

# AGENDA ITEM 8

## CHICHESTER CITY COUNCIL

### FINAL ACCOUNTS 2020/2021

#### FINANCE COMMITTEE 15<sup>TH</sup> JUNE 2021

##### Year End Accounts Summary 2020/21

The Year End Accounts to 31<sup>st</sup> March 2021 shows a surplus of £14,778. The General Reserve now holds a balance of £496,404.22.

The City Council's balances total £765,647 plus £490,000 investment in the Local Government Property Fund.

Overall the Earmarked reserves have reduced from £425,740 to £347,514. We spent over £130,000 of our reserves in the last year, including £53,131.55 on Cil projects.

The only Carry forward is the balance remaining in Public Realm Budget £12,409.

Kim Martin

Deputy Town Clerk and Responsible Finance Officer

**Chichester City Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2021**

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**Chichester City Council**

**Council Information**

**31 March 2021**

**( Information current at 23rd June 2021 )**

**Mayor**

Cllr J. Hughes

**Councillors**

Cllr J. Joy (Deputy Mayor)

Cllr C.M.M. Apel

Cllr H. Barrie

Cllr M.J. Bell

Cllr D. Carter

Cllr A.P. Dignum

Cllr P. Gaskin

Cllr C. Gershater

Cllr C. Harry

Cllr C. Hughes

Cllr K. Hughes

Cllr S. Lishman

Cllr B. Norrell

Cllr R.E. Plowman

Cllr A.M.D. Scicluna

Cllr S. Sharp

**Clerk to the Council**

Rodney Duggua RD BA (Hons)

**Responsible Financial Officer (R.F.O.)**

Mrs K. Martin MAAT

**Auditors**

Moore Stephens

Rutland House

Minerva Business Park

Lynch Wood

Peterborough

PE2 6PZ

**Chichester City Council**  
**Statement of Responsibilities**  
**31 March 2021**

**The Council's Responsibilities**

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Deputy Town Clerk & Finance Manager, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2021 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

**Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Chichester City Council at 31 March 2021, and its income and expenditure for the year ended 31 March 2021.

Signed: .....

Mrs K. Martin MAAT- Deputy Town Clerk & Finance Manager

Date: .....

**Chichester City Council**  
**Statement of Accounting Policies**  
**31 March 2021**

## **Auditors**

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

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

## **Accounting Convention**

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

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

The accounts have been prepared under the historical cost convention.

## **Fixed Assets**

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

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

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

**Chichester City Council**  
**Statement of Accounting Policies**  
**31 March 2021**

## **Depreciation Policy**

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

## **Grants or Contributions from Government or Related Bodies**

### **Capital Grants**

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

### **Revenue Grants**

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

## **Investments**

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 14.

## **Debtors and Creditors**

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

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

## **Value Added Tax**

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

## **External Loan Repayments**

The council has no long term borrowing. Consequently, there were no external loan repayments made in the year.

**Chichester City Council**  
**Statement of Accounting Policies**  
**31 March 2021**

**Leases**

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 20 to 23.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Revaluation Reserves – hold balances representing unrealised gains on the appropriate asset since 1<sup>st</sup> April 2007.

Capital Financing Account – represent the council's investment of resources in such assets already made.

**Interest Income**

All interest receipts are credited initially to general funds.

**Cost of Support Services**

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

**Pensions**

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

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

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



**Chichester City Council**  
**Income and Expenditure Account**  
**31 March 2021**

	Notes	2021 £	2020 £
<b>Income</b>			
Precept on Principal Authority		644,098	574,867
Grants Receivable		128,540	205,268
Rents Receivable, Interest & Investment Income		70,806	101,835
Charges made for Services		36,037	76,252
Other Income		493	226
<b>Total Income</b>		<b>879,974</b>	<b>958,448</b>
<b>Expenditure</b>			
<b>Direct Service Costs:</b>			
Salaries & Wages		(188,685)	(164,117)
Grant-aid Expenditure		(40,285)	(24,715)
Other Costs	1	(372,921)	(372,733)
<b>Democratic, Management &amp; Civic Costs:</b>			
Salaries & Wages		(226,456)	(204,146)
Other Costs	1	(87,138)	(130,037)
<b>Total Expenditure</b>		<b>(915,485)</b>	<b>(895,748)</b>
<b>Excess of (Expenditure over Income)/Income over Expenditure for the year.</b>		<b>(35,511)</b>	<b>62,700</b>
<b>Net Operating (Deficit)/Surplus for Year</b>		<b>(35,511)</b>	<b>62,700</b>
<b>STATUTORY CHARGES &amp; REVERSALS</b>			
Capital Expenditure charged to revenue	12	(27,937)	(46,334)
Transfer from/(to) Earmarked Reserves	23	78,226	(19,395)
<b>Surplus/(Deficit) for the Year to/(from) General Fund</b>		<b>14,778</b>	<b>(3,029)</b>
<b>Net (Deficit) for the Year</b>		<b>(63,448)</b>	<b>16,366</b>
The above (Deficit) for the Year has been (funded) for the Year (from) as follows:			
Transfer from/(to) Earmarked Reserves	23	(78,226)	19,395
Surplus/(Deficit) for the Year to/(from) General Fund		14,778	(3,029)
		<b>(63,448)</b>	<b>16,366</b>

The council had no other recognisable gains and/or losses during the year.

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*The notes on pages 12 to 20 form part of these unaudited statements.*

**Chichester City Council**  
**Statement of Movement in Reserves**  
**31 March 2021**

<b>Reserve</b>	<b>Purpose of Reserve</b>	<b>Notes</b>	<b>2021 £</b>	<b>Net Movement in Year £</b>	<b>2020 £</b>
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	19	213,748	-	213,748
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	20	3,091,322	(15,798)	3,107,120
Investment Financing Account	Store of capital resources set aside to purchase investments	21	390,000	-	390,000
Usable Capital Receipts	Proceeds of fixed assets sales available to meet future capital investment	22	21,729	-	21,729
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	23	347,514	(78,226)	425,740
General Fund	Resources available to meet future running costs		496,404	14,778	481,626
<b>Total</b>			<b>4,560,717</b>	<b>(79,246)</b>	<b>4,639,963</b>

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*The notes on pages 12 to 20 form part of these unaudited statements.*

**Chichester City Council**

**Balance Sheet**

**31 March 2021**

	Notes	2021 £	2021 £	2020 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	11		3,426,956	3,445,860
<b>Long Term Assets</b>				
Investments Other Than Loans	14		490,000	490,000
<b>Current Assets</b>				
Debtors and prepayments	15	52,102		17,618
Cash at bank and in hand		935,432		1,015,906
		987,534		1,033,524
<b>Current Liabilities</b>				
Creditors and income in advance	16	(221,887)		(204,429)
<b>Net Current Assets</b>			765,647	829,095
<b>Total Assets Less Current Liabilities</b>			4,682,603	4,764,955
Deferred Grants	18		(121,886)	(124,992)
<b>Total Assets Less Liabilities</b>			4,560,717	4,639,963
<b>Capital and Reserves</b>				
Revaluation Reserve	19		213,748	213,748
Capital Financing Reserve	20		3,091,322	3,107,120
Investments Financing Reserve	21		390,000	390,000
Usable Capital Receipts Reserve	22		21,729	21,729
Earmarked Reserves	23		347,514	425,740
General Reserve			496,404	481,626
			4,560,717	4,639,963

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2021, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 23rd June 2021 .

Signed: .....	.....
Cllr J. Hughes	Mrs K. Martin MAAT
Mayor	Responsible Financial Officer

Date: ..... .....

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*The notes on pages 12 to 20 form part of these unaudited statements.*

**Chichester City Council**

**Cash Flow Statement**

**31 March 2021**

	Notes	2021 £	2021 £	2020 £
<b>REVENUE ACTIVITIES</b>				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(415,139)		(371,694)
Other operating payments		(480,770)		(504,282)
			(895,909)	(875,976)
<i>Cash inflows</i>				
Precept on Principal Authority		644,098		574,867
Cash received for services		24,073		124,789
Revenue grants received		128,540		205,268
			796,711	904,924
<b>Net cash (outflow)/inflow from Revenue Activities</b>	26		(99,198)	28,948
<b>SERVICING OF FINANCE</b>				
<i>Cash inflows</i>				
Interest received		21,586		24,909
<b>Net cash inflow from Servicing of Finance</b>			21,586	24,909
<b>CAPITAL ACTIVITIES</b>				
<i>Cash outflows</i>				
Purchase of fixed assets		(2,862)		(56,995)
<i>Cash inflows</i>				
Capital grant received		-		7,500
<b>Net cash (outflow) from Capital Activities</b>			(2,862)	(49,495)
<b>Net cash (outflow)/inflow before Financing</b>			(80,474)	4,362
<b>(Decrease)/Increase in cash</b>	27		<b>(80,474)</b>	<b>4,362</b>

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*The notes on pages 12 to 20 form part of these unaudited statements.*

## Chichester City Council

### Notes to the Accounts

31 March 2021

#### 1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

##### Direct Service Costs

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Heritage	2,283	1,773
Community Centres	53,327	61,641
Community Parks & Open Spaces	2,522	7,350
Allotments	22,610	20,941
Cemeteries	29,293	47,171
Public Conveniences	12,729	12,455
Community Safety (Crime Reduction)	41,616	40,800
Structure & Local	36,205	19,359
Grants from New Homes Bonus	104,169	86,032
Promotion & Marketing of the Area	55,802	61,617
Community Development	40,446	24,892
Routine Repairs (other roads)	9,462	10,650
Investment Properties	2,742	2,767
Less: Grant-aid Expenditure	(40,285)	(24,715)
<b>Total</b>	<b>372,921</b>	<b>372,733</b>

##### Democratic, Management & Civic Costs

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Corporate Management	32,147	44,844
Democratic Representation & Management	31,569	52,681
Civic Expenses	19,422	28,512
Mayors Allowance	4,000	4,000
<b>Total</b>	<b>87,138</b>	<b>130,037</b>

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

#### 2 Interest and Investment Income

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	20,806	24,835
	<b>20,806</b>	<b>24,835</b>

#### 3 Agency Work

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

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

## Chichester City Council

### Notes to the Accounts

31 March 2021

#### 4 General Power of Competence

With effect from 20th May 2015 Chichester City Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 20th May 2015 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

#### 5 Related Party Transactions

The council entered into no material transactions with related parties during the year.

