

Community Infrastructure Levy

to 25th Sept 2024

Cil Receipts Retained so far;		<u>Future receipts</u>
2024-2025	131,691.25	2,040,540.00
2023-2024	448,619.03	
2022-2023	900,297.66	
2021-2022	333,999.67	
2020-2021	8,032.50	
2019-2020	0.00	
	<hr/>	
	1,822,640.11	

<u>Cil Projects (completed or ongoing)</u>		<u>Budget</u>	<u>Expenditure</u>	<u>Exp in 24/25</u>	<u>Balance</u>
<u>Completed</u>					
Cycle Racks	Approved	25,296.50	25,296.50		0.00
Litten Lighting	Approved	26,798.21	26,798.21		0.00
Canal bank (£10,000)	Approved	10,000.00	10,000.00		0.00
Finger posts (street signage)	Approved	30,000.00	9,537.72		20,462.28
Electric van	Approved	14,355.00	14,355.00		0.00
St James solar panels	Approved	9,999.17	9,999.17		0.00
Ride on mower	Approved	9,587.49	9,587.49		0.00
<u>Ongoing</u>					
Neighbourhood Plan	Approved	100,000.00	70,314.48		29,685.52
Pavements	Approved	408,000.00	8,000.00		400,000.00
Boilers (energy efficiency)	Approved	200,000.00	29,533.00		108,786.40
Air Conditioning Unit (Energy Efficiency)	Approved			21,468.18	
Secondary glazing (Energy Efficiency)	Approved			12,821.67	
Solar Panels (Energy Efficiency)	Approved			15,632.00	
Upgraded lighting (Energy Efficiency)	Approved			11,758.75	
Community Grants	£50k approved	350,000.00		20,305.84	329,694.16
Cathedral Beds	Approved	60,000.00		12,996.00	47,004.00
Project Manager					
		<hr/>	<hr/>	<hr/>	<hr/>
		1,244,036.37	213,421.57	94,982.44	935,632.36

Future projects

Speed Indicator devices	Approved	15,000.00	speedwatch
Council house entrance project	Not approved	220,000.00	(was portico)
Tree planting £3,000	Approved	3,000.00	
New Park Centre	Approved	150,000.00	
Bandstand	Not approved	150,000.00	
Community Noticeboards	Not approved	14,500.00	
Streetlights	Not approved	112,000.00	
Traffic Schemes	Not approved	64,000.00	
Cathedral Green	Approved	20,000.00	
Crane Street	Approved	8,000.00	
Brewery Field	Approved	2,500.00	
Project Manager	Approved	182,077.00	
Electric van	Not approved	50,000.00	
Community Hall	Not approved	1,000,000.00	
Playgrounds	Not approved	400,000.00	
		<hr/>	
		2,391,077.00	



CHICHESTER CITY COUNCIL

FINANCE COMMITTEE 6th NOVEMBER 2024

Investment Strategy and Policy

1.0 Introduction

1.1 This Strategy and Policy has been produced with regard to Statutory Guidance on Local Government Investments (3rd Edition) issued by the Secretary of State for the Ministry of Housing, Communities and Local Government under Section 15(1) (a) of the Local Government Act 2003 and is effective for financial years commencing on or after 1 April 2018.

1.2 Where a council builds up balances these must be safeguarded by investing in an appropriate account. Investing balances by local councils should be done prudently and in accordance with the above Guidance.

1.3 The Guidance applies where the Council's total investments exceed or are expected to exceed £100,000 at any time during the financial year.

2.0 Objectives

2.1 The general policy objective is that Chichester City Council will invest prudently the reserves it holds on behalf of the community. Priority is given to security and liquidity.

2.2 The Council will seek the optimum rate of return, consistent with the proper levels of security and liquidity.

2.3 As investments are reviewed, the Council will also have regard to ethical and environmental considerations.

3.0 Specified Investments

3.1 Specified investments are those offering high security and high liquidity. All such investments shall be in sterling.

3.2 For the prudent management of its balances, maintaining sufficient levels of security and liquidity, the Council will permit funds to be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.

4.0 Non-Specified Investments

4.1 These have greater potential risk, such as investment in stocks and shares and the Council will not participate in such investments, which are considered not to offer the level of security and liquidity required.

5.0 Liquidity of Investments

5.1 The Town Clerk and the Responsible Financial Officer, will determine the maximum period for which funds may be prudently invested, subject to para. 3.1 above, so as not to compromise liquidity.

5.2 The placement of investments shall be delegated to the Town Clerk and the Responsible Financial Officer in conjunction with the Chair of Finance, in accordance with the Town Council's Financial Regulations.

6.0 Reports

6.1 Investment forecasts for the coming financial year are accounted for when the budget is prepared.

6.2 During each financial year, the Responsible Financial Officer shall report to the Finance Committee any investments made in line with this Strategy.

