KETTERING TOWN COUNCIL

REPORT FOR INFORMATION

Item No:- FC22/95

Committee:-	Finance and Governance Committee
Date:-	26 th April 2023
Author:-	Martin Hammond, Clerk
Report Title:-	End of year budget position, adjustments and annual governance statement
-Wards Affected:-	All

1. Purpose of Report

To set out the Council's end of year financial position, report the end of year adjustments and describe the statutory audit process which applies.

2. Recommendations

Members are asked to note the financial position.

3. Information

- 3.1. Set out below in Appendix One is a summary showing the net end of year position for 22/23. Once all the outstanding income has been received and existing commitments have been paid, then £89,935 remains unspent in the year. Of that, £70,000 has been already placed in reserves for the public toilets fund. This means that almost £20,000 remained uncommitted at the end of the year, all of which can be added to balances and earmarked reserves in due course.
- 3.2. Overspends on employees, markets and administrative costs were offset by underspends on events, community infrastructure and of course there was no expenditure on the public toilets project.
- 3.3. The Council had £161,023.53 across all its bank accounts at the end of the year, to which will need to be added £3649 in income due, minus £3670 in costs relating to last year. giving a final total of £161,003. The bank reconciliation as at 31st March 2023 is shown at Appendix Two.

3.4. The following table – the end of year adjustments – shows in more detail the creditors and debtors position as at 1st April, which need to be attributed to the 22/23 financial year. These transactions have been included in the end of year summary in Appendix one

YEAR END ADJUSTMENTS 22/23					
Expenditure					
	Amount	Purpose	Sub total	Invoice paid	
Market	£303.08 + VAT	Market staffing	£303.08	6.4.	£303.08
Events brochure	£490.00	Design costs		13.4	£490.00
	£765	Printing		13.4	£765.00
	£280 plus VAT	Delivery	£1,535		
Neighbourhood plan	£132.00	Room hire	£132	6.4	£132.00
Speed devices	£1700 + VAT	Installation of poles	£1,700	21.6	£1,700.00
TOTAL			£3,670.08		£3,390.08
Income					
				Invoices paid	
VAT	£2,921.45	Refund	£2,921.45		
Market rents	£56	February and before			
	£672	March	£728.00	4.5.23 onward	£300
			£3,649.45		

3.5. A comparison on income projected and income received is set out below.

INCOME	Budget	Actual
Precept	325000	325000
Interest	75	758
Market rents	18000	8708
Allotments	3590	2265
Events	0	371
Misc	0	25
Town Lottery	0	4624
Charity administration recharge	500	616
	347165	342367
VAT REFUNDS		10968

3.6. The Clerk now has to prepare an Annual Governance Statement (AGAR) in a prescribed format for approval by Council at its annual meeting and to submit this and other material to the external auditor by 1st July 2023. The internal auditor will also need to submit her report during that timetable and Annual Council will also be asked to approve the appointment of an internal auditor for the 22/23 financial year.

3.7. Accounts for 2023/4 will need to be prepared under an income and expenditure regime, rather than the receipts and payments regime which applied in 21/22 which means that the 21/22 accounts will also need to be restated before the AGAR can be submitted.

17.04.2022

APPENDIX ONE SUMMARY OF NET SPENDING IN 2023-24

Heading	Sub heading	Budget 22/23	Outturn 22/23	
			•	
nployees	Employees including all oncosts			
	Payroll	46075	56303.47	additional staff hours agreed mid year
	Employers National insurance	4625	5001.13	
	Pension costs	4750	6865.00	£2000 entry fee to scheme not antiipated
	Payroll administration	450	165.00	
	Staff training	400	650.80	
	Recruitment	0	51.50	
	sub total	57000	69037.58	
dministrative costs	Office and meetings Accommodation	12000	12175.57	
	ITC, office, banking and other admin costs	5120	6973.33	mostly result of office moves
	Insurances	1500	1486.00	mostly result of office moves
	Society of Local Council Clerks	280	297.00	
	Audit	1150	1120.00	
	sub total	20050	22051.71	
	Sub total	20030	22031.71	
ivic and Democratic	Mayoral allowances and costs	2250	2895.42	some office move costs included
	Member expenses and training	1000	204.50	
	Branding/coat of arms	2500	995.00	
	Town meetings/consultation/engagement	0	202.95	
	sub total	5750	4297.87	
		10000	45004.46	
nvironmental and Public		10000	15281.16	net spend after income
	Community infrastructure	19400	2550.00	underspends on three pojects not coming forward on time
	Neighbourhood Plan	1000	327.00	
	Allotments	4000	977.00	net spend after income
	Bio-diversity and tree planting	3000	3000.00	
	Public toilets installation	40000	0.00	
	Public Toilets management	35000	0.00	
	Traffic speed devices	3000	2964.00	
	sub total	115400	25099.16	
ommunity services and				
vents	Small grants and ward initiatives	25000	25880.00	overspend met by Ward Initiaties Fund underspend
	Events	47500	38217.48	
	Community resilience fund	7400	6649.61	
	Kettering Town Lottery	1300	365.00	
	Town Lottery	0	-1933.60	
	Kettering Charities	-400	-599.38	
	sub total	80800	68579.11	
	TOTAL	279000	189065	
contingency and contribut	ion to reserves	30000	50307.56	
Contribution to election reserves		16000	18156.49	
Earmarked reserve for public toilets		0	70000.00	
ach in hand statest of	ar after year and adjustments	10000		
asin in nand at start of yes	ar after year end adjustments	19993		
	sub total	65993	138464	