#### 6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2021 £	2020 £
Fees for statutory audit services	2,000	1,600
Total fees	2,000	1,600

#### 7 Publicity

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

	2021 £	2020 £
Council House Publicity	500	1,830
	500	1,830

#### 8 Members' Allowances

Members of Council have been paid the following allowances for the year:

	2021 £	2020 £
Mayors Allowance	4,000	4,000
	4,000	4,000

#### 9 Employees

The average weekly number of employees during the year was as follows:

	2021 Number	2020 Number
Full-time	7	7
Part-time	6	6
Temporary	4	5
	17	18

All staff are paid in accordance with nationally agreed pay scales.

**Chichester City Council**

**Notes to the Accounts**

**31 March 2021**

**10 Pension Costs**

The council participates in the West Sussex County Council Pension Fund. The West Sussex County Council Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2021 was £58,245 (31 March 2020 - £49,218).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 20.18% of employees' pay, plus a lump sum of £0 with effect from 1st April 2021 (year ended 31 March 2021 – 20.18%, , plus a lump sum of £0).

Financial Reporting Standard 17 (FRS17): “Retirement Benefits” sets out accounting requirements for pension costs. For schemes such as West Sussex County Council Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

**11 Tangible Fixed Assets**

	<b>Operational Freehold Land and Buildings</b>	<b>Non Operational Land and Buildings</b>	<b>Vehicles and Equipment</b>	<b>Infra- structure Assets</b>	<b>Community Assets</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 March 2020	1,385,187	1,558,550	235,281	164,109	679,691	4,022,818
Additions	-	-	2,862	25,075	-	27,937
At 31 March 2021	1,385,187	1,558,550	238,143	189,184	679,691	4,050,755
<b>Depreciation</b>						
At 31 March 2020	(286,007)		(212,940)	(76,473)	(1,538)	(576,958)
Charged for the year	(23,924)		(7,670)	(15,073)	(174)	(46,841)
At 31 March 2021	(309,931)	-	(220,610)	(91,546)	(1,712)	(623,799)
<b>Net Book Value</b>						
At 31 March 2021	1,075,256	1,558,550	17,533	97,638	677,979	3,426,956
At 31 March 2020	1,099,180	1,558,550	22,341	87,636	678,153	3,445,860

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

**Fixed Asset Valuation**

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2008 by external independent valuers, Messrs The District Valuation Service. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

**Assets Held under Finance Agreements**

The council holds no such assets

**Chichester City Council**

**Notes to the Accounts**

**31 March 2021**

**12 Financing of Capital Expenditure**

	2021 £	2020 £
The following capital expenditure during the year:		
Fixed Assets Purchased	27,937	56,995
	<u>27,937</u>	<u>56,995</u>
was financed by:		
Capital Grants	-	7,500
Revenue:		
Capital Projects Reserve	-	3,161
Equipment Replacement Reserve	-	46,334
Precept and Revenue Income	27,937	-
	<u>27,937</u>	<u>56,995</u>

**13 Information on Assets Held**

Fixed assets owned by the council include the following:

**Operational Land and Buildings**

Council House and Assembly Rooms

**Non-Operational Land and Buildings**

Buttermarket

**Vehicles and Equipment**

Council House furniture and equipment

Sundry office equipment

M U G A Lighting

Allotments Storage Container

Ford Transit

Water Bowser

**Infrastructure Assets**

Fencing

Heritage Lighting

Bus Shelters (5)

Other Street Furniture

**Community Assets**

City Cross

St James Obelisk

Allotments – 7 sites

Litten War Memorial and Burial Ground

Furniture, Painting and Artefacts



**Chichester City Council**

**Notes to the Accounts**

**31 March 2021**

**14 Investments**

	<b>Investments Other Than Loans £</b>
<b>Cost</b>	
At 01 April 2020	490,000
At 31 March 2021	490,000
 <b>Amounts Written Off</b>	
At 31 March 2021	-
 <b>Net Book Value</b>	
At 31 March 2021	490,000
At 01 April 2020	490,000

At 31 March 2021 the investments included above at a cost of £490,000 had a market value of £459,053 (31 March 2020 - £469,629 ).

**15 Debtors**

	<b>2021 £</b>	<b>2020 £</b>
Debtors	5,823	6,738
Hall Bookings	9,931	3,492
Trade Debtors	15,754	10,230
VAT Recoverable	21,404	-
Other Debtors	833	-
Prepayments	9,358	1,855
Accrued Interest Income	4,753	5,533
	52,102	17,618

**16 Creditors and Accrued Expenses**

	<b>2021 £</b>	<b>2020 £</b>
Trade Creditors	67,597	7,511
Other Creditors	32,215	33,184
V A T Payable	-	2,328
Accruals	29,300	37,606
Income in Advance	67,700	123,800
Capital Creditors	25,075	-
	221,887	204,429

**Chichester City Council**

**Notes to the Accounts**

**31 March 2021**

**17 Financial Commitments under Operating Leases**

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Obligations expiring within one year	-	-
Obligations expiring between two and five years	440	440
Obligations expiring after five years	-	-
	440	440
	440	440

**18 Deferred Grants**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Capital Grants Unapplied</b>		
At 01 April	-	-
Grants received in the year	-	7,500
Applied to finance capital investment	-	(7,500)
At 31 March	-	-
<b>Capital Grants Applied</b>		
At 01 April	124,992	120,598
Grants Applied in the year	-	7,500
Released to offset depreciation	(3,106)	(3,106)
At 31 March	121,886	124,992
<b>Total Deferred Grants</b>		
At 31 March	121,886	124,992
At 01 April	124,992	120,598

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

**19 Revaluation Reserve**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	213,748	213,748
	213,748	213,748
Balance at 31 March	213,748	213,748

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1<sup>st</sup> April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

**Chichester City Council**

**Notes to the Accounts**

**31 March 2021**

**20 Capital Financing Account**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	3,107,120	3,101,360
Financing capital expenditure in the year		
Additions - using revenue balances	27,937	49,495
Reversal of depreciation	(46,841)	(46,841)
Deferred grants released	3,106	3,106
Balance at 31 March	3,091,322	3,107,120

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

**21 Financial Instruments Financing Account**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	390,000	390,000
Financing Investment Purchases in the year		
Balance at 31 March	390,000	390,000

The Financial Instruments Financing Account represents revenue and capital resources applied to finance the purchase of Available for Sale Investments, less provisions for losses below the original cost of the applicable investment, and the entries necessary to adjust loans made at less than market rates of interest to a Fair Value as reported in the Balance Sheet. It does not represent a reserve that the council can use to support future expenditure.

**22 Usable Capital Receipts Reserve**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	21,729	24,890
<i>Less:</i>		
Capital used to fund expenditure	-	(3,161)
Balance at 31 March	21,729	21,729

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

Under the provisions of the Local Authorities Investment Regulations 2010, Investments in the Public Sector Deposit Fund are permitted Revenue Investments. Nevertheless, the Investment made in 2016/17 originated from Capital Receipts. At such time as the Investment is realised, the sum of £390,000 will be required to be returned to Usable Capital Receipts Reserve. Any surpluses arising on realisation will be treated as Revenue Income.

