

To: Earley Town Council

From: Mayor of Earley

Subject: Mayoral Visits

Date: 5th June, 2022

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I have been fortunate since being elected Mayor on 11th May 2022 to have represented Earley at the following events: -

- As Mayor, I was invited to St Peter's Platinum Jubilee Thanksgiving Service on 22nd May. As well as myself there were a number of other Earley councillors there. It was very well organised, and the message during the thanksgiving service was well thought out. I enjoyed listening to the young members of the choir (although the older members were outstanding too). There was also a cake cutting ceremony in the Church Hall with the Deputy Lord lieutenant, where we were joined by young members of the congregation.
- I was also invited by Pauline Allen, the Chair of the Kenton Road Day Centre, inviting me to open the Platinum Jubilee party at the Kenton Road Day Centre on Wednesday 1st June. It was a pleasure to meet and talk to regular members of Kenton Road Day centre. Needless to say, I also enjoyed the delicious cakes and sandwiches.

I would like to take this opportunity to thank both Earley St Peter's Church and the Kenton Road Day Centre for their invitations.

Cllr. Tahir Maher
Mayor of Earley



EARLEY TOWN COUNCIL

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

Earley Town Council

Explanatory foreword to the financial statements for the year ended 31 March 2022

The Council's financial statements for the year ended 31 March 2022 are set out on the pages attached and consist of the following:

- **The Income & Expenditure Account**, showing income and expenditure on all services.
- **The Balance Sheet**, setting out the Council's financial position at the year end.
- **Notes to the financial statements**, providing information on amounts included

This Foreword provides a brief summary highlighting the more important aspects of the Council's activities and its financial position, and it facilitates a greater understanding of these matters.

Basis of preparing the financial statements

As the Council's income is less than £6,500,000, the Council's financial statements follow the directions for medium-sized councils in the Practitioner's Guidance, which is endorsed by CIPFA and is thus regarded as proper practice. The balance sheet therefore excludes fixed assets such as premises, equipment and infrastructure and any associated external loans, and depreciation is not charged.

Audit opinion on accounts

As the Council falls within the limited assurance audit regime, the statutory accounts are included in Section 2 of the annual return for external audit, as a summary of the year's income and expenditure, reserves, fixed assets and long-term borrowings as detailed in these unaudited financial statements. The external auditors' opinion will be given in due course on the accounts within the annual return, which was also approved at the Council meeting on 15 June 2022.

Outturn for the year

The outturn for the year is set out in the Income & Expenditure Account on page 4 and may be summarised as follows:

	<u>£</u>
Net cost of services after income from fees and charges	688,771
Less: Interest received	214
Amount to be met by precept	688,557
Precept on the Borough Council	988,054
Community Infrastructure Levy (CIL)	12,721
Net income for the year	312,218
Transfers to earmarked reserves (net)	-115,220
Amount added to General Reserves for the year	196,998
General Reserves balance brought forward	770,521
General Reserves balance carried forward	967,519

Earley Town Council

Explanatory foreword to the financial statements for the year ended 31 March 2022

Review of the year's activities

The Covid-19 pandemic continued to have an impact on the Council, particularly in the first nine months, causing on-going operational and financial challenges, including working around several Covid cases amongst staff. The Council's on-going adaptive approach to deal with the ever-changing situation and with the Officers working together, essential services to the residents of Earley continued to be provided throughout the period. Despite the offices being closed to visitors during certain periods, in accordance with the government lockdown restrictions, the offices continued to remain open throughout to handle email and telephone enquiries and provide information and advice to residents on how to access different services.

Government lockdown restrictions were still in place at the time of the 2021/22 budget setting process and into the start of the financial year. In April 2021 the Community Centres were able to open at a reduced capacity for hiring in line with Government guidelines but remained closed for party hire. Take up of hiring by Clubs and Individuals was understandably cautious when restrictions began to be gradually eased. Income remained well below the pre pandemic levels for Centres and Sports Pitches (approximately 53% of the income levels received in the year 2018/19). Given the above uncertainty on income a cautious expenditure budget was again set for the year.

