## **Annual Governance and Accountability Return 2021/22 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 2021/22

- 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 2022.**
- 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 2022.** 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 2022
  - · 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 2021/22

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 **Section1**, **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 2022 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 2021/22, approved and signed, page 4
- Section 2 Accounting Statements 2021/22, approved and signed, page 5

Not later than 30 September 2022 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) 2021/22

- 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. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- 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 2022.
- 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.
- Do not send the external auditor any information not specifically requested. However, 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 external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

| Completion checkl     | ist – 'No' answers mean you may not have met requirements  | Yes      | No |
|-----------------------|--|----------|----|
| All sections          | Have all highlighted boxes have been completed?  | V        |    |
|                       | Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?                        | <b>\</b> |    |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided?   | V        | 5  |
| Section 1             | For any statement to which the response is 'no', has an explanation been published?  |          |    |
| Section 2             | 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?  | V        |    |
|                       | Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?  | <b>V</b> |    |
|                       | Has an explanation of any difference between Box 7 and Box 8 been provided?  | <b>V</b> |    |
| Sections 1 and 2      | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested. | ~        |    |

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

### ST LEONARDS & ST IVES PARISH COUNCIL

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During the financial year ended 31 March 2022, 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 2021/22 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   | V     |     | Not              |
|--|-------|-----|------------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.   | Yes   | No* | covered**        |
| 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<br>of arrangements to manage these.   | /     |     |                  |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against<br>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.   |       |     | N/A,             |
| 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.  | 1     |     | NOW JAN          |
| 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")  |       |     | /                |
| L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements   | /     |     |                  |
| M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).                    | /     |     |                  |
| N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).   | /     |     |                  |
| O. (For local councils only)   | Yes I | No  | Not applicable   |
| Trust funds (including charitable) – The council met its responsibilities as a trustee.  | /     | .,, | I voi applicable |

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

Alol21, 17/1/22 & 12/4/22 + 14/4/22.

gnature of person who arried out the internal audit

A. Roynolds.

PREYNOWS, FMART.

Signature of person who carried out the internal audit

14/4/22.

\*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 2021/22

We acknowledge as the members of:

#### ST LEONARDS & ST IVES PARISH 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 2022, that:

|   | Agreed |     |   |   |
|---|--------|-----|---|---|
|   | Yes    | No* | 'Yes' me  | eans that this authority:   |
| We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.   | V      |     |   | d its accounting statements in accordance<br>Accounts and Audit Regulations.  |
| We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.   | V      |     |   | roper arrangements and accepted responsibility<br>guarding the public money and resources in<br>ge.                       |
| 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. | V      |     |   | y done what it has the legal power to do and has<br>d with Proper Practices in doing so.                                  |
| We provided proper opportunity during the year for<br>the exercise of electors' rights in accordance with the<br>requirements of the Accounts and Audit Regulations.  | ~      |     |   | he year gave all persons interested the opportunity to and ask questions about this authority's accounts.                 |
| 5. We carried out an assessment of the risks facing this<br>authority and took appropriate steps to manage those<br>risks, including the introduction of internal controls and/or<br>external insurance cover where required.   | V      |     |   | ored and documented the financial and other risks it and dealt with them properly.  |
| We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.   | ~      |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |   |
| We took appropriate action on all matters raised in reports from internal and external audit.   | V      |     | respond<br>externa  | ded to matters brought to its attention by internal and I audit.  |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ~      |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.   |   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability  1. (For local councils only) Trust funds including the sole managing trustee we discharged our accountability.                                    | Yes    | No  | N/A   | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |
| responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.  | ~      |     |   |   |

<sup>\*</sup>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: | Signed by the Chairman and Clerk of the meeting where approval was given: |
|---|---|
| 25/05/22  |   |
| and recorded as minute reference:   | Chairman  |
| 210. 1-210  | Clerk   |
|   | 1847  |

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## Section 2 - Accounting Statements 2021/22 for

