENDANCE:

P	Councillor D. Baverstock	P	Councillor N. Gwynne
P	Councillor J. Cairney	P	Councillor J. Parker
P	Councillor J. Critchley(Chair)	P	Councillor S. Wilkinson
P	Councillor I. Culley		

In the Chair: Cllr. J. Critchley

Clerk: Judith Giles

Public: 0

1. Apologies

None

2. Declarations of Interests

None

3. Minutes

- i) To receive the Finance & Resource Committee Meeting Minutes of 3rd January 2023

PROPOSED: Councillor S. Wilkinson

SECONDED: Councillor I. Culley

CARRIED

ii) **Matters Arising**

The Chief Officer reported TSB – Mayor’s Account funds are listed under Code 212 - Current Assets and not Earmarked Reserve as it is not a Romsey Town Council Account. Also Code 545 – Wilder Romsey is listed under Current Liabilities as it not Romsey Town Council monies, but is being managed by RTC at their request.

4. Public Participation

None

5. Town Hall Income

The Chief Officer reported Town Hall bookings for 2022-23 continue to be on the increase. The hiring of the Mayor’s Parlour two days a week by Barclays is proving to be very popular with the public.

6. Finance Report 2020/21

The Chief Officer presented Month 10 to the Committee. No concerns were raised.

7. Salaries Breakdown Summary for 2022/23

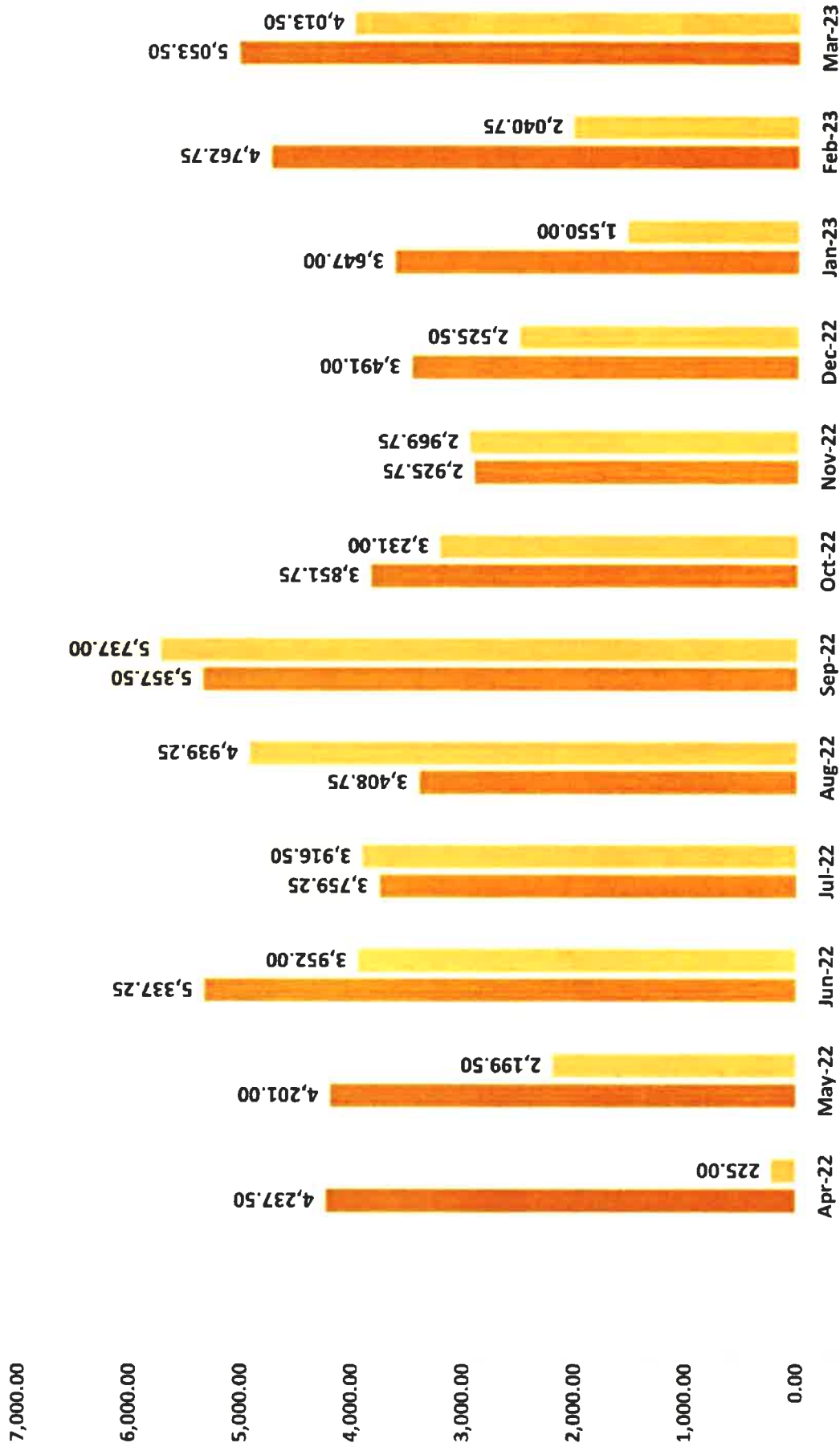
Noted. The Chief Officer reported the overspend for Cost Code 4001 – TCM is balanced out by income received from TVBC and REPC which is not detailed on this report.

8. Romsey Town Council/Romsey Extra Merger

The Chief Officer reported the Reorganisation Order for the implementation of the Romsey Community Governance Review 2022 will be signed by TVBC Chief Executive before 31st March 2023. Hampshire Pension Fund has confirmed an exit payment from REPC will not need to be paid on receipt of documentation confirming the merger and confirmation from RTC on headed paper that following the merger the Council are also taking on any pension liabilities. An Agreement is to be signed by RTC with Wellow Parish Council to employ a Lengthsman. The Chief Officer and Building Manager to arrange a meeting with the Wellow Parish Clerk to discuss how this works in practice. The Agreement will be referred to the Building & Town Committee Meeting on 18 April 2023.

