

18/12/2023

Rugeley Town Council 2023-24

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report - Town Council

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Income - TC								
1076 Precept	315,502	317,393	317,393	0			100.0%	
1090 Bank Interest	2,683	7,871	2,500	(5,371)			314.8%	
1565 Misc Sales	0	198	0	(198)			0.0%	
1595 CIL Funds	2,303	0	2,500	2,500			0.0%	
Income - TC :- Income	<u>320,488</u>	<u>325,462</u>	<u>322,393</u>	<u>(3,069)</u>			<u>101.0%</u>	<u>0</u>
Net Income	<u>320,488</u>	<u>325,462</u>	<u>322,393</u>	<u>(3,069)</u>				
6001 less Transfer to EMR	2,303	0						
Movement to/(from) Gen Reserve	<u>318,185</u>	<u>325,462</u>						
103 Staff Costs - TC								
4000 Salaries	75,077	49,421	81,885	32,464		32,464	60.4%	
4001 PAYE/NI	21,453	13,532	23,457	9,925		9,925	57.7%	
4010 Pension	29,769	18,424	31,400	12,976		12,976	58.7%	
Staff Costs - TC :- Indirect Expenditure	<u>126,298</u>	<u>81,376</u>	<u>136,742</u>	<u>55,366</u>	<u>0</u>	<u>55,366</u>	<u>59.5%</u>	<u>0</u>
Net Expenditure	<u>(126,298)</u>	<u>(81,376)</u>	<u>(136,742)</u>	<u>(55,366)</u>				
107 Administration - TC								
4020 Staff Training, Health&Safety	321	336	600	264		264	56.0%	
4021 Councillor Training	0	0	500	500		500	0.0%	
4025 Mileage	98	135	150	15		15	89.7%	
4070 Chairman's Allowance	500	500	500	0		0	100.0%	
4080 Stationery & Supplies	1,073	780	1,200	420		420	65.0%	
4081 Postage Costs	289	173	500	327		327	34.6%	
4082 Shredding Service	433	250	500	250		250	50.0%	
4090 Printer & Photocopy Costs	1,290	750	1,400	650		650	53.6%	
4095 Telephone & Broadband	728	422	900	478		478	46.8%	
4100 Miscellaneous	16	9	50	41		41	18.2%	
4101 Payroll Administration	887	564	1,000	436		436	56.4%	
4102 Newsletter	3,403	1,123	5,200	4,078		4,078	21.6%	
4120 IT & Website	4,919	3,890	5,100	1,210		1,210	76.3%	
4125 RBS Software	805	715	950	235		235	75.2%	
4130 External Audit	1,000	50	1,100	1,050		1,050	4.5%	
4131 Internal Audit	402	(88)	500	588		588	(17.6%)	
4135 Advertising	668	0	700	700		700	0.0%	
4150 Bank Charges	840	450	970	520		520	46.4%	
4160 Capital Expenditure	4,027	0	3,413	3,413		3,413	0.0%	
4170 Election Charges	0	0	500	500		500	0.0%	

Continued over page

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report - Town Council

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Insurance	3,898	3,944	3,800	(144)		(144)	103.8%	
4230 Public Relations	200	5	231	226		226	2.3%	
4250 Membership & Subscriptions	1,734	4,130	1,858	(2,272)		(2,272)	222.3%	
4515 Professional & Legal Fees	1,595	633	1,700	1,067		1,067	37.2%	
4560 Licence Fee	0	643	0	(643)		(643)	0.0%	
Administration - TC :- Indirect Expenditure	29,126	19,411	33,322	13,911	0	13,911	58.3%	0
Net Expenditure	(29,126)	(19,411)	(33,322)	(13,911)				
114 Premises & Maintenance - TC								
4160 Capital Expenditure	0	45,068	0	(45,068)		(45,068)	0.0%	35,000
4210 Repairs & Maintenance	3,987	1,257	5,549	4,292		4,292	22.7%	
4215 Intruder & Fire Alarms	516	1,719	1,539	(180)		(180)	111.7%	
4240 Rates	2,869	1,588	2,000	412		412	79.4%	
4260 Electricity	6,734	5,418	7,700	2,282		2,282	70.4%	
4265 Water	298	224	725	501		501	30.9%	
4560 Licence Fee	0	90	0	(90)		(90)	0.0%	
Premises & Maintenance - TC :- Indirect Expenditure	14,405	55,364	17,513	(37,851)	0	(37,851)	316.1%	35,000
Net Expenditure	(14,405)	(55,364)	(17,513)	37,851				
6000 plus Transfer from EMR	3,208	35,000						
Movement to/(from) Gen Reserve	(11,197)	(20,364)						
121 Other Costs - TC								
4025 Mileage	0	25	0	(25)		(25)	0.0%	
4080 Stationery & Supplies	0	85	0	(85)		(85)	0.0%	
4081 Postage Costs	0	30	0	(30)		(30)	0.0%	
4100 Miscellaneous	0	40	0	(40)		(40)	0.0%	
4170 Election Charges	0	1,707	0	(1,707)		(1,707)	0.0%	
4180 Grants	3,999	0	4,000	4,000		4,000	0.0%	
4185 Neighbourhood Plan Costs	0	0	85	85		85	0.0%	
4525 Catering & Refreshments	0	25	0	(25)		(25)	0.0%	
Other Costs - TC :- Indirect Expenditure	3,999	1,911	4,085	2,174	0	2,174	46.8%	0
Net Expenditure	(3,999)	(1,911)	(4,085)	(2,174)				
Grand Totals:- Income	320,488	325,462	322,393	(3,069)			101.0%	
Expenditure	173,828	158,063	191,662	33,599	0	33,599	82.5%	
Net Income over Expenditure	146,660	167,399	130,731	(36,668)				
plus Transfer from EMR	3,208	35,000						
less Transfer to EMR	2,303	0						
Movement to/(from) Gen Reserve	147,565	202,399						

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank	30/11/2023		133,784.85
Unity Trust Bank	30/11/2023		3,085.10
			<u>136,869.95</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
16/11/2023 827&835	Petty Cash - RT		0.05
			<u>0.05</u>
			136,869.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	<u>0.00</u>
			136,869.90
		Balance per Cash Book is :-	136,869.90
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Rugeley Town Council
Administration Office
Rugeley Town Council
Rugeley
WS15 2AA

Your Account

BUSINESS EXTRA

01 November 2023 to 30 November 2023

Money In	£10,852.20	Balance on 01 November 2023	£178,989.85
Money Out	£54,833.20	Balance on 30 November 2023	£133,784.85