#### ST LEONARDS & ST IVES PARISH COUNCIL

|   | Year ending           |                       | Notes and guidance  |  |
|---|-----------------------|-----------------------|---|--|
|   | 31 March<br>2021<br>£ | 31 March<br>2022<br>£ | Please round all figures to nearest £1. Do not leave any<br>boxes blank and report £0 or Nil balances. All figures must<br>agree to underlying financial records.                                       |  |
| Balances brought forward  | 179,314               | 205,468               | 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                                | 94,814                | 97,658                | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |  |
| 3. (+) Total other receipts                                       | 36,143                | 62,816                | Total income or receipts as recorded in the cashbook less<br>the precept or rates/levies received (line 2). Include any<br>grants received.   |  |
| 4. (-) Staff costs  | 39,811                | 42,033                | 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   | 64,992                | 181,652               | Total expenditure or payments as recorded in the cash-<br>book less staff costs (line 4) and loan interest/capital<br>repayments (line 5).  |  |
| 7. (=) Balances carried forward                                   | 205,468               | 142,257               | 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                 | 205,468               | 142,257               | 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<br>long term investments<br>and assets | 489,871               | 557,562               | 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                     |                       | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |  |
| 11. (For Local Councils Only Disclosure note re Trust fu          |                       | No N/A                | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.   |  |
| (including charitable)  | ~                     |                       | N.B. The figures in the accounting statements above do not include any Trust transactions.  |  |

I certify that for the year ended 31 March 2022 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

25/05/22

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

25/05/22

as recorded in minute reference:

21.2

Signed by Chairman of the meeting where the Accounting

Statements were approved

## Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

#### ST LEONARDS & ST IVES PARISH 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

| Annual Governance and Accountability Return 2021/22 Form 3   | Page 6 of 6                          |
|--|--------------------------------------|
| External Auditor Signature Date  |                                      |
|  |                                      |
| External Auditor Name  |                                      |
|  |                                      |
| *We do not certify completion because:   |                                      |
| We certify/do not certify* that we have completed our review of Sections 1 and 2 of th Accountability Return, and discharged our responsibilities under the Local Audit and Athe year ended 31 March 2022.   |                                      |
| 3 External auditor certificate 2021/22   |                                      |
| (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)   |                                      |
|  |                                      |
| (Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Goverour opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in a no other matters have come to our attention giving cause for concern that relevant legislation and regulator (*delete as appropriate). | ccordance with Proper Practices and  |
| 2 External auditor's limited assurance opinion 2021/22   |                                      |
| summarises the accounting records for the year ended 31 March 2022; and confirms and provides assurance on those matters that are relevant to our duties and re  | sponsibilities as external auditors. |
| accordance with <i>Proper Practices</i> which:   |                                      |

## Bank reconciliation

| Name of smaller authority: ST LEON  | ARDS & ST IVES PARISH COUNCIL       |
|---|-------------------------------------|
| County area (local councils and parish meeting                            | gs only): DORSET                    |
| Financial year ending 31 March 2022                                       |                                     |
| Prepared by (Name and Role):  | Mr Jonathan Ross Clerk&RFO          |
| Date:   | 05.04.2022                          |
| Balance per bank statements as at 31/3/202                                |                                     |
| Llouyds current account Lloyds Deposit Account Santander Deposit Account  | 10,186.00<br>64,011.72<br>68,068.08 |
|   |                                     |
|   | 142,265.80                          |
|   |                                     |
| Less: unpresented cheques as at 31/3/2022 (normally only current account) |                                     |
| Cheque number EP0233  | (9.00)                              |
| Add: any un-banked cash as at 31/3/2022                                   | · - <u></u>                         |
|   | -                                   |
| Net balances as at 31/3/2022  | 142,256.80                          |
|   |                                     |

Explanation of variances — pro forma

Name of smaler authorityST LEONARDS AND STIVES MARISH ODONCIL

County area (local councils and INCRESE)
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

• a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual preceptrates & levies value (Box 2).

