## Receipts for Month 12

**Nominal Ledger Analysis**

| Receipt Ref | Name of Payer | | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | **Balance Brought Fwd :** | | **471,046.58** | | | | | **471,046.58** | |
| bacs | Banked: **02/03/2021** | **50.00** | | | | | | | |
| bacs | Hearne holding deposit | | 50.00 | | 8.33 | 565 | | 41.67 | Hearne h.dep:Aug21 bike event |
| bacs | Banked: **04/03/2021** | **7,000.00** | | | | | | | |
| | Sales Recpts Page 2240 | | 7,000.00 | 7,000.00 | | 101 | | | Sales Recpts Page 2240 |
| bacs | Banked: **08/03/2021** | **64.80** | | | | | | | |
| | Sales Recpts Page 2241 | | 64.80 | 64.80 | | 101 | | | Sales Recpts Page 2241 |
| bacs | Banked: **08/03/2021** | **81.00** | | | | | | | |
| | Sales Recpts Page 2242 | | 81.00 | 81.00 | | 101 | | | Sales Recpts Page 2242 |
| 000102 | Banked: **15/03/2021** | **1,000.00** | | | | | | | |
| 000102 | Cheveley Parish Council | | 1,000.00 | | | 1100 | 101 | 1,000.00 | CheveleyPC/cont to W.Crossing |
| transfer | Banked: **18/03/2021** | **369.56** | | | | | | | |
| transfer | NTC Charitable Fund account | | 369.56 | | | 1005 | 101 | 369.56 | tfr of balance/a/c to close |
| | **Total Receipts for Month** | 8,565.36 | | 7,145.80 | 8.33 | | | 1,411.23 | |
| | **Cashbook Totals** | 479,611.94 | | 7,145.80 | 8.33 | | | 472,457.81 | |

Continued on Page 895

**Payments for Month 12** | **Nominal Ledger Analysis**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| 27/01/2020 | SCC uncashed cheque reversal | CXL.300696 | -24.00 | | -4.00 | 1001 | 120 | -20.00 | SCC uncashed cheque reversal |
| 31/10/2020 | Anglian Water Business Nationa | correction | -11.74 | -11.74 | | 501 | | | Purchase Ledger Payment |
| 31/10/2020 | Anglian Water Business Nationa | correction | 11.74 | 11.74 | | 501 | | | Purchase Ledger Payment |
| 31/10/2020 | Anglian Water Business Nationa | correct | 11.74 | 11.74 | | 501 | | | Purchase Ledger Payment |
| 03/03/2021 | Barclaycard Account | BCARD | 347.72 | | | 208 | | 347.72 | Jan Statement payment |
| 04/03/2021 | Total Gas and Power Ltd | ddr | 74.27 | 74.27 | | 501 | | | 231391286/21/3049/CONTR |
| 08/03/2021 | Abbeycroft Leisure | ACLEISURE | 1,300.00 | | | 4076 | 101 | 1,300.00 | AbbeycroftLeis/Adv.Days grant |
| 12/03/2021 | N-CIS | dd | 586.86 | 586.86 | | 501 | | | 8358/3062/CONTRACT/N-CIS |
| 13/03/2021 | British Telecom | ddr | 46.80 | 46.80 | | 501 | | | VP11560570/Q04550/3060/ |
| 15/03/2021 | Simplicity | 642592 | 29.65 | 29.65 | | 501 | | | 642592/3065/CONTRACT/Si |
| 15/03/2021 | Ken Booth & Co Ltd | 359863 | 89.26 | 89.26 | | 501 | | | 359863/3066/DEL/Ken Booth & Co |
| 15/03/2021 | Green Wood Tree Surgery | 1610 | 2,700.00 | 2,700.00 | | 501 | | | 1610/3067/MH20/140/Green Wood |
| 19/03/2021 | Total Gas and Power Ltd | DDR | 3,278.36 | 3,278.36 | | 501 | | | 231689331/21/3061/CONTR |
| 22/03/2021 | Simplicity | 644686 | 44.47 | 44.47 | | 501 | | | 644686/3074/CONTRACT/Si |
| 22/03/2021 | Dorans Plumbing | 132.00 | 132.00 | 132.00 | | 501 | | | 2163/3075/MH21/026/Doran Plum |
| 22/03/2021 | Dorans Plumbing | 2149 | 114.00 | 114.00 | | 501 | | | 2149/3076/MH21/016/Doran Plum |
| 22/03/2021 | West Suffolk Council | 1142537 | 5,823.14 | 5,823.14 | | 501 | | | 1142537/3077/CONTRACT/ Suf |
| 22/03/2021 | Total Gas and Power Ltd | DD | 794.79 | 794.79 | | 501 | | | 231689320/21/3078/CONTR |
| 23/03/2021 | Total Gas and Power Ltd | ddr | 8.55 | 8.55 | | 501 | | | 232183341/21/3064/CONTR |
| 23/03/2021 | Total Gas and Power Ltd | dd | 57.09 | 57.09 | | 501 | | | 232183352/21/3063/CONTR |
| 29/03/2021 | Complete Business Solutions Gr | 02647005 | 74.00 | 74.00 | | 501 | | | SINV02647005/3082/MH21/ |
| 29/03/2021 | Mrs Hart | 23032021 | 310.00 | 310.00 | | 501 | | | 23032021/3081/CONTRACT Har |
| 29/03/2021 | Suffolk County Council | 9503451 | 18,027.17 | 18,027.17 | | 501 | | | 9503451/3079/CONTRACT/ |
| 29/03/2021 | SOS BUS CIO | FASTERPAY | 1,000.00 | | | 4076 | 101 | 1,000.00 | SOS Bus grant |
| 29/03/2021 | Barclaycard Account | DDR | 112.07 | | | 208 | | 112.07 | Feb Statement DDR |
| 31/03/2021 | West Suffolk Council | 1142573 | 499.99 | 499.99 | | 501 | | | 1142573/3083/DELEGATED/ Su |
| 31/03/2021 | Simplicity | 646997 | 84.00 | 84.00 | | 501 | | | 646997/3086/CONTRACT/Si |
| 31/03/2021 | CK Compliance | 001273 | 319.30 | 319.30 | | 501 | | | 001272/3085/DELEGATED/ |

Continued on Page 896

**Payments for Month 12** | **Nominal Ledger Analysis**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Compl |
| 31/03/2021 | Unity Trust Bank | BANKCHARG | 0.60 | | | 4051 | 101 | 0.60 | UTB/manual credit handling fee |
| 31/03/2021 | Unity Trust Bank | BANKCHARG | 33.45 | | | 4051 | 101 | 33.45 | UTB/Service charge |
| | **Total Payments for Month** | | 35,875.28 | 33,105.44 | -4.00 | | | 2,773.84 | |
| | **Balance Carried Fwd** | | 443,736.66 | | | | | | |
| | **Cashbook Totals** | | 479,611.94 | 33,105.44 | -4.00 | | | 446,510.50 | |

Receipts for Month 12 | Nominal Ledger Analysis

| Receipt Ref | Name of Payer | | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | Balance Brought Fwd : | | 150.00 | | | | | 150.00 | |
| | Banked: | 0.00 | | | | | | | |
| | | | 0.00 | | | | | 0.00 | |
| | Total Receipts for Month | 0.00 | | 0.00 | 0.00 | | | 0.00 | |
| | Cashbook Totals | 150.00 | | 0.00 | 0.00 | | | 150.00 | |

Continued on Page 509

Payments for Month 12

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | | | 0.00 | | | | | | |
| | Total Payments for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| | Balance Carried Fwd | | 150.00 | | | | | | |
| | Cashbook Totals | | 150.00 | 0.00 | 0.00 | | | 150.00 | |

Receipts for Month 12 — Nominal Ledger Analysis

| Receipt Ref | Name of Payer | | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | Balance Brought Fwd : | | 22,193.54 | | | | | 22,193.54 | |
| | Banked: | 0.00 | | | | | | | |
| | | | 0.00 | | | | | 0.00 | |
| | Total Receipts for Month | 0.00 | | 0.00 | 0.00 | | | 0.00 | |
| | Cashbook Totals | 22,193.54 | | 0.00 | 0.00 | | | 22,193.54 | |

Continued on Page 464

Payments for Month 12

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| 18/03/2021 | West Suffolk Council | 801097360 | 18.70 | | | 519 | | 18.70 | Attachment of Earnings/1 of 6 |
| 23/03/2021 | Net Salaries M12 | BACS | 8,592.68 | | | 516 | | 8,592.68 | Net Salaries M12 |
| 23/03/2021 | HMRC | 0011086612 | 3,221.21 | | | 515 | | 3,221.21 | HMRC M12 |
| 23/03/2021 | People's Pension M12 | DDR | 520.99 | | | 514 | | 520.99 | People's Pension M12 |
| 31/03/2021 | Unity Trust Bank | BANKCHARG | 18.00 | | | 4051 | 101 | 18.00 | UTB/Service Charge |
| | Total Payments for Month | | 12,371.58 | 0.00 | 0.00 | | | 12,371.58 | |
| | Balance Carried Fwd | | 9,821.96 | | | | | | |
| | Cashbook Totals | | 22,193.54 | 0.00 | 0.00 | | | 22,193.54 | |

Receipts for Month 12 | Nominal Ledger Analysis

| Receipt Ref | Name of Payer | | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | Banked: 03/03/2021 | 347.72 | | | | | | | |
| BCARD | Current Account | | 347.72 | | | 201 | | 347.72 | Jan Statement payment |
| | Banked: 29/03/2021 | 112.07 | | | | | | | |
| DDR | Current Account | | 112.07 | | | 201 | | 112.07 | Feb Statement DDR |
| | Total Receipts for Month | 459.79 | | 0.00 | 0.00 | | | 459.79 | |
| | Balance Carried Fwd | 115.48 | | | | | | | |
| | Cashbook Totals | 575.27 | | 0.00 | 0.00 | | | 575.27 | |

Continued on Page 213

Payments for Month 12 — Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---|---|---|---|---|---|---|---|---|---|
| | Balance Brought Fwd : | | 434.62 | | | | | 434.62 | |
| 01/03/2021 | card/Shoe Doctor | CC124 | 10.00 | | | 4036 | 202 | 10.00 | card/keycutting-cem CCTV rm |
| 02/03/2021 | card/Adobe Systems Software | CC131 | 15.17 | | 2.53 | 4025 | 101 | 12.64 | card/AdobeAcropro lic |
| 15/03/2021 | card/Stamps Direct Ltd | CC130 | 75.81 | | 12.65 | 4023 | 101 | 63.16 | card/rep. RFO stamp printers |
| 20/03/2021 | card/Adobe | CC132 | 25.28 | | 4.21 | 4025 | 101 | 21.07 | card/Adobe Acropro lic |
| 29/03/2021 | card/ZoomVideo Communications | CC133 | 14.39 | | 2.40 | 4115 | 101 | 11.99 | card/Zoom monthly lic |
| | Total Payments for Month | | 140.65 | 0.00 | 21.79 | | | 118.86 | |
| | Cashbook Totals | | 575.27 | 0.00 | 21.79 | | | 553.48 | |

## Finance & Policy

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| **100** | **Precept** | | | | | | | | |
| 1176 | Precept Received | 0 | 665,114 | 665,114 | 0 | | | 100.0% | |
| | Precept :- Income | 0 | 665,114 | 665,114 | 0 | | | 100.0% | 0 |
| | Net Income | 0 | 665,114 | 665,114 | 0 | | | | |
| **101** | **Administration** | | | | | | | | |
| 1003 | Banner Income | 0 | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1005 | Misc Income | 370 | 370 | 0 | (370) | | | 0.0% | |
| 1100 | Grants Received | 1,000 | 1,000 | 0 | (1,000) | | | 0.0% | |
| 1103 | Rent Receivable | 0 | 75 | 75 | 0 | | | 100.0% | |
| 1181 | Grant Received WSC | 0 | 2,000 | 0 | (2,000) | | | 0.0% | |
| 1190 | Interest Received | 0 | 1 | 50 | 49 | | | 2.3% | |
| | Administration :- Income | 1,370 | 3,446 | 1,125 | (2,321) | | | 306.3% | 0 |
| 4008 | Staff Training | 0 | 1,946 | 2,500 | 554 | | 554 | 77.9% | |
| 4009 | Staff Travel | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4018 | Software/Computer Consumables | 0 | 555 | 1,500 | 945 | | 945 | 37.0% | |
| 4019 | New IT System/Hardware | 0 | 341 | 2,030 | 1,689 | | 1,689 | 16.8% | |
| 4021 | Telephone and Fax | 122 | 1,566 | 2,000 | 434 | | 434 | 78.3% | |
| 4022 | Postage | 0 | 1,310 | 2,100 | 790 | | 790 | 62.4% | |
| 4023 | Stationery | 125 | 1,066 | 2,000 | 934 | | 934 | 53.3% | |
| 4025 | Subscriptions&Licences | 34 | 3,554 | 4,000 | 446 | | 446 | 88.8% | |
| 4026 | Insurance | 0 | 8,128 | 8,129 | 1 | | 1 | 100.0% | |
| 4028 | Office Maintenance | 261 | 10,886 | 7,500 | (3,386) | | (3,386) | 145.1% | |
| 4030 | Recruitment Advertising | 0 | 0 | 406 | 406 | | 406 | 0.0% | |
| 4051 | Bank Charges/Interest | 52 | 280 | 600 | 320 | | 320 | 46.7% | |
| 4056 | Legal Expenses | 0 | 44,205 | 41,205 | (3,000) | | (3,000) | 107.3% | |
| 4057 | Audit & Accountancy Fees | 0 | 2,750 | 3,500 | 750 | | 750 | 78.6% | |
| 4058 | Professional Fees | 0 | 100 | 0 | (100) | | (100) | 0.0% | |
| 4059 | web site | 0 | 3,199 | 3,050 | (149) | | (149) | 104.9% | |
| 4060 | Councillors Training | 0 | 50 | 508 | 458 | | 458 | 9.8% | |
| 4061 | Councillors Expenses | 0 | 0 | 254 | 254 | | 254 | 0.0% | |
| 4062 | Civic Regalia | 0 | 50 | 305 | 255 | | 255 | 16.4% | |
| 4064 | Town Mayor's Allowance | 0 | 96 | 1,000 | 904 | | 904 | 9.6% | |
| 4075 | Grant to CAB | 0 | 3,000 | 3,000 | 0 | | 0 | 100.0% | |
| 4076 | Grants | 2,300 | 13,300 | 13,300 | 0 | | 0 | 100.0% | |
| 4077 | Marketing | 0 | 199 | 315 | 116 | | 116 | 63.2% | |
| 4079 | Grant to Royal British Legion | 0 | 103 | 25 | (78) | | (78) | 410.0% | |

Continued over page

| | | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|---|
| 4083 | PCSO | 0 | 34,000 | 34,000 | 0 | | 0 | 100.0% | |
| 4090 | Biodegradable Dog Poo Bags | 0 | 308 | 964 | 657 | | 657 | 31.9% | |
| 4097 | Election Costs | 0 | 0 | 12,790 | 12,790 | | 12,790 | 0.0% | |
| 4113 | Rolling Capitol Reserve | 0 | 0 | 13,000 | 13,000 | | 13,000 | 0.0% | |
| 4115 | Coronavirus Response Costs | 177 | 8,738 | 5,000 | (3,738) | | (3,738) | 174.8% | 6,263 |
| 4220 | Discover Nmkt Stakeholder Fee | 0 | 5,000 | 5,000 | 0 | | 0 | 100.0% | |
| 4221 | Yellow Brick Road | 457 | 1,829 | 2,000 | 171 | | 171 | 91.4% | |
| 4222 | Tourism Stakeholder Fee | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| | Administration :- Indirect Expenditure | 3,528 | 146,558 | 173,231 | 26,673 | 0 | 26,673 | 84.6% | 6,263 |
| | Net Income over Expenditure | (2,158) | (143,112) | (172,106) | (28,994) | | | | |
| 6000 | plus Transfer from EMR | 0 | 6,263 | | | | | | |
| | Movement to/(from) Gen Reserve | (2,158) | (136,849) | | | | | | |
| 103 | Health & Safety | | | | | | | | |
| 4020 | Misc. Staff Costs | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4028 | Office Maintenance | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4058 | Professional Fees | 0 | 2,500 | 2,500 | 0 | | 0 | 100.0% | |
| | Health & Safety :- Indirect Expenditure | 0 | 2,500 | 3,000 | 500 | 0 | 500 | 83.3% | 0 |
| | Net Expenditure | 0 | (2,500) | (3,000) | (500) | | | | |
| | Finance & Policy :- Income | 1,370 | 668,560 | 666,239 | (2,321) | | | 100.3% | |
| | Expenditure | 3,528 | 149,058 | 176,231 | 27,173 | 0 | 27,173 | 84.6% | |
| | Net Income over Expenditure | (2,158) | 519,502 | 490,008 | (29,494) | | | | |
| | plus Transfer from EMR | 0 | 6,263 | | | | | | |
| | Movement to/(from) Gen Reserve | (2,158) | 525,765 | | | | | | |
| | Grand Totals:- Income | 1,370 | 668,560 | 666,239 | (2,321) | | | 100.3% | |
| | Expenditure | 3,528 | 149,058 | 176,231 | 27,173 | 0 | 27,173 | 84.6% | |
| | Net Income over Expenditure | (2,158) | 519,502 | 490,008 | (29,494) | | | | |
| | plus Transfer from EMR | 0 | 6,263 | | | | | | |
| | Movement to/(from) Gen Reserve | (2,158) | 525,765 | | | | | | |

# Newmarket Town Council



## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date as at 31/03/2021 FINAL

| A/c | Description | Actual | | |
|---|---|---|---|---|
| | *Current Assets* | | | |
| 101 | Debtors | 8,783 | | |
| 105 | Vat Due | 8,508 | | |
| 201 | Current Account | 443,737 | | |
| 204 | Staff Salary Bank Account | 9,822 | | |
| 208 | Barclaycard Account | (115) | | |
| 210 | Petty Cash | 150 | | |
| | Total Current Assets | | 470,884 | |
| | *Current Liabilities* | | | |
| 501 | Creditors | 120 | | |
| 515 | Paye/NI Due | 0 | | |
| 516 | Wages Control | (0) | | |
| 565 | Bookings Deposit | 409 | | |
| | Total Current Liabilities | | 529 | |
| | Net Current Assets | | | 470,355 |
| | Total Assets less Current Liabilities | | | 470,355 |
| | *Represented by :-* | | | |
| 301 | Current Year Fund | 153,467 | | |
| 310 | General Fund | 134,360 | | |
| 313 | EMR Town Regeneration | 43,557 | | |
| 316 | EMR Clocks/Memorials | 7,205 | | |
| 317 | EMR Buildings-M Hall Fund | 19,632 | | |
| 318 | EMR Buildings - Pavilion Fund | 25,000 | | |
| 319 | EMR Disused Churchyard | 2,836 | | |
| 320 | EMR Cooper Memorial | 2,008 | | |
| 322 | EMR Studland Park Timers | 3,500 | | |
| 323 | EMR Allotments | 4,839 | | |
| 327 | EMR Legends of the Turf | 2,844 | | |
| 330 | EMR Cemetery | 31,296 | | |
| 332 | EMR Human Resources | 13,646 | | |
| 333 | EMR Carnival | 5,267 | | |
| 334 | EMR Christmas Lights | 2,275 | | |
| 342 | EMRMemorial Gardens Masterplan | 8,857 | | |
| 343 | EMR Workwear | 818 | | |
| 344 | EMR Asset Sales | 8,950 | | |
| | Total Equity | | | 470,355 |

Summary Income & Expenditure by Budget Heading as at 31/03/2021

Committee Report SUMMARY M12

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|
| **Finance & Policy** | | | | | | | |
| Income | 1,370 | 668,560 | 666,239 | (2,321) | | | 100.3% |
| Expenditure | 3,528 | 149,058 | 176,231 | 27,173 | 0 | 27,173 | 84.6% |
| Net Income over Expenditure | (2,158) | 519,502 | | | | | |
| plus Transfer from EMR | 0 | 6,263 | | | | | |
| Movement to/(from) Gen Reserve | (2,158) | 525,765 | | | | | |
| **Community Services** | | | | | | | |
| Income | 15,894 | 71,749 | 71,650 | (99) | | | 100.1% |
| Expenditure | 35,594 | 159,935 | 202,038 | 42,103 | 0 | 42,103 | 79.2% |
| Net Income over Expenditure | (19,700) | (88,186) | | | | | |
| plus Transfer from EMR | 0 | 5,550 | | | | | |
| Movement to/(from) Gen Reserve | (19,700) | (82,636) | | | | | |
| **Leisure Services** | | | | | | | |
| Income | 6,301 | 26,464 | 34,900 | 8,436 | | | 75.8% |
| Expenditure | 6,734 | 150,421 | 207,520 | 57,099 | 0 | 57,099 | 72.5% |
| Net Income over Expenditure | (433) | (123,957) | | | | | |
| plus Transfer from EMR | 0 | 17,700 | | | | | |
| Movement to/(from) Gen Reserve | (433) | (106,257) | | | | | |
| **Human Resources** | | | | | | | |
| Income | 0 | 0 | 0 | 0 | | | 0.0% |
| Expenditure | 12,770 | 153,732 | 184,000 | 30,268 | 0 | 30,268 | 83.5% |
| Movement to/(from) Gen Reserve | (12,770) | (153,732) | | | | | |
| **Development & Planning** | | | | | | | |
| Income | 0 | 0 | 0 | 0 | | | 0.0% |
| Expenditure | 0 | 160 | 3,000 | 2,840 | 0 | 2,840 | 5.3% |
| Movement to/(from) Gen Reserve | 0 | (160) | | | | | |

Continued over page

Summary Income & Expenditure by Budget Heading as at 31/03/2021

Month No: 12

Committee Report SUMMARY M12

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|
| Grand Totals:- Income | 23,564 | 766,772 | 772,789 | 6,017 | | | 99.2% |
| Expenditure | 58,626 | 613,306 | 772,789 | 159,483 | 0 | 159,483 | 79.4% |
| Net Income over Expenditure | (35,061) | 153,467 | 0 | (153,467) | | | |
| plus Transfer from EMR | 0 | 29,513 | | | | | |
| Movement to/(from) Gen Reserve | (35,061) | 182,980 | | | | | |

# INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2021

## 1. SCOPE OF RESPONSIBILITY

Newmarket Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

## 2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

## 3. THE INTERNAL CONTROL ENVIRONMENT

**The Council:**

The council reviews its obligations and objectives and approves budgets for the following year at its November to December committee meetings and at its meeting of the council approves the level of precept for the following financial year.

Newmarket Town Council has appointed a Finance & Policy Committee. The Committee meets on a monthly basis. Members of the Committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Committee are circulated to all members of the Council. The Chairman of the Finance and Policy Committee is appointed to have responsibility for bank reconciliation checks.

The full council meets monthly and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Finance and Policy Committee via the Clerk and Responsible Finance Officer. The council carries out regular reviews of its internal controls, systems and procedures.

**Clerk to the Council/Responsible Finance Officer:**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Responsible Financial Officer is responsible for administering the Council's finances. The Clerk is responsible for advising on the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

**Payments:**

All payments are reported to the council for approval. Two members of the council must authorise every payment. All authorised signatories are members of the Council. No officer of the Council can sign cheques. A report of all payments is provided to the Finance and Policy committee.

Newmarket TOWN COUNCIL

# INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2021

**Income:**
All income is received and banked in the council's name in a timely manner and reported to the council.

**Risk Assessments/Risk Management:**
The council reviews its risk assessment annually, and regularly reviews its systems and controls.

**Internal Audit:**
The council appoints an independent and competent internal auditor who reports to the council on a half yearly basis on the adequacy of it's:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

**External Audit:**
The council's external auditors, submit an annual certificate of audit which is presented to the Council.

**4. REVIEW OF EFFECTIVENESS**
The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement of Internal Control.

**Systems of Internal Control**
The systems of internal control (attached as appendix 1) were reviewed by Finance and Policy committee on 18th January 2021 and adopted by full council on 25th January 2021.

**Statement of Internal Control**
This Statement of Internal Control, was approved by Finance and Policy Committee on 22nd April 2022.

Newmarket TOWN COUNCIL

# Appendix 1

# Internal Controls

## INCOME – CASH/CHEQUES/BACS

| Procedure No: | PROCEDURE | CARRIED OUT BY | CHECKED BY |
|---|---|---|---|
| 1. | Write out receipt for all cash and cheque income received | ADMIN/EM | RFO |
| 2. | Mark appropriate Sales Ledger invoice with receipt no | ADMIN/EM | RFO |
| 3. | If non-SL invoice (ie: Teadance revenue) mark appropriate Cash Pay-In Voucher with receipt no | EM | RFO |
| 4. | All cash/cheques income to be entered onto Excel pay-in sheet & received into the Rialtas A/c System under the appropriate income nominal codes | RFO | Internal Auditor |
| 5. | All BACS income to be represented by a corresponding Remittance Advice or, in absence, a BACS receipt voucher & received into the Rialtas A/c System under the appropriate income nominal codes | RFO | Internal Auditor |
| 6. | Bank Reconciliations to be carried out throughout the month, with Final Reconciliation at month end | RFO | Chair of Finance Ctte |
| 7. | Annual Precept: to be paid into current a/c by BACS by WSC at the end of April | RFO | Internal Auditor |

## EXPENDITURE – CURRENT ACCOUNT (CASHBOOK 1)

| Procedure No: | PROCEDURE | CARRIED OUT BY | CHECKED BY |
|---|---|---|---|
| 1. | Purchase Orders prepared against quotes for non-contract expenditure | ADMIN | RFO |
| 2. | Invoices matched & checked against purchase order on receipt & prepared for weekly payment run | RFO | Two A/c signatories |
| 3. | Entered into Rialtas A/c System under the appropriate nominal code | RFO | Internal Auditor |
| 4. | On Mondays, payment run to be prepared for batch of invoices in Rialtas A/c System | RFO | Internal Auditor |
| 5. | BACS payments set up for the batch | RFO | Two A/c signatories |
| 6. | Any cheques, DDs to be prepared as separate batches | RFO | Two A/c signatories |
| 7. | Remittance Advices to be produced from Rialtas A/c System and posted | ADMIN | RFO |
| 8. | Final Bank Reconciliation at month end | RFO | Chair of Finance Ctte |

## EXPENDITURE – PETTY CASH (CASHBOOK 2)

| Procedure No: | PROCEDURE | CARRIED OUT BY | CHECKED BY |
|---|---|---|---|
| 1. | A receipt must be obtained for all expenditure. A VAT receipt if appropriate | ALL STAFF | RFO |
| 2. | Petty Cash Voucher to be completed for each receipt; Date, Staff Initials, Outlet Name, Details of goods/services, which area, price including VAT amount where relevant | RFO | Internal Auditor |
| 3. | Vouchers entered into the Rialtas A/c System under the appropriate expenditure nominal codes | RFO | Internal Auditor |
| 4. | Petty Cash Summary Excel Spreadsheet completed at month end with cashbox tally entered | RFO | Internal Auditor |
| 5. | Cheque written for petty cash amount to be withdrawn with a denomination listing & authorising letter for NatWest Bank | RFO | Two a/c signatories |
| 6. | Cashbook transfer completed on the Rialtas A/c System | RFO | Internal Auditor |
| 7. | Final Bank Reconciliation at month end | RFO | Chair of Finance Ctte |

## EXPENDITURE – SALARIES (CASHBOOK 3)

| Procedure No: | PROCEDURE | CARRIED OUT BY | CHECKED BY |
|---|---|---|---|
| 1. | Employees to complete a monthly overtime sheet as necessary for authorisation | ALL STAFF | RFO / TC |
| 2. | A monthly wages spreadsheet to be prepared detailing all staff gross pay and overtime if applicable | RFO | TC |
| 3. | Wages are processed in the Moneysoft Payroll Manager software | RFO | Internal Auditor |
| 4. | Pensions are processed in the BandC People's Pension online system for DD payment | RFO | Internal Auditor |
| 5. | PAYE/NICs BACS payment set up | RFO | Two A/c Signatories |
| 6. | Net Wages, PAYE/NICs, Pensions payments entered into Rialtas A/c System under the appropriate expenditure nominal codes | RFO | Internal Auditor |
| 7. | Salary Summary Excel spreadsheet completed & entered into the Rialtas A/c System as a Wages Control Account Journal | RFO | TC |
| 8. | Final Bank Reconciliation at month end | RFO | Chair of Finance Ctte |

## EXPENDITURE – CREDIT CARD (CASHBOOK 4)

| Procedure No: | PROCEDURE | CARRIED OUT BY | CHECKED BY |
|---|---|---|---|
| 1. | A receipt must be obtained for all expenditure.  A VAT receipt if appropriate | ALL STAFF | RFO |
| 2. | Credit Card Voucher to be completed for each receipt; Date, Staff Initials, Outlet Name, Details of goods/services, which area, price including VAT amount where relevant | ALL STAFF | RFO |
| 3. | Vouchers entered into the Rialtas A/c System under the appropriate expenditure nominal codes | RFO | Internal Auditor |
| 4. | Amounts checked at month end with online credit card statement | RFO | Internal Auditor |
| 5. | Cashbook transfer completed for statement payment on the Railtas A/c System | RFO | Internal Auditor |
| 6. | Final Bank Reconciliation at month end | RFO | Chair of Finance Ctte |

**NB: ALL FOUR CASHBOOKS ARE PRESENTED BY RFO AT THE NEXT FINANCE & POLICY COMMITTEE MEETING FOR APPROVAL.**

**COVID-19 ADDENDUM: Due to national restrictions regarding ways of working, NTC staff may be working from home over a period(s) of time.  At these times, face-to-face checking by councillors/town clerk may be suspended and all checks will be carried out via email and/or Zoom meeting.**

Newmarket
Town Council

THE KING EDWARD MEMORIAL HALL
124 HIGH STREET NEWMARKET SUFFOLK CB8 8JP
**TELEPHONE 01638667227**

Town Mayor Councillor Michael Jefferys Town Clerk: Debbie Baines

## Health and Safety Report Update for the Finance and Policy Committee
## April 2021

| Date | Location | Issue | Action | Update |
|---|---|---|---|---|
| 20/04/2021 | Sir Daniel Cooper Bart | Light | Under investigation, disconnected non urgent | Ongoing |
| 20/04/2021 | Bill Tutte | Bollard been hit 2 | re fixed awaiting top coat. | Completed |
| 20/04/2021 | Severals | Booster pump needs repairing (showers) | Quote received waiting on approval. | Ongoing |
| | | The metal around the tree is bent | Gary and Kerry will attempt to repair it. | Ongoing |
| | | Consistent drinking and drug usage | Police reports made | Ongoing |
| | | Guttering two sections been pulled off | Gary has fixed completed | Completed |
| | | Main Gate broken at Severals | Gary fixed | Completed |
| 20/04/2021 | War Memorial | Bench damaged | Removed waiting on new quote | Ongoing |
| | | Fencing could to with painting | Needs to be started | Ongoing |
| | | Metal fence on the outside has been damaged (possible impact from car) | Tradesman needs to access | Ongoing |
| 20/04/2021 | High Street | Electric box near the clock tower | Live Cable Electrician has been called | Ongoing |
| | Cemetery | CCTV rewiring | Gary and Kerry | Ongoing |
| | | Rabbits and Cluster flies | Started a new program of pest control | Ongoing and contained for now |
| | | Portion of the Ladies Toilet ceiling needed plastering | Gary completed | Completed |
| | | Chapel lights not working | Electrician coming on 17/03/2021 | Ongoing |
| 20/04/2021 | St Mary | Small graveyard SLA needs cutting | Gary has started to cut it | Ongoing |
| 20/04/2021 | Memorial Hall and Gardens | Public toilets 1 hand dryer not working | Non urgent as not using hand dryers | Ongoing |
| | | Ongoing vandalism | Weekly reported to police | Ongoing |
| | | Basket swing | Removed until secondary safety device fitted | Ongoing |