



Farnham Town Council

Papers for External Audit

Year ending 31st March 2023

Index of documents sent to External Audit

1	Completed and approved Annual Governance and Accountability Return (AGAR) (including the Annual Internal Audit Report)
2	Form showing dates for the provision for the exercise of public rights
3	Copy of bank reconciliation with bank statements
4	Explanation of variances
5	Reconciliation between Section 1, Boxes 7 and 8
6	Except for Matter 2021-22. None
7	Contact details form



2022-23 Audit

Section I - Completed and approved Annual Governance and Accountability Return

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.	✓	

***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

FARNHAM TOWN COUNCIL

<https://www.farnham.gov.uk/>

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)	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

30/11/2022 22/03/2023 12/04/2023

Name of person who carried out the internal audit

M PLATTEN CPFA

Signature of person who carried out the internal audit



Date

12/04/2022

*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:

FARNHAM 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
	✓		
			<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:

27/04/2023

and recorded as minute reference:

C116/22

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

Chairman

Alan Sargent

Clerk

[Signature]

<https://www.farnham.gov.uk>

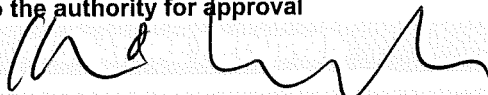
Section 2 – Accounting Statements 2022/23 for

FARNHAM TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2022 £	31 March 2023 £		
1. Balances brought forward	1,736,178	1,916,346	<i>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.</i>	
2. (+) Precept or Rates and Levies	1,169,830	1,231,570	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	558,809	683,127	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	502,568	603,595	<i>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.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	1,045,902	1,213,089	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	1,916,346	2,014,359	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	2,177,447	2,120,597	<i>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.</i>	
9. Total fixed assets plus long term investments and assets	2,634,489	2,811,680	<i>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.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

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 13/04/2023

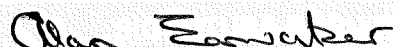
I confirm that these Accounting Statements were approved by this authority on this date:

27/04/2023

as recorded in minute reference:

CI 16/22

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 **FARNHAM 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

(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 2022/23

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 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date



2022-23 Audit

Section 2 - Form showing dates for the provision for the exercise of public rights



NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)
National Audit Office's Code of Practice 2014

The public has a right to inspect Farnham Town Council's Annual Governance and Accountability Return and supporting records and electors and their representatives have a right to ask the external auditor formal questions or raise objections to the accounts in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the council.

Name of smaller authority: **Farnham Town Council, Surrey**

On behalf of Farnham Town Council, I confirm that the dates set for the period of exercise of public rights are as follows:

Commencing on: **Monday 12th June 2023**
and ending on **Friday 21st July 2023**

This represents 30 working days inclusive and must include the first 10 working days of July 2023.

Each year Farnham Town Council's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by local government electors and their representatives. For the year ended 31 March 2022, these documents will be available on reasonable notice between the hours of 10am and 4pm on application to:

The Town Clerk at Farnham Town Council, South Street, Farnham GU9 7RN. Telephone: 01252 712667.
Email: customer.services@farnham.gov.uk.

Signed: *Iain Lynch*

Date: 5th June 2023

Role: Town Clerk and Responsible Financial Officer

This form is submitted to the appointed external auditor PKF Littlejohn LLP (Ref: SBA Team), 15 Westferry Circus, Canary Wharf, London, E14 4HD sba@pkf-littlejohn.com along with the Annual Governance and Accountability Return and other requested documentation.

2022-23 Audit

Section 3 - Copy of Bank and investment Reconciliation

Bank statements as at 31st March 2023

- **HSBC Current account**
- **Mayor's Charity account**
- **HSBC Call account and three money market accounts**
- **Cambridge & Counties**
- **CCLA deposit fund**
- **Nationwide account**