In the year the Council received £12,721 under the Community Infrastructure Levy (CIL) scheme and utilised £13,282 of the fund on a project to put new swings into Meadow Park play area, leading to a small overall reduction in the total CIL funds to £70,167 at 31 March 2022. This fund is to be spent on suitable community projects within five years from receipt.

At the start of the year the Council continued to be able to benefit from the Coronavirus Job Retention Scheme in respect of certain job roles. Three caretakers remained on flexible furlough from April to July 2021 with the Council receiving £5,005 (2020/21 £16,371) through the Scheme.

Essential expenditure continued to be prioritised including significant Building Health and Safety measures to both Maiden Place and Radstock Lane Community Centres, a major IT upgrade replacing aging Council Office computer hardware and software, and the purchase of battery-operated outdoor tools. Even though the year was still one of national uncertainty in terms of on-going impacts from the pandemic, Earley Town Council (ETC) was still able to stage a successful series of events, '26 to COP26', underlining its commitment to tackling climate change. The Council also began refurbishing the former Social Club at Radstock Lane Community Centre to turn it into a comfortable Community Space for local Charities and groups. As 2021/22 progressed, additional staff members were appointed and the Council was able to look forward and plan for the projects that had been delayed by two years of global economic uncertainty. Ear-marked reserves for key future projects were increased in the year by £115,219. Despite the continuing reduced income from Council services and the spend highlighted above, the Council's cautious approach to budgeting and expenditure has meant the year finished with an increase to the General Reserves of £196,998. This left ETC in a strong financial position to be able to progress work on significant projects whilst also ensuring there was no increase for residents in terms of the Town Council's precept.

Earley Town Council

Explanatory foreword to the financial statements for the year ended 31 March 2022

Statement of responsibilities for the financial statements

The Council is required to:

- Make arrangements for the administration of its financial affairs;
- Secure that one of its officers (referred to as the Responsible Officer) is responsible for the administration of those affairs. At this Council, that officer is the Town Clerk.
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets

The Responsible Officer is responsible for ensuring the preparation of the Council's financial statements in accordance with proper practices so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2022 and its income and expenditure for the year then ended. In relation to the preparation of the financial statements, the Responsible Officer has ensured that:

- Suitable accounting policies have been selected and consistently applied;
- That the judgements that were made were reasonable and prudent; and
- Guidance has been complied with.

The Responsible Officer has also ensured that:

- Proper accounting records were kept that were up to date at year end;
- Reasonable steps were taken for the prevention and detection of fraud and other irregularities.

Signed

Chairman of the Council

Dated 15 June 2022

Council Offices
Radstock Lane
Earley
Reading
RG6 5UL

Earley Town Council
Income & Expenditure Account for the year ended 31 March 2022

Services	Note	Year Ended 31 March 2022			2021
		Expense £	Income £	Net £	Net £
Community centres		58,054	-91,086	-33,032	-16,991
Parks and sports pitches		40,748	-15,713	25,035	17,254
Maiden Erlegh Nature Reserve		4,298	-2,547	1,751	2,603
Other amenities and open spaces		8,523	-3,870	4,653	2,790
Cemetery		4,078	-96,694	-92,616	-87,006
Help Shop		0	-14,000	-14,000	-14,000
Grants and community support	2	15,469	0	15,469	11,325
Capital expenditure	6	24,222	0	24,222	8,310
General administration		766,093	-8,804	757,289	780,093
Net cost of services		921,485	-232,714	688,771	704,378
Interest and investment income				214	1,521
Net operating expenditure				688,557	702,857
Precept on the Borough Council				988,054	978,271
Community Infrastructure Levy (CIL)				12,721	19,252
Net income/expenditure(-) for the year				312,218	294,666
Movement on General Reserves balance:					
Balance brought forward				770,521	693,126
Transfers (net) to earmarked reserves	10			-115,220	-217,271
Net income/expenditure(-) as above				312,218	294,666
Balance carried forward				967,519	770,521

The notes on pages 5 to 11 form part of the financial statements.

