

## **CONGLETON TOWN COUNCIL**

### **COMMITTEE REPORTS AND UPDATES**

|                                 |  |                 |           |
|---------------------------------|--|-----------------|-----------|
| <b>COMMITTEE:</b>               | Council  |                 |           |
| <b>MEETING DATE AND TIME</b>    | 12 <sup>th</sup> June 2025<br>7.00pm   | <b>LOCATION</b> | Town Hall |
| <b>REPORT FROM</b>              | David McGifford – Chief Officer and<br>Serena Van Schepdael – Finance Manager/Responsible Financial Officer (RFO)  |                 |           |
| <b>AGENDA ITEM REPORT TITLE</b> | <b>8.2<br/>Annual Governance and Accountability Return (AGAR) 2024-2025</b>  |                 |           |
| <b>Background</b>               | <p>The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a statement of accounts for each financial year in accordance with proper practices.</p> <p>For Councils like Congleton Town Council with income or expenditure between £200,000 and £6.5 million per year (referred to as smaller authorities), an Annual Governance and Accountability Return (AGAR) must be completed each year and submitted to the relevant External Auditor under strict deadlines. The External Auditor is chosen by the Smaller Authorities' Audit Appointments Ltd (SAAA), the current External Auditors are PKF Littlejohn LLP, who have been procured to be the Auditors from 2022 to the year ending 2027.</p> <p>For 2024-2025, DCK Accounting Solutions Ltd produced Unaudited Financial Statements of accounts, these sit alongside the Annual Governance and Accountability Report (AGAR) and are not part of our year-end submission to the External Auditor. Unaudited Financial Accounts will be available to view on our website after approval of the AGAR, via this page <a href="https://congleton-tc.gov.uk/finance">Finance - Congleton Town Council (congleton-tc.gov.uk)</a></p> <p>For this return, the Accounting Statements have been provided that confirm the breakdown of the totals in each box on the AGAR.</p> |                 |           |
| <b>Updates</b>                  | <p>All documentation for the financial year ending 31<sup>st</sup> March 2025 must be received by the External Auditor by 30<sup>th</sup> June 2025. For submission, the AGAR must be approved and signed by the Council. The notice of public rights and sections 1 and 2 of the AGAR must be published on the Authority's website for public viewing after approval at Council, they must be published by 1<sup>st</sup> July 2025 and be available for 30 working days, the public viewing period must include the first 10 working days of July. Our public viewing dates are Wednesday 18<sup>th</sup> June to Tuesday 29<sup>th</sup> July 2025.</p> <p>The AGAR presented is for the Council to approve each below request separately: (See appendix):</p> <p><b>1.1 <u>Consider the statements in Section 1 and approve during the meeting.</u></b><br/>Members must consider each point in Section 1. During the year we are audited by our chosen Internal Auditor, who audits our financial systems and system of internal control.</p>   |                 |           |

|                           |   |
|---------------------------|---|
|                           | <p>1.2 <u>Approve the Financial Statements as signed off by the RFO.</u><br/> Our accounts are complete for the year ending 31<sup>st</sup> March 2025, resulting in the figures as signed off by the RFO on page 5 of the AGAR.</p> <p>1.3 Sign the form for submission.</p> |
| <b>Decision Requested</b> | <p>To approve:</p> <ol style="list-style-type: none"> <li>1. Section 1 of the AGAR: The Annual Governance Statement 2024-2025.</li> <li>2. Section 2 of the AGAR: The Accounting Statements 2024-2025.</li> </ol>   |

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

| Completion checklist – 'No' answers mean you may not have met requirements |  | Yes | No |
|--|--|-----|----|
| All sections   | Have all highlighted boxes have been completed?  |     |    |
|  | Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?                |     |    |
| Internal Audit Report  | Have all highlighted boxes been completed by the internal auditor and explanations provided?   |     |    |
| Section 1  | For any statement to which the response is 'no', has an explanation been published?  |     |    |
| Section 2  | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?  |     |    |
|  | Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?  |     |    |
|  | Has an explanation of significant variations been published where required?  |     |    |
|  | Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?   |     |    |
|  | Has an explanation of any difference between Box 7 and Box 8 been provided?  |     |    |
| Sections 1 and 2   | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested. |     |    |