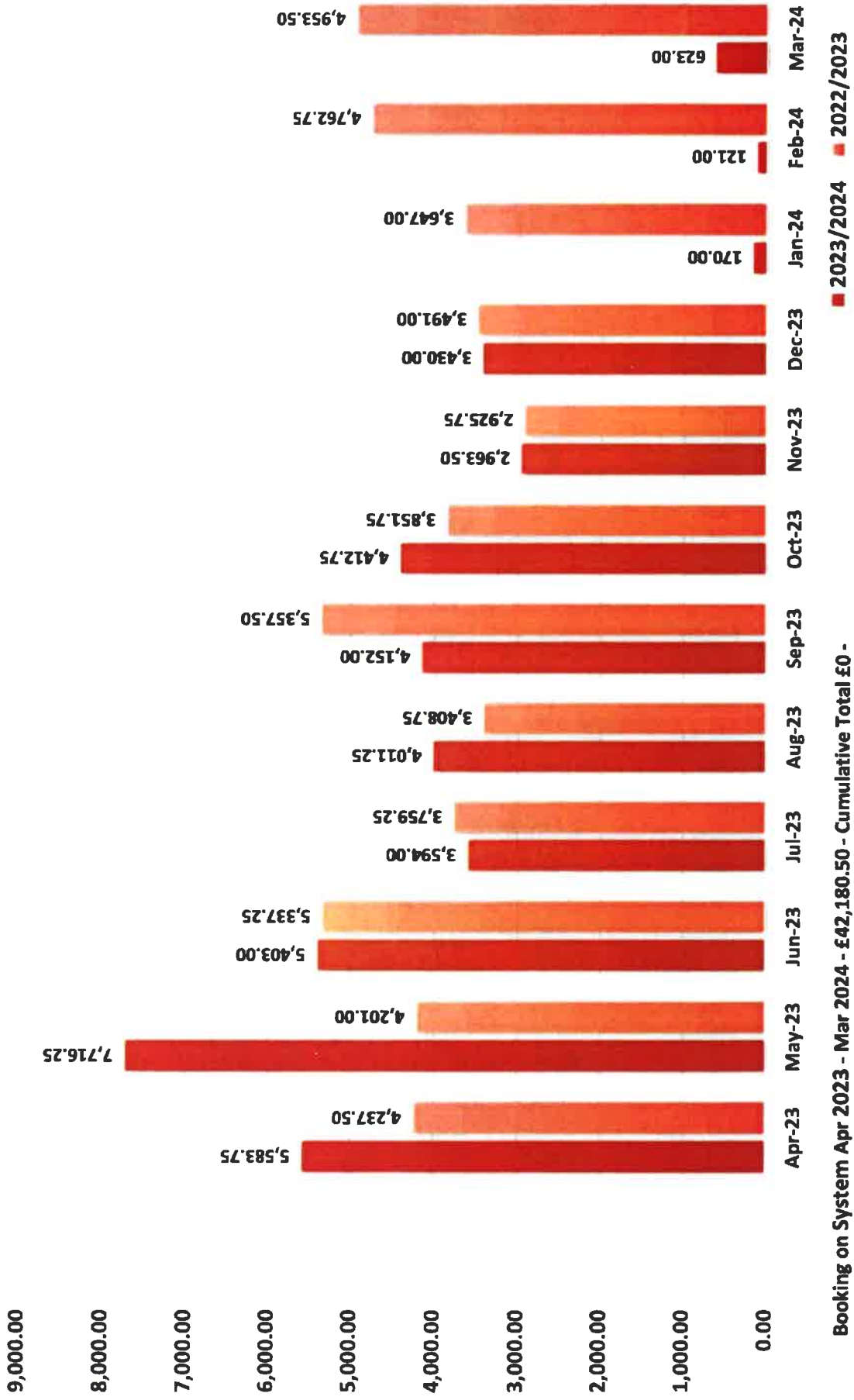
Meeting Ended: 8.21p.m.

Romsey Town Hall Booking Income 2022 - 2023 - date compiled 31.03.23



Booking on System Apr 2022 - Mar 2023 - £50,033.50- Cumulative Total £50,033.50 - Mar 23

Romsey Town Hall Booking Income 2023 - 2024 - date compiled 11.04.23



Romsey Town Council
DRAFT Budget Report to 31st March 2023

General Notes:

Attached are the summary income & expenditure report for month 12 to March 2023. This report shows a current year surplus of income over expenditure of £33,648 which includes the 2nd half of the precept which was received on 20th September 2022.

The council has two long term liabilities of a loan with a current balance of £50,810 & £95,341, they are paid in twice yearly instalments and will be fully repaid by 18th May 2035 & 30th June 2046 respectively. The council took out a second loan for town hall lift.

The balance sheet shows that total funds available to the council are £278,912:

This is made up of the following -

Current Year Surplus		£33,648
General Reserve Brought Forward		£147,213
Other Earmarked Reserves		£98,051
Total		£278,912

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 100% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 12 was 101.2% of the annual budget.

Please note this report is not designed to alleviate members or the RFO of their responsibility in managing the Town Council finances. It is merely provided as a snapshot of the current financial position and to highlight to members any potential problem areas that have been identified within the accounts.

The budget is set by The Council and it is the member's responsibility in partnership with the RFO to monitor and control the financial position throughout the year. More detailed information is available to Councillors than is provided for here.

Analysis by Cost Centre

101 Administration

Month Budget	£10,097
Actual	£10,402
Under/(Over)	-£305

Year to Date Budget	£121,160
Actual	£118,351
% of Budget Used	97.68%

Annual IT support for £14.8k and annual subscription of £1.9k for HALC & NALC was paid in April 2022.

No further concerns.

103 Grants

No further concerns.

104 Civic

No further concerns.

105 Finance

Annual insurance cost of £5.3k was incurred in April 2022/23 against its annual budget of £5k.

No further concerns.

107 Market

No further concerns.

Romsey Town Council
DRAFT Budget Report to 31st March 2023

Analysis by Cost Centre (Continued)

110 Town Hall

Month Budget	£15,555
Actual	£15,814
Under/(Over)	-£259

Year to Date Budget	£186,662
Actual	£194,124
% of Budget Used	104.00%

1st Loan repayment made in April 2022 & 1st Loan repayment for Lift was made in June 2022.

£16k spent on AV system & Electricals for Townhall of which £10k was funded from EMR Town Hall Major Maintenance

£8.2k and £10.2k spent on AV system & Electricals on August & September 2022 respectively.

£4k spent on stage light installation in Month 8.

No further concerns.

111 Town Hall Bar

No further concerns.

112 Town Hall Film Shows

No further concerns.

120 Allotments

No concerns.

125 Town Centre Management

No further concerns.

130 Environmental

No concerns.

135 Marshalls

No concerns.

140 Planning

No concerns.

160 War Horse Fund

No concerns.

170 Christmas Lights Fund

No concerns.

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Trade Debtors	(1,474)	
103	Prepayments	5,580	
105	VAT	3,463	
120	Bar Stock	1,434	
201	Lloyds Current Account	283,158	
202	Building Managers Imprest A/c	724	
204	TSB Deposit A/c	8,387	
212	Mayors Charity A/c	3,396	
215	War Horse A/c 35433560	14,540	
230	Bar Float	300	
235	Petty Cash - Allotment	2	
	Total Current Assets		319,509
	<u>Current Liabilities</u>		
500	Trade Creditors - CHQ	27,757	
506	Retentions Payable	1,031	
515	PAYE and NI Due	3,746	
516	Superannuation Due	3,033	
534	Mayors Charity Control Acct	3,396	
545	Wilder Romsey	1,169	
561	Booking Deposits	65	
562	Damage Deposits	400	
	Total Current Liabilities		40,597
	Net Current Assets		278,912
	Total Assets less Current Liabilities		278,912
	<u>Represented by :-</u>		
301	Current Year Fund	33,648	
310	General Reserve	147,213	
321	EMR Allotment Fund	6,789	
336	EMR Town Hall Major Mainten'ce	37,542	
339	EMR Marshals In Romsey	245	
340	EMR Elections	8,757	
343	EMR Romsey Website	2,812	
345	EMR War Horse Fund	11,352	
349	EMR Grants	2,200	
350	EMR Markets	1,908	
351	EMR Town Centre Management	4,000	
353	EMR Neighbourhood Plan	913	
354	CIL Receipts	9,470	
355	EMR WW1 Event	1,797	
356	EMR Romsey Emergency Plan	2,309	
358	EMR Tourism & Heritage App	7,958	
	Total Equity		278,912