Earley Town Council
Balance Sheet at 31 March 2022

	Notes	31 March 2022		31 March 2021	
		£	£	£	£
Fixed assets					
Tangible fixed assets	1,6				
Current assets					
Debtors	8	31,455		34,880	
Bank term deposits		330,712		330,702	
Other bank accounts		1,128,829		848,206	
			1,490,996		1,213,787
Current liabilities					
Creditors and accrued expenses	9		-24,066		-59,074
Total assets less current liabilities			1,466,930		1,154,713
Capital and reserves					
Earmarked reserves	10		499,411		384,192
General Reserves balance			967,519		770,521
			1,466,930		1,154,713

The Council falls within the limited assurance audit regime, and so the external audit opinion will be provided on the Annual Return, which includes a summary of the Income and Expenditure Account, fixed assets and associated long-term loans, and reserves. The audit opinion will be provided and advertised in due course.

These financial statements present fairly the financial position of the Council as at 31 March 2022 and reflect its income and expenditure for the year. These accounts were approved at a meeting of the Council held on 15 June 2022.

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Chairman of the Council

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Responsible Financial Officer

Earley Town Council
Notes to the financial statements for the year ended 31 March 2022

1. Principal accounting policies

Accounting convention

The financial statements have been prepared in accordance with the directions for local councils in the Practitioner's Guidance, which is endorsed by CIPFA and is thus regarded as proper accounting practice as applied to the accounting statements for local councils.

Fixed assets and associated long-term borrowing

The Council's financial statements do not include the value of fixed assets on the balance sheet or depreciation in the Income & Expenditure Account. The acquisition, creation or enhancement of fixed assets is expensed to revenue each year, and disposal proceeds are credited to a capital receipts reserve if not immediately used to fund capital expenditure.

Fixed assets are stated in the Notes as valued on the bases recommended by CIPFA and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS), subject to a de minimis of £500. The closing balances are stated on the following basis:

Land, operational properties and equipment, infrastructure and community assets are valued at the lower of cost or valuation, less depreciation to 31 March 2011. In accordance with Practitioners' Guidance, depreciation is no longer provided.

Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are stated at a nominal value.

Long-term borrowing to finance the acquisition of fixed assets similarly is not included on the balance sheet. Amounts received are credited to capital receipts reserve and then released to revenue when used, and repayments are expensed to revenue when incurred.

Debtors and creditors

The financial statements are prepared on an accruals basis. Amounts due to or from the Council during the year are therefore included whether or not the cash has actually been received or paid in the year.

Reserves

The Council maintains certain operational reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 10.

Pensions

The pension costs in these financial statements are the employer's contributions paid to the Local Government Pension Scheme (LGPS), which is a defined benefit scheme. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant local government regulations.

Earley Town Council

Notes to the financial statements for the year ended 31 March 2022 (continued)

General administration and support service costs

Central administrative support costs are reallocated direct to the services concerned, so far as they can reasonably be ascertained. The remaining administrative costs, including those relating to the democratic process, are shown as a separate service cost in the Income & Expenditure Account.

2. Grants and support for community organisations

Each year the Council provides grants and other financial support for community organisations. These grants are made using the General Power of Competence which was adopted by the Council at the Annual Meeting held on 15 May 2019.

Grants awarded in the year were as follows:

	2022	2021
	£	£
Transport Services	2,475	2,475
Youth Work	1,500	1,800
Citizens Advice Bureau	6,000	2,000
Sports Sponsorship	1,025	750
Other Donations	4,469	4,300
	15,469	11,325

3. Employees

The number of staff employed by the Council at the yearend was

	Number	Number
Full-time	12	12
Part-time	8	8
	20	20

4. Advertising and publicity

The Council's expenditure on advertising and publicity was as follows

	£	£
Advertising	-	-
Website maintenance	1,750	1,908
	1,750	1,908

Earley Town Council

Notes to the financial statements for the year ended 31 March 2022 (continued)

5. Pension costs

The Council's staff members are eligible to become members of the Berkshire County Pension Scheme, which is administered by The Royal Borough of Windsor & Maidenhead, and 19 staff are currently members. The Council's contributions as employer during the year ended 31 March 2022 were £111,063 (2020/21: £113,505). Employer contributions were 25.3% of pensionable salaries (2020/21: 24.3%).