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## CONGLETON TOWN COUNCIL

www.congleton-tc.gov.uk

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>   |     |     | ✓             |
| 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 <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> . | ✓   |     |               |
| N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .   | ✓   |     |               |

| O. (For local councils only)  | Yes | No | Not applicable |
|---|-----|----|----------------|
| 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

23/10/2024 05/02/2025 27/05/2025

A C Shepherd-Roberts

Signature of person who carried out the internal audit

Date 27/05/2025

\*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 2024/25

We acknowledge as the members of:

### CONGLETON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.congleton-tc.gov.uk

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2024/25 for

### CONGLETON TOWN COUNCIL

|   | Year ending           |                       | Notes and guidance  |
|---|-----------------------|-----------------------|---|
|   | 31 March<br>2024<br>£ | 31 March<br>2025<br>£ |   |
| 1. Balances brought forward                                 | 835,559               | 812,750               | 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                          | 1,068,179             | 1,182,221             | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts                                 | 814,774               | 851,267               | 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  | 1,069,056             | 1,103,790             | 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                     | 18,615                | 24,940                | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments                                   | 818,091               | 899,635               | 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                             | 812,750               | 817,873               | 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           | 884,354               | 908,035               | 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 | 2,929,224             | 2,938,644             | 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  | 327,373               | 317,659               | 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) |     |    | ✓   | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2025 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**



Date **4/06/2025**

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



## Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

CONGLETON TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

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 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2024/25

(Except for the matters reported 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 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. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

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 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



Rounding allowed

**Congleton Town Council**

**Working details for ANNUAL RETURN - Year ended 31 March 2025**

|                            | Last Year £    | This Year £    | Code   | Centre | Code Description              |
|----------------------------|----------------|----------------|--|--------|-------------------------------|
| 1                          | 241,636        | 287,256        | 310  |        | General Reserve               |
| 1                          | 239,669        | 117,845        | 320  |        | Capital Contingency Fund      |
| 1                          | 20,000         | 20,000         | 321  |        | EMR Elections                 |
| 1                          | 5,000          | 3,204          | 322  |        | EMR Business Recovery         |
| 1                          | 7,357          | 4,357          | 324  |        | EMR Crime Prevention/Tr Calm  |
| 1                          | 2,390          | 17,976         | 325  |        | EMR Committed Grants          |
| 1                          | 57,227         | 34,666         | 326  |        | EMR Congleton Partnership     |
| 1                          | 3,333          | 3,333          | 327  |        | EMR Covid 19                  |
| 1                          | 3,000          | 3,000          | 330  |        | EMR Ancient Treasures         |
| 1                          | 30,151         | 30,151         | 331  |        | EMR Web Site                  |
| 1                          | 6,000          | 6,000          | 333  |        | EMR Training                  |
| 1                          | -              | 3,163          | 336  |        | EMR Loan Repayments not paid  |
| 1                          | 24,012         | 24,012         | 337  |        | EMR Toilets                   |
| 1                          | 8,153          | 8,153          | 339  |        | EMR Public Realm              |
| 1                          | 46,406         | 46,406         | 340  |        | EMR Legal fees                |
| 1                          | 5,576          | 2,555          | 342  |        | EMR Tourism                   |
| 1                          | 5,000          | 5,000          | 343  |        | EMR Marketing                 |
| 1                          | 5,807          | 2,520          | 344  |        | EMR Congleton Neigh'hood Plan |
| 1                          | 5,000          | 5,000          | 346  |        | EMR Rotary Bonfire            |
| 1                          | 1,000          | 1,000          | 348  |        | EMR Civic                     |
| 1                          | 16,881         | 21,684         | 349  |        | EMR CIL                       |
| 1                          | 22,011         | -              | 351  |        | EMR Information Centre        |
| 1                          | 1,948          | -              | 353  |        | EMR Ukraine Support           |
| 1                          | 3,000          | 3,000          | 354  |        | EMR Carbon Offsetting         |
| 1                          | 75,000         | 162,468        | 355  |        | EMR Property Maintenance      |
| 1 Balances brought forward | <b>835,559</b> | <b>812,750</b> | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year. |        |                               |

|                                   | Last Year £      | This Year £      | Code  | Centre | Code Description |
|-----------------------------------|------------------|------------------|---|--------|------------------|
| 2                                 | 1,068,179        | 1,182,221        | 1176  | 101    | Precept          |
| 2 (+) Precept or Rates and Levies | <b>1,068,179</b> | <b>1,182,221</b> | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |        |                  |