**Chichester City Council**

**Notes to the Accounts**

**31 March 2021**

**23 Earmarked Reserves**

	<b>Balance at 01/04/2020</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	19,393	7,317	(7,317)	19,393
Asset Renewal Reserves	140,468	15,097	(60,088)	95,477
Other Earmarked Reserves	265,879	54,909	(88,144)	232,644
<b>Total Earmarked Reserves</b>	<b>425,740</b>	<b>77,323</b>	<b>(155,549)</b>	<b>347,514</b>

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

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

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

**24 Capital Commitments**

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

**25 Contingent Liabilities**

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

**26 Reconciliation of Revenue Cash Flow**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Net Operating (Deficit)/Surplus for the year	(35,511)	62,700
Add/(Deduct)		
Interest and Investment Income	(21,586)	(24,909)
(Increase)/Decrease in debtors	(34,484)	16,868
(Decrease) in creditors	(7,617)	(25,711)
<b>Revenue activities net cash (outflow)/inflow</b>	<b>(99,198)</b>	<b>28,948</b>

**Chichester City Council**

**Notes to the Accounts**

**31 March 2021**

**27 Movement in Cash**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Balances at 01 April</b>		
Cash with accounting officers	70	40
Cash at bank	1,015,836	1,011,504
	<u>1,015,906</u>	<u>1,011,544</u>
<b>Balances at 31 March</b>		
Cash with accounting officers	70	70
Cash at bank	935,362	1,015,836
	<u>935,432</u>	<u>1,015,906</u>
<b>Net cash (outflow)/inflow</b>	<u>(80,474)</u>	<u>4,362</u>

**28 Reconciliation of Net Funds/Debt**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
(Decrease)/Increase in cash in the year	(80,474)	4,362
Cash outflow from repayment of debt	-	-
<b>Net cash flow arising from changes in debt</b>	<u>-</u>	<u>-</u>
Movement in net debt/funds in the year	<u>(80,474)</u>	<u>4,362</u>
Cash at bank and in hand	1,015,906	1,011,544
Total borrowings	-	-
<b>Net funds at 01 April</b>	<u>1,015,906</u>	<u>1,011,544</u>
Cash at bank and in hand	935,432	1,015,906
Total borrowings	-	-
<b>Net funds at 31 March</b>	<u>935,432</u>	<u>1,015,906</u>

**29 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 23rd June 2021), which would have a material impact on the amounts and results reported herein.

**Chichester City Council**

**Appendices**

**31 March 2021**

**Appendix A**

**Schedule of Other Earmarked Reserves**

	<u>Balance at</u> <u>01/04/2020</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2021</u>
	£	£	£	£
<b><u>Capital Projects Reserves</u></b>				
Buttermarket	13,913			13,913
Allotment Improvements	5,480	7,317	(7,317)	5,480
	<u>19,393</u>	<u>7,317</u>	<u>(7,317)</u>	<u>19,393</u>
<b><u>Asset Replacement Reserves</u></b>				
CIL 2017/18	39,732		(39,732)	0
CIL 2018/19	64,395		(20,356)	44,039
CIL 2019/20	36,342			36,342
CIL 2020/21		15,097		15,097
	<u>140,468</u>	<u>15,097</u>	<u>(60,088)</u>	<u>95,477</u>
<b><u>Other Earmarked Reserves</u></b>				
Allotment deposits		650		650
Elections	26,429	12,000		38,429
Council House Maintenance	91,562	20,000	(37,577)	73,985
Joint Twinning - Chartres	1,075	500		1,575
Joint Twinning - Ravenna	5,832	500		6,332
Painting Restoration	3,700			3,700
Solar Panels		3,000		3,000
International Relations	3,030	250		3,280
Litten Gardens	3,000			3,000
Computer Improvements	2,110	1,500		3,610
City Cross Conservation	14,117	2,000		16,117
St James Obelisk	1,600	100		1,700
Civic Regalia	5,250	2,000		7,250
War Memorial	6,004			6,004
Disused Burial Ground Maintenance	14,049		(2,979)	11,070
Budget Carry Forwards	22,513	12,409	(22,513)	12,409
Benches	11,938			11,938
Bus Shelters	42,139		(25,075)	17,064
Henty Field	6,531			6,531
Chichester in Bloom	5,000			5,000
	<u>265,879</u>	<u>54,909</u>	<u>(88,144)</u>	<u>232,644</u>
<b>TOTAL EARMARKED RESERVES</b>	<b><u>425,740</u></b>	<b><u>77,323</u></b>	<b><u>(155,549)</u></b>	<b><u>347,514</u></b>

Chichester City Council

31 March 2021

Annual Report Tables

**Table. 1 – Budget & Actual Comparison**

	<b>Budget £</b>	<b>Actual £</b>
Net Expenditure		
Cultural & Heritage	5,230	3,897
Recreation & Sport	89,242	123,004
Open Spaces	18,670	20,255
Cemetery, Cremation & Mortuary	44,500	29,293
Environmental Health	12,456	12,729
Community Safety (Crime Reduction)	40,800	41,616
Planning & Development Services (including Markets)	164,560	203,320
Highways Roads (Routine)	9,300	13,983
Investment Properties	(46,160)	(45,686)
Net Direct Services Costs	338,598	402,411
Corporate Management	188,742	164,049
Democratic & Civic	144,180	133,955
Net Democratic, Management and Civic Costs	332,922	298,004
Interest & Investment Income	(23,760)	(20,806)
Capital Expenditure	-	27,937
Transfers to/(from) other reserves	-	(78,226)
(Deficit from)/Surplus to General Reserve	(3,662)	14,778
<b>Precept on Principal Authority</b>	<b>644,098</b>	<b>644,098</b>

**Chichester City Council**

**31 March 2021**

**Annual Report Tables**

**Table. 2 – Service Income & Expenditure**

Notes	2021 £	2021 £	2021 £	2020 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
<b>CULTURAL &amp; RELATED SERVICES</b>				
Cultural & Heritage}	3,897	-	3,897	3,112
Recreation & Sport	134,581	(11,577)	123,004	97,023
Open Spaces	40,489	(20,234)	20,255	22,142
<b>ENVIRONMENTAL SERVICES</b>				
Cemetery, Cremation & Mortuary	29,293	-	29,293	47,171
Environmental Health	12,729	-	12,729	12,455
Community Safety (Crime Reduction)	41,616	-	41,616	40,800
<b>PLANNING &amp; DEVELOPMENT SERVICES</b>				
Planning & Development Services	96,926	(9,275)	87,651	56,881
Economic Development (including markets)	182,400	(108,394)	74,006	75,297
Community Development	41,663	-	41,663	26,017
<b>HIGHWAYS, ROADS &amp; TRANSPORT SERVICES</b>				
Highways Roads (Routine)	13,983	-	13,983	(15,852)
<b>OTHER SERVICES</b>				
Council Tax Benefit Support Grant	-	-	-	(13,618)
Investment Properties	4,314	(50,000)	(45,686)	(72,765)
<b>CENTRAL SERVICES</b>				
Corporate Management	179,639	(15,590)	164,049	104,633
Democratic & Civic	96,676	-	96,676	108,783
Civic Expenses	37,279	-	37,279	44,923
<b>Net Cost of Services</b>	<b>915,485</b>	<b>(215,070)</b>	<b>700,415</b>	<b>537,002</b>



# AGENDA ITEM 9

## Earmarked Reserve Balances

<u>Earmarked Reserves</u>	31/03/2020		Bal 31/03/2021
<b>Local Elections</b>	26,429	12,000	38,429
<b>Painting Restoration (Prof fees)</b>	3,700		3,700
<b>Computer Replacement</b>	2,110	1,500	3,610
<b>Brewery Field</b>	6,531		6,531
<b>Chi in Bloom</b>	5,000		5,000
<b>Council House</b>	91,562	- 17,577	73,985
<b>Solar Panels</b>		3,000	3,000
<b>Joint Twinning - Chartres</b>	1,075	500	1,575
<b>Joint Twinning - Ravenna</b>	5,832	500	6,332
<b>International Relations</b>	3,030	250	3,280
<b>City Cross Conservation</b>	14,117	2,000	16,117
<b>St James Obelisk</b>	1,600	100	1,700
<b>Civic Regalia</b>	5,250	2,000	7,250
<b>Litten Gardens</b>	3,000		3,000
<b>War Memorial</b>	6,004		6,004
<b>Disused Burial Ground Maintenance</b>	14,049	- 2,979	11,070
<b>Benches</b>	11,938		11,938
<b>Allotment Improvements</b>	5,480		5,480
<b>Allotment deposits</b>		650	650
<b>Bus shelter</b>	42,139	- 25,075	17,064
<b>The Market House</b>	13,913		13,913
	262,759	- 23,131	239,628

Budget Carry forwards

12,409

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

CHICHESTER CITY COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/21

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

ENTER CHICHESTERCITY.GOV.UK. WEBSITE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	815,890	820,095	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	574,867	644,098	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	391,081	235,876	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	(371,694)	(415,141)	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(581,049)	(528,281)	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	829,095	765,647	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	1,015,906	935,432	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	4,512,818	4,540,755	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	0	0	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	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 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

08/06/21

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

23/06/21

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

# AGENDA ITEM 12



**CHICHESTER CITY COUNCIL**  
**INTERNAL CONTROL POLICY**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2021**

## **1. SCOPE OF RESPONSIBILITY**

**The Accounts and Audit Regulations 2015 states that there has to be an annual review of, and an annual governance statement on, the authority's system of internal control prepared in accordance with proper practices in relation to the accounts, as defined in section 21 of the Local Government Act 2003.**

Chichester City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

## **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

**Internal control is designed to reduce financial risk to the Council**

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

## **3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT**

### **3.1 The Council**

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chairman signs the last page of the minutes, and initials all other pages.

Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council.

# AGENDA ITEM 12

The Council reviews its obligations and objectives and approves budgets for the following year at its November meeting. The November meeting of the Council approves the level of precept for the following financial year.