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1008 Income - Photocopying	0	16	0	(16)			0.0%	
1070 Income - Planning Clerk	0	1,601	1,575	(26)			101.7%	
1073 Income - Romsey Extra Clerk	1,768	2,652	0	(2,652)			0.0%	
Administration :- Income	1,768	4,269	1,575	(2,694)			271.1%	0
4001 Salaries	5,019	58,260	61,250	2,990	2,990	2,990	95.1%	
4002 Employers N.I	483	5,782	5,650	(132)	(132)	(132)	102.3%	
4003 Employers superann	844	9,889	9,650	(239)	(239)	(239)	102.5%	
4006 Contract Accountancy Costs	435	1,825	7,000	5,175	5,175	5,175	26.1%	
4009 Staff Travel	45	45	50	5	5	5	90.8%	
4013 Website Admin	40	448	350	(98)	(98)	(98)	127.9%	
4020 Staff Training	0	49	300	251	251	251	16.3%	
4040 Recruitment Advertisements	0	0	150	150	150	150	0.0%	
4512 Telephone	122	1,353	1,600	247	247	247	84.6%	
4513 Postage	60	1,037	600	(437)	(437)	(437)	172.9%	
4514 Stationery	95	992	850	(142)	(142)	(142)	116.7%	
4515 Photocopying	216	2,925	2,600	(325)	(325)	(325)	112.5%	
5012 Council Offices in Town Hall	1,000	12,000	12,000	0	0	0	100.0%	
5250 Subscriptions	0	2,811	2,600	(211)	(211)	(211)	108.1%	
5260 Outsourced Payroll	71	718	1,000	282	282	282	71.8%	
5270 I T & Computer Costs	0	17,139	15,510	(1,629)	(1,629)	(1,629)	110.5%	
5272 Accountancy Fees	0	1,108	0	(1,108)	(1,108)	(1,108)	0.0%	
5291 Professional Fees -RE Merger	1,970	1,970	0	(1,970)	(1,970)	(1,970)	0.0%	
Administration :- Indirect Expenditure	10,402	118,351	121,160	2,809	0	2,809	97.7%	0
Net Income over Expenditure	(8,634)	(114,081)	(119,585)	(5,504)				
103 Grants								
5890 Community Grants	0	3,995	4,000	5	5	5	99.9%	
5893 Community Grant - Bandstand	0	1,000	1,000	0	0	0	100.0%	
6100 Arts Festival	0	1,000	1,000	0	0	0	100.0%	
Grants :- Indirect Expenditure	0	5,995	6,000	5	0	5	99.9%	0
Net Expenditure	0	(5,995)	(6,000)	(5)				
104 Civic								
1116 Income - Town Crier	0	30	0	(30)			0.0%	
Civic :- Income	0	30	0	(30)				0
4001 Salaries	0	205	500	295	295	295	41.0%	
4043 Council Newsletter	0	3,030	2,400	(630)	(630)	(630)	126.3%	

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5011 Council Use of Town Hall	0	0	2,000	2,000		2,000	0.0%	
6502 Members training	0	0	400	400		400	0.0%	
6550 Meetings Advertisements	0	0	50	50		50	0.0%	
6750 Mayors Allowance	106	490	500	10		10	97.9%	
6760 Town Crier	0	376	450	74		74	83.6%	
6761 Mace Bearer	0	195	195	0		0	100.0%	
6762 Civic Costs	114	3,538	2,500	(1,038)		(1,038)	141.5%	
6766 WW1 Plaque	0	1,970	0	(1,970)		(1,970)	0.0%	
7355 Tfr from Earmarked Reserves	0	(1,970)	0	1,970		1,970	0.0%	
Civic :- Indirect Expenditure	220	7,834	8,995	1,161	0	1,161	87.1%	0
Net Income over Expenditure	(220)	(7,804)	(8,995)	(1,191)				
105 Finance								
1060 Income - CIL Receipt	0	1,092	0	(1,092)			0.0%	
1176 Precept	0	320,568	320,568	0			100.0%	
1190 Interest Received	124	576	50	(526)			1152.1%	
Finance :- Income	124	322,237	320,618	(1,619)			100.5%	0
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	0	5,162	5,000	(162)		(162)	103.2%	
5271 Audit Fees	0	900	1,900	1,000		1,000	47.4%	
5280 Bank Charges	21	227	400	173		173	56.8%	
5290 Legal & Professional Fees	0	0	500	500		500	0.0%	
5400 Elections	0	0	5,000	5,000		5,000	0.0%	
7350 Tfr to Earmarked Reserves	0	1,092	0	(1,092)		(1,092)	0.0%	
Finance :- Indirect Expenditure	21	7,382	13,300	5,918	0	5,918	55.5%	0
Net Income over Expenditure	103	314,855	307,318	(7,537)				
107 Market								
1030 Income - Market Stalls	0	6,403	5,000	(1,403)			128.1%	
Market :- Income	0	6,403	5,000	(1,403)			128.1%	0
Net Income	0	6,403	5,000	(1,403)				
110 Town Hall								
1001 Income - Rental	0	7,500	11,200	3,700			67.0%	
1002 Income - Bookings	9,475	56,563	35,000	(21,563)			161.6%	
1003 Town Council Office Rent	1,000	12,000	12,000	0			100.0%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1020 Income - Cleaning	0	468	624	156			75.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
1023 Income - Projector	0	0	150	150			0.0%	
1110 Income - Deposits Forfeited	0	320	0	(320)			0.0%	
Town Hall :- Income	10,475	76,851	63,074	(13,777)			121.8%	0
4001 Salaries	6,071	69,665	61,550	(8,115)		(8,115)	113.2%	
4002 Employers N.I	422	5,500	5,400	(100)		(100)	101.9%	
4003 Employers superann	890	10,440	9,950	(490)		(490)	104.9%	
4005 Holiday Cleaning	0	630	600	(30)		(30)	104.9%	
4008 Function Attendants & Casuals	1,087	12,691	9,000	(3,691)		(3,691)	141.0%	
4010 Wages - Maintenance	638	7,710	7,500	(210)		(210)	102.8%	
4020 Staff Training	0	60	1,200	1,140		1,140	5.0%	
4030 Uniforms	0	129	300	171		171	42.9%	
4501 Janitorial	177	884	1,100	216		216	80.4%	
4504 Catering Costs	0	35	100	65		65	35.5%	
4505 Health and Safety	0	70	1,000	930		930	7.0%	
4510 Rates	0	20,334	21,250	916		916	95.7%	
4511 Utilities	4,126	12,303	9,000	(3,303)		(3,303)	136.7%	
4520 Licences	67	1,168	2,450	1,282		1,282	47.7%	
4572 Long Term Building Repairs	0	0	20,000	20,000		20,000	0.0%	
4751 Maintenance External	20,625	20,629	1,500	(19,129)		(19,129)	1375.2%	
4800 Maintenance Internal	85	7,073	10,000	2,927		2,927	70.7%	
4850 Furniture/Equipment Purchased	60	38,815	3,500	(35,315)		(35,315)	1109.0%	
4851 Fixed Cost Maintenance	2,190	5,841	7,500	1,659		1,659	77.9%	
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5220 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%	
5270 I T & Computer Costs	0	302	500	198		198	60.4%	
3014 Hanging baskets\Xmas Trees	0	372	700	328		328	53.2%	
7150 Loan Capital + Interest	0	4,952	4,952	0		0	100.0%	
7152 Lift Loan Capital + Interest	0	5,144	5,110	(34)		(34)	100.7%	
7355 Tfr from Earmarked Reserves	(20,625)	(30,625)	0	30,625		30,625	0.0%	
Town Hall :- Indirect Expenditure	15,814	194,124	186,662	(7,462)	0	(7,462)	104.0%	0
Net Income over Expenditure	(5,339)	(117,272)	(123,588)	(6,316)				
111 Town Hall Bar								
1013 Income - Bar Sales	455	4,326	1,500	(2,826)			288.4%	
Town Hall Bar :- Income	455	4,326	1,500	(2,826)			288.4%	0
3000 Bar Purchases	51	1,245	750	(495)		(495)	166.0%	
Town Hall Bar :- Direct Expenditure	51	1,245	750	(495)	0	(495)	166.0%	0