|   | 2020/21<br>£ | 2021/22 1 | 2021/22 Variance Variance £ £ % |         | Explanation<br>Required? | Explanation Automatic responses trigger below based on figures  Required? Input. DO NOT OVERWRITE THESE BOXES. Explanation from smaller authority (must include narrative and supporting figures) |
|---|--------------|-----------|---------------------------------|---------|--------------------------|---|
| 1 Balances Brought Forward                                | 179,314      | 205,468   |                                 |         |                          | Explanation of % variance from PY opening balance not required - Balance brought forward agrees   |
| 2 Precept or Rates and Levies                             | 94,814       | 97,658    | 2,844                           | 3.00%   | NO O                     |   |
| 3 Total Other Receipts                                    | 36/143       | 82,816    | 26,673                          | 73.80%  | YES                      | compared to last year. Due to major expenditure on play   |
| 4 Staff Costs   | 39,811       | 42,033    | 2,222                           | 5.58%   | N                        |   |
| 5 Loan Interest/Capital Repayment                         | 0            | 0         | 0                               | 0.00%   | N <sub>O</sub>           |   |
| 6 All Other Payments                                      | 64,992       | 181,652   | 116,660 179.50%                 | 179.50% | YES                      | Additional costs due to COVID £35/2, 10 includes  |
| 7 Balances Carried Forward                                | 205,468      | 142,257   |                                 |         | N <sub>O</sub>           | VARVANCE EXPLANATION NOT REQUIRED   |
| 8 Total Cash and Short Term Investments                   | 205,468      | 142 257   |                                 |         |                          | VARIANCE EXPLANATION NOT REQUIRED   |
| 9 Total Fixed Assets plus Other Long Term Investments and | 489,871      | 557,562   | 67,691                          | 13.82%  | NO                       |   |
| 10 Total Borrowings                                       | 0            | 0         | 0                               | 0.00%   | S                        |   |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

#### **Explanation of variances calculations**

#### Income

VAT refunds increased significantly due to refurbishment of the play area see below comparison with the previous year

| 2021/202    | 2             | 2020/2021 |
|-------------|---------------|-----------|
| 3rd qtr     | £763.56       | 1,037.58  |
| 2nd qtr     | £20,809.46    | 1,615.10  |
| 1st qtr     | £904.66       | 811.40    |
| Prev yr     | £1,670.68     | 943.28    |
| total       | £24,148.36    | 4,407.36  |
| Diff in vea | ar £19,741.00 |           |

CIL whilst last year we had two payments of CIL the one payment this year was significantly more than the I received last year currently we now have a zero balance due to expenditure on the play refurbishment.

| 21/22 | £20,487.60 <b>20/21</b> | 17,599.53 |
|-------|-------------------------|-----------|
| dif   | £2,888.07               |           |

#### **Rent Received**

Nursery has increased hire gradually from 2 1/2days per week hire to a full 5 days during the year resulting in an increase in rent received.

| 20/21  | £891.90 <b>21/22</b> | 889.93   |
|--------|----------------------|----------|
|        | £454.99              | 1,121.91 |
|        | £735.95              | 599.95   |
|        | £546.70              | 1,469.89 |
|        | £951.68              | 909.92   |
|        | £835.16              | 1,159.92 |
|        | £614.15              | 383.37   |
|        | £1,063.95            | 800.96   |
|        | £594.15              | 1,061.95 |
|        | £875.14              | 1,531.73 |
| Credit | -£208.79             |          |
| Total  | £7,354.98            | 9,929.53 |
| dif    | £2,574.55            |          |
|        |                      |          |

#### **Recharged bills**

The Tennis Club required additional works to the fire and emergency lights system due to refurbishment of their club hours this resulted in a bill of £1008.00 which was recharged to them but has increased our income received.

Total £1008.00.