The Council receives a quarterly financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations.

Currently any two nominated councillors namely (Mayor, Deputy Mayor, Chairman and Vice Chairman of Finance Committee and the Chairman of the Community Affairs and Planning & Conservation Committees) must authorise all payments over £1,000. The signatories will ensure that they are satisfied with the payment and are able to check the amount and the payee named on the invoice. All payments under £1,000 are authorised by the Town Clerk.

## **3.2 Responsible Financial Officer**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Finance Manager is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Finance Manager is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Finance Manager also ensures that the Council's procedures, control systems and policies are maintained.

The duties of the RFO are laid down in a Job Description.

The RFO submits all the requested information to the External Auditor by the required date

The RFO arranges for the public notices to be displayed.

The RFO will retain all relevant documents relating the financial year for 7 years (Annual Return, VAT Returns, PAYE/NIC information, Public notices, Fixed Asset register, Risk assessments; accounts and supporting information)

## **3.3 Internal Auditor**

The Council has appointed an Independent Internal Auditor who will report to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually, and the council agrees to the appointment of the Internal Auditor. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

The scope of the work of the IA is reviewed annually and the review and the appointment is minuted.

# AGENDA ITEM 12

The IA will inspect the accounts at the year end (prior to completion of the Annual Return pages 4 and 4) and will complete page 3 of the Annual Return

## **3.4 External Audit**

The Council's External Auditors, appointed by the Smaller Authorities' Audit Appointments Limited, submit an External Auditor's Report, which is presented to the Council.

## **4. REVIEW OF EFFECTIVENESS**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by:

Full Council – identification of new activities

Clerk to the Council/Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks – risks identified. A Local Council Risk Assessment is produced (copy available) and an Action Plan produced for the year and reported to Finance Committee (Oct 2020 - attached to this report).

Internal Auditor who reviews the Council's system of internal control. The auditor will make a written report to the Council (in addition to page 3 of the Annual Return.) – action arising from reports.

The Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. The External Auditor approves the Annual Return.

## **5. SIGNIFICANT INTERNAL CONTROL ISSUES**

Any Internal Control issues raised during the year are addressed by the RFO and reported to Finance Committee accordingly.

## **6. EXTERNAL AUDIT OPINION**

Any matters raised by the External Auditor are addressed by the RFO and reported to the Finance Committee accordingly.

**There was some confusion on the AGAR last year when initially the Internal Auditor submitted 'Not covered' in box L which considers whether the public rights period for 2019 was properly followed. This was a mistake and changed to 'Yes'. The External Auditors then considered that this should have been a 'No' because the public rights dates started too early in 2019.**

**It was noted that the Council has corrected the sequence of document approval in the relation to the 2019/20 AGAR and the most recent public rights period has been provided for correctly.**

This year the RFO will ensure that the commencement of public rights dates are again after the approval of the AGAR

# AGENDA ITEM 12

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
RFO

15th June 2021  
Date

# AGENDA ITEM 13

Chichester City Council

Internal Audit – Annual Report



# AGENDA ITEM 13

## 1. Introduction

- 1.1. At the request of the City Council's Responsible Financial Officer (RFO) an audit of the Chichester City Council main systems was undertaken for the year ending 31<sup>st</sup> March 2021.

## 2. Background & Significance

- 2.1. Regulation 5 of the Accounts and Audit Regulations 2015 sets out the requirements for local authorities to maintain an adequate and effective system of Internal Audit of their accounting records and control systems. A key element for effective internal audit is its independence for the financial management function of the council.

## 3. Objectives & Scope

- 3.1. To ensure that the City Council has suitable controls in place to ensure the accurate recording of income and expenditure, and the proper operation of those controls.
- 3.2. In addition, to ensure that the City Council operated an effective budgetary control system.
- 3.3. Internal Audit should satisfy the Internal Controls that are detailed in the Annual Governance and Accountability return as listed below:
  - Appropriate Accounting Records
  - All expenditure is approved, supported by invoices, VAT accounted for
  - Risks assessed and reviewed
  - Precept resulted from adequate budgetary process
  - Income promptly banked and VAT appropriately accounted for
  - Salaries properly applied
  - Asset and Investment registers were complete
  - Reconciliations properly carried out
  - Accounting statements, agree to the cash book, supported by an audit trail and debtors and creditors

# AGENDA ITEM 13

3.4. In order to achieve the objectives, the following tests were conducted:

- A sample of payments were verified against official orders, prior approval and council minutes, authorised signatories and accounting records.
- A sample of income records were verified to invoices and / or official receipts, bank statements and accounting records.
- A sample of petty cash disbursements were verified against prior approval and accounting records (including the correct treatment and coding of VAT).
- A review was carried out of the quarterly VAT returns, and agreement to supporting documentation and accounting records.
- A sample of salaries and wages payments were checked to scales of pay, authorised timesheets, up to date pay rates and accounting records.
- A review was conducted of the budgetary control process and regular monitoring and reporting variances.
- A review of the regular completion of bank reconciliations throughout the 2019/2020 financial year.
- A review of the year-end procedures and accounts.

## AGENDA ITEM 13

Internal Control	Findings
Appropriate Financial Records are maintained	Budgetary control is reported to Finance Committee every meeting under the heading of budget monitoring. Information is held on the finance package (Omega).
Standing Orders and Financial Regulations, Payment Controls are complied with	The City Council hold a copy of Financial Regulations and Standing Orders, which have been updated and approved by the City Council. They detail the processes and procedure which need to be followed. Following the update, Tenders up to £1,000 can be authorised by the Property Manager / Finance Manager. From £1,000 to £5,000 the Town Clerk authorises in consultation with the Chairman and the Vice Chairman. Estimates that exceed £5,000 three estimates or written quotations are obtained. Where the contract exceeds £10,000 at least three written tenders are obtained.
Risk management Arrangements are maintained and reviewed on a regular basis	A risk management report is produced annually. This is reported to the Finance Committee in September of each year. The Finance Committee have reviewed that Risk Management Schedule, this was detailed in the Finance Committee Report Pages 2 & 3 of the 9 <sup>th</sup> June 2020 meeting. This was recommended to Full Council on the 25 <sup>th</sup> June 2020. It is felt that an annual review should be undertaken to see whether there are any changes that need to be made. This will be undertaken by the Finance Manager.
Budgetary Control	Budgets are monitored on a quarterly basis or when a query arises to Finance Committee. All budgets and expenditure are reported on a quarterly basis. Virements are reported quarterly to Committee. Should the need arise the Chairman will be emailed in between the quarterly meeting, to support officer action, should the need occur. There have been no virements so for the year being audited.
Income Controls	Card payments are taken principally by the Front of House Supervisor, but there are occasions where other staff can take payments via the square pay website. Cheques and

## AGENDA ITEM 13

	<p>cash are rarely received and would be discouraged with the current COVID restrictions in place. BACS payments are also received but the majority of income is received by card payments. Followed through entries on the bank statement then onto the Finance package (Rialtas Suite) and then on to the reconciliation statement with accompanying documentation as proof of purchase. All reconciliations are reported to Finance Committee throughout the year.</p>
<p>Petty Cash Procedures</p>	<p>Petty cash procedures have been updated, and are held electronically. Petty cash has not been used since March 2020 due to staff working from home. Any claims that have been made are authorised and payments are made by BACS direct into the individuals bank account. Petty cash is periodically checked by Internal Audit. A check of Petty Cash on the 17<sup>th</sup> May '21 revealed that Petty Cash was complete with a float of £70.00.</p>
<p>VAT Returns</p>	<p>An end date of VAT assessment period report is produced quarterly which details the Net VAT that is due to be reclaimed/paid from/to HMRC. This is automatically submitted to HMRC via the accounts package Omega.</p>
<p>Payroll Controls</p>	<p>The Payroll function has been outsourced to WSCC but the preparation is undertaken by the Finance Manager and Deputy Town Clerk who is the contact if there any queries. Selected 6 Time &amp; Expenses sheets December 2020, which agreed to wage slip for January 2021. From the sample tested timesheets were checked for authorisation by the Town Clerk of the Deputy Town Clerk.</p>
<p>Asset Controls</p>	<p>The City Council does hold an Asset Register, which details the Land and Buildings owned by the City Council which has been prepared by DCK Beavers Financial Accountants who prepare the City Council final accounts. As detailed under the Governance and Accountability for Smaller Authorities explains that most assets should be recorded in the asset register at their actual purchase cost. If this is not known then a proxy cost value can be used. An insurance value may be applied as a proxy value but only where the original value is not known. An asset given as a gift should be recorded in the asset register at a nominal value of £1 and community Assets should be recorded in the same way.</p> <p>DCK Beavers the City Councils Financial Accountants have stated that fixed assets are valued on the basis recommended by CIPFA in accordance with asset valuation principles issued by RICS i.e. Land and Buildings included at Depreciated Replacement cost, other Assets at estimated realisable value. Community Assets are recorded at nominal value of £1, depreciation is</p>