6. Fixed assets

	<u>£</u>
Operational land and buildings (see below)	
Maiden Place Community Centre (long leasehold, peppercorn rent)	601,750
Radstock Lane Community Centre (long leasehold, peppercorn rent)	471,554
Council Offices, Radstock Lane (freehold)	274,200
Maiden Erlegh Nature Reserve Interpretation Centre (freehold)	93,851
Paddock Drive open space and BMX track	126,506
Sol Joel Pavilion	572,978
Other land and buildings	128,813
Laurel Park Pavilion (14 year lease from Wokingham BC)	1
Vehicles and equipment	
Vehicles	94,341
Grounds and general maintenance, and Council administration	146,586
Play equipment in parks	339,258
Infrastructure assets; street lights (65), bus shelters (50) and public seats	62,398
Community assets	
Sol Joel Park (45 year lease from Reading BC) and Meadow Park	1
Open spaces owned freehold or leased over 25+ years (peppercorn rent)	2
Mays Lane Burial Ground (MLBG)	1
Culver Lane allotments	1
Net book value, not reflected on balance sheet	2,912,240

The Council's freehold land and buildings were valued as at 31 March 2007 by independent external valuers, Martin & Pole, Chartered Surveyors, on the basis set out in the accounting policies.

There were additions of £24,222 including £13,282 of expenditure from Community Infrastructure Levy funds and disposals of £13,967 to fixed assets in the year.

Earley Town Council

Notes to the financial statements for the year ended 31 March 2022 (continued)

Capital receipts in the year were as follows

Community Infrastructure Levy (CIL) received, transferred to reserves	12,721
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7. Loan from Public Works Loan Board (PWLB)

The Council borrowed £350,000 towards the cost of constructing the new Pavilion in Sol Joel Park. The first tranche of £150,000, drawn down in January 2013, is repayable over 25 years in equal instalments of £3,000 every six months and bears interest at 3.4% per annum. The remaining £200,000 was drawn down in June 2013 and is repayable over 25 years by instalments of £4,000 every six months and bears interest at 3.53 % per annum.

The movement on PWLB indebtedness over the year is as follows:

	<u>£</u>
Indebtedness at 1 April 2021	242,000
Repayments	14,000
Indebtedness at 31 March 2022	228,000

8. Debtors and prepayments

	2022	2021
	<u>£</u>	<u>£</u>
Debtors for Council services	23,936	24,032
Other debtors	-	-
Value Added Tax	4,296	6,931
Prepaid expenses	3,223	3,917
	31,455	34,880

9. Creditors and accrued expenses

	2022	2021
	<u>£</u>	<u>£</u>
Trade creditors and accruals	23,521	59,074
Income in advance	545	-
	24,066	59,074

Earley Town Council

Notes to the financial statements for the year ended 31 March 2022 (continued)

10. Earmarked reserves

	31 March 2021 £	Transfers	31 March 2022 £
Community Infrastructure Levy <i>These funds are held until specific projects are identified but must be used within five years</i>	70,727	-560	70,167
Bus Shelters	10,000	10,000	20,000
Cemetery Extension	90,000	-5,000	85,000
Elections	6,250	12,000	18,250
Environmental Projects	15,000	-4,737	10,263
IT Upgrade	15,000	-15,000	-
Laurel Park Enhancements	7,000		7,000
Laurel Park Pitch Income	9,769		9,769
Meadow Park Playground	10,000	10,000	20,000
Other Projects	6,945		6,945
Sol Joel Park Enhancements	86,500	43,500	130,000
Vehicles	2,000	38,000	40,000
Youth Projects	5,000		5,000
Radstock Lane Community Space		3,819	3,819
Green Events		3,265	3,265
Radstock Lane Community Centre Improvements		5,000	5,000
Allotments Improvements		600	600
Maiden Place Community Centre Doors and Windows		10,000	10,000
Silverdale Improvements		4,000	4,000
Pathways		799	799
Website Upgrade		5,000	5,000
Covid Recovery	50,000	-5,467	44,533
	384,191	115,219	499,411