|   | Last Year £ | This Year £ | Code | Centre | Code Description               |
|---|-------------|-------------|------|--------|--------------------------------|
| 3 | 4,500       | 4,500       | 1009 | 221    | Rent Rec'd - Museum Notional   |
| 3 | 1,533       | 1,533       | 1010 | 221    | Rent Received - 3rd Party      |
| 3 | 190         | 190         | 1010 | 241    | Rent Received - 3rd Party      |
| 3 | 26,517      | 26,517      | 1011 | 221    | Rent Received - Internal CTC   |
| 3 | 28,942      | 27,778      | 1013 | 221    | Letting Income - Grand Hall    |
| 3 | 3,102       | 5,415       | 1014 | 221    | Letting Income - Bridestones   |
| 3 | 9,065       | 5,101       | 1015 | 221    | Letting Income - Spencer Suite |
| 3 | 12,000      | 12,000      | 1016 | 221    | Letting Income - Brasserie     |
| 3 | 11,111      | 12,455      | 1021 | 221    | Letting Income - Internal      |
| 3 | 3,825       | 2,629       | 1022 | 221    | Letting Income - F&F           |
| 3 | 6,688       | 7,970       | 1023 | 221    | Commission - CP                |
| 3 | 2,117       | 3,350       | 1024 | 221    | Letting Income- Security       |
| 3 | 5,000       | -           | 1031 | 225    | CAB Reception Contribution     |
| 3 | 4,359       | 4,304       | 1035 | 221    | Service Charges - Brasserie    |
| 3 | 9,924       | 9,905       | 1036 | 321    | Tourism/Tribute Income         |
| 3 | 5,424       | 4,534       | 1037 | 221    | Service Charges- Other         |
| 3 | -           | 36          | 1040 | 280    | Plant recharges                |
| 3 | 82,781      | 82,569      | 1041 | 225    | Third Party Ticket sales       |
| 3 | 1,606       | 1,033       | 1042 | 225    | Books, Maps, Guides Sales      |
| 3 | 1,389       | 1,626       | 1043 | 225    | Souvenir Sales                 |
| 3 | 293         | 291         | 1044 | 225    | Stamp sales                    |
| 3 | 388         | 419         | 1045 | 225    | Photocopy sales                |
| 3 | 4,608       | 4,127       | 1046 | 225    | Local produce sales            |
| 3 | 362         | 218         | 1047 | 225    | Theatre gift cards             |
| 3 | 951         | 1,154       | 1048 | 225    | Food and Drink sales           |
| 3 | 215         | 77          | 1049 | 225    | CTC Merchandise                |
| 3 | 6,804       | 5,489       | 1051 | 221    | Catering Sales                 |
| 3 | 459,636     | 419,256     | 1165 | 280    | Dev'd Services inc CEC Gross   |
| 3 | 11,232      | 22,309      | 1167 | 280    | Streetscape external work      |
| 3 | 21,644      | -           | 1168 | 225    | CEC Support Grant VIC          |



|                            |                |                |   |                                  |
|----------------------------|----------------|----------------|---|----------------------------------|
| 3                          | 1,958          | 2,087          | 1170  | 305 Christmas Fayre Stall income |
| 3                          | 2,145          | 2,319          | 1171  | 305 Christmas Tree Income        |
| 3                          | -              | 15,000         | 1177  | 221 Grants Receivable - CEC      |
| 3                          | 13,500         | 18,000         | 1177  | 302 Grants Receivable - CEC      |
| 3                          | -              | 2,000          | 1177  | 305 Grants Receivable - CEC      |
| 3                          | -              | 1,082          | 1177  | 321 Grants Receivable - CEC      |
| 3                          | -              | 50,178         | 1179  | 221 Grants Receivable - Other    |
| 3                          | 919            | 16,222         | 1179  | 301 Grants Receivable - Other    |
| 3                          | -              | 1,000          | 1179  | 303 Grants Receivable - Other    |
| 3                          | 1,354          | 310            | 1180  | 215 Donations Received           |
| 3                          | 1,110          | 4,318          | 1180  | 301 Donations Received           |
| 3                          | 225            | -              | 1180  | 321 Donations Received           |
| 3                          | 40,042         | 44,044         | 1190  | 101 Interest Receivable          |
| 3                          | 125            | -              | 1195  | 215 Sponsorship income           |
| 3                          | 3,000          | 2,500          | 1195  | 305 Sponsorship income           |
| 3                          | 4,803          | 408            | 1199  | 101 Miscellaneous Income         |
| 3                          | 4,385          | 3,534          | 1199  | 215 Miscellaneous Income         |
| 3                          | 292            | 253            | 1199  | 221 Miscellaneous Income         |
| 3                          | 813            | 1,767          | 1199  | 280 Miscellaneous Income         |
| 3                          | 3,259          | -              | 1199  | 301 Miscellaneous Income         |
| 3                          | 400            | -              | 1199  | 302 Miscellaneous Income         |
| 3                          | 680            | -              | 1199  | 303 Miscellaneous Income         |
| 3                          | -              | 750            | 1199  | 305 Miscellaneous Income         |
| 3                          | 1,556          | 787            | 1199  | 321 Miscellaneous Income         |
| 3                          | 8,003          | 17,924         | 1299  | 108 Mayor's Fundraising-Income   |
| 3 (+) Total other receipts | <b>814,774</b> | <b>851,267</b> | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |                                  |