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Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	0	2,141	450	(1,691)		(1,691)	475.7%	
4304 Damaged Stock	0	43	0	(43)		(43)	0.0%	
4305 Stocktaking	150	150	250	100		100	60.0%	
4850 Furniture/Equipment Purchased	0	(382)	500	882		882	(76.4%)	
5282 Card Reader Charges	5	22	0	(22)		(22)	0.0%	
Town Hall Bar :- Indirect Expenditure	155	1,974	1,200	(774)	0	(774)	164.5%	0
Net Income over Expenditure	250	1,107	(450)	(1,557)				
112 Town Hall Film Shows								
1051 Income - Film Refreshments	8	148	250	102			59.2%	
1053 Income - Film Tickets	1,268	10,510	12,000	1,490			87.6%	
Town Hall Film Shows :- Income	1,276	10,658	12,250	1,592			87.0%	0
4008 Function Attendants & Casuals	132	2,032	2,500	468		468	81.3%	
4850 Furniture/Equipment Purchased	0	191	0	(191)		(191)	0.0%	
4950 Film Hire/Purchases	202	3,784	5,900	2,116		2,116	64.1%	
4951 Film Refreshment Costs	4	46	250	204		204	18.4%	
5282 Card Reader Charges	64	436	0	(436)		(436)	0.0%	
Town Hall Film Shows :- Indirect Expenditure	402	6,489	8,650	2,161	0	2,161	75.0%	0
Net Income over Expenditure	874	4,170	3,600	(570)				
120 Allotments - Southampton Rd								
1000 Income - General	0	3,380	2,705	(675)			124.9%	
Allotments - Southampton Rd :- Income	0	3,380	2,705	(675)			124.9%	0
4509 Water Rates	(18)	780	750	(30)		(30)	104.1%	
4514 Stationery	0	40	0	(40)		(40)	0.0%	
5250 Subscriptions	0	55	55	0		0	100.0%	
5282 Card Reader Charges	0	1	0	(1)		(1)	0.0%	
5300 Rent - Broadlands	0	1,100	1,100	0		0	100.0%	
5309 Maintenance Equipment	0	1,168	150	(1,018)		(1,018)	778.6%	
5311 Hedge Cutting	0	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	295	180	(115)		(115)	163.9%	
7355 Tfr from Earmarked Reserves	0	(229)	0	229		229	0.0%	
Allotments - Southampton Rd :- Indirect Expenditure	(18)	3,210	2,705	(505)	0	(505)	118.7%	0
Net Income over Expenditure	18	170	0	(170)				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
125 Town Centre Management								
1009 Income - Grants	0	1,000	0	(1,000)			0.0%	
1071 Income - Salary Recharge (TV)	0	9,114	0	(9,114)			0.0%	
1072 Income - Salary Recharge (RE)	0	7,011	0	(7,011)			0.0%	
1109 Income - ShopAppy	0	4,120	0	(4,120)			0.0%	
1405 Income - Town Centre Grant	0	0	4,000	4,000			0.0%	
Town Centre Management :- Income	0	21,245	4,000	(17,245)			531.1%	0
4001 Salaries	3,065	30,507	20,500	(10,007)		(10,007)	148.8%	
4002 Employers N.I	313	3,010	1,450	(1,560)		(1,560)	207.6%	
4003 Employers superann	647	6,077	0	(6,077)		(6,077)	0.0%	
4500 Town Centre Management	0	76	1,000	924		924	7.6%	
4512 Telephone	10	208	250	42		42	83.2%	
5405 Town Centre Events	0	908	4,000	3,092		3,092	22.7%	
7350 Tfr to Earmarked Reserves	0	4,120	0	(4,120)		(4,120)	0.0%	
7355 Tfr from Earmarked Reserves	0	(1,722)	0	1,722		1,722	0.0%	
Town Centre Management :- Indirect Expenditure	4,036	43,183	27,200	(15,983)	0	(15,983)	158.8%	0
Net Income over Expenditure	(4,036)	(21,938)	(23,200)	(1,262)				
130 Environmental								
1031 Income - Electric Bollards	0	10	0	(10)			0.0%	
Environmental :- Income	0	10	0	(10)				0
4511 Utilities	(150)	(1)	450	451		451	(0.3%)	
6009 Land at the Star Maintenance	0	333	350	17		17	95.0%	
6011 Town Seats	0	6,873	400	(6,473)		(6,473)	1718.1%	
6012 Street Lights	0	646	2,000	1,354		1,354	32.3%	
3015 Signs	0	504	500	(4)		(4)	100.8%	
6022 Planting for CornMarket	0	0	400	400		400	0.0%	
6023 Drinking Water Fountain	0	28	200	172		172	14.0%	
6025 Bollard/St Furn Mtce	0	0	400	400		400	0.0%	
7355 Tfr from Earmarked Reserves	0	(6,873)	0	6,873		6,873	0.0%	
Environmental :- Indirect Expenditure	(150)	1,509	4,700	3,191	0	3,191	32.1%	0
Net Income over Expenditure	150	(1,499)	(4,700)	(3,201)				
135 Marshalls								
1103 Income - Marshalls Donations	0	110	0	(110)			0.0%	
Marshalls :- Income	0	110	0	(110)				0
5103 Marshalls In Romsey	0	0	400	400		400	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6019 Road Closure	0	83	0	(83)		(83)	0.0%	
Marshalls :- Indirect Expenditure	<u>0</u>	<u>83</u>	<u>400</u>	<u>317</u>	<u>0</u>	<u>317</u>	<u>20.7%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>27</u>	<u>(400)</u>	<u>(427)</u>				
<u>140 Planning</u>								
5011 Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
<u>160 War Horse Fund</u>								
1190 Interest Received	7	26	0	(26)			0.0%	
War Horse Fund :- Income	<u>7</u>	<u>26</u>	<u>0</u>	<u>(26)</u>				<u>0</u>
4855 War Horse Fund Expenses	0	160	160	0		0	100.0%	
7350 Tfr to Earmarked Reserves	7	28	0	(28)		(28)	0.0%	
7355 Tfr from Earmarked Reserves	0	(160)	(160)	0		0	100.0%	
War Horse Fund :- Indirect Expenditure	<u>7</u>	<u>28</u>	<u>0</u>	<u>(28)</u>	<u>0</u>	<u>(28)</u>		<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(2)</u>	<u>0</u>	<u>2</u>				
<u>170 Christmas Lights Fund</u>								
1009 Income - Grants	0	2,000	2,000	0			100.0%	
1011 Income - Donations	0	3,000	3,000	0			100.0%	
1190 Interest Received	0	2	0	(2)			0.0%	
Christmas Lights Fund :- Income	<u>0</u>	<u>5,002</u>	<u>5,000</u>	<u>(2)</u>			<u>100.0%</u>	<u>0</u>
6764 Christmas in Romsey	0	28,017	29,000	983		983	96.6%	
6765 Christmas Light Refurb	0	1,477	4,000	2,524		2,524	36.9%	
Christmas Lights Fund :- Indirect Expenditure	<u>0</u>	<u>29,493</u>	<u>33,000</u>	<u>3,507</u>	<u>0</u>	<u>3,507</u>	<u>89.4%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(24,492)</u>	<u>(28,000)</u>	<u>(3,508)</u>				
Grand Totals:- Income	14,105	454,546	415,722	(38,824)			109.3%	
Expenditure	30,938	420,899	415,722	(5,177)	0	(5,177)	101.2%	
Net Income over Expenditure	(16,833)	33,648	0	(33,648)				
Movement to/(from) Gen Reserve	(16,833)	33,648						