11. Tenancies

The Council's community centre at Maiden Place has a resident social club that is a tenant under a repairing lease paying £16,200 annual rental. Due to the on-going Covid-19 lockdown restrictions, the social club remained closed to customers for the first 2 months of the year, during which they were unable to generate any income. During this period of closure, monthly rental was charged at 50% therefore an annual rent of £14,850 was received (2020/21 £10,250).

12. Contingent liabilities

The Council had no contingent liabilities at 31 March 2022 (2020/21: none).

Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

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Earley

Reading RG6 7LT

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The Councillors
Earley Town Council
Council Offices
Radstock Lane
Earley
Reading RG6 5UL

6th June 2022

Dear Ladies and Gentlemen

Internal audit – year ended 31st March 2022

Further to my post year-end visit, I am pleased to report that I have now completed my internal audit review. My internal audit was based on the guidelines included in the JPAG Governance & Accountability for Smaller Authorities: A Practitioners' Guide to Proper Practices ("The Practitioners' Guide"). I attach a summary of my findings in Appendix 1 which includes those reported in my interim visit.

There are no matters that I need to draw to your attention.

Signing of the audit report

The external auditors have commented in previous years that "sufficient internal audit work needs to be completed and reported before the Members approve the Annual Governance Statement". This letter should therefore enable the Council to approve the Annual Return in the knowledge that the internal audit for the year is complete.

As in previous years, I will wait until the Members have approved the Return, and assuming that the figures on the Return are as agreed during my visit and the Governance Statement is approved, I will then sign my section of the Return, giving an **unqualified report**.

Yours faithfully



Claire Connell

Appendix 1: Summary of internal audit findings in 2021-22

Annual Internal Audit Report Section	Comments
A. Appropriate accounting records have been properly kept throughout the year	ETC uses an accounting package which is specifically designed for parish and town councils. There is a linked Bookings package for invoicing hall and pitch hire.
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT generally appropriately accounted for. No large contracts were entered into during the year.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Minutes, Standing Orders, Financial Regulations, insurance cover and the Risk Register indicate that there are proper risk assessment and management procedures. Updated Standing Orders were approved in May 2022. I understand that an updated Risk Register will be taken to the June 2022 Council meeting.
D. The precept resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	The budget was set in February 2022 and is calculated using detailed spreadsheets which incorporate reserve movements. All Councillors are invited to budget working party meetings. I understand that the format of regular financial reporting to Council is due to be reviewed in the current year.
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	There were no significant issues regarding income.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Amounts paid out of petty cash were few in number and low in value.
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.	The payroll is run by an external payroll company. One issue was identified at the interim audit which was rectified during the year. Backpay was paid in March 2022 following the late notification of the nationally agreed increases to salary scales.
H. Asset and investments registers were complete and accurate and properly maintained.	An adequate fixed assets register is maintained in Excel. There have been small movements in the assets this year.
I. Periodic and year-end bank reconciliations properly carried out	Yes, these are reviewed by the Town Clerk and the Chair of the Policy & Resources Committee.
	/continued overleaf

<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</p>	<p>These assertions have been met.</p>
<p>K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (<i>“Not Covered” should only be ticked where the authority had a limited assurance review of its 2020/21 AGAR</i>)</p>	<p>Not covered – the Council had a limited assurance review of its 2020/21 AGAR</p>
<p>L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.</p>	<p>Not applicable – The Practitioners’ Guide states that this test is only applicable to those Councils covered by the £25,000 External Audit exemption.</p>
<p>M. During summer 2021 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.</p>	<p>Yes, proper opportunity was provided.</p>
<p>N. The authority has complied with the publication requirements for 2020/21 AGAR (<i>see AGAR Page 1 Guidance Notes</i>).</p>	<p>Yes, the correct documents were published before the relevant deadlines.</p>
<p>O. The Council met its responsibilities as a trustee</p>	<p>Not applicable</p>