|                   | Last Year £      | This Year £      | Code  | Centre | Code Description           |
|-------------------|------------------|------------------|---|--------|----------------------------|
| 4                 | 206,374          | 228,697          | 4000  | 101    | Staff Costs (re-allocated) |
| 4                 | 18,814           | 13,612           | 4000  | 102    | Staff Costs (re-allocated) |
| 4                 | 19,667           | 17,510           | 4000  | 201    | Staff Costs (re-allocated) |
| 4                 | 72,740           | 79,033           | 4000  | 221    | Staff Costs (re-allocated) |
| 4                 | 54,476           | 60,692           | 4000  | 225    | Staff Costs (re-allocated) |
| 4                 | 560,632          | 579,942          | 4000  | 280    | Staff Costs (re-allocated) |
| 4                 | 19,912           | 15,884           | 4000  | 301    | Staff Costs (re-allocated) |
| 4                 | 116,441          | 106,522          | 4000  | 302    | Staff Costs (re-allocated) |
| 4                 | -                | 1,165            | 4000  | 305    | Staff Costs (re-allocated) |
| 4                 | -                | 733              | 4000  | 321    | Staff Costs (re-allocated) |
| 4                 | - 1,068,893      | - 1,103,905      | 4000  | 401    | Staff Costs (re-allocated) |
| 4                 | 834,800          | 858,106          | 4001  | 401    | Salaries & Wages           |
| 4                 | 67,950           | 80,980           | 4005  | 401    | Employers NIC              |
| 4                 | 166,143          | 164,819          | 4006  | 401    | Employers S/Ann            |
| 4 (-) Staff costs | <b>1,069,056</b> | <b>1,103,790</b> | 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. |        |                            |

|  | Last Year £   | This Year £   | Code   | Centre | Code Description           |
|--|---------------|---------------|--|--------|----------------------------|
| 5                                      | 15,525        | 15,226        | 4053   | 109    | Loan Interest Payable      |
| 5                                      | 3,090         | 9,714         | 4055   | 109    | Loan Capital Repaid - PWLB |
| 5 (-) Loan interest/capital repayments | <b>18,615</b> | <b>24,940</b> | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |        |                            |

|   | USE OF EMR | Last Year £ | This Year £ | USE OF EMR | Code | Centre | Code Description              |
|---|------------|-------------|-------------|------------|------|--------|-------------------------------|
| 6 |            | -           | 9           |            | 4007 | 101    | Travel & Subsistence/Expenses |
| 6 |            | 2,523       | 1,814       |            | 4008 | 101    | Training                      |
| 6 |            | 17,017      | 17,017      |            | 4013 | 101    | Rent Payable                  |
| 6 |            | 2,457       | 1,487       |            | 4020 | 101    | Miscellaneous Office Costs    |
| 6 |            | 2,760       | 3,084       |            | 4021 | 101    | Telephone/Fax/Internet        |
| 6 |            | 389         | 656         |            | 4022 | 101    | Postage                       |
| 6 |            | 2,667       | 1,642       |            | 4023 | 101    | Stationery & Printing         |
| 6 |            | 5,166       | 5,330       |            | 4024 | 101    | Subscriptions & Publications  |
| 6 |            | 12,912      | 12,920      |            | 4025 | 101    | Insurance                     |
| 6 |            | 20,395      | 22,960      |            | 4026 | 101    | Computer/IT Costs             |
| 6 |            | 1,643       | 1,594       |            | 4027 | 101    | Photocopy Charges             |
| 6 |            | 130         | 496         |            | 4030 | 101    | Recruitment Advertising       |
| 6 |            | 921         | 1,060       |            | 4051 | 101    | Bank Charges                  |
| 6 |            | 2,100       | 2,520       |            | 4061 | 101    | Audit Fees - External         |