6.3 Longer term funds are with CCLA Property Fund. The Council uses Unity Bank for its day to day banking. Balances in each account are reported at every Finance Committee meeting.

6.4 Chichester City Council is not a specified protected investor under the Financial Services Compensation Scheme as the scheme only protects local councils with an annual budget of up to 500,000 Euros (Approx. £440,000).

7.0 Review of this Strategy

7.1 The Investment Strategy shall be reviewed annually by the City Council for each new financial year.

7.2 The full Council shall be able to amend or make variations to the Strategy at any time.

Kim Martin
Deputy Town Clerk and Responsible Finance Officer

Oct 24

CHICHESTER CITY COUNCIL
FINANCE COMMITTEE 6th NOVEMBER 2024

Confidential

CITY COUNCIL INVESTMENTS

INTRODUCTION

At the February Finance Committee, the City Council discussed the constraints regarding capital and revenue funds and various long term and short term investments. The meeting resolved to have a special meeting to consider issues related to investment of Council reserves.

We currently hold £2,692,541.39 in the Public Sector Deposit Fund and £490,000 in the Property Fund.

In 2024 we received just over £108,000 from the Public Sector Deposit Fund.

Current Investments held – Public Sector Deposit Fund

The City Council currently has £2,692,541.39 held in the Public Sector Deposit Fund.

The fund is invested in a diversified portfolio of high-quality sterling denominated deposits and securities. All investments purchased will have the highest available short-term credit rating and a correspondingly strong long-term rating. The fund is actively managed. The fund is designed for investors who are looking for capital security and a competitive yield for short term investments.

The objective is to maximise short-term income consistent with the preservation of capital and liquidity, with instant access.

The average fund yield as April 2024 was 5.22% in October 2024 4.99%

A small working group was set up to review alternative investment possibilities. Proposals from two investment advisers were reviewed. Both offered flexible short term investments. One of the firms offered an easy to use platform, but neither could match the rates or security that the Public Sector Deposit Fund currently offers.

Recommendation

Recommended that the City Council continues to invest in the Public Sector Deposit Fund as it offers the best rate of return and security and liquidity that the City Council requires. Further recommended that this is reviewed quarterly and that Flagstone Group be commissioned to undertake this review due to their product being most suited for the City Council's requirements.

Annual Internal Audit Report 2023/24

CHICHESTER CITY COUNCIL

WWW.Chichestercity.gov.uk ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

1st April 2023 - 31st March 2024

STEPHEN JAMES

Signature of person who carried out the internal audit

S. James

Date 3. 6. 2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

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 2024, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

***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:

26/06/2024

and recorded as minute reference:

M16C(V) REFERENCE

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

Chair	
Clerk	

www.chichestercity.gov.uk WEBSITE ADDRESS

Section 2 – Accounting Statements 2023/24 for

CHICHESTER CITY COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,159,395	2,103,143	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	737,615	767,615	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,083,254	758,330	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	(428,568)	(466,662)	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	(448,553)	(527,129)	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	2,103,143	2,635,297	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	2,137,040	2,636,989	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,581,769	4,601,355	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).

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

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

[Signature]

Date

05/06/2024

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

26/06/2024

as recorded in minute reference:

16 C (VI)

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

[Signature]

In respect of **Chichester City Council**

1 Respective responsibilities of the body and the auditor

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

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

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

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

2 External auditor report 2023/24

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

Section 16(1) of the Accounts and Audit Regulations 2015 requires the Notice of Conclusion of Audit to be published on the authority's website as soon as reasonably practicable after conclusion of an audit. Upon review of the website, the URL states that the Notice of Conclusion of Audit was not uploaded until 05 / 2024.

The published Notice of Public Rights requires the name, position and contact details of the person to contact to exercise public rights, usually the RFO, to be entered at line 2(b) on the form to satisfy the Accounts and Audit Regulations 2015, Paragraph 15(2)(b), suggesting that public rights have not been properly provided. The Council should ensure this is fully completed in the future. We would expect Assertion 4 to reflect this on 2024/25 AGAR.

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

Insufficient information initially received with regards to the level of reserves held by the Council. The Parish Council should in future ensure that reserves levels are considered thoroughly, and explanations provided with the AGAR when submitted to the external auditor.

3 External auditor certificate 2023/24

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

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

20/09/2024

Smaller Authority Name: Chichester City Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024
Accounts and Audit Regulations 2015**

- 1 The audit of accounts for Chichester City Council for the year ended 31 March 2023 has been completed and the accounts have been published.