## AGENDA ITEM 13

	<p>provided on all operational buildings, but not land. BAQUS Construction and Property Consultancy have carried out a re-instatement cost assessment on the Council House and the Market House for insurance purposes. The Market House is the responsibility of Orion Developments who currently have a 99 lease of the premises and manage the tenants. They are required to furnish the City Council with a copy of the Insurance Certificate on an annual basis. Civic regalia, Furniture, Paintings Clocks and Collectables are detailed in an Inventory and an entry can be found in the Asset Register. Valuations are undertaken annually which are used for Insurance Purposes. A sample of fifteen items were identified from Civic Regalia, Furniture, Paintings Clocks and Collectables and were taken from the Inventory and tested. And were all found to be present, one recommendations has been repeated from last year as follows: That the periodic checks of Civic Regalia, Furniture, Silverware, Paintings, Clocks and Collectables held by the City Council should be undertaken. Half of the sample size relates to items on display and the other half relates to items that are in locked cupboards.</p>
Bank Reconciliations	<p>Checked the Bank Reconciliations for the Cashbook 1 Imprest Account, Cashbook 2 Unity Trust Current Account and Cash Book 3 Card Account for the month of November. The statements for October/November from the Unity Bank (Imprest Account and Current Account reconciled with the figures held on the Finance System (Rialtas Suite) and the Barclays card machine statements also reconciled with the figure held on the Finance System (Rialtas Suite). These reconciliations are reported to the Finance Committee when they meet. Due to COVID, and staff working from home this may not always be possible to be undertaken in a timely basis.</p>
Year-end procedures	<p>The process of preparing year-end accounts is undertaken by DCK Financial Accountants, the City Councils external consultants. These are then submitted to the Council's External Auditors for Audit.</p>
Conclusion	<p>Consideration should be given to the levels of Financial controls that are currently present and making adjustments were staffing or systems change. Separation of duties is currently limited due to the small number of staff available.</p>

## AGENDA ITEM 13

Opinion: The Internal Audit opinion is based on discussions with staff the review of records and documentation and testing undertaken on the samples selected. It was felt that appropriate levels of financial controls exist at the City Council and have been operating effectively. This has been a different year with COVID and the City Council staff having to operate remotely.

# AGENDA ITEM 13

## Audit Plan 2021-2022

- To Report on internal control objectives covering the authority's key financial and accounting systems and governance arrangements.
- Budget code checking and Petty Cash Floats

The Finance Manager will be looking at the cost effectiveness of the Internal Audit service and review options. This will be reported back to the next Finance Committee.

# AGENDA ITEM 14

## Investment Register as at 31<sup>st</sup> March 2021

Contract number	Date purchased	Description	Cost £	Price per unit *	Number of units
85436	28/02/2017	CCLA Local Authorities Property Fund	390,000	306.76p	127,135
36513	30/11/2017	CCLA Local Authorities Property Fund	100,000	315.83p	31,663
					158,798

\*as at 31st March 2021 the mid market value of one unit in the fund 293.63pence. The bid market value of one unit in the fund was 289.08 pence

£459,053



# AGENDA ITEM 15

## CHICHESTER CITY COUNCIL FINANCE COMMITTEE 15<sup>th</sup> JUNE 2021

### REVIEW OF INVESTMENTS

#### INTRODUCTION

An Investment Review Working Group met on the 7<sup>th</sup> December. It was decided that the Property Fund was the best investment for our funds at the current time. It was always intended to be a long-term investment and the Local Authorities' Property Fund provides a good source of consistent, sustainable income in a low interest rate environment.

However, the £554,217.51 held in the Public Sector Deposit Fund was receiving an exceptionally low return. The Finance Manager was instructed to seek cost free, independent advice from Tim Reedman FPFs, BA (Hons), CeMAP, Certs CII (MP&ER), SOLLA Specialist Financial Planner and Fellow of the Chartered Insurance Institute at Reedman Wealth Management and report back to the Finance Committee.

In March 2021 Tim Reedman introduced the Finance Manager to Flagstone, an online cash management portal for clients with cash deposits in excess of £250,000.

In April 2021 the introduction to Flagstone proposed to offer access to a broad range of instant-access, notice and fixed-term savings accounts from a panel of banks. Flagstone take a management fee of 0.25% but the City Council would have to manage its account selection with no additional security. After discussing this with the Chair of Finance we decided not to go ahead because of the uncertainty of the investments.

#### The way forward

To continue to explore alternative investment options.

To look at Community Municipal Investment who are offering 5 year Climate Bonds issued by West Berkshire District Council to help with its Environment Strategy. Chesham Town Council are also looking into this.

The City Council should also consider paying a small fee for a professional Fund Manager with Investment expertise to manage our investments.

Kim Martin

Deputy Town Clerk and Finance Manager

## COMMUNITY MUNICIPAL INVESTMENT

# 5 year climate bonds offering 1.2% interest per year before tax

As with any investment product there are risks. Part or all of your original invested capital may be at risk and any return on your investment depends on the ability of the local authority that issued the investment to pay your returns. You should be prepared to hold this investment for its full term. This investment may not be readily realisable and its value can rise or fall and be affected by factors like changing interest rates. This is an unsecured investment. Quoted returns are no guarantee of future returns and past performance is not a guide to future performance. This factsheet sets out some of the specific risks that apply in relation to this investment but we cannot set out all the risks that may be involved.

**Last updated on 9 November 2020**



West Berkshire  
C O U N C I L

## 5 year climate bonds offering 1.2% interest per year before tax



<b>Original expected return*</b>	1.2% per year (before tax)
<b>Term</b>	5 years
<b>Total amount raised</b>	£1,000,000
<b>Capital repayment</b>	Annuity bond – semi-annual instalments
<b>Return type</b>	Fixed interest
<b>What do I get back?</b>	<ul style="list-style-type: none"> <li>– Interest is paid every 6 months over 5 years</li> <li>– Capital is repaid every 6 months over 5 years</li> <li>– Equal payments, with interest decreasing and capital repayments increasing as your capital is repaid</li> </ul>
<b>Start date</b>	16 October 2020
<b>Maturity date</b>	15 October 2025
<b>Payment dates</b>	15 April and 15 October
<b>Secured or Unsecured</b>	Unsecured
<b>Tax treatment of returns*</b>	Interest
<b>Withholding tax deducted*</b>	Yes

\*The tax treatment of your returns and the withholding of tax is subject to HMRC's interpretation of regulations and tax law. No tax is withheld if the investment is held within a SIPP.

## West Berkshire District Council raised £1 million in October 2020 to invest in solar power projects on council owned sites, amongst other schemes

### The Issuer – West Berkshire District Council

West Berkshire District Council is the statutory corporation and unitary local authority for the governance and provision of local government services to West Berkshire.

West Berkshire is located within the South East of England, with a population of approximately 160,000 and covering an area of around 272 square miles. It is one of the largest economies in England with particular strengths in the financial and technology sectors. The district is an important centre for horse racing and continues to host nuclear and defence industries. West Berkshire's employment rate and level of wages is higher than the UK average with a diverse economy and productive working population.

The Council is responsible for providing all statutory local authority services in West Berkshire. These services include: rubbish and recycling; planning and building control solutions; roads, transport and parking; care and housing; tax and benefits; consumer and environmental protection; leisure, parks and countryside; and, schools, learning and libraries.

### How the money is used

Money raised from these bonds has been allocated specifically to capital projects that go towards delivering the Environment Strategy, principally the installation of solar panels. We manage the allocation of cash realised from the money raised from the bonds alongside other forms of capital such as: Council reserves; grants from central government; borrowings from the Public Works Loan Board and other debt providers; and, trading and investment income.

The solar panels, once installed, will realise additional revenue to the Council from (1) the sale of surplus electricity to the grid, and (2) the Smart Export Guarantee. The Smart Export Guarantee is an obligation set by the government for licensed electricity suppliers to offer a tariff and make payment to small scale low carbon generators for electricity exported to the National Grid. There will also be commensurate reductions in energy costs to us from the use of electricity created by the solar scheme. These revenues and savings offer sources of revenue which we will benefit from and such revenues and savings will create additional funds for us that will strengthen our ability to repay bond investors.