|   |          |        |        |        |      |                                    |
|---|----------|--------|--------|--------|------|------------------------------------|
| 6 |          | 1,954  | 1,620  |        | 4062 | 101 Audit Fees - Internal          |
| 6 |          | 4,270  | 3,492  |        | 4063 | 101 Accountancy & Payroll support  |
| 6 |          | 2,749  | 6,221  |        | 4064 | 101 Legal & Professional fees      |
| 6 |          | 4,538  | 4,803  |        | 4066 | 101 HR & H&S Support               |
| 6 |          | -      | -      | 6,535  | 4951 | 101 Tfr From EMR                   |
| 6 | 4,803    | -      | -      |        | 4998 | 101 Tfr TO EMR                     |
| 6 | -        | 66,547 | 65,159 |        | 6000 | 101 Central Overheads Reallocated  |
| 6 |          | 543    | -      |        | 4008 | 102 Training                       |
| 6 |          | 123    | -      |        | 4023 | 102 Stationery & Printing          |
| 6 |          | 893    | 577    |        | 4033 | 102 Marketing/Promotions           |
| 6 |          | 7,942  | 7,521  |        | 4034 | 102 Council Newsletter             |
| 6 |          | 1,921  | 22,773 |        | 4035 | 102 Council Website                |
| 6 |          | 3,000  | 3,000  |        | 4201 | 102 Mayor's Allowance              |
| 6 |          | 5,963  | 6,600  |        | 4213 | 102 Civic Expenses/Events          |
| 6 |          | 80     | 230    |        | 4221 | 102 Civic Regalia                  |
| 6 |          | 6,513  | 8,377  |        | 4222 | 102 Hall & Room Hire               |
| 6 |          | 451    | 2,900  |        | 4225 | 102 Civic Artefacts and Treasures  |
| 6 |          | -      | -      | 21,821 | 4951 | 102 Tfr From EMR                   |
| 6 |          | 1,492  | 1,435  |        | 6000 | 102 Central Overheads Reallocated  |
| 6 |          | 11,216 | 13,636 |        | 4701 | 107 Grants - Permitted             |
| 6 |          | 3,511  | 3,700  |        | 4703 | 107 Grants - Subsidised Use        |
| 6 |          | 4,500  | 4,500  |        | 4708 | 107 Grant - Museum Notional Rent   |
| 6 |          | 16,000 | 16,000 |        | 4709 | 107 CCP Grant                      |
| 6 |          | 1,533  | 1,533  |        | 4710 | 107 Congleton Partnership Accom    |
| 6 |          | 10,000 | -      |        | 4711 | 107 Grant - CAB                    |
| 6 |          | -      | 305    |        | 4732 | 107 Grant - Church Clock Maint'ce  |
| 6 | 17,976   |        |        | 4,199  | 4925 | 107 Tfr to EMR Committed Grants    |
| 6 | - 1,948  |        | -      | 7,976  | 4951 | 107 Tfr From EMR                   |
| 6 | - 2,390  |        |        |        | 4975 | 107 Tfr from EMR Committed Grants  |
| 6 |          | 4,197  | 512    |        | 4297 | 108 Mayor's Fundraising Unspent    |
| 6 |          | 3,610  | 5,186  |        | 4298 | 108 Mayor's Fundraising-Donations  |
| 6 |          | 196    | 13,250 |        | 4299 | 108 Mayor's Fundraising-Expenses   |
| 6 |          | 9,642  | 1,275  |        | 4800 | 109 CAP - Christmas Lights         |
| 6 |          | 348    | 1,500  |        | 4802 | 109 CAP - Paddling Pool            |