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Nov 23	TICKETSOURCE LTD TICKETSOURCE	BGC	1,224.00		178,989.85
01 Nov 23	COOPERS WASTE MAN	DD		168.60	178,821.25
03 Nov 23	MCBC UK LIMITED 0003050818	DD		1,149.40	177,671.85
03 Nov 23	500248	DEP	50.00		177,721.85
03 Nov 23	500249	DEP	854.55		178,576.40
03 Nov 23	500250	DEP	616.25		179,192.65
06 Nov 23	SHIRLEY RK 10684	FPI	255.00		179,447.65
06 Nov 23	BLUEPRINT DESIGNS 10700	FPI	42.00		179,489.65
06 Nov 23	THEATRICKS STAGE SC THEATRICKS	FPI	47.70		179,537.35
06 Nov 23	TWINKLETOES DANCE TTA001	FPI	49.44		179,586.79
06 Nov 23	SUMUP PAYMENTS ACC MCP PID379485	FPI	211.31		179,798.10
07 Nov 23	HIGGINBOTHAM LA 10710 HIGGIN MUSIC	FPI	12.14		179,810.24
08 Nov 23	000825	CHQ		777.00	179,033.24
08 Nov 23	TICKETSOURCE LTD TICKETSOURCE	FPI	342.00		179,375.24
10 Nov 23	LICHFIELD CATHEDRA LCS AUTOPAY	FPI	1,707.50		181,082.74
10 Nov 23	000827	PAY		85.00	180,997.74

(Continued on next page)

BUSINESS EXTRA

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
13 Nov 23	CHRISTINA GIBBONS MILES HUNT SHOW	FPI	30.00		181,027.74
13 Nov 23	P JOHNSON 10712	FPI	30.00		181,057.74
13 Nov 23	SCC COUNTY FUND STAFFSCC	BGC	203.60		181,261.34
13 Nov 23	CANNOCK CHASE DC 0003046	BGC	1,890.83		183,152.17
13 Nov 23	KING OF TUNES LTD INVOICE	FPI	326.00		183,478.17
13 Nov 23	D JONES 10699	FPI	63.00		183,541.17
13 Nov 23	JASON REYNOLDS INVOICE	FPI	30.00		183,571.17
13 Nov 23	SUMUP PAYMENTS ACC MCP	FPI	445.43		184,016.60
13 Nov 23	J KOLMER 10713 DE001	FPI	30.00		184,046.60
14 Nov 23	MAINSTREAM DIGITAL	DD		197.62	183,848.98
14 Nov 23	000831	CHQ		4,500.00	179,348.98
14 Nov 23	E RUGELEY MUSICAL RMTc	FPI	105.00		179,453.98
16 Nov 23	STAFFORDSHIRE SOUT INV	FPI	76.00		179,529.98
16 Nov 23	COOK-DEAKIN ELEANO 10579	FPI	601.00		180,130.98
16 Nov 23	000835	PAY		15.86	180,115.12
16 Nov 23	000832	PAY		52.49	180,062.63
16 Nov 23	000833	PAY		195.92	179,866.71
17 Nov 23	WEIGHT WATCHERS UK UN	BGC	170.00		180,036.71
17 Nov 23	HMRC PAYE/NIC CUMB	BP		5,034.83	175,001.88
17 Nov 23	MR MARTIN PARTON	BP			
17 Nov 23	MRS K DECKX	BP			
17 Nov 23	MISS L HARRIS	BP			

(Continued on next page)

BUSINESS EXTRA

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
17 Nov 23	MS LAURIE JOHNSON	BP			
17 Nov 23	GEMMA SQUIRE	BP			
17 Nov 23	LGPS PENSION FUND	BP		5,580.97	162,520.17
17 Nov 23	SIMPLY SHRED LIMIT	BP		60.00	162,460.17
17 Nov 23	SLCC	BP		186.00	162,274.17
17 Nov 23	PPL	BP		131.12	162,143.05
17 Nov 23	RENTOKIL INITIAL U	BP		136.07	162,006.98
17 Nov 23	PEAK CASHFLOW LTD	BP		159.00	161,847.98
17 Nov 23	MS S BIRD	BP			
17 Nov 23	CANNOCK CHASE COUN	BP		521.25	
17 Nov 23	MRS A MANTLE	BP			
17 Nov 23	AMAZON PAYMENT UK	BP		685.17	156,079.85
17 Nov 23	W E POINTON & SONS	BP		185.81	155,894.04
17 Nov 23	GATOR EVENTS LTD	BP		360.00	155,534.04
17 Nov 23	NEHANDA FERGUSON	BP		60.00	155,474.04
17 Nov 23	THE BEER AND GAS M	BP		54.00	155,420.04
17 Nov 23	MASTIHARI VILLAGE	BP		622.00	154,798.04
17 Nov 23	JONATHON WYLIE	BP			
17 Nov 23	MR JORDAN KRAUSE	BP			
17 Nov 23	TREEWAY FENCING LT	BP		885.00	
17 Nov 23	TOBY LEWIS	BP			
17 Nov 23	KEVAN WOOD	BP		25.00	152,648.00

(Continued on next page)

BUSINESS EXTRA

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
17 Nov 23	MRS SUSAN BUXTON	BP			
17 Nov 23	MELANIE MATTHEWS	BP			
17 Nov 23	UNICO	BP		82.80	149,303.39
17 Nov 23	BREAKTHROUGH COMMU	BP		2,396.40	146,906.99
17 Nov 23	MRS H G BODEN	BP		395.00	146,511.99
17 Nov 23	ANTHONY COLES	BP		400.00	146,111.99
17 Nov 23	HOLKER NETWORK SOL	BP		36.00	146,075.99
17 Nov 23	CANNOCK PRINT	BP		138.00	145,937.99
17 Nov 23	CREATIVE PERFORMAN 10722	FPI	212.50		146,150.49
20 Nov 23	CANNOCK CHASE DIST 01	DD		786.00	145,364.49
20 Nov 23	SERVICE CHARGES REF :	PAY		39.00	145,325.49
20 Nov 23	SUMUP PAYMENTS ACC MCP	FPI	327.15		145,652.64
22 Nov 23	GBS MPFT	BGC	408.00		146,060.64
22 Nov 23	WATER PLUS	DD		51.13	146,009.51
22 Nov 23	000829	CHQ		10.00	145,999.51
22 Nov 23	NON STOP KIDS ENTE	FPI	30.00		146,029.51
23 Nov 23	ARCO BUILDING SERV	FPO		7,498.70	138,530.81
23 Nov 23	HOLKER NETWORK SOL	FPO		1,138.45	137,392.36
24 Nov 23	ENGIE POWER	DD		3,471.85	133,920.51
28 Nov 23	SCC COUNTY FUND STAFFSCC	BGC	284.80		134,205.31
28 Nov 23	GOCARDLESS HOLKERIT- 7MYZFRV94	DD		597.46	133,607.85
28 Nov 23	P SPARKES SELECTION E	FPI	147.00		133,754.85

(Continued on next page)

BUSINESS EXTRA

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
29 Nov 23	PAYEE BRYAN 10670	FPI	30.00		133,784.85

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

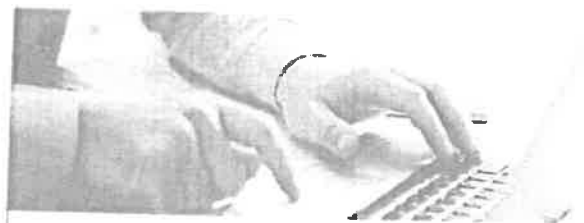
Rugeley Town Council
Rugeley Rose Theatre
Taylors Lane
Rugeley
WS15 2AA

Date: 30/11/2023

Account Name: Rugeley Town Council

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.