Summary Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration	Income	1,768	4,269	1,575	(2,694)			
	Expenditure	10,402	118,351	121,160	2,809			271.1%
	Movement to/(from) Gen Reserve	<u>(8,634)</u>	<u>(114,081)</u>				2,809	97.7%
103 Grants	Expenditure	0	5,995	6,000	5		5	99.9%
104 Civic	Income	0	30	0	(30)			0.0%
	Expenditure	220	7,834	8,995	1,161		1,161	87.1%
	Movement to/(from) Gen Reserve	<u>(220)</u>	<u>(7,804)</u>					
105 Finance	Income	124	322,237	320,618	(1,619)			100.5%
	Expenditure	21	7,382	13,300	5,918		5,918	55.5%
	Movement to/(from) Gen Reserve	<u>103</u>	<u>314,855</u>					
107 Market	Income	0	6,403	5,000	(1,403)			128.1%
110 Town Hall	Income	10,475	76,851	63,074	(13,777)			121.8%
	Expenditure	15,814	194,124	186,662	(7,462)		(7,462)	104.0%
	Movement to/(from) Gen Reserve	<u>(5,339)</u>	<u>(117,272)</u>					
111 Town Hall Bar	Income	455	4,326	1,500	(2,826)			288.4%
	Expenditure	206	3,219	1,950	(1,269)		(1,269)	165.1%
	Movement to/(from) Gen Reserve	<u>250</u>	<u>1,107</u>					
112 Town Hall Film Shows	Income	1,276	10,658	12,250	1,592			87.0%
	Expenditure	402	6,489	8,650	2,161		2,161	75.0%
	Movement to/(from) Gen Reserve	<u>874</u>	<u>4,170</u>					
120 Allotments - Southampton Rd	Income	0	3,380	2,705	(675)			124.9%
	Expenditure	(18)	3,210	2,705	(505)		(505)	118.7%
	Movement to/(from) Gen Reserve	<u>18</u>	<u>170</u>					
125 Town Centre Management	Income	0	21,245	4,000	(17,245)			531.1%
	Expenditure	4,036	43,183	27,200	(15,983)		(15,983)	158.8%
	Movement to/(from) Gen Reserve	<u>(4,036)</u>	<u>(21,938)</u>					
130 Environmental	Income	0	10	0	(10)			0.0%
	Expenditure	(150)	1,509	4,700	3,191		3,191	32.1%
	Movement to/(from) Gen Reserve	<u>150</u>	<u>(1,499)</u>					
135 Marshalls	Income	0	110	0	(110)			0.0%
	Expenditure	0	83	400	317		317	20.7%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>27</u>					
140 Planning	Expenditure	0	0	1,000	1,000		1,000	0.0%
160 War Horse Fund	Income	7	26	0	(26)			0.0%
	Expenditure	7	28	0	(28)		(28)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2)</u>					
170 Christmas Lights Fund	Income	0	5,002	5,000	(2)			100.0%
	Expenditure	0	29,493	33,000	3,507		3,507	89.4%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(24,492)</u>					

Time: 15:41

Current Account

List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	Screwfix Ltd	DD1	194.74		7561/Bulls eye primer
01/03/2023	Test Valley Borough Council	Bacs1	40.00		7573/Small Lottery application
02/03/2023	Unique Plumbing Supplies Ltd	DC01	11.66		7603/Turn bibcock, PTFE tape
02/03/2023	Unique Plumbing Supplies Ltd	DC02	54.52		7604/Plumbing supplies
03/03/2023	Mrs S Shilling	BACS	5.90		Mrs S Shilling -Parking
03/03/2023	J. Amery t/a Energy-Consulting	Bacs3	864.00		7579/Energy tariff consulting
03/03/2023	Ashley Blind Contracts	Bacs4	151.58		7574/Roller blinds
06/03/2023	Lloyds Bank Service Charges	DR	7.85		Lloyds Bank Service Charges
08/03/2023	Romsey Home Hardware	DC03	1.99		7578/Cistem lever arm
09/03/2023	Ashley Blind Contracts	DD2	51.19		7575/Phone charges Feb2023
10/03/2023	British Telecommunications plc	DD3	49.66		7583/BT phone charges
10/03/2023	Octopus Energy Limited	DD4	4,054.37		7585/A-9DF03FOF -Gas Feb23
15/03/2023	H Brisland	BACS	8.55		H Brisland -Mileage 6Feb2023
15/03/2023	Agilico Workplace Technologies	Bacs5	274.20		7586/Copier usage -mono
15/03/2023	DCK Accounting Solutions Ltd	Bacs6	383.47		7580/Contract accounts Sep22
15/03/2023	HM Revenue & Customs	Bacs7	3,794.50		7606/HMRC PAYE/NI Feb2023
15/03/2023	Hampshire Pension Fund	Bacs8	3,043.92		7607/HCC Superann Feb2023
15/03/2023	Proton (Southern) Ltd	Bacs9	178.64		7577/Washrite maintenance
15/03/2023	St John Ambulance	Bacs10	192.00		Purchase Ledger Payment
15/03/2023	Test Valley Borough Council	Bacs11	255.14		7571/Dog bin emptying 2022-23
15/03/2023	Romsey Home Hardware	DC04	9.09		7647/Woodstain
15/03/2023	Complete Security	DC05	25.00		7645/Keys for box lock
16/03/2023	Francotyp-Postalia Ltd	DD5	72.00		7589/Postbase mini 15Mar-14Jun
17/03/2023	SGW Payroll Ltd	DD6	85.14		7588/Payroll processing Feb23
20/03/2023	NEST Pensions	DD	127.21		NEST Pensions
22/03/2023	Town Hall Imprest A/c	Transfer	500.00		Top Up Town Hall Account
23/03/2023	ACE Liftaway Limited	DD8	76.80		7584/Trade waste disposal Feb
27/03/2023	Salaries March 2023	DD	12,746.07		Salaries March 2023
28/03/2023	Xtrahand Limited	DC06	23.00		7650/Xtrahand hose & adaptor
31/03/2023	Utility Warehouse Limited	DD	58.10		7633/Phone & broadband

Total Payments	<u>27,340.29</u>
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Romsey Town Council 2022-23

	Actual April 1	Actual May 2	Actual June 3	Actual July 4	Actual August 5	Actual September 6	Actual October 7	Actual November 8	Actual December 9	Actual January 10	Actual February 11	Actual March 12	Actual To Date	Annual Budget	Variance Annual Total
TOTAL SALARIES COSTS															
4001 Salaries	10,172	10,280	10,705	13,126	13,037	12,694	13,499	20,274	14,403	14,216	14,216	14,156	160,778	143,750	17,028
4002 Employers N.I.	927	847	874	1,172	1,119	1,111	1,238	2,088	1,242	1,223	1,232	1,218	14,291	12,500	1,791
4003 Employers Superann	1,482	1,614	1,546	2,290	2,143	2,143	2,238	3,392	2,401	2,380	2,395	2,382	26,406	19,600	6,806
4005 Holiday Cleaning	225	-	-	122	-	122	-	-	-	73	88	-	630	600	30
4008 Function Attendants & Casuals	1,098	731	956	938	892	829	1,080	1,224	1,509	992	1,355	1,087	12,691	9,000	3,691
4008 Firm Show Attendants	221	219	288	207	200	156	87	156	166	63	137	132	2,032	2,500	468
4010 Wages - Maintenance	586	586	586	586	586	586	586	1,055	638	638	638	638	7,710	7,500	210
4011 Fixed Pension Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	14,711	14,277	14,955	18,441	17,977	17,641	18,728	28,189	20,359	19,566	20,061	19,613	224,538	195,450	29,088
Administration Salaries															
4001 Salaries	4,487	4,437	4,436	4,436	4,492	4,436	4,701	6,688	4,969	5,080	5,080	5,019	56,260	61,250	95%
4002 Employers N.I.	440	439	440	439	448	439	480	713	476	492	492	483	5,781	5,650	102%
4003 Employers superann	725	811	778	777	780	778	785	1,098	822	846	848	844	9,890	9,650	102%
4011 Fixed Pension Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	5,652	5,687	5,654	5,652	5,720	5,653	5,966	8,499	6,267	6,417	6,417	6,347	73,931	76,550	97%
Town Hall Salaries															
4001 Salaries	5,281	5,478	5,364	5,420	5,388	5,364	5,404	8,731	5,721	5,721	5,721	6,071	69,664	61,550	113%
4002 Employers N.I.	487	408	434	416	354	355	441	885	453	419	427	422	5,501	5,400	102%
4003 Employers superann	757	803	768	787	750	752	840	1,372	932	887	902	890	10,441	9,950	105%
4005 Overtime Cleaning	225	-	-	122	-	122	-	-	-	73	88	-	630	600	105%
4008 Function Attendants & Casuals	1,098	731	956	938	892	829	1,080	1,224	1,509	992	1,355	1,087	12,691	9,000	141%
4010 Wages - Maintenance	586	586	586	586	586	586	586	1,055	638	638	638	638	7,710	7,500	103%
TOTAL	8,434	8,006	8,108	8,269	7,970	8,008	8,351	13,267	9,253	8,730	9,132	9,109	106,637	94,000	113%
Town Hall Bar Salaries															
4001 Salaries	374	365	263	376	263	-	168	156	176	-	-	-	2,141	450	476%
4002 Employers N.I.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4003 Employers superann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	374	365	263	376	263	-	168	156	176	-	-	-	2,141	450	476%
Town Hall Film Shows															
4008 Function Attendants & Casuals	221	219	288	207	200	156	87	156	166	63	137	132	2,032	2,500	81%
Town Centre Manager															
4001 Salaries	30	-	559	2,894	2,894	2,894	3,226	4,699	3,415	3,415	3,415	3,065	30,507	20,500	149%
4002 Employers N.I.	-	-	317	317	317	317	317	490	313	313	313	313	3,010	1,450	208%
4003 Employers superann	-	-	726	613	613	613	613	922	647	647	647	647	6,076	-	0%
TOTAL	30	-	559	3,937	3,824	3,824	4,156	6,111	4,375	4,375	4,375	4,028	39,592	21,950	180%
Civic Salaries															
4001 Salaries	-	-	83	-	-	-	-	-	122	-	-	-	205	500	41%
4002 Employers N.I.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4003 Employers superann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	83	-	-	-	-	-	122	-	-	-	205	500	41%
														195,450	
														Total % of budget used to date 114.88%	
														% of budget should be used to date 100.00%	