- 2 The Annual Return is available for inspection by any local government elector in the area of Chichester City on application to
 - (a) **Mrs Sam Tate**
Town Clerk

 - (b) (Address of Clerk)

The Council House
North Street
Chichester
West Sussex
PO19 1LQ

 - (c) (Telephone/email, and hours and arrangements to view)

On request between the hours of 9.30am and 4.30pm (except 1.00pm to 2.00pm lunch time) on Monday to Friday. Telephone 01243 788502

Copies will be provided to any person on payment of £0.05p for each copy of the Annual Return

Announcement made by (Name of Clerk)

Mrs Sam Tate

Town Clerk

25th September 2024



CHICHESTER CITY COUNCIL

2025-2026 DRAFT BUDGET REPORT

FINANCE COMMITTEE ON 6th NOVEMBER 2024

Introduction

The current budget proposals would result in a 9.06% increase in the precept. This does not consider any change in the tax base, which should reduce this figure.

The City Council's budget for 2025/26.

The following items are for consideration:

- The National Joint Council pay award for 2024-2025 has been agreed at £1,290 per employee, we originally allowed for 6% in the Budget, so we had in fact overbudgeted.
I have also allowed for a 4% pay award in 2025-2026. There have been some staff changes, including the regrading of the Property Managers position and the Council Services and Support Manager. Last year's budget also only included 6 months provision for the new Community Advice Officer position and 6 months for the new Project Officer, but these are now 12 months.
- It is proposed that the Community Grants Budget will be increased by £10,000 to £60,000 (large grants) and £50,000 small grants funded from Cil.
- The Public Realm base budget will stay increase to £57,000. 50% of the cost of the City Ambassadors £18,726 in 2024-25 This will continue to be funded from Public Realm Budget and the additional funding will assist with the planting of cathedral beds and similar public realm projects.
- The District Council have restructured their proposed funding model for the Wardens, there will continue to be 4 Wardens in the Chichester City area and the funding agreement is for 3 years to end of March 2026. The cost to the City Council will be increased by inflations 4% £51,030.
- Energy costs included in the Budget were doubled last year in 2023-24. The gas contract was renegotiated in 2023-24 for 36 months and electric contracts were renegotiated for 24 months. These are 100% green energy tariffs. This

year renegotiating the electricity prices, which have come down slightly for October 2025.

- The contribution towards the cost of Priory Park Public Conveniences remains at £20,000 plus RPI.
- Each year the election budget is £12,000 giving a total in reserve, after 4 years of £48,000 This should be sufficient to cover the cost of an election (approx. £22k) and any by-elections in between. The cost of the last election was £28,220 and we have £34,209 in reserve.
- Cemetery charges have been very hard to predict. In 2022-2023 we were charged £44,130, in 2023-2024 we were charged £31,469 Wages have gone up, but income has also increased quite significantly. I have kept the budget at £38,000, although this could be reduced slightly.
- Hanging baskets and planters. Windowflowers won the contract for hanging baskets and planters this year. They are also maintaining the cathedral beds, which is being funded from Cil. We have a small reserve of £5,000 in case funding from the BID isn't forthcoming.

Income

The following assumptions have been made to budgets:

- The Market House.
We are currently guaranteed £50,000 per annum with a 50/50 split of additional income above the base figure. Which means we should get an additional £35k more than the rent received last year, split 50/50, less management fee.
- Income from Council House bookings has increased substantially in the last year. Cards for Good causes have made a commitment to hire for 3 years. The Budget has been increased in line with forecast increased demand. We anticipate an increase in income resulting from improved kitchen facilities, this has been built into the Budget, however, there has then been an offsetting reduction, compensating for free bookings. Overall, the estimates for Wedding bookings have been increased by £7,500, this is a cautious increase, allowing for some flexibility. Charges have been increased by 2.2% for 2025-2026.

Risks

The risks are that other venues might have better facilities or be more popular and take our projected business.

- The City Council has £2,692,541.39 invested in the Public Sector Deposit Fund for which we are receiving a return of approximately £11,000 interest a month, plus income from the Property Fund. I have estimated the income conservatively allowing for a possible reduction in interest rates in the coming year. I have also had to take into consideration the reducing balance in the account as we spend our Cil receipts. The largest impact of this will be in 2027- 2028.

Risks

- That interest rates plummet.
- That Cil receipts are delayed
- That Cil is spent faster than predicted.

Interest on Cil receipts and reserves

Bal 2,692,000

	Receipt	Exp	Bal	Rate	interest
2024-25	66,000	434,000	2,324,000	4.99%	115,968
2025-26	70,000	829,000	1,565,000	4.00%	62,600
2026-27	100,000	748,000	917,000	4.00%	36,680
2027-28	320,000	1,227,685	9,315	4.00%	373
2028-29	400,000	96,000	313,315	4.00%	12,533
2029-30	500,000	96,000	717,315	4.00%	35,794
2030-31	500,000	96,000	1,121,315	4.00%	44,853

The figures in the take do not exactly match the Budgeted income because we also receive interest from the Property Fund.