Farnham Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2023 Current Account - 31141023	128,196.94
2	29/05/2015 MM Investment - 10245828	0.00
3	31/03/2023 MM Investment - 10613371	0.00
4	30/04/2014 MM Investment - 20631256	0.00
5	30/04/2014 MM Investment - 90678864	0.00
6	31/03/2023 MM Investment - 90678880	0.00
7	30/04/2014 MM Investment - 30599204	0.00
8	31/03/2023 Petty Cash	1,076.21
9	28/02/2023 Depot Petty Cash	0.00
10	31/03/2023 HSBC Commercial card	0.00
11	31/03/2023 Mayor's Charity Account	2,418.42
12	31/03/2023 Mayor's Charity Petty Cash	0.00
13	31/03/2023 Projects Cashbox	0.00
14	31/03/2015 MM Investment 20687928	0.00
15	31/03/2023 Money Market Call Account	80.92
16	31/03/2023 Cambridge & Counties	243,396.71
		375,169.20
<u>Other Cash & Bank Balances</u>		
	CCLA Investment 0681180001PC	700,000.00
	MM Investment 00828203	300,000.00
	MM Investment 30828181	300,000.00
	MM Investment 80878359	400,000.00
	Nationwide 90130536	104,141.94
		1,804,141.94
		2,179,311.14
<u>Unpresented Payments</u>		
1	31/03/2023 100070	1,625.00
1	31/03/2023 100071	453.09
1	31/03/2023 100072	650.43
1	31/03/2023 100073	577.80
1	31/03/2023 100074	452.35
1	31/03/2023 100075	1,328.40
1	31/03/2023 100077	180.24
1	31/03/2023 100078	2,559.90
1	31/03/2023 100079	83.04
1	31/03/2023 100080	138.00
1	31/03/2023 100081	427.20
1	31/03/2023 100082	70.00
1	31/03/2023 100083	2,820.00
1	31/03/2023 100084	3,504.94
1	31/03/2023 200802	661.20
1	31/03/2023 200803	1,638.54
1	31/03/2023 200804	480.00
1	31/03/2023 200805	240.00

Farnham Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2023

	<u>Account Description</u>	<u>Balance</u>
1	31/03/2023 200806	110.00
1	31/03/2023 200806b	521.40
1	31/03/2023 200807	144.32
1	31/03/2023 200809	960.00
1	31/03/2023 200810	80.00
1	31/03/2023 200811	360.00
1	31/03/2023 200812	225.00
1	31/03/2023 200813	422.16
1	31/03/2023 200814	172.49
1	31/03/2023 200815	225.00
1	31/03/2023 200816	75.00
1	31/03/2023 200817	180.00
1	31/03/2023 200818	548.94
1	31/03/2023 200820	9,691.20
1	31/03/2023 200821	27.60
1	31/03/2023 200824	3,000.00
1	31/03/2023 200825	24,000.00
1	31/03/2023 200826	80.68
		58,713.92
	Closing Balance	2,120,597.22
	<u>All Cash & Bank Accounts</u>	
1	Current Bank A/c 31141023	69,483.02
2	MM Investment 10245828 Use 231	0.00
3	MM Investment 10613371	0.00
4	MM Investment 20631256	0.00
5	MM Investment 90678864 Use 230	0.00
6	MM Investment 90610453	0.00
7	MM Investment 30599204	0.00
8	Petty Cash	1,076.21
9	Depot Petty Cash	0.00
10	HSBC Commercial Card	0.00
11	Mayor's Charity A/C 51735365	2,418.42
12	Mayor's Charity Petty Cash	0.00
13	Projects Cashbox	0.00
14	MM Investment 20687928	0.00
15	MM Call 90700304	80.92
16	Cambridge & Counties 15003671	243,396.71
	Other Cash & Bank Balances	1,804,141.94
	Total Cash & Bank Balances	2,120,597.22

1 March to 31 March 2023

Your Statement

Account Name

Farnham Town Council Farnham in Bloom

Sortcode Account Number Sheet Number

40-21-05 31141023 722

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
	BALANCE BROUGHT FORWARD			270,080.03
	CR POULTER TA			
	MRST POULTER FR037		82.25	
	CR J Kemp			
	Sophie Kemp WS18B		112.50	270,274.78
30 Mar 23	DD DIRECT DEBIT	8,223.25		
	CR BARBARA STYLES			
	INV20992		736.00	
	CR IAN RILEY			
	RileyWS04b		112.50	
	CR LEIVERS R			
	WS13A		31.25	
	CR J Kemp			
	SOPHIE KEMP WS19A		32.25	262,963.53
31 Mar 23	DD KCC COMMSERV D/D	375.86		
	DD VITAL TRACE UK LIM	81.48		
	DD SOUTHERN ELECTRIC	107.79		
	CR TH TO ST LTD SW			
	TOMA01		40.00	
	CR LOXWOOD MEAD LTD			
	INV21006		50.00	
	BP LANDFORM58335836			
	18086KB01E56	118,420.78		
	BP LIGHT ANGELS			
	11466KB01P1F	4,789.20		
	BP BRADWELL			
	87906KB01LXE	2,562.35		
	BP IN0224290			
	46936KB01NDE	3,040.38		
	BP LIVIA SPINOLO			
	15386KB01ASZ	2,437.50		
	BP ESSENTIAL PR			
	75336KB01MXS	2,131.25		
	BP D BROOM			
	12886KB01MBM	910.00		128,196.94
31 Mar 23	BALANCE CARRIED FORWARD			128,196.94