Romsey Extra Parish Council
Annual Return

Accounts for Year from 01/04/2022 to 31/03/2023

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	191082.94	334841.17
2	Annual precept	56357.00	69622.00
3	Total other receipts	116411.68	54998.13
4	Staff Costs	13225.27	10334.63
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	15785.18	58324.57
7	Balances carried forward	334841.17	390802.10
8	Total Cash and Short Term Investments	332490.12	388406.92
9	Total Fixed Assets and Long Term Investments	22871.27	23470.25
10	Total Borrowings	0.00	0.00

Romsey Extra Parish Council
BALANCE SHEET
31/03/2023

<i>(Last) Year Ended</i> 31 Mar 2022		<i>(Current) Year Ended</i> 31 Mar 2023
£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
1,022.75	Prepayments	
1,580.50	VAT Recoverable	2,395.18
	Temporary lendings (investments)	
332,490.12	Cash in hand	388,406.92
335,093.37	TOTAL ASSETS	390,802.10
	CURRENT LIABILITIES	
252.20	Creditors	
<u>334,841.17</u>	NET ASSETS	<u>390,802.10</u>
	Represented by:	
49,950.24	General fund Balance	66,964.83
	Reserves:	
	Capital	
284,890.93	Earmarked	323,837.27
	Adjustments	
<u>334,841.17</u>		<u>390,802.10</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2023

Signed _____
Responsible Financial Officer

Date _____

Romsey Extra Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2023			
	Cash in Hand 01/04/2022		332,490.12
	ADD Receipts 01/04/2022 - 31/03/2023		126,200.63
			458,690.75
	SUBTRACT Payments 01/04/2022 - 31/03/2023		70,283.83
A	Cash in Hand 31/03/2023 (per Cash Book)		388,406.92
Cash in hand per Bank Statements			
	Petty Cash	31/03/2023	0.00
	CCLA	31/03/2023	85,000.00
	TSB - Business Saver	31/03/2023	299,010.66
	TSB - Treasurer's Account	31/03/2023	4,824.66
			388,835.32
	Less unrepresented payments		428.40
			388,406.92
	Plus unrepresented receipts		
B	Adjusted Bank Balance		388,406.92
A = B Checks out OK			

Romsey Extra Parish Council
Income & Expenditure Account
01/04/2022 to 31/03/2023

(Last) Year Ended 31 Mar 2022		(Current) Year Ended 31 Mar 2023
	<u>Income</u>	
172,648.68	Income	121,620.13
	Running Costs	1,000.00
	Earmarked Reserves	2,000.00
120.00	Restated	
<u>£172,768.68</u>		<u>£124,620.13</u>
	<u>Expense</u>	
	Earmarked Reserves	31,963.16
13,538.47	Administration	21,929.51
3,000.00	Grants	
1,100.00	Community Grant Sponsorship	4,600.00
2,249.00	Projects	
6,515.65	Running Costs	6,045.35
3,434.44	General	3,616.70
195.00	Publicity	
1,236.39	Office	473.48
120.50	Councillors	31.00
-2,379.00	Restated	
<u>£29,010.45</u>		<u>£68,659.20</u>
	<u>General Fund</u>	
40,383.46	Balance at 01 Apr 2022	49,950.24
<u>172,768.68</u>	ADD Total Income	<u>124,620.13</u>
213,152.14		174,570.37
<u>29,010.45</u>	DEDUCT Total Expenditure	<u>68,659.20</u>
184,141.69		105,911.17
<u>134,191.45</u>	DEDUCT Reserves Balance	<u>38,946.34</u>
<u>£49,950.24</u>	Balance at 31 Mar 2023	<u>£66,964.83</u>

Reserves:

Earmarked Reserve Balance £323837.27

Romsey Extra Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

<u>Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7	Salary				15,000.00	7,193.76	7,806.24
8	Employer NI & Tax				950.00	1,948.71	-998.71
9	Employer Pension				3,050.00	1,304.36	1,745.64
10	Travel				600.00	106.08	493.92
11	Office Allowance				1,000.00		1,000.00
12	Courses/Training				300.00		300.00
39	Planning admin					1,825.80	-1,825.80
45	Business, Events & Touris					7,011.00	-7,011.00
48	Interim Clerk/RFO service:					2,652.00	-2,652.00
					20,900.00	£22,041.71	-1,141.71

<u>Community Grant Sponsorship</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
36	Annual (GPC)				4,500.00	4,600.00	-100.00
					4,500.00	£4,600.00	-100.00

<u>Councillors</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
13	Chairman's Allowance				400.00	21.00	379.00
14	Travel				100.00		100.00
15	Conference/Courses				100.00	10.00	90.00
					600.00	£31.00	569.00

<u>Earmarked Reserves</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
40	CCLA Bank a/c						
41	Solar Farm EMR					25,890.00	-25,890.00
42	CiL expenditure					1,781.00	-1,781.00
44	Allotment expenditure from					216.76	-216.76
46	IT Reserve EMR					499.15	-499.15
47	Whitenap Lane Crossing E			2,000.00		3,576.25	-1,576.25
					£2,000.00	£31,963.16	-29,963.16

<u>General</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
22	Subscriptions				1,150.00	1,432.67	-282.67
23	Publications				150.00		150.00
24	Room Hire (Meetings)				550.00	466.28	83.72
25	Insurance				1,000.00		1,000.00
26	Audit				750.00	695.00	55.00
27	Election Costs				1,000.00		1,000.00
					4,600.00	£2,593.95	2,006.05

<u>Grants</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
37	Ad Hoc (GPC)				3,500.00		3,500.00
					3,500.00		3,500.00

<u>Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Precept			69,622.00			69,622.00
2	Interest		551.00	2,978.63			2,427.63

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Romsey Extra Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

3 Woodley VH Rent	5.00	5.00			
4 Other Payments - CiL		47,659.50			47,659.50
5 Allotment Fees	900.00	1,035.00			135.00
6 VAT Reclaim					
43 Allotment key deposit		320.00			320.00
	1,456.00	£121,620.13			120,164.13

Office

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
16	Postage				100.00	3.45	96.55
17	Photocopy/Stationery				250.00	54.18	195.82
18	Telephone/Broadband				802.00	72.00	730.00
19	IT				500.00	343.85	156.15
					1,652.00	£473.48	1,178.52