### Repaying the bonds

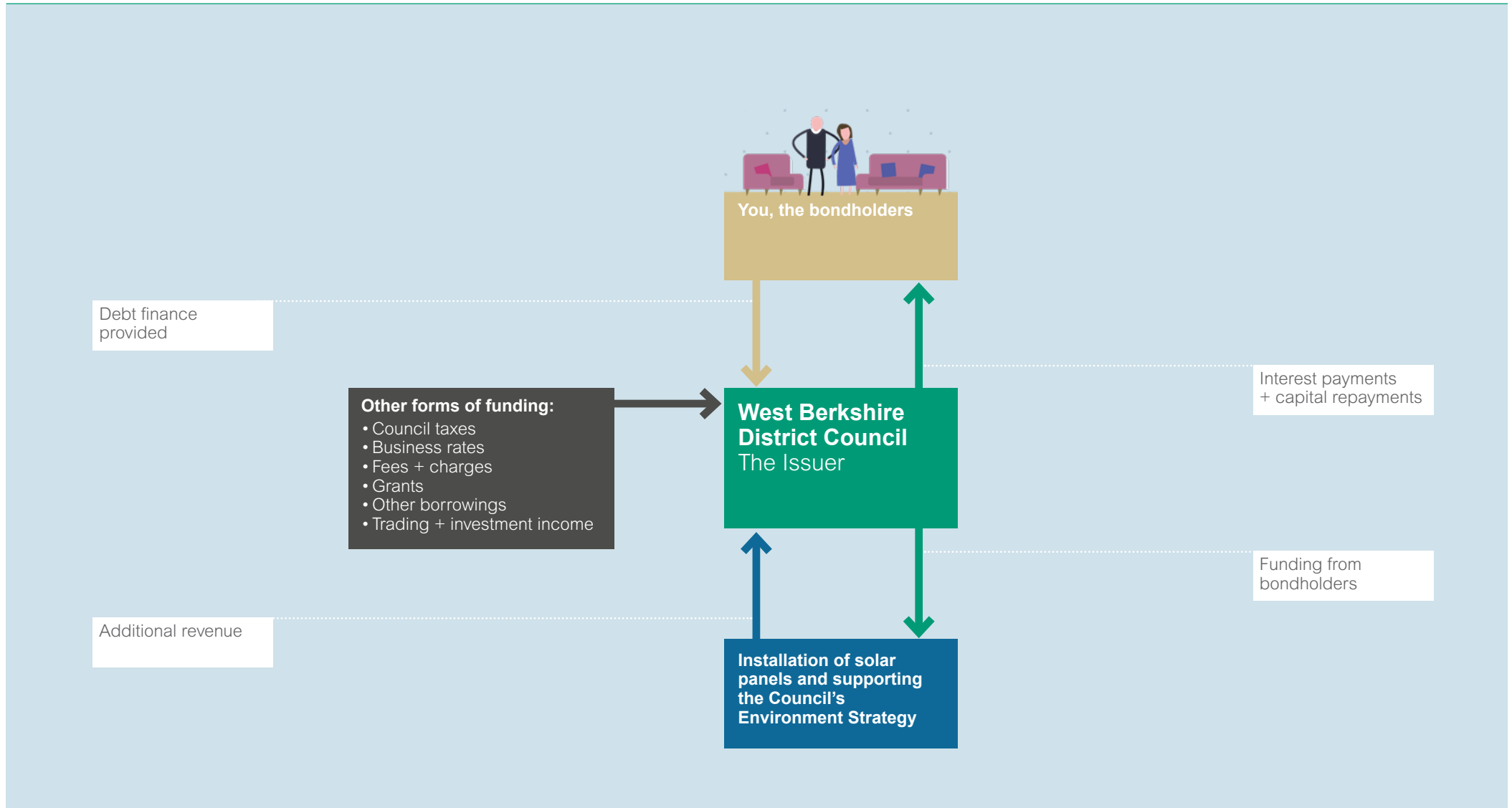
We are obliged to pay interest due on the bonds and make repayments of the capital on the prescribed dates from whatever sources of cash we have at the time and irrespective of how the solar panels perform. Should our financial health deteriorate in the future and where our borrowing costs exceed our ability to pay them, the relevant financial officer within the Council (in our case the Section 151 Officer) or central government can take control of our finances.

### Option to repay early

We can repay the investment early on any Cash Return payment date. An early redemption fee equal to 1 months' interest will apply.

**This document should be read in conjunction with the Bond Instrument and any updates provided by the council which are available on the Abundance website at [abundanceinvestment.com](https://abundanceinvestment.com). This factsheet is for information purposes only and should not be construed as advice or a recommendation of any kind.**

## How your money is used and repaid



## The risks of investing in a local authority

### Liability of the Council as Issuer under the terms of the bonds

The bonds will only be an obligation of the Council as the Issuer. No bond will be an obligation of, nor guaranteed by, Her Majesty's Treasury ("HM Treasury") or any other department or agency of the Government of the United Kingdom (the "UK Government"). No person other than us will accept any liability whatsoever should we fail to discharge our obligations under the terms of the Bond Instrument. Investors should also note that the Council as a local authority cannot legally grant security over its assets generally, nor their related revenues.

### Our revenues and risk to repayment

We have revenues from various sources which we expect to use to pay your interest and repay the capital you have invested. However, should any of these revenue sources be negatively affected or decline, it may impact our ability to make these payments to you.

### Covid-19

The Covid-19 pandemic has had financial implications for some businesses and residents, meaning that they have been unable to pay Council Tax or Business Rates. We have also seen a reduction in income from fees and charges for local services. The Government has provided us with grant funding to assist the response to the outbreak of £7.6 million (as at the end of June 2020). This has helped enable us to support the response to the outbreak and has not had an impact on the day to day services provided by the Council. The ongoing pandemic could negatively impact our revenues which in turn could impact our ability to make payments to you.

### Council insolvency

We could become insolvent in a general sense in that our liabilities, such as our borrowings, exceed our assets and revenues and this may prevent or delay payment of your interest and capital.

It is unlawful for the Council to spend more than we can afford and if we were to do so, we would face what is known as an unlawful overspend. If we were to run into financial difficulties in this manner, there are statutory provisions that allow the relevant financial officer or central government to step in and take control of the local authority until it is returned to a financially stable position. These statutory provisions are included within the Local Government Finance Act 1988 and include a requirement for a council's section 151 officer (chief financial officer) to issue a Section 114 notice if it is of the view that the Council cannot maintain or set a balanced budget. By issuing a Section 114 notice the council's chief financial officer takes full control of council spending and therefore can make rapid cuts to non-statutory spend in order to return the council to a balanced budget.

**We cannot set out all the risks that may be involved in this investment. You should consider whether this investment is suitable for you in light of your own personal circumstances and take advice as necessary. These are some of the risks that may be involved – remember there is no guarantee that you will receive any Cash Return and your capital is at risk.**

## Investment risks

### Financial Services Compensation Scheme

The bonds are not covered by the Financial Services Compensation Scheme (FSCS) or the Financial Ombudsman Service (FOS). This means if we do not fulfil the terms of the bonds there is no right to complain to FOS or to get compensation from FSCS. Abundance is authorised and regulated by the FCA for the services it provides and any rights to complain to FOS and / or FSCS are detailed in its Terms and Conditions which are available at [www.abundanceinvestment.com](http://www.abundanceinvestment.com) but this does not mean you can complain to the FOS or FSCS simply because we are unable to make payments under the bonds or we are late in doing so.

### Liquidity

You should expect to hold the bonds for their full life to maturity. Although they are transferable, there is no regulated market for the bonds and, therefore, opportunities to sell them are limited. Abundance provides a Marketplace on its platform where you can find potential buyers, but this is informal and it is not like a stock exchange or other regulated market. You may not be able to sell your bonds immediately or at all if there are no interested buyers. The amount you receive back will depend on what someone is willing to pay for your bonds. If you are forced to sell your bonds in a hurry, if interest rates have changed over time or your bonds have performed poorly, you may not get back all of the money you invested.

### Market interest rate changes

Although you should expect to hold the bonds to maturity, if you do wish to sell them then a change in market interest rates may affect your ability to do so and the price you might receive. The wider market interest rate may go up and down over the term of your bonds and this can affect the price another investor would be willing to pay if better rates for products with similar features and risk profile are available elsewhere.

### Abundance goes out of business

Abundance is the registrar and agent for these bonds. This means Abundance administers the bonds including the repayment of capital and interest from us to investors. There is a risk that the administration of your bonds could be disrupted if Abundance became insolvent. Abundance has a business continuity policy in place that sets out how Abundance would manage the orderly wind down of its business using its ongoing revenues and reserve capital to mitigate any impact to investors and the investments they have made. It is important to be aware that in a wind down situation the services offered by Abundance may be reduced which may therefore limit your ability to sell your bonds. In some situations, the Marketplace may close which would restrict the liquidity of your investment significantly.

**We cannot set out all the risks that may be involved in this investment. You should consider whether this investment is suitable for you in light of your own personal circumstances and take advice as necessary. These are some of the risks that may be involved – remember there is no guarantee that you will receive any Cash Return and your capital is at risk.**

## General risks

### Political risk

The Issuer is subject to funding, direction and scrutiny by the UK Government. As the UK Government acts at the behest of Parliament which is the sovereign authority, there is a risk that changes in the UK Government may result in legal, regulatory or funding changes that adversely affect our financial condition and / or our ability to meet our obligations under the terms of the Bond Instrument.

### Change in law

The structure of this offer of bonds and the attached Bond Instrument is based upon English law as existing at the date of this Offer Document. There can be no guarantee that English law, or the interpretation of it, may not change in the future in such a way that our ability to meet our obligations under the terms of the Bond Instrument is not hindered.

### Re-organisation of local government

The Issuer is a statutory body established under law. Local government in the UK has been reorganised on a number of occasions in the past and it is possible that this could happen again before the bonds' Maturity Date. Should such an event involve us then our assets and liabilities would be assumed by a successor. Though it is likely that this would be done fairly and our creditors be treated fairly, there is a risk that the successor body may not be as well positioned to meet the obligations under the terms of the Bond Instrument.

### Economic environment

There is a risk that changes in economic conditions at local, national or international levels may affect our revenue, assets or liabilities and render us less able to meet our obligations under the terms of the Bond Instrument.