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).



Contact tel 03457 60 60 60
 see reverse for call times
 Text phone 03457 125 563
 used by deaf or speech impaired customers
www.hsbc.co.uk

J21D4I00BP8MBA0000056670001002 378 000

Farnham Town Council
 Town Clerk
 Farnham Town Council
 Town Council Offices
 South Street
 Farnham, Surrey
 GU9 7RN



Your Statement

Account Summary

Opening Balance	2,418.42
Payments In	0.00
Payments Out	10.00
Closing Balance	2,408.42

18 March to 17 April 2023

International Bank Account Number

GB09HBUK40210551735365

Branch Identifier Code

HBUKGB4112U

Account Name

Mayor of Farnham Charity Appeal Account

Sortcode

40-21-05

Account Number Sheet Number

51735365 139

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
17 Mar 23	BALANCE BROUGHT FORWARD			2,418.42
07 Apr 23	DR TOTAL CHARGES TO 16MAR2023	10.00		2,408.42
17 Apr 23	BALANCE CARRIED FORWARD			2,408.42

Information about the Financial Services Compensation Scheme

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Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%



Contact tel 0345 850 1155
 see reverse for call times
 Text phone 03457 125 563
 used by deaf or speech impaired customers
 www.hsbc.co.uk

Your Statement

J21D4101IHTMCA0000089689001007 378 000

Farnham Town Council
 Town Clerk
 Farnham Town Council
 Town Council Offices
 South Street
 Farnham, Surrey
 GU9 7RN



Account Summary	
Opening Balance	102,621.98
Payments In	0.00
Payments Out	102,541.06
Closing Balance	80.92

3 March to 31 March 2023

International Bank Account Number

GB54MIDL40029090700304

Branch Identifier Code

MIDLGB22

Account Name

Farnham Town Council

Sortcode

40-02-90

Account Number Sheet Number

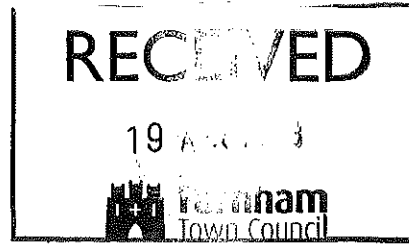
90700304 127

Your Money Market Call Account details

Date	Payment type and details	Paid out	Paid in	Balance
02 Mar 23	BALANCE BROUGHT FORWARD			102,621.98
10 Mar 23	TFR TRANSFER 40210531141023	9,041.06		93,580.92
22 Mar 23	TFR MMKT TRANSFER 40210531141023	93,500.00		80.92
31 Mar 23	BALANCE CARRIED FORWARD			80.92

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).



061768_102 1/ 2 00005 2279 727 37900



Farnham Town Council
Town Clerk
Farnham Town Council
Town Council Offices
South Street
Farnham, Surrey
GU9 7RN

12 April 2023

Customer Number 1001096509

Customer Name Farnham Town Council

MONEY MARKET CERTIFICATE OF BALANCE

We certify that the balance of the Money Market account held for the above mentioned customer in the books of the bank at the close of business on 31 March 2023 was £1,000,080.92 (one million, and eighty pounds and ninety two pence).

Amount(£)	Account Number /Deal Number	Rate % Per Annum	Gross Accrued Interest **
300,000.00	40029000828203 23	3.51	3,086.88
300,000.00	40029030828181 2	1.34	3,876.82
400,000.00	40029080878359 2	3.46	682.52
80.92	40029090700304	0.5	26.64

** Interest may be subject to deduction of tax.

This reply is given solely for the purpose of your audit without any responsibility to you on the part of the Bank, its employees or agents, but it is not to relieve you from any other enquiry or from the performance of any other duty.