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Earley 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 2022, 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:

DATE

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2021/22 for

Earley Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	860,046	1,154,713	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	978,271	988,054	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	223,531	245,650	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	660,550	604,956	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	22,775	22,288	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	223,810	294,242	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	1,154,713	1,466,931	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	1,178,907	1,459,541	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	2,901,985	2,912,240	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	242,000	228,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

RECORD OF COUNCILLOR ATTENDANCES – 2022/23

NAME OF COUNCILLOR	COUNCIL												AMENITIES					PLANNING												POLICY & RESOURCES				
	05	06	07	10	11	02	03	05	06	09	11	1	03	05	06	07	08	09	10	11	12	01	02	03	04	06	07	09	11	01	03			
A. BASSETT	✓							✓						✓																				
G. BHANGRA								✓																										
N. BROCK	✓							✓																										
D. CHOPPING																																		
J. CLARK	✓																																	
R. COOK	✓												✓																					
M. EASTWELL	✓																																	
J. EASTWELL	✓																																	
D. HARE	✓																																	
R. HOULBROOKE	✓																																	
D. IRELAND	✓																																	
C. JONES	✓																																	
I. KHAYINZA	✓																																	
G. LITTLER	✓												✓		✓																			
A. LONG	✓							✓																										
T. MAHER	✓														R																			
S. MATTHEWS	✓							✓																										
A. MICKLEBURGH	B												✓																					
A. NEAL	✓																																	
A. NEWTON	✓							✓																										
R. SANGSTER	✓												✓		✓																			
M. SHAW	✓												✓		✓																			
C. SMITH	✓												✓		✓																			
M. SMITH	✓												B		✓																			
K. YABSLEY	✓							✓																										

R = Representing Town Council B = Attending Borough Meeting A = In Attendance hatched = Covid: Virtual shaded cell denotes non-representation on Committees

RECORD OF COUNCILLOR ATTENDANCES – 2022/23

Virtual Meetings for Members

NAME OF COUNCILLOR	COUNCIL MEETING OF COUNCILLORS					AMENITIES MEETING OF COUNCILLORS					PLANNING MEETING OF COUNCILLORS					POLICY & RESOURCES MEETING OF COUNCILLORS																
	05	06	07	10	11	02	03	05	06	09	11	1	03	05	06	06	07	08	09	10	11	12	01	02	03	04	06	07	09	11	01	03
A. BASSETT	hatched							hatched						hatched													hatched					
G. BHANGRA	hatched							hatched						hatched													hatched					
N. BROCK	hatched							hatched						hatched													hatched					
D. CHOPPING	hatched							hatched						hatched													hatched					
J. CLARK	hatched							hatched						hatched													hatched					
R. COOK	hatched							hatched						hatched													hatched					
M. EASTWELL	hatched							hatched						hatched													hatched					
J. EASTWELL	hatched							hatched						hatched													hatched					
D. HARE	hatched							hatched						hatched													hatched					
R. HOULBROOKE	hatched							hatched						hatched													hatched					
D. IRELAND	hatched							hatched						hatched													hatched					
C. JONES	hatched							hatched						hatched													hatched					
I. KHAYINZA	hatched							hatched						hatched													hatched					
G. LITTLER	hatched							hatched						hatched													hatched					
A. LONG	hatched							hatched						hatched													hatched					
T. MAHER	hatched							hatched						hatched													hatched					
S. MATTHEWS	hatched							hatched						hatched													hatched					
A. MICKLEBURGH	hatched							hatched						hatched													hatched					
A. NEAL	hatched							hatched						hatched													hatched					
A. NEWTON	hatched							hatched						hatched													hatched					
R. SANGSTER	hatched							hatched						hatched													hatched					
M. SHAW	hatched							hatched						hatched													hatched					
C. SMITH	hatched							hatched						hatched													hatched					
M. SMITH	hatched							hatched						hatched													hatched					
K. YABSLEY	hatched							hatched						hatched													hatched					