Projects

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
32	Public Transport						
33	Footpaths/Roads						
34	Amenities						
35	Other				4,200.00		4,200.00
					4,200.00		4,200.00

Publicity

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
20	Advertising				367.00		367.00
21	Newsletter				5,000.00		5,000.00
					5,367.00		5,367.00

Running Costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
28	Lengthsman				1,200.00	3,175.69	-1,975.69
29	Footpaths/Roads (SLR & S)				1,000.00	1,988.27	-988.27
30	Amenities				2,750.00	212.62	2,537.38
31	Other				2,000.00	570.85	1,429.15
38	Allotment Expenditure			1,000.00		237.92	762.08
				£1,000.00	6,950.00	£6,185.35	1,764.65

NET TOTAL

	1,456.00	£124,620.13	52,269.00	£67,888.65	107,544.48
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AUDITING SOLUTIONS LTD

Romsey Town Council

Internal Audit Report 2022-23 (Final)

Chris Hall

Consultant Auditor

*For & on behalf of
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to our final review for 2022-23, undertaken at our offices and during a visit to the Town Hall on 25 April 2023. We would like to thank the Chief Officer and her team for their assistance and hospitality during our visit.

Internal Audit Approach

The objective of this final review is to provide an appropriate level of assurance to the Council on their governance, procedures and financial control throughout the financial year, in order to provide full and supportable assurances in the Annual Governance and Accountability Return (AGAR) for 2022-23.

In concluding our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's AGAR process, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

Details of the work undertaken on the Council's accounting and other records during this final review are set out in the following detailed report. We are pleased to offer the Council a reasonable level of assurance on current financial practices, although we have identified issues with both the valuation of assets and the Allotment petty cash account. We have discussed these issues with the Chief Officer and are confident that the issues will be resolved before formal consideration and signing of the 2022-23 AGAR by the Council.

While we have no formal recommendations to make in this report, we have made a number of observations which we have discussed with the Chief Officer, and would invite the Council to consider.

While we are aware of, and have commented on, the merger with Romsey Extra Parish Council on 1 April 2023 as a Material Event, given the level of Council consideration of this matter and our discussions with the Chief Officer we can see no reason why the Town Council cannot give a positive assurance on this merger in Section 1, Assertion 8 of the 2022-23 AGAR.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers, noting that the Council continues to use the Rialtas Omega accounting package and is supported by the services of DCK Accounting to maintain the financial records.

The Council maintains a range of bank accounts with both Lloyds and TSB Banks, all of which are separately maintained in the Omega system.

We have:

- Agreed the 2022-23 Opening Trial Balance in Omega to the closing 2021-22 figures in the Annual Governance and Accountability Return (AGAR);
- Ensured that the ledger remains “in balance” at the time of audit;
- Ensured that the cost and expenditure coding structure remain appropriate for purpose;
- Checked the Omega bank reconciliations as at 31 March 2023 for all accounts to the supporting bank statements.

We note that bank reconciliations on all accounts are undertaken on a monthly basis. These are then submitted as part of a Finance Report to the Finance & Resources (F&R) Committee for scrutiny. Following the comments in our interim report, and consideration by F&R in January 2023, we understand that the Chair of F&R will now be undertaking both a quarterly and year-end check which will meet the requirement of Financial Regulation 2.2. This will provide an additional level of assurance to both the Council and the Chief Officer.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance policies, procedures and documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Standing Orders (SOs) and Financial Regulations (FRs) were last revised and updated in September 2021. This is normally undertaken on a biennial basis, or when a new version is issued by NALC. However, we understand that these are next likely to be reviewed in September 2023 as a consequence of the merger with Romsey Extra Parish Council (REPC) on 1 April 2023. We have discussed with the Chief Officer the desirability of reviewing **all** Council Policies during 2023-24, both in the light of the REPC merger and the election of a new Council in May 2023.

We note that the Council re-affirmed its eligibility to exercise the General Power of Competence at the Annual Meeting of the Full Town Council in May 2022.

We have concluded our review of the Minutes of the Town Council and Standing Committee meetings for 2022-23 to establish whether any issues exist that may have an adverse effect, through litigation or other causes, on the Council's current or future financial stability. We note the detailed discussions concerning the merger with REPC on 1 April 2023, notably around the transfer of assets and balances.

We note that the Exercise of Public Rights with regard to the 2021-22 Accounts was properly undertaken in accordance with the Accounts and Audit Regulations. We have discussed with the Chief Officer the recent appointment of a new External Auditor (BDO LLP) for 2022-23 and beyond, which we do not believe will have any significant impact on the Council given the record of unqualified external audit reports in previous years.

With regard to a specific question by BDO, which we have not seen in earlier years, we confirm that a clear Register of Interests is available on the Council's website for each Councillor, and that the declaration of any interests is a standing question at Council and Committee meetings.

We note that there is a clear reference on the Council's website to the Transparency Code 2015. We note that the information provided on the website, with particular regard to items of expenditure above £500, and statutory information concerning the Council's Accounts, is both accurate and up-to-date at the time of audit.

Conclusions

No issues arise in this area warranting formal comment or recommendation, other than our observation about reviewing all policy documents in the light of the expanded Council.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We note the continuation of sound internal control in this area, with detailed scrutiny being maintained by the Finance and Resources Committee.

We have test-checked a range of significant transactions over the period October 2022 to March 2023, with no anomalies found.

We have also examined detail of VAT payments / reclaims processed during the year by reference to the accounting software control account with no issues arising.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. We have: -

- Examined the Council's insurance policy, renewed from 1 April 2022 as part of a 3-year Long Term Agreement with Royal Sun Alliance via WPS brokers. Appropriate levels of cover remain in place: Employers Liability at £10M, Public & Products Liability at £15M, and other covers, including property, which we consider appropriate for the Council's current requirements. We note that the current 3-year Long Term Agreement ended on 31 March 2023, allowing the Council to re-establish its insurance cover taking into account its new responsibilities arising from the merger with REPC. We will examine this more closely as part of our 2023-24 audit programme;
- Noted that the Council's Risk Register, which is maintained by the Business Manager using the Risk Wizard software package, was reviewed and approved at the Council meeting in May 2022, which satisfies the requirement in Financial Regulations for a minimum annual review. However, as we commented in our 2022-23 interim report, we feel that a more frequent (say 6-monthly) review, or when significant changes (eg. new legislation) occur, would assist the Council in its strategic thinking. As an example, the current register approved by Council makes no mention of the merger with REPC, which was not a significant issue at the time. We have discussed this with the Chief Officer.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation at this time, other than our ongoing observation about more frequent consideration by Council of its risk profile.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the Borough Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in Earmarked Reserves to finance its ongoing spending plans, whilst retaining appropriate sums as a General Reserve to cover any unplanned expenditure that might arise.

We note that, at its meeting in November 2022, the Town Council set a 2023-24 Budget and Precept of £473,455, based on the work of the Finance and Resources Committee. This shows a significant increase from the 2022-23 Precept, reflecting the new responsibilities of the larger Council with effect from 1 April 2023.

The Council has set up a range of Earmarked Reserves for specific projects, with a total at 31 March 2023 of £104,718 shown in the Omega system. After allowing for these, and noting the year-end cash balance of £310,507, this leaves a General Reserve of £205,789. This represents 43.5% of the approved Precept, or approximately 5.2 months expenditure. While this is slightly lower than the Best Practice level of 50%, which was adopted by F&R in May 2022, we recognise the significant change in the Council's finances that takes place after 31 March 2023. Therefore, we conclude that the quoted reserves remain prudent, although they will obviously need to be kept under review while the merger process is concluded.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Review of Income

The Council receives income, in addition to its Precept, from Town Hall lettings and other services such as Markets and Allotments.