Furthermore, there is a risk that the ability of a bond holder to sell bonds may be reduced due to such changes in economic conditions which could affect the demand from potential buyers to purchase the bonds.

### Other borrowing of the Issuer

We have other borrowing that we are obligated to repay. All debt is treated and charged against our revenues equally, so any changes in the amount and cost of such borrowing in the future may reduce the money available to service these bonds.

**We cannot set out all the risks that may be involved in this investment. You should consider whether this investment is suitable for you in light of your own personal circumstances and take advice as necessary. These are some of the risks that may be involved – remember there is no guarantee that you will receive any Cash Return and your capital is at risk.**



**Bank Reconciliation Statement as at 31/03/2021  
for Cashbook 1 - Imprest Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/03/2021	75	15,861.94
			<hr/> 15,861.94
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			15,861.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			15,861.94
		<b>Balance per Cash Book is :-</b>	<b>15,861.94</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/03/2021  
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/03/2021	96	315,020.33
			<hr/> 315,020.33
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			315,020.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			315,020.33
		<b>Balance per Cash Book is :-</b>	<b>315,020.33</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/03/2021  
for Cashbook 3 - Card Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Card Account	31/03/2021	401	50,262.03
			<hr/> 50,262.03
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			50,262.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			50,262.03
		<b>Balance per Cash Book is :-</b>	<b>50,262.03</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>22,573.29</b>					<b>22,573.29</b>	
	Banked:	<b>0.00</b>						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>22,573.29</u>	<u>0.00</u>	<u>0.00</u>			<u>22,573.29</u>	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2021	GoboPlus Ltd	BACS	22.68	22.68		501			Colour gel for NHS lighting
01/03/2021	Peter Roberts	BACS01	19.95	19.95		501			Reimbursement strimmer line
01/03/2021	Initial Washroom Hygiene (Rent	BACS02	402.49	402.49		501			Water mangemnt systm etc contr
01/03/2021	Covers Trade Centre Branch	BACS03	46.08	46.08		501			Cemnt for instlling strt signs
01/03/2021	Recycle Southern Ltd	BACS04	18.00	18.00		501			Recycling broken concrte posts
01/03/2021	TVC Visual Ltd	BACS05	501.60	501.60		501			CCTV expansion equipment
04/03/2021	Microshade Business Consultant	BACS06	691.20	691.20		501			Rialtas Suite hosting
04/03/2021	Dyson King (Architectural Iron	BACS07	42.00	42.00		501			Allotment gate keys
04/03/2021	Peter Roberts	BACS08	7.43	7.43		501			ReimbursementTapRepairS
04/03/2021	Screwfix	BACS09	34.99	34.99		501			Strimmer line
04/03/2021	Goodrowes of Chichester Ltd	BACS10	55.01	55.01		501			Stake&ties for new tree plantd
04/03/2021	Griffin Nurseries	BACS11	117.60	117.60		501			Replacement tree after felling
04/03/2021	The Woodhorn Group Ltd	BACS12	24.90	24.90		501			Green Waste Runcton
04/03/2021	Business Stream	BACS13	6.11	6.11		501			DurnfordCloseAllots water bill
04/03/2021	City Electrical Factors	BACS14	23.77	23.77		501			Connections replacemnt invrtor
12/03/2021	Society of Local Council Clerk	Refund	-47.20	-47.20		501			Refund- Civic&Ceremonial book
15/03/2021	Chichester Garden Machinery	BACS15	45.93	45.93		501			Spare parts to repair mowers
15/03/2021	Covers Trade Centre Branch	BACS16	34.16	34.16		501			Murray installation supplies
15/03/2021	Green Brothers Ltd	BACS17	333.51	333.51		501			Street Nameplate/Backing board
15/03/2021	Amazon	BACS18	85.67	85.67		501			Rubber safety mats for cables
15/03/2021	City Electrical Factors	BACS19	11.16	11.16		501			Facade lighting
15/03/2021	Chichester Welfare Trust	BACS20	900.00	900.00		501			Mayor's Hardship Fund donation
15/03/2021	The Natural Mineral Water Ltd	BACS21	21.60	21.60		501			Water cooler rental
15/03/2021	Goodrowes of Chichester Ltd	BACS22	23.23	23.23		501			Murray installation supplies
18/03/2021	Amazon	BACS23	38.58	38.58		501			Bluetooth headset
18/03/2021	Pitney Bowes Ltd	BACS24	265.00	265.00		501			Postage meter reset & transact
22/03/2021	Barbara Latham	BACS25	35.95	35.95		501			Reimbursement plants StMartins
22/03/2021	Covers Trade Centre Branch	BACS26	20.56	20.56		501			Fixings for bench installation
22/03/2021	Mary's Alterations	BACS27	15.00	15.00		501			TableClothAlterationsCounC
22/03/2021	Christie Intruder Alarms Ltd	BACS28	19.11	19.11		501			Alarm maintenance visit
25/03/2021	Cycling Without Age	BACS29	688.75	688.75		501			NewHomesBonus 05/20 insurance
25/03/2021	Chichester Welfare Trust	BACS30	500.00	500.00		501			Mayor's Hardship Fund

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									donation
25/03/2021	Amazon	BACS31	26.92	26.92		501			Wireless keyboard & mouse
25/03/2021	Kestrel Guards	BACS32	36.00	36.00		501			Call out,intruder alarm activa
25/03/2021	Covers Trade Centre Branch	BACS33	79.94	79.94		501			Ballast & cement St James
26/03/2021	Screwfix	BACS34	33.96	33.96		501			AllotsWaterSupplyPipework
26/03/2021	Recycle Southern Ltd	BACS35	138.00	138.00		501			Tipping of wood&builders waste
26/03/2021	Energy Intelligence Centre Lim	BACS36	214.80	214.80		501			CH Display Energy Certificate
26/03/2021	Covers Trade Centre Branch	BACS37	18.91	18.91		501			Covering for Murray sculpture
26/03/2021	Saunders Specialised Services	BACS38	540.00	540.00		501			Boiler repair after call-out
26/03/2021	Chichester Welfare Trust	BACS39	600.00	600.00		501			Mayor's Hardship Fund donation
31/03/2021	Service charge	TNSFR	18.00			4051	101	18.00	Service charge
<b>Total Payments for Month</b>			6,711.35	6,693.35	0.00			18.00	
<b>Balance Carried Fwd</b>			15,861.94						
<b>Cashbook Totals</b>			<u>22,573.29</u>	<u>6,693.35</u>	<u>0.00</u>			<u>15,879.94</u>	

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>332,943.15</b>					<b>332,943.15</b>	
Banked: <b>01/03/2021</b>		<b>-1,946.00</b>						
	Sales Recpts Page 4238	-1,946.00	-1,946.00		104			Sales Recpts Page 4238
Banked: <b>01/03/2021</b>		<b>4,999.99</b>						
	Sales Recpts Page 4241	4,999.99	4,999.99		101			Sales Recpts Page 4241
Banked: <b>02/03/2021</b>		<b>13.00</b>						
	Street name books & postage	13.00			1075	101	10.00	Street name book & postage
					4022	101	3.00	Street name book & postage
Banked: <b>02/03/2021</b>		<b>16.95</b>						
	Public Sector Deposit	16.95			1196	101	16.95	Public Sector Deposit
Banked: <b>04/03/2021</b>		<b>-1,466.20</b>						
	Sales Recpts Page 4239	-1,466.20	-1,466.20		104			Sales Recpts Page 4239
Banked: <b>04/03/2021</b>		<b>-1,075.60</b>						
	Sales Recpts Page 4240	-1,075.60	-1,075.60		104			Sales Recpts Page 4240
Banked: <b>04/03/2021</b>		<b>13.00</b>						
	Street name book & postage	13.00			1075	101	5.00	Street name book & postage
					4022	101	8.00	Street name book & postage
Banked: <b>08/03/2021</b>		<b>6,864.59</b>						
	HMRC VAT refund	6,864.59			105		6,864.59	HMRC VAT refund
Banked: <b>10/03/2021</b>		<b>7.00</b>						
	Street name book & postage	7.00			1075	101	5.00	Street name book & postage
					4022	101	2.00	Street name book & postage
Banked: <b>12/03/2021</b>		<b>49,549.64</b>						
	CDC New Homes Bonus receipt	49,549.64			4282	103	49,549.64	CDC New Homes Bonus receipt
Banked: <b>12/03/2021</b>		<b>105.00</b>						
	Allotment monies- McCarthy	105.00			1029	104	50.00	Allotment monies- McCarthy
					1020	104	55.00	Allotment monies- McCarthy
Banked: <b>15/03/2021</b>		<b>6.00</b>						
	Street name book & postage	6.00			1075	101	5.00	Street name book & postage
					4022	101	1.00	Street name book & postage
Banked: <b>15/03/2021</b>		<b>500.00</b>						
	Mayor's Hardship Fund	500.00			4020	401	500.00	Mayor's Hardship Fund
Banked: <b>15/03/2021</b>		<b>111.02</b>						
	FIT (Feed-in Tariffs) cheque	111.02			1011	501	111.02	FIT (Feed-in Tariffs) cheque
Banked: <b>16/03/2021</b>		<b>7.00</b>						
	Street name book & postage	7.00			1075	101	5.00	Street name book & postage
					4022	101	2.00	Street name book & postage
Banked: <b>17/03/2021</b>		<b>237.90</b>						