40029090700304_MMCTBL01

HSBC UK Bank plc
Money Market, Ground Floor, Forum 1, Solent Business Park, Fareham, PO15 7AD
Ext: 0345 850 1155

Registered in England and Wales number 09928412. Registered Office: 1 Centenary Square, Birmingham B1 1HQ
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Our firm reference number is 765112

Our Ref: 15003671\X201\EB
 Date: 3rd April 2023
 DDI: 0344 225 3939
 Fax: 0116 254 4637
 Email: savings@ccbanc.co.uk

Strictly Private & Confidential

Farnham Town Council
 Mr I C Lynch
 Council Offices
 South Street
 Farnham
 Surrey
 GU9 7RN

Statement of Account

Account name: Farnham Town Council
Account number: 15003671
Sort code: 60-95-86
Product Description: 60 Day Business Notice Account - Issue 4 Monthly
FSCS Eligibility: Non-eligible
Sheet Number: T 1
Statement Period: 01/04/2022 to 31/03/2023

Date	Description	Debits £	Credits £	Balance £
01/04/2022	Brought forward			239,048.11 Cr
30/04/2022	Interest credited gross 15003671		146.77	239,194.88 Cr
31/05/2022	Interest credited gross 15003671		183.00	239,377.88 Cr
30/06/2022	Interest credited gross 15003671		223.42	239,601.30 Cr
31/07/2022	Interest credited gross 15003671		262.92	239,864.22 Cr
31/08/2022	Interest credited gross 15003671		350.68	240,214.90 Cr
30/09/2022	Interest credited gross 15003671		365.38	240,580.28 Cr
31/10/2022	Interest credited gross 15003671		414.99	240,995.27 Cr
30/11/2022	Interest credited gross 15003671		402.29	241,397.56 Cr
31/12/2022	Interest credited gross 15003671		466.96	241,864.52 Cr
31/01/2023	Interest credited gross 15003671		477.60	242,342.12 Cr
28/02/2023	Interest credited gross 15003671		468.58	242,810.70 Cr
31/03/2023	Interest credited gross 15003671		586.01	243,396.71 Cr

STATEMENT

Mr Iain Lynch
Farnham Town Council
Council Offices
South Street
Farnham
Surrey
GU9 7RN

CLIENT: FARNHAM TOWN COUNCIL

ACCOUNT NAME: Farnham Town Council

ACCOUNT NUMBER: 0681180001PC

Statement at 31 March 2023

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/03/23	Brought Forward			700,000.00	
31/03/23	Carried Forward			700,000.00	

Statement of Dividends paid during the month to 31 March 2023

Date	Receiving Account	Amount Paid £
31-03-23	Nominated bank account	2,368.00

Summary for 31 Mar 2022 - 31 Mar 2023

Start Balance	102,423.47
Total In	1,718.47
Total Out	0.00
End Balance	104,141.94

Private & Confidential
 Attn of Iain Lynch
 Farnham Town Council
 Council Offices
 South Street
 Farnham
 United Kingdom
 GU9 7RN



Account Number 90130536
 Statement Number 8
 Currency Sterling
 Interest Rate as at 31 Mar 2023 2.85%

Client Name Farnham Town Council
 Account Type Business 95 Day Saver Issue 7 - Annual

Date	Description	Details	Payments	Receipts	Balance
31 Mar 2022	Start Balance				102,423.47
31 Mar 2023	Interest Credited	For the period 01 Apr 2022 to 31 Mar 2023		1,718.47	104,141.94
31 Mar 2023	End Balance				104,141.94

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)
 Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services
 Compensation Scheme and the protection that it provides.

Interest paid during the period 1 April 2022 to 31 March 2023 £ 1,718.47

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.