R = Representing Town Council

B = Attending Borough Meeting

A = In Attendance

hatched = Held in Person
crossed = Cancelled

shaded cell denotes non-representation on Committees

April 2022 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
4874	Zoom Communciations	Video Communications March 22	£14.39
4875	Flagmakers	Ukraine Flag	£67.62
4876	Adobe Systems Software Ireland Ltd	Adobe PDF Export Licence Year to 18/4/23	£13.03
Total Barclaycard			£95.04

Date Prepared: 24th May 2022

ORDERS FOR PAYMENT - BY DIRECT DEBIT

April 2022

Number	Supplier	Purchase Description	Amount
4877	Allstar Business Solutions	Parks YK60UTY 10/3/22	£66.92
4878	Allstar Business Solutions	Parks YK60UTY 22/3/22	£65.01
4879	Allstar Business Solutions	Parks YK60UUI 31/3/22	£91.38
4880	BT	SJP Phone Line Qtr to 31/5/22	£43.20
4881	Castle Water Ltd	RH Water April 22	£5.00
4882	Focus Group	RH & SD Phones April 22	£174.85
4883	O2	Mobile Phones April 22	£165.91
4884	Opayo (Elavon Digital Europe Ltd)	Credit Card Machine April 22	£22.80
4885	Premium Credit Ltd	Insurance Premium April 22	£2,250.18
4886	Regent Gas Ltd	RH Gas March 22	£147.67
4887	Regent Gas Ltd	SJP Gas March 22	£245.69
4888	Regent Gas Ltd	RLCC Gas March 22	£479.40
4889	Regent Gas Ltd	MPCC Gas March 22	£743.87
4890	SmartestEnergy Business Ltd	LP Electricity April 22	£280.00
4891	SmartestEnergy Business Ltd	Tractor Shed Electricity April 22	£11.00
4892	SmartestEnergy Business Ltd	SJP Electricity April 22	£128.00
4893	SmartestEnergy Business Ltd	RLCC Electricity April 22	£208.00
4894	SmartestEnergy Business Ltd	RH Electricity April 22	£221.00
4895	SmartestEnergy Business Ltd	MPCC Electricity April 22	£217.00
4896	SmartestEnergy Business Ltd	IC Electricity April 22	£78.00
4897	Southern Electric	Street Lighting Continuous supply March 22	£52.98
4898	Southern Electric	Street Lighting Dusk to Dawn supply March 22	£641.26
4899	Virgin Media	Internet April 22	£62.40
4900	Waterlogic GB Ltd	RH Water Cooler March 22	£34.37
4901	Waterlogic GB Ltd	SJP Water Cooler March 22	£17.18
4902	Wokingham Borough Council	Cemetery Rates	£860.55
4903	Wokingham Borough Council	RH Rates	£1,423.50
4904	Wokingham Borough Council	RH Workshop Rates	£114.54
4905	Wokingham Borough Council	MPCC Rates	£217.65
4906	Wokingham Borough Council	RLCC Rates	£469.60
Total Direct Debits			£9,538.91

Date Prepared: 30/05/22

IMPREST ACCOUNT

ORDERS FOR PAYMENT - BY DIRECT DEBIT

April

Number	Supplier	Purchase Description	Amount
	April 22		
53	SGW Payroll	Year End Processing	£78.00
54	SGW Payroll	Month 1 April 22 Payro;; processing	£68.40
55	TV Licensing	SD TV Licence year to 31/3/23	£159.00
56	TV Licensing	CP TV Licence year to 31/3/23	£159.00

Total Direct Debits £464.40

Date Prepared: 20/04/22

Prepared by: Ian Johnson