**Receipts for Month 12****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 4242	237.90	237.90		104			Sales Recpts Page 4242
	<b>Banked: 22/03/2021</b>	<b>135.00</b>						
	Kamble- Allotment monies	135.00			1029	104	50.00	Kamble- Allotment monies
					1020	104	85.00	Kamble- Allotment monies
	<b>Banked: 23/03/2021</b>	<b>7.00</b>						
	Street name book & postage	7.00			1075	101	5.00	Street name book & postage
					4022	101	2.00	Street name book & postage
	<b>Banked: 23/03/2021</b>	<b>100.00</b>						
	Martindale- Allotment monies	100.00			1029	104	50.00	Martindale- Allotment monies
					1020	104	50.00	Martindale- Allotment monies
	<b>Banked: 25/03/2021</b>	<b>835.86</b>						
	Sales Recpts Page 4243	835.86	835.86		101			Sales Recpts Page 4243
	<b>Banked: 25/03/2021</b>	<b>600.00</b>						
	Birch	500.00			4020	401	500.00	Birch
	Hope	100.00			4020	401	100.00	Hope
	<b>Banked: 29/03/2021</b>	<b>4,999.99</b>						
	Sales Recpts Page 4244	4,999.99	4,999.99		101			Sales Recpts Page 4244
	<b>Banked: 30/03/2021</b>	<b>7,821.99</b>						
	Grant for Nelson Murray statue	7,821.99			4296	103	7,821.99	Grant for Nelson Murray statue
	<b>Banked: 31/03/2021</b>	<b>205.52</b>						
	Sales Recpts Page 4245	205.52	205.52		101			Sales Recpts Page 4245
	<b>Banked: 31/03/2021</b>	<b>12,272.94</b>						
	Allotment monies for April	12,272.94			1020	104	12,272.94	Allotment monies for April
	<b>Total Receipts for Month</b>	<b>84,921.59</b>	<b>6,791.46</b>	<b>0.00</b>			<b>78,130.13</b>	
	<b>Cashbook Totals</b>	<b>417,864.74</b>	<b>6,791.46</b>	<b>0.00</b>			<b>411,073.28</b>	



## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2021	SNB card fees	TNSFR	7.89			4010	101	7.89	SNB card fees
02/03/2021	SNB card fees	TNSFR	18.09			4010	101	18.09	SNB card fees
02/03/2021	British Gas PLC	DDR	295.41	295.41		501			CnclHse electricity bill Jan21
03/03/2021	SNB card fee	TNSFR	21.27			4010	101	21.27	SNB card fee
04/03/2021	SNB card fee	TNSFR	10.42			4010	101	10.42	SNB card fee
04/03/2021	West Sussex County Council	BACS	34,309.28	34,309.28		501			January 2021 Salaries
04/03/2021	Councillor R Plowman	BACS01	2,000.00	2,000.00		501			2nd part of Mayor's allowance
04/03/2021	SSE Contracting	BACS02	2,130.15	2,130.15		501			Credits for Qr 4 2020/21
05/03/2021	SNB card fee	TNSFR	14.77			4010	101	14.77	SNB card fee
08/03/2021	SNB card fee	TNSFR	11.19			4010	101	11.19	SNB card fee
08/03/2021	SSALC	BACS03	108.00	108.00		501			Chairmanship training 28Jan21
08/03/2021	Builder Depot Ltd	BACS04	429.00	429.00		501			Belle cement mixer Murray inst
08/03/2021	Business Stream	DDR01	0.68	0.68		501			KingshamAven Allots water bill
09/03/2021	SNB card fee	TNSFR	15.88			4010	101	15.88	SNB card fee
10/03/2021	SNB card fee	TNSFR	9.93			4010	101	9.93	SNB card fee
10/03/2021	Business Stream	DDR02	2.05	2.05		501			St James Rd Allots water bill
11/03/2021	SNB card fee	TNSFR	9.07			4010	101	9.07	SNB card fee
12/03/2021	SNB card fee	TNSFR	6.13			4010	101	6.13	SNB card fee
14/03/2021	Barclaycard	DD	1,215.52			521		1,215.52	Barclaycard
15/03/2021	SNB card fee	TNSFR	6.66			4010	101	6.66	SNB card fee
15/03/2021	Positive Lighting Installation	BACS05	1,180.80	1,180.80		501			Hanging baskets bracket testin
15/03/2021	Crown Civil Engineering Limite	BACS06	7,051.20	7,051.20		501			LittenGardensPathConstruc
15/03/2021	Fifty Point Eight Ltd	BACS07	4,846.39	4,846.39		501			Portico project S 2&3 architec
15/03/2021	Havenpower	DDR03	235.42	235.42		501			StreetLightngElectricityFeb
16/03/2021	SNB card fee	TNSFR	3.32			4010	101	3.32	SNB card fee
16/03/2021	Havenpower	DDR04	62.97	62.97		501			CtyCrssLightngElectricityFe
16/03/2021	Pitney Bowes Ltd	DDR05	107.90	107.90		501			Postage lease charges
17/03/2021	SNB card fee	TNSFR	10.45			4010	101	10.45	SNB card fee
17/03/2021	Chichester District Council	DDR06	14.40	14.40		501			Emptying of waste bins
18/03/2021	SNB card fee	TNSFR	2.50			4010	101	2.50	SNB card fee
18/03/2021	Zurich Municipal	BACS08	8,588.43	8,588.43		501			Insurance 2021/22
19/03/2021	SNB card fee	TNSFR	3.75			4010	101	3.75	SNB card fee
22/03/2021	West Sussex County Council	BACS09	32,641.10	32,641.10		501			February 2021 Salaries
23/03/2021	SNB card fee	TNSFR	1.43			4010	101	1.43	SNB card fee
23/03/2021	British Gas PLC	DDR07	255.30	255.30		501			Council House electricity bill
25/03/2021	Traditional Stone Restoration	BACS10	7,099.49	7,099.49		501			Supply&installation Murray scu
26/03/2021	SNB card fee	TNSFR	1.75			4010	101	1.75	SNB card fee
26/03/2021	EE	DDR08	41.41	41.41		501			MobilePhonePackages18Ma 17Apr

**Payments for Month 12****Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/03/2021	SNB card fee	TNSFR	3.13			4010	101	3.13	SNB card fee
30/03/2021	SNB card fee	TNSFR	2.50			4010	101	2.50	SNB card fee
30/03/2021	Business Stream	DDR09	9.28	9.28		501			FlorenceRd Allotmns water bill
31/03/2021	SNB card fee	TNSFR	1.25			4010	101	1.25	SNB card fee
31/03/2021	Manual credit handling charge	TNSFR	1.70			4051	101	1.70	Manual credit handling charge
31/03/2021	Service charge	TNSFR	57.15			4051	101	57.15	Service charge
<b>Total Payments for Month</b>			102,844.41	101,408.66	0.00			1,435.75	
<b>Balance Carried Fwd</b>			315,020.33						
<b>Cashbook Totals</b>			<u>417,864.74</u>	<u>101,408.66</u>	<u>0.00</u>			<u>316,456.08</u>	

**PAYMENTS MADE BY BARCLAYCARD**  
**ANALYSIS OF STATEMENTS FOR MARCH 2021**

Date	Supplier	Detail	Code	Centre	Net £	VAT £	Total £
December 2019							
15/02/2021	Greenfranking	Franking labels	4022	101	24.85	4.97	29.82
15/02/2021	Label Direct	Printer Toner	4026	101	12.17	2.43	14.60
15/02/2021	Zoom	Zoom	4038	101	23.98	4.80	28.78
16/02/2021	Smarty	Phone contract	4021	101	8.33	1.67	10.00
17/02/2021	Label Direct	Toner cartridge	4026	101	34.25	6.85	41.10
18/02/2021	Premier Farndell	Camera Tripod	4250	501	17.99	3.60	21.59
18/02/2021	Kenable	leads	4250	501	14.14	2.83	16.97
18/02/2021	Kenable	leads	4250	501	17.65	3.53	21.18
18/02/2021	Currys	Microphone	4250	501	99.17	19.83	119.00
18/02/2021	Photonic	Switch for inverter	4236	104	12.49	2.50	14.99
18/02/2021	Photonic	Off grid inverter	4236	104	333.33	66.67	399.99
24/02/2021	DOMU	Kettle	4250	501	19.16	3.83	22.99
01/03/2021	Premier Farndell	Video Tripod	4250	501	17.99	3.60	21.59
02/03/2021	Beaconsandlightbar	Inverter	4236	104	-309.23	-61.85	-371.08
05/03/2021	SLCC	Membership	4055	101	280.83	56.17	337.00
11/03/2021	CDC	Planning application	4055	101	405.83	81.17	487.00
<b>Total for March 2021</b>					<b>1012.93</b>	<b>202.59</b>	<b>1215.52</b>
						<b>264.44</b>	