Your arranged overdraft limit is £0.00



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: unity.co.uk

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/10/2023		Balance brought forward	£0.00	£0.00	£2,835.10
16/11/2023	Credit	Jonathan Corbett	£0.00	£50.00	£2,885.10
17/11/2023	Credit	The Station Leisur	£0.00	£50.00	£2,935.10
17/11/2023	Credit	Hames Sweet Station LTD	£0.00	£50.00	£2,985.10

Page number 1 of 3

Statement number 058

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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INVESTORS IN PEOPLE
We Invest in people. Gold



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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
21/11/2023	Credit	STEVES SUPERWHIP	£0.00	£50.00	£3,035.10
22/11/2023	Credit	GILLMAN PE	£0.00	£50.00	£3,085.10

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
 Unity Trust Bank is entered in the Financial Services Register under number 204670.
 Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
 Registered in England and Wales no. 1713124.
 Calls may be monitored and recorded for training, quality and security purposes.
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INVESTORS IN PEOPLE
We invest in people. Gold



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**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 2 - Deposit A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector DepositFund	30/11/2023		285,174.80
			<u>285,174.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			285,174.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			285,174.80
		Balance per Cash Book is :-	285,174.80
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Monthly statement and valuation

Rugeley Town Council
Red Rose Theatre
Taylors Lane
RUGELEY
WS15 2AA

1 December 2023

Please find enclosed a statement of your account covering the period 31 October 2023 to 30 November 2023. This statement shows the value of your investments as at 30 November 2023.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this letter) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

Account summary

Total valuation as at 30 November 2023	£285,174.80
Total valuation as at last statement at 31 October 2023	£283,876.49
Total income during the period	£1,298.31

Holdings as at 30 November 2023

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4	285,174.8000	£1.00	£285,174.80
			Total value
			£285,174.80

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Transactions for the period from 31 October 2023 to 30 November 2023

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
01/11/2023	Distribution Reinvestment	1,298.3100	£1.0000	£1,298.31

The average Fund yield for this period was 2.43% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Nov 2023	02/11/2023	Reinvestment	£1,298.31	

Date and method description error in Income table

Following the migration of our transfer agency function to FNZ, there are some errors in the Income table. These errors relate to those income entries that occurred prior to the migration (20/11/2023).

The "date paid" for reinvestments and transfers is incorrect.

For reinvestments - the correct date is shown in the transactions table.

For transfers - the correct date will be shown on that account's transaction table.

The "method" description is incorrect for any transfers made to other accounts. These are shown as "reinvestment" - however the "destination field" is correct and will show the account the money was paid to.

We apologise for any confusion this may cause. If you have any questions or would like any clarification, please contact our Client Services team.

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 3 - Petty Cash - TC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Town Council	30/11/2023		100.00
			<u>100.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			100.00
		Balance per Cash Book is :-	100.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 4 - Petty Cash - RT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Rose Theatre	30/11/2023		200.00
			<u>200.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 5 - Petty Cash - Coffee Bar

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Coffee Bar	30/11/2023		50.00
			<u>50.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			50.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			50.00
		Balance per Cash Book is :-	50.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 94.1

18/12/2023

Rugeley Town Council 2023-24

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report - Rose Theatre

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Income - RT								
1080 Grants / Donations Received	0	1	0	(1)			0.0%	
1500 Bar Sales	19,080	12,537	17,704	5,167			70.8%	
1505 Coffee Bar Sales	554	540	560	20			96.4%	
1512 Pop up / Drive in Cinema	1,872	1,585	1,750	165			90.6%	
1515 Pantomime	10,269	0	11,500	11,500			0.0%	
1530 Commercial Hire	31,239	27,702	36,257	8,555			76.4%	
1540 Private Hire	225	315	2,000	1,685			15.8%	
1545 PRS Tariff	723	248	1,000	752			24.8%	
1550 Tech Hire	5,205	4,978	6,200	1,223			80.3%	
1551 Stage Ext/Mic/Projector Hire	2,063	1,481	3,300	1,819			44.9%	
1555 Ticket Sales	21,489	5,372	27,000	21,628			19.9%	
1560 Fringe Festival Fundraising	0	0	188	188			0.0%	
Income - RT :- Income	92,718	54,759	107,459	52,700			51.0%	0
Net Income	92,718	54,759	107,459	52,700				
203 Staff Costs - RT								
1590 Catering	0	(24)	0	24			0.0%	
Staff Costs - RT :- Income	0	(24)	0	24				0
4000 Salaries	50,067	36,515	52,121	15,606	15,606		70.1%	
4001 PAYE/NI	14,299	10,691	14,950	4,259	4,259		71.5%	
4005 Casual Wages & Retainer	10,345	9,131	12,200	3,069	3,069		74.8%	
4010 Pension	19,303	13,748	19,527	5,779	5,779		70.4%	
4025 Mileage	0	39	0	(39)	(39)		0.0%	
4080 Stationery & Supplies	0	31	0	(31)	(31)		0.0%	
Staff Costs - RT :- Indirect Expenditure	94,014	70,154	98,798	28,644	0	28,644	71.0%	0
Net Income over Expenditure	(94,014)	(70,179)	(98,798)	(28,619)				
204 Administration - RT								
4020 Staff Training, Health&Safety	135	0	460	460	460		0.0%	
4080 Stationery & Supplies	1,467	760	1,535	775	775		49.5%	
4081 Postage Costs	11	24	90	66	66		26.7%	
4082 Shredding Service	217	100	300	200	200		33.4%	
4090 Printer & Photocopy Costs	35	27	150	123	123		17.8%	
4095 Telephone & Broadband	681	422	1,000	578	578		42.2%	
4101 Payroll Administration	75	75	89	14	14		84.3%	
4120 IT & Website	312	80	400	320	320		20.1%	
4135 Advertising	50	0	200	200	200		0.0%	