## Additional income in 2021/2022 compared to 2020/2021

| Total     | £26,211.62 |
|-----------|------------|
| Rent      | £2,574.55  |
| CIL       | £2,888.07  |
| VAT       | £19,741.00 |
| Recharges | £1,008.00  |

## Exceptional one off payments made this year

**COVID** 

| Structural Alterations                         | 2,375.00    |
|--|-------------|
| new printer home working                       | 142.38      |
| blinds following alterations                   | 127.74      |
| New laptop                                     | 897.98      |
| Total  | £3,543.10   |
| Additional purchases new this year:-           |             |
| Cyber insurance following review new this year | 369.20      |
| Upgrade to emergency lighting                  | 460.00      |
| Fire emergency message system, new in 21/22    | 355.00      |
| Asbestos survey of building                    | 265.00      |
| New fire 24 maint contract                     | 335.00      |
| Letter legal cost issue                        | 500.00      |
| Dog bins new posts through Parish              | 1,200.00    |
| Legionella RA following review                 | 145.00      |
| Total  | £3,629.20   |
| Play area Refurbishment                        |             |
| Main installer                                 | 102,415.58  |
| Additional ground works - Remove shingle       | 4,100.00    |
| Remove old equipment                           | 1,011.00    |
| Additional insurance for new equipment         | 145.76      |
| Gyrospiral refurb requested retention          | 590.57      |
| Total  | £108,262.91 |
|  |             |

Youth Leader and Assistant costs from September 2021- due to changes in Lease and COVID Sanctioned as grants to the Youth Club £668.50

Additional payments total:- £116,103.71

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|                                | + C C C C C C C C C C C C C C C C C C C | 407015 57*           | 10,515,57                       | 08 000 033                          |   | -147,003.77                              | 5107 915 57           | , C:CTC', OTT-              |   |
|--------------------------------|---|----------------------|---------------------------------|-------------------------------------|---|--|-----------------------|-----------------------------|---|
|                                |   |                      |                                 | Total cost of project excluding VAT | less CIL money expended from period 11.10.2018-28.04.2021 | less balance met from earmarked reserves |                       | CIL remaining at 28.09.2021 | area total cost of project £107915.57 excluding VAT |
|                                | Expenditure                             | Date                 | 25.08.2021                      |                                     |   |  |                       |                             | area total co                                       |
| 122                            |   | Amount Recei Expires | 2018/2019 £10,912.27 10.10.2023 | £10,950.40 17.10.2024               | £5,701.12 30.04.2025                                      | £11,898.41 25.10.2025                    | £20,847.60 27.04.2026 | £60,309.80                  | Council have completed a refurbishment of the play  |
| is at 31.03.20                 |   | Fin. Yr              | 2018/2015                       | 2019/202C                           | 2020/2021   | 2020/2021                                | 2021/2022             |                             | ompleted a $$ r                                     |
| CIL Statement as at 31.03.2022 | Income                                  | Date received        | 11.10.2018                      | 18.10.2019                          | 01.05.2020  | 26.10.2020                               | 28.04.2021            | total                       | Council have co                                     |

This has cleared the above CIL funds and in addition reduced our reserves.

Reported expenditure to LPA by email 828.09.2021

\* This sum includes a £5,500 retention fee which will appear in the accounts for 2022/2023 as an exceptional paymennt.

About the register of charities

Search Q

## **LEONIVES YOUTH CLUB**



Charity...
reporting is up to date
(on time)

Charity number: 283316

## Charity overview

## Activities - how the charity spends its money

Youth Club Activities for young people of the parish and surrounding area

## Income and expenditure

Data for financial year ending 31 December 2020

Total income: £1,350

Total expenditure: £1,368

## People



1 Trustee(s)

## Employees with total benefits over £60,000

No information available

**Fundraising**No information available

**Trading**No information available

**Trustee payments**No information
available

## What, who, how, where

What the charity

**General Charitable Purposes** 

**Amateur Sport** 

Recreation

Who the charity

helps:

does:

Children/young People

How the charity

helps:

**Provides Human Resources** 

Provides Buildings/facilities/open Space

Where the charity

operates:

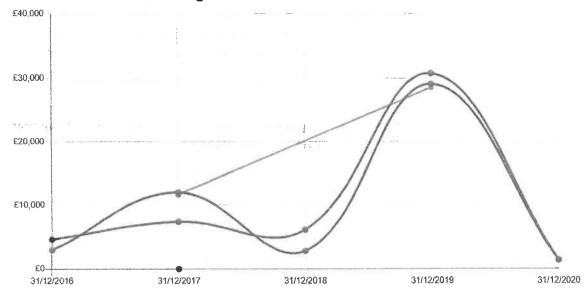
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# Accounts and annual returns