Summary

Overall, this Budget has allowed for the increase in salaries and staff changes.

Room booking income budgets have been increased to match estimated projections as a result of better facilities being offered that either compete or match other venues.

Fortunately, our investment income is currently good, but as we complete some of our larger projects the interest on our investments will reduce dramatically.

The estimated increase in the budget of 9.06% equates to an increase of £6.44p per Band D taxpayer per annum from £71.03 to £77.47.

This budget report is a discussion document used to identify and forecast changes to the 2025/26 budget.

The actual taxbase figure will change the final precept increase. This is currently unknown until Late November.

K. Martin
Finance Manager and Deputy Town Clerk

Significant variances in the budget

£

Precept 24/25

851,726

Expenditure

reduction in salaries	-45,217	(project Manager financed elsewhere)
Community Advice Worker	44,000	
Adjustments to NI	15,369	
Increase in public realm	34,000	
Ill health insurance	850	
Provision for vehicle replacment	10,000	
Increase in large grants	10,000	
Training	1,500	
NNDR	5,525	
Freedom Ceremony	-1,200	
Revaluation Civic Regalia	-800	
Flags	-760	
Council house cleaning	4,400	
Wardens (inflation)	1,963	
Owl trail	-3,500	
Cyclical maintenance	-1,750	
Heating and boiler	-2,000	
Space equivalent to hire	-6,000	removed budget
other		66,380
<u>Income</u>		
Hall Booking income	-7,100	
Buttermarket Income	-12,000	
Investment Income	30,000	
Allotment rental income	-473	

10,427

357

other minor variances

Precept 2025/2026

928,890

9.06%

928,890

After taking into account the taxbase

0.00

CHICHESTER CITY COUNCIL
FINAL BUDGET SUMMARY 2025/2026

	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028B udget £
INCOME				
Council House	53,300	60,400	61,564	62,753
Buttermarket	65,000	77,000	78,694	80,425
Allotments	21,750	22,223	22,706	23,200
Sale of Goods	300	300	300	300
Street name change	3,500	3,500	3,500	3,500
Other	2,500	2,500	2,500	2,500
TOTAL INCOME (Excl. Precept)	146,350	165,923	169,264	172,679
EXPENDITURE				
Recharges to new cost centres	332,842	296,665	316,792	337,725
Civic	12,670	10,670	10,670	10,670
Discretionary	114,900	198,640	164,640	164,640
Allotments	39,738	39,738	39,738	39,738
Council & Committees	85,344	84,856	85,954	87,096
Community Affairs	2,750	2,250	2,250	2,250
Crime & Disorder	49,067	51,030	53,071	55,194
Events	28,020	28,020	28,020	28,020
Statutory Expenses	81,020	81,820	82,652	83,517
Mayoralty	31,560	31,560	31,560	31,560
Council House	360,595	379,994	381,967	385,173
Buttermarket	3,840	3,840	3,840	3,840
City Cross	4,690	4,690	4,690	4,690
St James Obelisk	100	100	100	100
Heritage	440	440	440	440
Henty Field	2,500	2,500	2,500	2,500
TOTAL EXPENDITURE	1,150,076	1,216,813	1,208,884	1,237,153
NET COST OF SERVICES	1,003,726	1,050,890	1,039,620	1,064,474
Reversal of Capital Charges	(47,000)	(47,000)	(47,000)	(47,000)
Interest and investment income	(105,000)	(75,000)	(49,000)	(5,000)
NET OPERATING EXPENDITURE	851,726	928,890	943,620	1,012,474
Transfers (from) / to Earmarked Reserves	0	0	0	0
AMOUNT TO BE MET FROM PRECEPT	851,726	928,890	943,620	1,012,474
Precept on District Council	(851,726)	(928,890)	(943,620)	(1,012,474)
(SURPLUS) / DEFICIT FOR YEAR	0	(0)	(0)	0

	10.96%	9.06%	1.59%	7.30%
Increase in precept after taking into account the tax base	10.53%			

INCOME

AGENDA ITEM 9

Income headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Council House						
Hire Charges-Assembly Room	501	1001	31,500	32,193	32,901	33,625
Hire Charges-Court Room	501	1002	18,500	18,907	19,323	19,748
Wedding Income	501	1012	1,500	7,500	7,500	7,500
Solar Panel Income	501	1011	1,800	1,800	1,840	1,880
Street name change	103	1060	3,500	3,500	3,500	3,500
Hanging Basket Income	501	1013	2,500	2,500	2,500	2,500
Subtotal			59,300	66,400	67,564	68,753
Buttermarket						
Rental income	502	1120	65,000	77,000	78,694	80,425
Subtotal			65,000	77,000	78,694	80,425
Allotments						
Allotment rents	104	1020	21,500	21,973	22,456	22,950
Licence agreements	104	1028	250	250	250	250
Subtotal			21,750	22,223	22,706	23,200
Sales of Goods / Misc. income	101	1075	300	300	300	300
Other						
Precept Received	101	1176	851,726	928,890	943,620	1,012,474
Interest Received - General	101	1196	105,000	75,000	49,000	5,000
CDC Share of grant			0	0	0	0
Subtotal			956,726	1,003,890	992,620	1,017,474
TOTAL INCOME			1,103,076	1,169,813	1,161,884	1,190,153

Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Administration						
Staff Costs	101	4001	412,892	377,768	392,879	408,594
Employers NI	101	4002	49,547	48,834	50,787	52,819
Employers Superannuation	101	4003	79,275	76,309	79,361	82,536
Staff expenses	101	4004	300	300	300	300
Ill Health Insurance	101	4005	4,150	5,000	5,000	5,000
Eye tests and corrective appliances	101	4011	300	300	300	300
Staff Recruitment	101	4007	500	500	500	500
Professional Development	101	4008	1,500	3,000	3,000	3,000
Travel and Subsistence	101	4009	100	100	100	100
General Expenses	101	4020	400	400	400	400
Telephone	101	4021	3,000	3,300	3,300	3,300
Postage	101	4022	700	700	700	700
Stationery	101	4023	800	800	800	800
SRCC Subscription	101	4024	50	50	50	50
Petty Cash Expenditure	101	4025	70	70	70	70
Printing	101	4026	300	300	300	300
Photocopying	101	4027	1,100	800	800	800
West Sussex ALC Ltd	101	4029	3,400	3,400	3,400	3,400
South East Employers	101	4030	240	240	240	240
Nat Allotment Gardens Assoc	101	4031	60	60	60	60
Walled Town Friendship	101	4032	130	130	130	130
UNA	101	4033	40	40	40	40
LCAS Subscription (Zurich Municipal)	101	4035	150	150	150	150
Shopwatch subscription/CHIBAC	101	4039	270	270	270	270
Publications	101	4036	150	150	150	150
Computer Improvement/Maint.*	101	4038	16,500	16,500	16,500	16,500
Office Equipment	101	4050	1,670	1,670	1,670	1,670
Bank Charges Payable	101	4051	400	400	400	400
Card Payment System fees	101	4010	300	300	300	300
Professional Fees*	101	4055	2,400	2,400	2,400	2,400
Professional Fees (staff)	101	4055	1,000	1,000	1,000	1,000
Audit Fees	101	4057	2,300	2,300	2,300	2,300
Payroll Admin Costs	101	4059	1,500	1,500	1,500	1,500
Cleaning Sundries	101	4216	70	70	70	70
Accommodation recharge	101	4700	53,300	53,300	53,300	53,300
Subtotal			638,864	602,411	622,527	643,449
Recharges to other services	101	1201	-638,864	-602,411	-622,527	-643,449

EXPENDITURE

AGENDA ITEM 9

Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Civic						
Remembrance Sunday	102	4020	1,400	1,400	1,400	1,400
Custodian Uniforms	102	4111	600	600	600	600
Revaluation and Audit of Civic Regalia	102	4119	2,000	1,200	1,200	1,200
Robes and Hats*	102	4112	250	250	250	250
Cleaning/Repair Insignia*	102	4113	1,000	1,000	1,000	1,000
Civic and Heritage Awards	102	4114	1,000	1,000	1,000	1,000
Civic/Heritage Reception	102	4115	1,500	1,500	1,500	1,500
Official Gifts	102	4116	500	500	500	500
Guild of Mace-Bearers sub.	102	4117	60	60	60	60
Freedom Ceremony	102	4127	1,200	0	0	0
C S O'head recharge	102	4801	250	250	250	250
Administration recharge	102	4800	2,910	2,910	2,910	2,910
Subtotal			12,670	10,670	10,670	10,670
Discretionary						
Flags and Flagpoles	103	4172	1,260	500	500	500
Chichester Tree Trail	xxx	xxxx	0	0	0	0
City Band (Gold level supporter)	xxx	4065	300	300	300	300
Keats statue	xxx	xxxx	0	0	0	0
Blue plaques	103	4182	1,200	1,200	1,200	1,200
Local Historic Interest plaque	xxx	xxxx	500	500	500	500
Bell Tower Clock	103	4063	500	500	500	500
Discretionary Grants	103	4260	50,000	60,000	60,000	60,000
VAAC						
Community Advice Worker			0	44,000	44,000	44,000
Public Realm Projects	103	4296	23,000	57,000	23,000	23,000
Owl Trail (Chestnut tree house)			3,500	0	0	0
Environmental Initiatives	103	4188	800	800	800	800
Planters and baskets	103	4195	15,000	15,000	15,000	15,000
Walled Town Delegates	103	4204	1,000	1,000	1,000	1,000
Capital Charges	103	4900	6,600	6,600	6,600	6,600
C S O'head recharge	103	4801	890	890	890	890
Administration recharge	103	4800	10,350	10,350	10,350	10,350
Subtotal			114,900	198,640	164,640	164,640
Allotments						
Rates & Water	104	4211	1,800	1,800	1,800	1,800
Postage	104	4022	150	150	150	150
Reps/Maint. General	104	4236	6,000	6,000	6,000	6,000
Capital Charges	104	4900	1,300	1,300	1,300	1,300
C S O'head recharge	104	4801	1,450	1,450	1,450	1,450
Administration recharge	104	4800	29,038	29,038	29,038	29,038
Subtotal			39,738	39,738	39,738	39,738

EXPENDITURE

AGENDA ITEM 9

Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Democratic Representation						
C S O'head recharge	105	4801	5,320	5,320	5,320	5,320
Administration recharge	105	4800	64,580	64,580	64,580	64,580
Subtotal			69,900	69,900	69,900	69,900
Corporate Management						
C S O'head recharge	106	4801	25,090	25,090	25,090	25,090
Administration recharge	106	4800	236,512	200,335	220,462	241,395
Subtotal			261,602	225,425	245,552	266,485
Council & Committees						
Staff Costs (Planning)	110	4001	21,291	20,878	21,713	22,582
Employers NI	110	4002	2,555	2,351	2,445	2,543
Employers Superannuation	110	4003	4,088	4,217	4,386	4,561
Councillor Prof Development	110	4008	500	500	500	500
Councillor Travel and Subsistence	110	4009	400	400	400	400
General Expenses	110	4020	150	150	150	150
Local election Expenses *	110	4100	12,000	12,000	12,000	12,000
Refreshments	110	4102	100	100	100	100
C S O'head recharge	110	4801	1,840	1,840	1,840	1,840
Administration recharge	110	4800	21,520	21,520	21,520	21,520
Accommodation recharge	110	4700	19,800	19,800	19,800	19,800
Members expenses	110	4004	1,100	1,100	1,100	1,100
Subtotal			85,344	84,856	85,954	87,096
C S O'head recharge	111	4801	110	110	110	110
Community Develt admin	111	4800	1,230	1,230	1,230	1,230
Subtotal			1,340	1,340	1,340	1,340
Community Affairs Committee						
International Relations*	201	4185	500	500	500	500
Joint Twinning-Speyer*	201		500	500	500	500
Joint Twinning-Chartres*	201	4186	500	500	500	500
Joint Twinning-Ravenna*	201	4187	500	0	0	0
European Assoc of Historic Towns	201	xxxx	300	300	300	300
C S O'head recharge	201	4801	40	40	40	40
Administration recharge	201	4800	410	410	410	410
Subtotal			2,750	2,250	2,250	2,250

Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Events						
Other Events - civic	202	4164	15,000	15,000	15,000	15,000
Italy Star Reception	202	4166	0	0	0	0
C S O'head recharge	202	4801	1,030	1,030	1,030	1,030
Administration recharge	202	4800	11,990	11,990	11,990	11,990
Subtotal			28,020	28,020	28,020	28,020
Crime and Disorder Initiatives						
Community Wardens	203	4140	49,067	51,030	53,071	55,194
Subtotal			49,067	51,030	53,071	55,194
Statutory Expenses						
War Memorial R&M *	301	4148	2,000	2,000	2,000	2,000
Statues and memorials	301	xxxx	2,000	2,000	2,000	2,000
Footpath Lighting-Energy	301	4150	3,700	3,700	3,700	3,700
Footpath Lighting Maintenance	301	4151	3,780	3,780	3,780	3,780
City Cemetery-Annual Contrib.	301	4152	38,000	38,000	38,000	38,000
Contribution to Public Conveniences	301	4144	20,000	20,800	21,632	22,497
Litten Gardens grounds maintenance contra	301	4153	2,500	2,500	2,500	2,500
Disused burial grounds*	301	4154	500	500	500	500
Misc. Grnd Mtce & Street Furn.*	301	4156	500	500	500	500
Street Naming & Signage*	301	4157	4,000	4,000	4,000	4,000
C S O'head recharge	301	4801	320	320	320	320
Administration recharge	301	4800	3,720	3,720	3,720	3,720
Subtotal			81,020	81,820	82,652	83,517