We have undertaken a sample check of income transactions between original invoices for payment, Omega records and bank statements, with no issues arising.

It is noted that Town Hall hire rates were reviewed by the Building & Town Committee at its August 2022 meeting, which is in accordance with FR9.3. However, we have seen no evidence of a similar review of Allotment rents.

Conclusions

No issues arise in this area warranting formal comment or recommendation, other than our observation about reviewing fees and charges other than Town Hall lettings.

Petty Cash Account

While the Council does not maintain a petty cash account for the usual purpose of making small purchases, there are two similar accounts maintained for other purposes: a £300 Bar Float, and an £85 petty cash account held by the Allotment Association.

We note that periodic reconciliations of the bar float is undertaken by the Chief Officer and her team.

With regard to the Allotment account, we note that F&R stipulated a half-yearly reconciliation, to include the year-end, at its January 2023 meeting. At the time of audit this reconciliation had not taken place.

We note that the Omega Balance Sheet at 31 March 2023 is only showing £2.46 for this account, which suggests that £82.54 requires reimbursement. While this difference is not material to the Council's accounts, a journal entry should ideally be made to bring this account balance back to the approved level of £85, following the appropriate reconciliation.

Conclusions

No issues arise in this area warranting formal recommendation, other than our ongoing observation about the Allotment petty cash account, and the small effect it has on the Council's year-end balances.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that salary payments are in line with the Council approved pay rates and that extant legislation is being appropriately observed as regards adherence to the requirements of HMRC legislation in relation to the deduction and payment over of income tax and NI contributions, together with pension contributions.

We note that payroll management is outsourced to a contractor (SGW), and is the subject of a monthly report to F&R. However, we have not seen evidence of a specific Council approval of the NJC pay award, which we have discussed with the Chief Officer.

We have test-checked the payroll for September 2022 and March 2023, agreeing detail of the basic salary payments to each employee. We have also checked the accuracy of the tax, NI and pension deductions by reference to the relevant tax and NI tables and percentage bandings applying to staff contributing to the Local Government Pension scheme, and payments to the relevant bodies (HMRC and the Hampshire Pension Fund) with no issues arising.

Conclusions

No issues arise in this area warranting formal comment or recommendation, other than our observation about specific Council approval of pay awards.

Fixed Asset Registers

We note the significant improvements in this area undertaken during 2021-22, including use of the Omega Assets package to improve reporting. However, we were unable to reconcile the accounting figures provided by DCK Accounting to the Omega totals at the time of audit. This was discussed with the Chief Officer and the Buildings Manager, noting that in-year acquisitions of £40,495 had not been added to the asset total, as well as a small in-year disposal. The Chief Officer has agreed to review this area as a priority, and agree the correct asset balance at 31 March 2023 (which may also require a restatement of the 2021-22 AGAR figure) before the completed AGAR is brought to Council for formal approval and signing.

Conclusions

While we are confident that the Chief Officer will resolve this issue in the short term, and therefore do not see the need to make a formal recommendation, we are unable to give a positive assurance at the time of audit on the figure to be included in Section 2, Box 9 of the 2022-23 AGAR.

Investments and Loans

As at 31 March 2023 the Council holds no investments other than its accounts with High Street banks. The Council has an approved Investments Strategy, meeting the requirements of JPAG, which was last reviewed in January 2022. We have discussed with the Chief Officer the possible need for expanding this Strategy to allow for long-term investments, in light of the transfer of balances from the merger with REPC, generating an optimum level of interest earnings from Council funds while minimising risk. We note that REPC has an investment of £85,000 in the CCLA Public Sector Deposit Fund, which will transfer to Romsey Town Council. This investment vehicle is widely used across the Parish / Town Council sector, and is deemed to be a secure investment, offering rapid access to funds, and which offers a reasonable rate of return. This would help to satisfy the requirement of F&R at its January 2023 meeting for a review of balances post-merger.

We have verified the loan repayment instalments to PWLB (2 loans) for the year as part of our expenditure review, and agreed the reported balance in Section 2, Box 10 of the draft AGAR to prime PWLB records, with no issues arising.

Conclusions

No issues arise in this area warranting formal comment or recommendation.

Statement of Account and AGAR

The AGAR incorporates the Council's Annual Accounts, which are subject to external audit scrutiny and verification.

Conclusions

In concluding our audit of the Council's 2022-23 accounts, we have found two issues (Allotment petty cash and Fixed Assets) where we are unable to give a positive assurance on the reported figures. Therefore, we have duly signed off the Internal Audit Certificate at Page 3 of the AGAR, assigning supportable assurances in all categories.

Rec. No.	Recommendation	Response
	No recommendations made	

ROMSEY TOWN COUNCIL -APPLICATION FORM FOR GRANT

NAME OF ORGANISATION:	ROMSEY CARNIVAL		
ADDRESS OR MEETING PLACE OF ORGANISATION:	34 STATION ROAD RMSEY SO518FW		
NAME OF CONTACT:	SYLVIA FINCH		
PHONE NUMBER:	07747771876		
EMAIL ADDRESS:	info@romseycarnival.co.uk		
AMOUNT REQUESTED:	£400		
WHAT IS THE GRANT FOR? <i>If there is insufficient space here please attach a separate sheet</i>	Children's Entertainer CRAZY M (www.crazym.co.uk) for the Kings Coronation Street Party		
WHY IS THE GRANT NEEDED? <i>If there is insufficient space here please attach a separate sheet</i>	This is a free event for the whole of the community and self funded by Romsey Carnival		
HOW WILL ROMSEY OR ITS RESIDENTS BENEFIT? <i>If there is insufficient space here please attach a separate sheet</i>	A free event for all of the community to come together and celebrate the coronation.		
HAVE YOU APPROACHED ANY OTHER BODIES FOR A GRANT?	YES		
IF YES PLEASE GIVE DETAILS <i>If there is insufficient space here please attach a separate sheet</i>	TVBC for a large screen tv hire.		
HAVE YOU HAD A PREVIOUS GRANT FROM ROMSEY TOWN COUNCIL?	YES		
IF YES WAS THE INTENDED BENEFIT ACHIEVED? <i>If there is insufficient space here please attach a separate sheet</i>	YES		
ADDITIONAL INFORMATION REQUIRED	Latest Financial Accounts Enclosed	Please tick box	X

Date.....14/04/2023.....

Signature 

Please return form to: Romsey Town Council, 1 Market Place, Romsey, Hants, SO51 8YZ



ROMSEY TOWN COUNCIL

EVENT	INCOME	EXPS	PROFIT
OPENING BALANCE	3767.70	0.00	3767.70
LANTERN PARADE BROUGHT FORWARD	0.00	0.00	0.00
	3767.70	0.00	3767.70

SAVING SANTA	174.30	92.00	82.30
PARTIES CHRISTMAS (CANCELLED) EAST	262.50	1027.61	-765.11
ROYAL PARTY SELECTION	51.00	303.80	-252.80
DONATIONS/GRANTS	3174.00	1250.00	1924.00
ON-LINE RAFFLES	29.70	0.00	29.70
ROYAL PARTY EXPENSES	0.00	139.38	-139.38
CORONATION STREET PARTY	0.00	827.32	-827.32
SPRING QUIZ	287.00	0.00	287.00
WEB & INTERNET	0.00	23.40	-23.40
STATIONERY	0.00	101.90	-101.90
TVBC TEMPORARY EVENTS NOTICES	0.00	84.00	-84.00
GIFTS	0.00	33.98	-33.98
STORAGE	0.00	672.00	-672.00
BANK INTEREST	9.57	0.00	9.57
TOTALS	9432.56	4555.39	4877.17

APRIL 2023 CASH ACCOUNT	0.00
APRIL 2023 CHEQUE ACCOUNT	1537.88
APRIL 2023 SAVINGS ACCOUNT	3339.29
TOTAL	4877.17