This table shows the charity's record of submitting annual returns, accounts and trustees' annual report (TAR) for the last five financial periods.

| Title               | Reporting<br>year      | Date<br>received        | Received | Download |
|---------------------|------------------------|-------------------------|----------|----------|
| Annual<br>return    | 31<br>December<br>2020 | 12 October<br>2021      | On time  |          |
| Accounts<br>and TAR | 31<br>December<br>2020 | Not<br>Required         |          |          |
| Annual<br>return    | 31<br>December<br>2019 | 21 October<br>2020      | On time  |          |
| Accounts<br>and TAR | 31<br>December<br>2019 | 21 October<br>2020      | On time  | Download |
| Annual<br>return    | 31<br>December<br>2018 | 29 October<br>2019      | On time  |          |
| Accounts<br>and TAR | 31<br>December<br>2018 | Not<br>Required         |          |          |
| Annual<br>return    | 31<br>December<br>2017 | 12<br>September<br>2018 | On time  |          |
| Accounts<br>and TAR | 31<br>December<br>2017 | Not<br>Required         |          |          |
| Annual<br>return    | 31<br>December<br>2016 | 20<br>September<br>2017 | On time  |          |
| Accounts<br>and TAR | 31<br>December<br>2016 | Not<br>Required         |          |          |

# Financial history



Financial period end date

|                         | Income /<br>Expenditure                | 31/12/2016 | 31/12/2017 | 31/12/2018 | 31/12/2019 | 31/12/2020 |
|-------------------------|--|------------|------------|------------|------------|------------|
| $\square$               | Total gross income                     | £2.99k     | £11.96k    | £2.82k     | £29.09k    | £1.35k     |
| $\square$               | Total expenditure                      | £4.66k     | £7.39k     | £6.14k     | £30.71k    | £1.37k     |
| $\square$               | Income from<br>government<br>contracts | N/A        | £0         | N/A        | N/A        | N/A        |
| $\overline{\mathbf{Z}}$ | Income from<br>government<br>grants    | N/A        | £11.65k    | N/A        | £28.58k    | N/A        |

# Registered Charity Number: 283316 FREEDOM YOUTH CLUB

|   |                                   |                 | i  |                                  |                               |
|---|-----------------------------------|-----------------|--|----------------------------------|-------------------------------|
|   | Accour                            | its for the end | Accounts for the ended 31 December 2020  |                                  |                               |
| Receints  | 2020                              | 2019            | Payments   | 2020                             | 2019                          |
| Subs received   | 0.00                              | 261.80          | Staff costs  | 350.00                           | 1,893.50                      |
| Tick  | 0.00                              | 149.37          | Refreshments   | 202.55                           | 221.31                        |
| FDDC building grant                                   | 0.00                              | 0.00 25,000.00  | Outings  | 0.00                             | 29.70                         |
| Parish Council grant                                  | 1,350.00                          | 3,575.37        | Maintenance  | 251.50                           | 1,914.22                      |
| fund raising  |                                   |                 | Utilities  | 564.01                           | 796.19                        |
| sundries  |                                   | 98.39           | Activities   | 0.00                             | 408.58                        |
|   |                                   |                 | Training   | 0.00                             | 25.00                         |
|   |                                   |                 | Sundries   | 00:00                            |                               |
|   |                                   |                 | Insurance  | 0.00                             |                               |
| Totals  | 1,350.00 29,084.93                | 29,084.93       | Building alterations   | 1,368.06                         | 25,425.82<br><b>30,714.32</b> |
| Opening balance b/f<br>excess of payments over income | 298.35<br>-18.06<br><b>280.29</b> |                 | Balance of bank as at 31.12.2020<br>Plus float held by leader<br>cash available as at 31.12.2020 | 244.06<br>36.23<br><b>280.29</b> |                               |

Signed *GE* 21.04.2021