EXPENDITURE

AGENDA ITEM 9

Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Mayoralty						
Travel and Subsistence	401	4009	1,000	1,000	1,000	1,000
General Expenses	401	4020	1,000	1,000	1,000	1,000
Mayors Allowance	401	4125	4,000	4,000	4,000	4,000
Deputy Mayor's Allowance	401	xxxx	0	500	500	500
Mayor at Home-Summer	401	4130	0	0	0	0
Mayor at Home-Christmas	401	4131	2,200	1,700	1,700	1,700
Receptions Other	401	4132	1,000	1,000	1,000	1,000
Accommodation recharge	401	4700	8,900	8,900	8,900	8,900
C S O'head recharge	401	4801	1,060	1,060	1,060	1,060
Administration recharge	401	4800	12,400	12,400	12,400	12,400
Subtotal			31,560	31,560	31,560	31,560
Council House						
Staff Costs (Custodians)	501	4001	39,006	40,317	41,930	43,607
Employers NI	501	4002	4,681	6,438	6,696	6,963
Employers Superannuation	501	4003	7,489	11,821	12,294	12,786
Overtime	501	4012	16,430	18,200	17,774	18,485
Professional fees (paintings)	501	4055	2,000	2,000	2,000	2,000
Publicity	501	4101	6,000	6,000	6,000	6,000
Rates and Water	501	4211	48,845	54,370	54,370	54,370
Bid membership	501	4206	1,350	1,404	1,460	1,519
Electricity	501	4214	8,000	8,000	8,000	8,000
Gas	501	4215	9,000	9,000	9,000	9,000
General cleaning	501	4216	2,300	2,300	2,300	2,300
Cleaning and window cleaning	501	4212	5,000	9,400	9,400	9,400
Council House equipment	501	4250	1,950	2,500	2,500	2,500
Alarm main servicing and monitoring	501	4217	800	850	850	850
Key holding and call outs	501	4217	700	700	700	700
Lift Service Contract and R&M	501	4218	1,700	1,700	1,700	1,700
Fire Alarm service maintenance and monitoring	501	4219	460	180	180	180
Emergency Lighting	501	4209	1,500	750	750	750
Fire Extinguishers	501	4210	1,250	1,250	1,250	1,250
Automatic door service contract and R&M	501	4221	650	650	650	650
Insurance	501	4225	11,000	11,000	11,000	11,000
Wedding Licences*	501	4201	710	710	710	710
Premises Licence	501	4227	510	700	700	700
Council House R&M & improvements*	501	4231	8,000	8,000	8,000	8,000

EXPENDITURE

AGENDA ITEM 9

Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Cyclical maintenance budget*	501	4238	3,000	1,250	1,250	1,250
Health and Safety	501	4245	2,000	1,500	1,500	1,500
CCTV service contract and R&M	501	4234	400	400	400	400
Council Chamber redecorations	xxx	xxxx	0	0	0	0
MUGA running costs	xxx	xxxx	750	750	750	750
Provision for vehicle replacement	xxx	xxxx	0	10,000	10,000	10,000
Running costs for van	501	4291	1,800	2,500	2,500	2,500
Energy efficiency initiatives (boilers)	xxx	xxxx	0	0	0	0
Maintenance of bus shelter	501	4145	500	500	500	500
Lightning Protection service and R & M*	501	4241	180	220	220	220
Heating, ventilation and air conditioning	501	4222	4,500	2,500	2,500	2,500
Display Energy Certificate*	501	4242	400	400	400	400
Wedding expenditure	501	4246	500	500	500	500
Space equivalent to hire	501	xxxx	6,000	0	0	0
C S O'head recharge	501	4801	22,773	22,773	22,773	22,773
Administration recharge	501	4800	181,361	181,361	181,361	181,361
Capital Charges	501	4900	39,100	39,100	39,100	39,100
Subtotal			442,595	461,994	463,967	467,173
Accomm. Recharges to other services	501	1201	-82,000	-82,000	-82,000	-82,000
Market House						
Professional fees (legal fees)	502	4055	2,500	2,500	2,500	2,500
C S O'head recharge	502	4801	110	110	110	110
Administration recharge	502	4800	1,230	1,230	1,230	1,230
Subtotal			3,840	3,840	3,840	3,840
City Cross						
Electricity	504	4214	300	300	300	300
Reps/Maint. General	504	4236	500	1,000	1,000	1,000
City Cross Conservation *	504	4300	2,000	2,000	2,000	2,000
Clock service contract and R&M*	504	4302	1,000	500	500	500
C S O'head recharge	504	4801	70	70	70	70
Administration recharge	504	4800	820	820	820	820
Subtotal			4,690	4,690	4,690	4,690
St James Obelisk						
Reps/Maint. General*	505	4236	100	100	100	100
Subtotal			100	100	100	100
Heritage						
C S O'head recharge	506	4801	30	30	30	30
Administration recharge	506	4800	410	410	410	410
Subtotal			440	440	440	440
Henty Field						
Reps/Maint. General	508	4236	2,500	2,500	2,500	2,500
Subtotal			2,500	2,500	2,500	2,500
Transfer from Asset Mgt. Rev. Acc.			-47,000	-47,000	-47,000	-47,000
TOTAL EXPENDITURE			1,103,076	1,169,813	1,161,884	1,190,153

Audit Plan

Audit assertions	Recommended minimum testing
Appropriate books of accounts have been kept properly throughout the year.	<ul style="list-style-type: none"> • Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc. The sample size dependent on the size of the authority and nature of accounting records maintained
The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	<ul style="list-style-type: none"> • Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version. • Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents) • Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment. Ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation • Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements • Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place
The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<ul style="list-style-type: none"> • Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc • Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity guarantee, business interruption and cyber security • Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

<p>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</p>	<ul style="list-style-type: none"> • Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required precepting authority timetable • Ensure that budget reports are prepared and submitted to council / committees periodically during the year with appropriate commentary on any significant variances • Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances • Ensure that the authority has considered the establishment of specific earmarked reserves and reviews them annually as part of the budget assessment process • Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts
<p>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p>	<ul style="list-style-type: none"> • Review “aged debtor” listings to ensure appropriate follow up action is in place • Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying that debtors are monitored. • Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates) • Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised • Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time • Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income • Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and received / banked
<p>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved,</p>	<ul style="list-style-type: none"> • Several authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “not applicable” response is frequently required in this area.

<p>and VAT appropriately accounted for.</p>	<ul style="list-style-type: none"> • Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.) • Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held • Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held • Ensure that VAT is identified wherever incurred and appropriate • Physically check the petty cash and other cash floats held • Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings
<p>Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.</p>	<ul style="list-style-type: none"> • Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract • Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability • Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours • Ensure that appropriate tax codes are being applied to each employee • Where free or paid software is used, ensure that it is up to date. • For the test sample of employees, ensure that tax is calculated appropriately • Check the correct treatment of pension contributions to either the Local Government Pension Scheme (non - taxable, deducted from the gross salary or schemes like NEST which already allow for tax deductions) • For NI, ensure that the correct deduction and employer’s contributions are applied: NB. The employers’ allowance is not available to councils but may be used by other authorities • Ensure that the correct employers’ pension percentage contribution is being applied • Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies
<p>Asset and investments registers were complete and accurate and properly maintained.</p>	<p><u>Tangible fixed assets</u></p> <ul style="list-style-type: none"> • Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at original purchase price, net of VAT and removing any disposed of / no longer serviceable assets • Physically verifying the existence and condition of high value, high risk assets may be appropriate

	<ul style="list-style-type: none"> • Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement • Additions and disposals records should allow tracking from the prior year to the current • Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals • Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the authority <p><i>Fixed asset investments</i></p> <ul style="list-style-type: none"> • Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at Section 2, Box 9. <p><i>Borrowing and lending</i></p> <ul style="list-style-type: none"> • Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired • Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan - any arrangement fee should be regarded as an admin expense) in the year of receipt • Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5 • Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website) • Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt
<p>Periodic and year-end bank account reconciliations were properly carried out.</p>	<ul style="list-style-type: none"> • Ensure that bank reconciliations are prepared routinely, and are subject to independent scrutiny and sign-off by members • Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8 • Where the authority has bank balances exceeding £100,000 it has an appropriate investment strategy
<p>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the</p>	<ul style="list-style-type: none"> • Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein • Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

<p>cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.</p>	<ul style="list-style-type: none"> • Check the AGAR for completion and accuracy • Trace the source of the amounts entered to the AGAR
<p>If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.</p>	<ul style="list-style-type: none"> • The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline • That it has been published, together with all required information on the council’s website and noticeboard
<p>The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements</p>	<ul style="list-style-type: none"> • This test applies only to those councils covered by the £25,000 External Audit exemption • Internal auditors should review the authority’s website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities
<p>The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations</p>	<ul style="list-style-type: none"> • Examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection. • Check whether councils have minuted the relevant dates at the same time as approving the AGAR
<p>The authority has complied with the publication requirements for the previous year’s AGAR</p>	<ul style="list-style-type: none"> • Confirm the Notice for the Exercise of Public Rights and Sections 1 and 2 of the AGAR are published on the council website. • Check the External Auditor Report and Certificate and Notice of Conclusion of Audit are published on the council website.
<p>Trust funds (including charitable) The council met its responsibilities as a trustee.</p>	<ul style="list-style-type: none"> • Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements • Confirm that the council is the sole trustee on the Charity Commission register • Confirm that the council is acting in accordance with the Trust deed • Confirm that the charity meetings and accounts are recorded separately from those of the council • Review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner’s report