| 6 |          | 5,401  | 4,543  |        | 4804 | 109 CAP - Streetscape Equipment    |
| 6 |          | 960    | 1,627  |        | 4806 | 109 CAP Office Equipment/computers |
| 6 |          | 5,349  | 1,947  |        | 4809 | 109 CAP - Town Hall Equipment      |
| 6 |          | 12,000 | -      |        | 4850 | 109 CAP - Town Hall Maintenance    |
| 6 | 5,000    |        |        | 5,000  | 4918 | 109 Tfr to Capital Equipment Fund  |
| 6 | 20,000   |        |        | 20,000 | 4920 | 109 Tfr to Cap Contingency Fund    |
| 6 | 3,163    |        |        | -      | 4936 | 109 Tfr to EMR Loan Rep't not made |
| 6 | - 5,401  |        | -      | 4,543  | 4968 | 109 Tfr from Cap Equipment Fund    |
| 6 | - 28,298 |        | -      | 6,349  | 4970 | 109 Tfr from Cap Contingency Fund  |
| 6 |          | -      | -      | 3,163  | 4986 | 109 Tfr from EMR Loan Repay'ts     |
| 6 |          | 464    | -      |        | 4008 | 201 Training                       |
| 6 |          | 250    | 302    |        | 4009 | 201 Protective Clothing\H & Safety |
| 6 |          | 4,800  | 5,092  |        | 4012 | 201 Water                          |
| 6 |          | 1,830  | 3,207  |        | 4014 | 201 Electricity                    |
| 6 |          | 3,645  | 3,951  |        | 4039 | 201 Pool Chemicals                 |
| 6 |          | 4,780  | 4,565  |        | 4041 | 201 Property Maintenance           |
| 6 |          | 13,125 | 13,424 |        | 4042 | 201 Grounds Maintenance            |
| 6 |          | 13,633 | 1,480  |        | 4162 | 201 General Expenditure            |
| 6 | - 13,125 |        | -      | 13,424 | 4951 | 201 Tfr From EMR                   |
| 6 |          | 2,594  | 2,304  |        | 6000 | 201 Central Overheads Reallocated  |
| 6 |          | 162    | 162    |        | 4011 | 215 Rates                          |
| 6 |          | 20,274 | 16,010 |        | 4162 | 215 General Expenditure            |
| 6 |          | 7,152  | 5,399  |        | 3020 | 221 Catering Supplies              |
| 6 |          | 2,224  | 2,678  |        | 3021 | 221 Security Supplies              |
| 6 |          | 838    | 196    |        | 4008 | 221 Training                       |
| 6 |          | 498    | 42     |        | 4009 | 221 Protective Clothing\H & Safety |
| 6 |          | 7,093  | 7,242  |        | 4010 | 221 Cleaners                       |
| 6 |          | 24,950 | 24,950 |        | 4011 | 221 Rates                          |
| 6 |          | 7,386  | 7,491  |        | 4012 | 221 Water                          |
| 6 |          | 33,866 | 27,403 |        | 4014 | 221 Electricity                    |
| 6 |          | 29,296 | 23,844 |        | 4015 | 221 Gas                            |
| 6 |          | 1,956  | 1,232  |        | 4016 | 221 Cleaning materials             |
| 6 |          | 2,598  | 2,786  |        | 4017 | 221 Refuse Disposal                |
| 6 |          | 1,858  | 1,421  |        | 4020 | 221 Miscellaneous Office Costs     |
| 6 |          | 11,298 | 11,305 |        | 4025 | 221 Insurance                      |
| 6 |          | 233    | 796    |        | 4033 | 221 Marketing/Promotions           |