Explanation of variances

Name of smaller authority:

Farnham Town Council

County area (local councils and parish meetings only):

Surrey

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,736,176	1,916,346				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,169,830	1,231,570	61,740	5.28%	NO		
3 Total Other Receipts	558,809	683,127	124,318	22.25%	YES		See below
4 Staff Costs	502,568	603,595	101,027	20.10%	YES		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	1,045,903	1,213,089	167,186	15.98%	YES		
7 Balances Carried Forward	1,916,346	2,014,359			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	2,177,447	2,147,678				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	2,634,489	2,811,680	177,191	6.73%	YES		
10 Total Borrowings	0		0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Other receipts

Increased CIL	77,038
Increased cemetery income	31,794
s106 receipt in previous year	- 32,798
More insurance claim receipts	46,469
Increased dividend & interest income	26,275
Reduced local parish council tax grant	- 3,040
Surrey Highways income in prev year	- 5,000
Reduction in grants income	- 50,184
Increased booking fees and sponsorship	9,559
Increased donations and contributions	15,668
Increased room lettings income	4,037
Increased banner income	3,415
Other, net	1,085
	<u>124,318</u>

Staff Costs

National pay increase, approx	25,000
New projects officer	16,000
Apprentice in post all year	7,500
Incremental rises for all staff, approx	20,000
Additional Groundspeople due to additional sites	20,000
Other, net overtime, holiday buy back, increased hours etc	12,527
	<u>101,027</u>

Other payments

Increased energy costs	42,575
Additional Christmas lights costs	26,583
Increased grants	8,810
increased banner costs	7,257
Increased plants & horticultural costs	24,629
Increased event costs	7,300
New machinery in 21/22	- 17,489
Insurance claim costs 21/22	- 10,858
Increased property costs	55,387
Increased vehicle costs	3,901
Increased rates, rent & water charges	6,192
Increased spend on CCTV & crime prevention	6,118
Other, net	6,781
	<u>167,186</u>

Fixed assets

Garden and pathway works- Hale Cemetery	184,027
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Farnham Town Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2023

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	<u>1,916,346.30</u>	<u>2,014,359.44</u>
100	Debtors	12,092.52	21,769.96
105	VAT Control A/c	41,809.11	62,737.01
120	Sundry debtors	31,313.00	4,786.00
181	Cycle to work loan 2	956.52	0.00
530	Pensions Creditor	134.29	0.00
	Less Total Debtors	<u>86,305.44</u>	<u>89,292.97</u>
190	Provision re Cycle to work loa	956.52	0.00
500	Creditors	37,600.60	51,630.66
501	Commercial Card Balance	9,527.78	5,639.73
510	Accruals	274,465.30	102,099.62
525	PAYE/NI Creditor	12,910.68	10,098.97
560	Receipts In Advance	11,008.67	23,170.17
572	Mayor's Charity 2019/20	0.37	0.00
573	Mayor's Charity 2021/22	935.96	0.00
576	Mayors Charity 2022-23	0.00	2,891.60
	Plus Total Creditors	<u>347,405.88</u>	<u>195,530.75</u>
	Equals Total Cash and Bank Accounts	<u>2,177,446.74</u>	<u>2,120,597.22</u>
200	Current Bank A/c 31141023	59,042.91	69,483.02
208	MM Investment 00828203	200,000.00	300,000.00
209	MM Investment 30828181	300,000.00	300,000.00
219	MM Call 90700304	73,116.37	80.92
236	CCLA Investment 0681180001PC	800,000.00	700,000.00
237	MM Investment 70827622	300,000.00	0.00
241	Cambridge & Counties 15003671	239,048.11	243,396.71
249	Nationwide 90130536	102,423.47	104,141.94
250	Petty Cash	1,326.40	1,076.21
253	MM Investment 70829560	100,000.00	0.00
270	Mayor's Charity A/C 51735365	2,489.48	2,418.42
273	MM Investment 80878359	0.00	400,000.00
	Total Cash and Bank Accounts	<u>2,177,446.74</u>	<u>2,120,597.22</u>



2022-23 Audit

Section 6 - Except for Matter 2021-22.

NONE



2022-23 Audit

Section 7 – Contact details form

Contact details

Name of smaller authority:

Farnham Town Council

County Area (local councils and parish meetings only): **Surrey**

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Iain Lynch	Clr Alan Earwaker Mayor of Farnham
Address	Farnham Town Hall South Street Farnham GU9 7RN	Farnham Town Hall South Street Farnham GU9 7RN
Daytime telephone number	01252 712667	Please use mobile number
Mobile telephone number	07941 623944	07900 958031 (personal)
Email address	Town.clerk@farnham.gov.uk	mayor@farnham.gov.uk



Papers for External Audit



Year ending 31st March 2023