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report - Rose Theatre

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160 Capital Expenditure	2,009	949	550	(399)		(399)	172.5%	
4210 Repairs & Maintenance	0	59	0	(59)		(59)	0.0%	
4217 Window Cleaning	275	125	330	205		205	37.9%	
4515 Professional & Legal Fees	0	633	0	(633)		(633)	0.0%	
Administration - RT :- Indirect Expenditure	<u>5,266</u>	<u>3,254</u>	<u>5,104</u>	<u>1,850</u>	<u>0</u>	<u>1,850</u>	<u>63.8%</u>	<u>0</u>
Net Expenditure	(5,266)	(3,254)	(5,104)	(1,850)				
212 Premises & Maintenance - RT								
4160 Capital Expenditure	0	45,068	0	(45,068)		(45,068)	0.0%	35,000
4210 Repairs & Maintenance	12,996	69,983	18,880	(51,103)		(51,103)	370.7%	97,227
4215 Intruder & Fire Alarms	541	560	2,650	2,090		2,090	21.1%	
4216 Waste Collection	2,085	1,332	3,300	1,968		1,968	40.4%	
4240 Rates	8,608	4,763	6,000	1,237		1,237	79.4%	
4260 Electricity	20,202	16,253	23,200	6,947		6,947	70.1%	
4265 Water	895	480	1,845	1,365		1,365	26.0%	
4560 Licence Fee	0	90	0	(90)		(90)	0.0%	
Premises & Maintenance - RT :- Indirect Expenditure	<u>45,327</u>	<u>138,529</u>	<u>55,875</u>	<u>(82,654)</u>	<u>0</u>	<u>(82,654)</u>	<u>247.9%</u>	<u>132,227</u>
Net Expenditure	(45,327)	(138,529)	(55,875)	82,654				
6000 plus Transfer from EMR	3,208	132,227						
Movement to/(from) Gen Reserve	(42,119)	(6,301)						
251 Other Costs - RT								
4080 Stationery & Supplies	0	420	0	(420)		(420)	0.0%	
4081 Postage Costs	0	1	0	(1)		(1)	0.0%	
4210 Repairs & Maintenance	0	1,785	0	(1,785)		(1,785)	0.0%	
.250 Membership & Subscriptions	0	157	0	(157)		(157)	0.0%	
4520 Bar Purchases	7,594	4,389	7,500	3,111		3,111	58.5%	
4525 Catering & Refreshments	1,892	227	1,500	1,273		1,273	15.1%	
4530 SumUp Transaction Fee	214	132	0	(132)		(132)	0.0%	
4531 Pop up Cinema	1,219	194	1,560	1,366		1,366	12.4%	
4535 Pantomime	9,024	10,794	11,032	238		238	97.8%	
4540 Stocktake	270	0	293	293		293	0.0%	
4545 Tech Room	34	325	307	(18)		(18)	105.9%	
4560 Licence Fee	0	5	0	(5)		(5)	0.0%	
4570 Marriage,Music,PremisesLicence	1,550	699	1,564	865		865	44.7%	
4575 Reimbursement of Ticket Sales	19,190	2,749	25,000	22,252		22,252	11.0%	
4580 Rugeley Fringe Festival	0	0	3,000	3,000		3,000	0.0%	
4585 Arts Cnl Grant Expenditure	153	90	0	(90)		(90)	0.0%	
Other Costs - RT :- Indirect Expenditure	<u>41,138</u>	<u>21,967</u>	<u>51,756</u>	<u>29,789</u>	<u>0</u>	<u>29,789</u>	<u>42.4%</u>	<u>0</u>
Net Expenditure	(41,138)	(21,967)	(51,756)	(29,789)				

Continued over page

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Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report - Rose Theatre

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	92,718	54,735	107,459	52,724			50.9%	
Expenditure	185,745	233,904	211,533	(22,371)	0	(22,371)	110.6%	
Net Income over Expenditure	(93,027)	(179,169)	(104,074)	75,095				
plus Transfer from EMR	3,208	132,227						
Movement to/(from) Gen Reserve	(89,819)	(46,942)						

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report - Community

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Community Engagement								
1080 Grants / Donations Received	685	118	1,000	882			11.8%	
1095 Rugeley's Big Celebration	599	0	0	0			0.0%	
1110 Christmas Market Income	1,730	402	1,750	1,348			23.0%	
1115 Artisan Market Income	5,229	1,655	5,000	3,345			33.1%	
1116 Car Boot Income	0	134	0	(134)			0.0%	
1595 CIL Funds	0	1,891	0	(1,891)			0.0%	1,891
Community Engagement :- Income	8,243	4,199	7,750	3,551			54.2%	1,891
4026 Big Celebration/Mindful Garden	29,329	0	0	0		0	0.0%	
4030 Charter Fair	0	2,824	3,000	176		176	94.1%	
4045 King's Coronation Event	0	8,471	8,000	(471)		(471)	105.9%	
4050 Remembrance Events	1,074	0	1,100	1,100		1,100	0.0%	
4052 Community Projects	0	785	0	(785)		(785)	0.0%	
4060 Christmas Lights Costs	50,408	20,211	50,000	29,789		29,789	40.4%	
4061 Christmas Events	10,097	1,577	10,100	8,523		8,523	15.6%	
4065 Artisan Market Costs	5,652	2,315	5,000	2,686		2,686	46.3%	
4190 Donations	6,029	0	0	0		0	0.0%	
4196 Community Initiatives	1,182	34	2,450	2,416		2,416	1.4%	
Community Engagement :- Indirect Expenditure	103,770	36,217	79,650	43,433	0	43,433	45.5%	0
Net Income over Expenditure	(95,528)	(32,018)	(71,900)	(39,882)				
6000 plus Transfer from EMR	18,000	0						
6001 less Transfer to EMR	0	1,891						
Movement to/(from) Gen Reserve	(77,528)	(33,909)						
Grand Totals:- Income	8,243	4,199	7,750	3,551			54.2%	
Expenditure	103,770	36,217	79,650	43,433	0	43,433	45.5%	
Net Income over Expenditure	(95,528)	(32,018)	(71,900)	(39,882)				
plus Transfer from EMR	18,000	0						
less Transfer to EMR	0	1,891						
Movement to/(from) Gen Reserve	(77,528)	(33,909)						

Finance and Management Committee – Wednesday 20th December

Finance Report

Item 94.2 – Internal Audit

Please see attached the interim audit that took place on 16th November. Sandie Morris, the person who conducted the audit has asked if councillors would prefer an informal meeting to explain her report?

Item 94.3 – AGAR

Please see attached. AGAR is being presented to council now as it hasn't been presented before due to a delay in getting the report due to changes in staff.

Item 94.4 – VAT

As you are aware, I have been working closely with HMRC to start to correct out VAT returns. The main problem I am having is that the person I have to correspond with Ms Berry, doesn't understand councils and how we run services. Firstly where I, not Kate had put VAT onto markets which she said should have been exempt. I presented my case backed with guidance from direct gov website and got it overturned. Next she wanted to know why we weren't doing partial exemptions each quarter and the name who authorised that. I then got this overturned that we are actually under special section 33, meaning we don't have to do calculations until the end of the year. Finally she then wanted me to do business, non-business calculations which I thought was strange as that went out of practice in 2011. However, not to seem that I am constantly going against HMRC, I provided the calculations along with re enforcement that we want to support them and that a council meeting was happening to give me a dedicated day to work on VAT. This seemed to go down better as the reply was thank you and now agree with my original email that we are not within the limits of partial exemption for this quarter. All that is left to attribute the correction to the return. I am awaiting on HMRC to give guidance how I go about this as this as I have never done or been taught how to. Once I have completed this step, they will make any repayment if required and I will then go through the next quarter in the same manner.

Now that I have more understanding of what HMRC are going to require from me, I feel now is a good opportunity to get some support from a VAT expert. We have 2 to choose from:

1. Chris Leng, retired from HMRC 6 years ago where he was employed as Regional Partial Exemption Expert. His role was to simplify partial exemption and train finance employees around the guidance. Most recently, he has worked with Hednesford Town Council when they also had issues with VAT partial exemption. I have spoken to Chris and he is willing to come and support. He has presented to come into offices, look over the information in person, advice how to deal with HMRC going forward, train myself and Sue on partial exemption within councils and how we should be proceeding with VAT going forward if we are over limitations. He charged Hednesford £200 (£50 per hour) and believes a maximum of £250 would be required for RTC.
2. Sue has a very good connection Dains Accountants where Terri Bruce comes highly recommended as a VAT & customs partner. I have spoken to Terri and she feels coming in person for 3 hours to understand our situation and advice would be enough. She charges £360 p/h so initial cost would be £1000 and any other subsequent advice needed.

With the information given above, I would like to propose we use Chris Leng, as he has formulated a solid plan, has worked with council VAT before and the cost.

94.5 IT Support and Software

We are currently using Holker IT for our IT support where we have many issues arising and invoices increasing in price. We are currently in a rolling contract for IT support, Microsoft licences and software. Some of the issues are:

- All machines are unmanned, meaning they don't link to each other and set up as personal computers not business.
- Backups are only done off finance computer so only the joint shared drive is being backed up not individual desktops. Our onedrive folders which are only backed to Microsoft for 30 days. Furthermore backups are only done if finance computer is left on constantly and are only done once per week day.
- The security of the system is also personal use and is vulnerable to cyber-attack. Sue has asked why this is the case and we have been told we will be charged more to have enhanced protection even though they agreed our protection is for personal use only.
- Staff can't do day to day tasks due to the permissions being taken away. Therefore we can't change passwords, a risk when staff leave that passwords should be changed straight away and haven't been. Emails groups are also set up by Holker but as everyone is well aware they never get set up correctly even though information is given multiple times. I can't upgrade my finance software, I had to wait 2 days to be able to use software again.
- Tickets get raised but then we have to have a call to confirm what we are asking then they still struggle to complete. They have been trying for 3 weeks now to give me remote access and still haven't been able to work it out.
- We have emailed and spoke to Holker at least 4 times to say we need 6 Microsoft business standard licences and 19 exchange licences and the last email to confirm they now have done that, the amounts were wrong.

We have spoken to Holker and 2 other suppliers and they are all in agreement that there's a substantial amount of work to be done to get the system running how we require. Please see quotations at the end of this report, where migration costs are included. I recommend from conversations, pricing, complete package services and that Sue Buxton has used them in business before, that Blue Footprint is the best option.

94.6 Telephones and Broadband

We are currently using Mainstream for our phones and broadband. Our phone contract was due to renew on a one year contract in December, however I have managed to get an extension on our current contract until 17th January so we can make an informed decision how to proceed. Also speaking to suppliers, they require 2 weeks to transfer numbers etc. Our broadband is in contract until November 2024. Our phone problems include that our desk phones are 9 years old and can no longer be serviced or replaced as Panasonic haven't traded with the UK market for 2 years now. Our lines keep cutting out, Mainstream say its Holker's problem and vice versa. Also, we when we are on phone calls, the line to us seems dead however the other person can still hear us. Furthermore, our voicemail doesn't even give time and date to when the message was left. Lastly, we are having to give personal mobile numbers out at events which is causing office staff to have out of hours calls and use their personal mobiles when working events. To address this I have looking at VoIP systems

so an app can be used on phones so when someone dials the council line it can be diverted to our apps when on events. This will also support the theatre team when they need to move around the building while on a phone call.

Please see quotation at the end of this report, although HiHi are offering to buy out our broadband I feel they might be too much of a risk being a 7 year contract and some feedback I have received. Also if Blue Footprint take over our IT, they have incorporated in their costs re wiring for broadband issues. Therefore I feel 8 x 8 would be my recommendation, for cost and fulfilling all our requirements.

94.7 Finance System

Our current supplier is Rialtas who we need to give 6 months notice to leave. If we leave we own the software, therefore will continue to have read only access to all our previous years accounts forever. Our problems with the software are:

- Not compliant of making tax digital rules if organisation is partially exempt
- Can't rename codes, they are hardcoded. For example Rugeley Big Celebration code has been used for Charter Fair and Kings Coronation as can't be changed, this is not good practice.
- Can't attach files such as invoices
- Can't drill down into finance data. For example: can't see what an invoice has been costed to or the VAT applied once on the system.
- Software isn't cloud based so we can only use it on the finance computer not remotely. Also as it isn't cloud based we have to back up to a USB. Laurie has to sit at finance computer to input invoices, she can't use her own computer.
- There are additional charges for training and year end closure
- Once an invoice is on the system it can't be changed to correct mistakes, add discounts or credits.
- Other systems are set up for payment authorisation from councillors which Rialtas is not.

Please see quotations at the end of this report. Having had demos and spoken at the SLCC agm for recommendations, I believe Scribe will be the best option. I understand the cost but the training to all staff/ councillors and extras we will have justify the cost. For example the system does our Agar for us pretty much, by pressing a button it gives a report and tells us what figure to put in which box. Also we can have councillor access where when a councillor logs in they can see payments awaiting authorisation and the invoice, ready to tick to approve. Therefore, councillors wouldn't be required to come into the office to physically sign which prevents some councillors being able to authorise. Finally they will transfer all our data across in the initial set up cost. If this isn't an option due to cost, then I would next recommend quickbooks as it is a full accounts system and I have previously used it. The only drawbacks are that it isn't designed for councils, it's for businesses in general and they won't be able to support migrating data.

94.8 Shredding

We currently have 3 shredding cupboards where Simply Shred come in on a monthly basis to collect shredding bags. This system does work fine, however as bags are barely a quarter full, the cost is excessive in my opinion. I have spoken to ICO and had it confirmed that we are allowed to use industrial shredders that are P4 or above. The initial outlay will be around 10 months of shredding with Simply Shred. As a team we believe, we need one large shredder for the council offices and one medium size for the Theatre. The theatre we believe need a separate shredder as they regularly

work on weekends and evenings, where the council shredder wouldn't be available. Also if one breaks we have a backup. Please see quotations, I recommend we buy the 2 rexel shredders from Espo with the GDPR approval. Espo are now a supplier we are using for supplies, which we are finding reliable and cheaper than amazon and Galleon. These models can also have yearly services to maintain performance. As the shredding will be cut to a size for GDPR, we can dispose in ordinary recycling bins. My suggestion is that we give to a local charity or school to be used for bedding/ litter trays for animals as I know this has been organised with other businesses before and aids community projects.

94.9 Direct Debit for Payroll

I have recently found out that we are set up for quarterly payments for PAYE and NIC, whereas we actually been paying monthly. HMRC actually owe us £4331.27 due to new staff tax corrections. This now proves hard to know what we actually should be paying HMRC and when. I have been on government gateway last month to investigate and it doesn't appear to be coming off our bills. Therefore I would like to propose that we have a monthly direct debit so HMRC calculates this on our behalf and only takes what is needed. Our payroll company should be making these corrections but I have had no response from my emails so feel this is the best course of action. To change to direct debit is an online form. To propose this is to be completed.

Melanie Matthews – Responsible Finance Officer



Item 94.2

Black Rose Solutions Limited

4th December 2023

Dear :

Rugeley Town Council – Interim Internal Audit 2023/24

I confirm that I have carried out an examination of your accounts and procedures, in line with the Practitioners Guide 2023 and in accordance with the requirements of the Accounts and Audit Regulations 2015. (See additional note on next page about the role of internal audit.)

I can state that I found no material errors, omissions or irregularities in your financial records, with the exception of the reclaim of Input VAT attributable to exempt activities, which is being corrected – see detailed note in report.

I have no significant concerns about your internal control procedures.

Please refer to the enclosed report for further details of the audit work covered.
Comments marked "Rec" denote an issue recommended for action as it may affect the Internal Audit response on the AGAR (Annual Governance and Accounting Return).
Comments marked "note" are included for reference or information.

I would also confirm that I am totally independent of your Council and have no contact with any Member or employee.

Yours sincerely,

S Morris

Mrs Sandra Morris ACMA

Black Rose Solutions Limited, Registered in England and Wales No. 6136400
Registered Address : 74 Leacroft Road, Penkridge, Staffs, ST19 5BU

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Black Rose Solutions Limited

Note about purpose and scope of Internal Audit and improving councillor oversight.

I would draw your attention to the Practitioners Guide

4.4. It is not the purpose of either internal or external audit to detect or prevent fraud.

4.8. essential competencies to be sought from any internal audit service should include: understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management.

As your Internal auditor I review and test the systems of control, this will be through examining procedure documents, discussion with staff and examining a selection of transactions, reconciliations, approvals, publications etc.

I examine, test and report on risks based on my understanding of the council's operations, my knowledge of statutory requirements, best practice and issues that have arisen elsewhere – and anything else that my instincts lead me towards. The Practitioners Guide contains a lot of information about this.

This means there is a chance that I will detect errors and frauds, but there can be no guarantee. There is a better chance that I will identify an opportunity to improve your internal control procedures.

For example - the only way for me to detect that a councillor who has approved an invoice or a reconciliation has not *properly* checked it (perhaps just signed on trust or a brief glance) is if I find a discrepancy. If I do not find a discrepancy, it does not guarantee that it was checked properly – but I have to trust that the signature is in line with the policy.

The best chance of a council detecting errors and frauds is by councillors and staff being vigilant and maintaining an enquiring mind about all financial transactions.

It is never an act of mistrust to ask for clarification or to seek further assurance.

It is too easy to "leave it to the expert" and feel silly for asking.

It is essential that enough councillors understand the financial operations of the council and training should be sought if this is not the case.

Some simple examples of things that I check – and could also be checked by councillors (even occasional check of this nature can assist in detecting fraud or error).

Opening/Closing Balances - When reviewing accounts, bank statements, reconciliations, you should check the closing balance on the previous statement matches the opening balance on this one. Check that the balances agree to an official document from the bank, your own access to the system etc. Check back to an online statement if you have access.

Sequential Numbering - for sales receipts, invoices, cheques – verify that there are no numbers missing from the sequence – if so, seek explanation.

Transaction details – make sure that invoice details match the payment details and the bank statement details. For new/unknown/irregular suppliers also verify the details from a secondary source – website, companies house, VAT number checker etc.

Bank Payees – beware of changed or duplicate payee details – these should be verified to original documents as appropriate.

Black Rose Solutions Ltd

Internal Audit - Report

Name of Council - Rugeley Town Council

Date of Audit - 16th November 2023

Annual Return - Internal Control Objectives

A. Appropriate accounting records have been properly kept throughout the financial year.		YES
Is the cashbook maintained and up to date?	yes*	
Is the cashbook arithmetic correct?	yes	
Is the cashbook regularly balanced?	yes	
<p>The council uses the RBS system - no irregularities were noted</p> <p>There has been an interim period due to staff changes where the system was not kept up to date. It was brought up to date before audit, but the information had not been presented to council with the usual frequency. It is accepted that these were exceptional circumstances, but the council may wish to consider whether a contingency plan is needed for such circumstances.</p>		note
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		YES*
Are payments supported by invoices?	yes	
Is all expenditure approved?	yes*	
Is VAT appropriately accounted for?	no*	
Does the Council hold Power of Competence?	yes	
If not, does the council monitor s137 expenditure against limit?	n/a	
<p>A small value invoice had been paid twice during the staff transition period. This will be corrected.</p> <p>A larger invoice had not been included on approval sheets - though it had been initialled by two councillors.</p> <p>Upon discussion with the FO - it was agreed that an approval sheet can be printed directly from the finance system which should reduce workload and the risk of such errors. This will be trialled before the old system is discarded.</p>		note
		note

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		TBC
Does a review of the minutes identify any unusual financial activity?	no	
Do minutes record the council carrying out an annual risk assessment?	tbc	
Is Insurance cover appropriate and adequate?	tbc	
Are internal financial controls documented and regularly reviewed?	yes	
	Review	Version
Risk Assessment	May-22	
Financial Regulations	Feb-23	
Standing Orders	May-22	
Policies had not been reviewed in May-23 in line with normal routine. In line with governance requirements, they should all be reviewed at least once per year. As NALC are due to issue updated templates for Financial Regulations and Standing Orders it may be sensible to wait and see whether these are available before the end of the year.		note

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		TBC
Has the council prepared an annual budget in support of its precept?	TBC	
Is actual expenditure against the budget regularly reported to the council?	yes*	
Are there any significant unexplained variances from budget?	tbc	
Are reserves appropriate?	tbc	
Expenditure v budget is normally reported to each finance and resources meeting - however due to the resignation of the RFO, this has been delayed.		note

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.		TBC
Is income properly recorded and promptly banked?	yes	
Does the precept recorded agree to the Council Tax authority's notification?	tbc	
Are security controls over cash and near-cash adequate and effective?	yes	
Is the council VAT registered?	yes	
Are returns submitted in a timely manner?	yes	
Is VAT reclaimed on exempt business activities reviewed and considered insignificant?	no*	
Are receipts for business activities within the registration threshold?	n/a	
<p>Theatre income is considered to be a business activity which is exempt from VAT. There are guidelines on place covering whether VAT on inputs relating to exempt business activities can be reclaimed (VAT Notice 749) - in summary, only if that VAT is insignificant (less than £7500 in the year, or less than 5% of total VAT reclaimed). If the Input VAT attributable to exempt activities exceeds this insignificance test none of the VAT attributable to the exempt activity can be reclaimed.</p> <p>When I first highlighted the need to monitor the VAT relating to the Theatre it proved difficult to obtain adequate reports from the finance system. The former RFO took advice and managed a work around, which demonstrated that the VAT was insignificant.</p> <p>Upon auditing this year it was found that this was (recently) being achieved by mis-reporting the VAT on a number of larger purchases as zero, or outside scope. This left the remaining VAT below the insignificance threshold. This was not the correct way to handle this, as some of the input VAT attributable to exempt activities was still being reclaimed contrary to the rules.</p> <p>HMRC had requested additional details regarding the last VAT return (as this action had made the return figures look unusual) - the current FO is now aware of the issue and is talking to HMRC about the best way to correct this and to talking to IT support regarding how to obtain the required information.</p> <p>Council Finances, particularly VAT, can be complex and in many ways unlike any other financial systems. It is important that council staff have sufficient council specific training and/or experience. (SPCA and NALC run a number of training sessions that may be relevant.)</p>		Rec Note

F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		YES
Is all petty cash spent recorded and supported by VAT invoices/receipts?	yes	
Is petty cash expenditure reported to each council meeting?	yes	
Is petty cash reimbursement carried out regularly?	yes	
There are 3 petty cash floats, managed on an imprest system. Top ups are supported by receipts, and regularly reported to council.		

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.		YES
Do all employees have contracts or employment with clear terms and conditions?	yes	
Do salaries paid agree with those approved by the council?	yes	
Are other payments to employees reasonable and approved by the council?	yes	
Have PAYE/NIC been properly operated by the council as an employer?	yes	
Does line 4 include only Salary, NI & Pension	tbc	
Does the council monitor off payroll working (IR35)	tbc	
The council outsources payroll.		

H. Asset and investments registers were complete and accurate and properly maintained.		TBC
Does the council maintain a register of all material assets owned or in its care?	yes	
Are the assets and investments registers up to date?	tbc	
Do asset insurance valuations agree with those in the asset register?	tbc	

I. Periodic and year-end bank account reconciliations were properly carried out.		YES
Is there a bank reconciliation for each account?	yes	
Is a bank reconciliation carried out regularly and in a timely fashion and approved by council?	yes	
Are there any unexplained balancing entries in any reconciliation?	no	
Is the value of investments held summarised on the reconciliation?	tbc	

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.		TBC
Are year end accounts prepared on the correct accounting basis (receipts and payments or income and expenditure) ?	I&E	
Are debtors and creditors properly recorded?	tbc	
Do accounts agree with the cashbook?	tbc	
Is there an audit trail from underlying financial records to the accounts?	yes	

K. If the authority certified itself as exempt from a limited assurance review in 21/22, it met the exemption criteria and correctly certified itself exempt		N/a
The council did not certify itself exempt		

L. The authority publishes information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		NO
All councils - Accounts and Audit Regulations 2015		
Accounts remain published for 5 years	yes	
Community Infrastructure Levy Return	no	
Transparency Code for Larger Authorities (income/expenditure >£200k)		
Quarterly:-		
All items of expenditure above £500	no	
Government Procurement Card transactions	n/a	
Procurement information (initiations to tender > £5k)	tbc	
Annually:-		
local authority land	n/a	
social housing assets	n/a	
grants to voluntary, community and social enterprise organisations	yes	
organisation chart	yes	
trade union facility time	n/a	
parking account	n/a	
parking spaces	n/a	
senior salaries (>£50k)	n/a	
constitution (standing orders)	yes	
pay multiple	n/a	
social housing fraud	n/a	
One off:-		
Waste contracts	n/a	
At the time of audit a number of documents were overdue for publication. This will be resolved asap.	Rec	
The Community Infrastructure Levy return (21/22) is not published on the council's website in line with		
The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019 (3) <i>The parish council must— (a)publish the report— (i)on its website;</i>	Rec	

M. The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. (Evidenced by website or minutes)		YES*
Approval Date (meeting)	03/05/2023	
Publication Date (announcement date)	22/06/2023	
Date from (commencement date)	23/06/2023	
Date to	03/08/2023	
It required to publish your annual report as soon as practical. It is not clear (due to staff changes) why the publication was not made on the earliest possible date, and whether it would have been practical to have published earlier. It would be good practice in the future to make a note in the minutes explaining the reason for any delay in publication.		Note

N. The authority has complied with the publication requirements for 2022/23 AGAR.		NO
Notice of Period for Exercise of Electors Rights	yes	
Section 1 Annual Governance Statement	yes	
Section 2 Accounting Statements	yes	
Notice of Conclusion of Audit	no	
Section 3 External Audit Report & Certificate	no	
Internal Audit Report	yes	
At the time of audit the external audit report and notice of conclusion of audit were not available for publication. It appears this oversight was due to staff changes, and new staff being unaware of the deadline for publication.		note

O. Trust funds (including charitable) – The council met its responsibilities as a trustee.		N/a

Item 94.3

mazars

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Newcastle upon Tyne
NE1 1DF

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www.mazars.co.uk

Rugeley Town Council
Taylor's Lane
Rugeley
Staffordshire
WS15 2AA

Direct line: +44 (0)191 383 6348

Email: local.councils@mazars.co.uk

Date: 16 August 2023

Dear

Completion of the limited assurance review for the year ended 31 March 2023

We have completed our limited assurance review for the year ended 31 March 2023 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2022*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the external auditor's review. In summary, you are required by 30 September 2023 to:

Publish (which must include publication on the authority's website) a statement:

- that the limited assurance review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

Mazars LLP

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C001139881. VAT number: GB 839 8368 73

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The Accounts and Audit (England) Regulations 2015 do not specify how long the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2023/24

No minor issues identified.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the limited assurance review which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Cameron Waddell
Partner
For and on behalf of Mazars LLP

Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023.
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 2023. 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 2023
 - 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 2022/23

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 2023 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 2022/23, approved and signed, page 4
- Section 2 - Accounting Statements 2022/23, approved and signed, page 5

Not later than 30 September 2023 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) 2022/23

- 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 2023.
- 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 Chairman, 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023.

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 the dates set for the period for the exercise of public rights, 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 Chairman of the approval meeting?	/	
	Has an explanation of significant variations been published where required?	/	
	Has the bank reconciliation as at 31 March 2023 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? NB: do not send trust accounting statements unless requested.	N/A	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk**

Annual Internal Audit Report 2022/23

Rugeley Town Council

www.rugeleytowncouncil.gov.uk

ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 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 2022-23 AGAR period, were public rights in relation to the 2021-22 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 2021/22 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

11/10/2022 25/04/2023

Name of person who carried out the internal audit

S MORRIS ACMA

Signature of person who carried out the internal audit

Date

25/04/2023

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 2022/23

We acknowledge as the members of:

Rugeley 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 2023, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

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

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

03/05/2023

and recorded as minute reference:

27.3

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

Chairman

Clerk

www.rugeleytowncouncil.gov.uk

Section 2 – Accounting Statements 2022/23 for

Rugeley Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	616,680	541,471	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	303,634	315,502	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	108,018	105,947	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	184,038	220,312	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	302,823	243,032	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	541,471	499,576	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	514,800	472,543	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	236,595	243,894	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)		✓	
11b. Disclosure note re Trust funds (including charitable)			✓

I certify that for the year ended 31 March 2023 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

24/04/2023

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

03/05/2023

as recorded in minute reference:

27.4

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

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Rugeley 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 2023; 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 2022/23

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.

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

Not applicable

3 External auditor certificate 2022/23

We 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 2023.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Newcastle upon Tyne, NE1 1DF

External Auditor Signature

Mazars LLP

Date

15 August 2023

Finance and Management Meeting - 20th December 2023

Item 94 - Quotes

94.4 IT Software exc VAT		Quote 1		Quote 3			
Current	Holker IT	Blue Footprint	Click IT				
Supplier Name	Holker IT	Blue Footprint	Click IT				
Annual Cost	£6,893.40	£5,814	£6,378				
Includes Microsoft licences	Y	Y	Y				
Migration costs		£2,520	£800				
Notes	Tickets never sorted correctly on first try, don't understand simple tasks we ask them, group emails not corrected in timely manner. Endless problems including security and back ups	Having to repetively go back with errors in quote and SLA, don't listen and frustrating to work with	Have built up good rapport already and quick to respond to questions, able to also help with phones and website. Migration costs done by looking at our system and includes all rewiring which will aid broadband	Local company but already having communication problems, migration costs done without looking at system so could have more costs on top			
Recommendations					Rugeley Rocks		
94.6 Telephones / Broadband exc VAT		Quote 1		Quote 3		Quote 4	
Current	Mainstream	Mainstream - update	8x8	HIHI	Connection Technologies		
Supplier Name	Mainstream	Mainstream - update	8x8	HIHI	Connection Technologies		
Handsets	5 desk phones	5 desk phones	3 headsets and 2 desk phones	2 or 5 desk phones	6 mobiles		
Apps	0	6 apps	6 apps	6 apps	6 apps		
Annual Cost Telephones	£575.64	£900.00	£792 with initial set up cost of	For 2 handsets £2160 or 5	Apple SE £2061.36 or		
Annual Cost for broadband	£759.12	£759.12	£842.98 first year	handsets £2652 including broadband	Galaxy A14 £11673.76		
Contract Length	Ongoing	5 years	1 year	7 years, but get out clause at 6 months	36 months free upgrade at 18 months		
Notes	Total of phones and broadband £1334.76. Having problems with phones cutting out, our phones are 8 years old and can't be replaced	Quote is on understanding all cabling and ports are already in place, we won't know until they come to install		Will buy out broadband at no cost to us, moveable tablet to use anyway.	Using Vodaphone network, 5 years of call storage, no upfront costs, works out considerably cheaper than going straight to Vodaphone		
Recommendations			Contract through Blue Footprint	ClickIT			
			Blue Footprint				Broker

94.7 Finance System		Quote 1	Quote 2	Quote 3	Quote 4
Supplier Name	Current	Quickbooks	Scribe	AdvantEdge	Sage50
Aimed for System	Clerks who don't have finance background and small councils	All businesses	All councils	Small to medium sized councils	All businesses
Annual Cost	Receipts and payments	Accounting	Receipts and payments	Receipts and payments	Accounting
Cloud based	£999.63	£205 first year £410 afterwards	£1865 first year then £1068 thereafter	£2881.44 first year then £1311.20	???
Partial Exemption calculation	N	Y	Y	Y	Y
Can go into Invoices	N	Y has a bridging service	Y can alterwith in system	N	Y
Run VAT code reports	N	Y	Y	Y	Y
Payroll	N	£24.90 would be most each month as depends how many casuals work each month	N	N	Y - £24 + VAT and HR and holidays first 3 months free
Timesheets	N	Y	N	N	Y
Links to bank	N	Y	N	N	Y
Notes	Not tax digital compliant, can't do tasks we require, no cloud based system	Can't migrate our data would have to be done in house	Lots of free training for council in general not just on software, can ask for updates, first year extra due to migration costs	Don't have bridging software for partial exemption	Called 3 times never get back to me with costings
Recommendations		Mel Matthews	Sandie Morris & Biddulph Town Council	Sandie Morris	Sue Buxton

94.8 Shredding		Quote 2	Quote 3
Supplier Name	Current	ESPO	ESPO
Model	Simply Shred	Securio B24	Rexel M510
Annual/ unit Cost	£720	£435.45	£221.60
Cross Cut	N/A	Y	Micro cut
Staples	N	Y + paperclips + bank cards	Y
Sheets	N/A	140	10
GDPR Compliance Cert	Y	Y	Y
Bin litres	3 bags	26	23
Security Level	High	P5	P5

Melanie Matthews - Responsible Finance Officer