|   |          |        |        |      |                                    |
|---|----------|--------|--------|------|------------------------------------|
| 6 |          | 8,031  | 7,993  | 4040 | 221 Maintenance Contracts          |
| 6 |          | 33,630 | 8,842  | 4041 | 221 Property Maintenance           |
| 6 |          | -      | 59,368 | 4065 | 221 Architects/Surveyors Fees      |
| 6 |          | 4,001  | 4,462  | 4068 | 221 Licences (incl PRS)            |
| 6 | - 12,532 | -      | -      | 4951 | 221 Tfr From EMR                   |
| 6 |          | -      | -      | 4998 | 221 Tfr TO EMR                     |
| 6 |          | 5,506  | 5,352  | 6000 | 221 Central Overheads Reallocated  |
| 6 |          | 5,416  | 185    | 3000 | 225 Stock at 1st April             |
| 6 |          | 74,065 | 83,697 | 3041 | 225 3rd party tickets resale       |
| 6 |          | 859    | 552    | 3042 | 225 Books, Maps, Guides resale     |
| 6 |          | 227    | 1,608  | 3043 | 225 Souvenirs for resale           |
| 6 |          | 256    | 223    | 3044 | 225 Stamps for resale              |
| 6 |          | 4,373  | 3,629  | 3046 | 225 Local produce for resale       |
| 6 |          | -      | 200    | 3047 | 225 Theatre gift cards for resale  |
| 6 |          | 532    | 750    | 3048 | 225 Food & Drink for resale        |
| 6 | -        | 4,796  | -      | 3999 | 225 Stock at 31st March            |
| 6 |          | 4,768  | 5,245  | 4011 | 225 Rates                          |
| 6 |          | 7,500  | 7,500  | 4013 | 225 Rent Payable                   |
| 6 |          | 1,628  | 1,996  | 4162 | 225 General Expenditure            |
| 6 | - 22,011 | -      | -      | 4951 | 225 Tfr From EMR                   |
| 6 |          | 4,061  | 4,337  | 6000 | 225 Central Overheads Reallocated  |
| 6 |          | 204    | 184    | 4012 | 241 Water                          |
| 6 |          | 764    | 311    | 4041 | 241 Property Maintenance           |
| 6 |          | 3,576  | 3,577  | 4010 | 263 Cleaners                       |
| 6 |          | 581    | -      | 4016 | 263 Cleaning materials             |
| 6 |          | -      | 169    | 4041 | 263 Property Maintenance           |
| 6 |          | 754    | 1,495  | 4162 | 263 General Expenditure            |
| 6 |          | 409    | 332    | 4014 | 270 Electricity                    |
| 6 |          | 3,602  | 9,989  | 3030 | 280 Purchases for recharging       |
| 6 |          | -      | 5,036  | 4004 | 280 Temporary and Casual Staff     |
| 6 |          | 591    | 1,337  | 4008 | 280 Training                       |
| 6 |          | 5,997  | 4,871  | 4009 | 280 Protective Clothing\H & Safety |
| 6 |          | 2,000  | 2,000  | 4013 | 280 Rent Payable                   |
| 6 |          | 5,763  | 3,355  | 4016 | 280 Cleaning materials             |
| 6 |          | 594    | 590    | 4021 | 280 Telephone/Fax/Internet         |
| 6 |          | 7,922  | 8,075  | 4025 | 280 Insurance                      |
| 6 |          | 529    | 1,037  | 4041 | 280 Property Maintenance           |
| 6 |          | 15,309 | 17,377 | 4043 | 280 Horticultural etc Supplies     |
| 6 |          | 14,865 | 7,974  | 4047 | 280 Vehicle Maintenance\Serv\MOT   |
| 6 |          | 16,940 | 14,091 | 4048 | 280 Vehicle Fuel & Oil             |
| 6 |          | 76,449 | 84,139 | 4049 | 280 Vehicle Rental charges         |
| 6 |          | 6,608  | 8,674  | 4050 | 280 Street cleansing/Fly Tipping   |
| 6 |          | 4,667  | 5,400  | 4162 | 280 General Expenditure            |
| 6 |          | -      | 24,637 | 4168 | 280 Other Expenditure              |
| 6 |          | -      | -      | 4951 | 280 Tfr From EMR                   |
| 6 |          | 42,216 | 41,220 | 6000 | 280 Central Overheads Reallocated  |
| 6 |          | 495    | 1,608  | 4162 | 300 General Expenditure            |
| 6 |          | 1,796  | 725    | 4168 | 300 Other Expenditure              |
| 6 | - 1,796  | -      | -      | 4951 | 300 Tfr From EMR                   |
| 6 |          | -      | 2,525  | 4168 | 301 Other Expenditure              |
| 6 |          | 1,041  | 1,040  | 4301 | 301 Congleton Partnership          |
| 6 |          | 26,809 | 19,488 | 4306 | 301 P/Ship - Regeneration Projects |
| 6 | 34,666   |        |        | 4926 | 301 Tfr to EMR Cong Partnership    |
| 6 | - 57,227 |        | -      | 4976 | 301 Tfr from EMR Cong Partnership  |
| 6 |          | 1,507  | 1,630  | 6000 | 301 Central Overheads Reallocated  |
| 6 |          | 11,812 | 19,688 | 4032 | 302 UKSPF                          |
| 6 |          | 3,213  | 1,554  | 4033 | 302 Marketing/Promotions           |
| 6 |          | -      | 3,735  | 4166 | 302 Green Initiatives              |
| 6 |          | 107    | -      | 4168 | 302 Other Expenditure              |
| 6 |          | -      | 1,091  | 4170 | 302 Campaign Expenditure           |
| 6 |          | -      | -      | 4934 | 302 Tfr to EMR Town Centre         |
| 6 |          | -      | -      | 4951 | 302 Tfr From EMR                   |
| 6 | 1,688    |        | -      | 4998 | 302 Tfr TO EMR                     |
| 6 |          | 9,171  | 8,881  | 6000 | 302 Central Overheads Reallocated  |
| 6 | -        | 4,163  | 863    | 4162 | 303 General Expenditure            |
| 6 |          | 12,547 | 10,426 | 4164 | 303 CCTV                           |
| 6 | - 3,000  | -      | -      | 4951 | 303 Tfr From EMR                   |
| 6 |          | 12,885 | 14,323 | 4171 | 305 Christmas Fayre                |
| 6 |          | 9,301  | 8,830  | 4172 | 305 Christmas Lights               |
| 6 |          | 4,975  | 14,428 | 4162 | 310 General Expenditure            |



|                          |          |                |                |          |  |
|--------------------------|----------|----------------|----------------|----------|--|
| 6                        | - 4,976  |                | - 14,428       | 4994     | 310 Tfr from EMR Neigh'hood plan   |
| 6                        |          | 7,945          | 10,736         | 4136     | 321 Tourism/Tribute Exp  |
| 6                        |          | 8,134          | 8,277          | 4162     | 321 General Expenditure  |
| 6                        |          | 3,270          | 3,635          | 4165     | 321 Projections  |
| 6                        |          | 2,718          | -              | 4166     | 321 Green Initiatives  |
| 6                        | - 5,000  |                | - 1,039        | 4951     | 321 Tfr From EMR   |
| 6                        | 1,979    |                | -              | 4998     | 321 Tfr TO EMR   |
| 6                        |          | 11,902         | 11,598         | 4705     | 351 grant - Luncheon Club  |
| 6 (-) All other payments | - 68,431 | <b>818,091</b> | <b>899,635</b> | - 51,394 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |

|                                | Last Year £    | This Year £    | Code | Centre | Code Description   |
|--------------------------------|----------------|----------------|------|--------|--|
| 7 (=) Balances carried forward | <b>812,750</b> | <b>817,873</b> |      |        | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)] |

|  | Last Year £    | This Year £    | Code | Centre | Code Description  |
|--|----------------|----------------|------|--------|---|
| 8  | 76,738         | 65,357         | 201  |        | RBS Current/I Access Acct   |
| 8  | 50,824         | 238,619        | 202  |        | RBS SIBA Account  |
| 8  | -              | 3,567          | 203  |        | Mayor's Charity No 1 (KW)   |
| 8  | 5,850          | 101            | 204  |        | Mayor's Charity No 2 (RM)   |
| 8  | 250,000        | 250,000        | 205  |        | Cambridge and Counties Bank   |
| 8  | 500,100        | 350,100        | 206  |        | CCLA Fund   |
| 8  | 10             | 141            | 210  |        | Petty Cash  |
| 8  | 100            | 100            | 215  |        | Cong Info Centre Cash Float   |
| 8  | 50             | 50             | 216  |        | Events Float  |
| 8  | 682            | -              | 216  |        | CIC   |
| 8 Total value of cash and short term investments | <b>884,354</b> | <b>908,035</b> |      |        | 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. |

|  | Last Year £      | This Year £      | Code | Centre | Code Description   |
|--|------------------|------------------|------|--------|--|
| 9  | 2,929,224        | 2,938,644        |      |        | Total Fixed Assets   |
| 9 Total fixed assets plus long term investments and assets | <b>2,929,224</b> | <b>2,938,644</b> |      |        | 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. |

|                     | Last Year £    | This Year £    | Code | Centre | Code Description   |
|---------------------|----------------|----------------|------|--------|--|
| 10                  | 327,373        | 317,659        |      |        | Total Borrowings   |
| 10 Total borrowings | <b>327,373</b> | <b>317,659</b> |      |        | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |