



# Public Document Pack

## Bletchley and Fenny Stratford Town Council

There will be a meeting of the Finance and Governance Committee on Tuesday, 23rd April, 2024 at Community Hall - Newton Leys Pavilion commencing at 7.30 pm to transact the items of business set out in the agenda below.

*Delia Shephard*

Delia Shephard  
Clerk to the Council  
16 April 2024

### AGENDA

1. To note apologies for absence
2. To note councillors' declarations of interest in matters on the agenda

*(Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, councillors are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting)*

3. To approve the draft minutes of the previous meeting of the committee (Pages 1 - 4)

4. Public Speaking Time

To receive representations or questions from members of the public on matters on the agenda (please note this item will generally be restricted to a maximum of 15 minutes in total, individuals may speak for a maximum of 3 minutes each).

Members of the public who wish to make spoken representations should contact the Finance Manager (ideally by email) no later than 12 noon on the day before the day of the meeting to register to speak. Alternatively written representations should be submitted by email to arrive no later than 12 noon on the day before the day of the meeting using the email address below.

Contact details:

Alison Brown, Finance Manager  
[finance@bletchleyfennystratford-tc.gov.uk](mailto:finance@bletchleyfennystratford-tc.gov.uk)  
01908 649469

*Please be aware that council meetings may be recorded including representations made by members of the public.*

5. To review and comment on any planning applications due for review by Milton Keynes City Council
  - (i) 24/00604/HOU 60 Baccara Grove Bletchley Milton Keynes MK2 3AT  
The erection of single storey front extension with pitched roof taken over existing porch.  
  
[24/00604/HOU](#)
  - (ii) 24/00693/HOU 42 Saffron Street Bletchley Milton Keynes MK2 3AH  
The erection of a single storey front and side extension.

*Members of the public and representatives of the media are welcome to attend but are warned that items marked with an asterisk (\*) may involve discussion of confidential information and the council may resolve to exclude members of the public and press if this is deemed to be in the public interest*

[24/00693/HOU](#)

- (iii) 24/00738/HOU 18 Manor Road Bletchley Milton Keynes MK2 2HW  
The erection of a single storey rear and side wrap-around extension

[24/00738/HOU](#)

- (iv) 24/00384/FUL 53 Osborne Street Bletchley Milton Keynes MK2 2LR  
**Erection of a detached 2-bedroom bungalow**

[24/00384/FUL](#)

- |     |  |                 |
|-----|--|-----------------|
| 6.  | To review and note a financial management information report showing income and expenditure against budget for the year to 31 March 2024 | (Pages 5 - 18)  |
| 7.  | To review and note cash and investment reconciliations to 31 March 2024  | (Pages 19 - 38) |
| 8.  | To review and note the council's balance sheet as at 31 March 2024   | (Pages 39 - 44) |
| 9.  | To ratify a list of payments made or due to be made to 30 April 2024   | (Pages 45 - 50) |
| 10. | To review the financial regulations and scheme of delegation   | (Pages 51 - 70) |
| 11. | To approve the Annual Governance and Accountability Return 2023/24   | (Pages 71 - 76) |
| 12. | To review the final internal audit report for 2023/24  | (Pages 77 - 84) |
| 13. | To review and note the HOT's re Albert Street Public Conveniences  | (Pages 85 - 92) |



## Bletchley and Fenny Stratford Town Council

### Minutes of a meeting of the Finance and Governance Committee of Bletchley and Fenny Stratford Town Council held at Community Hall - Newton Leys Pavilion on Tuesday, 27th February, 2024 commencing at 7.30 pm

**Present:** Cllrs K Ely, R Graham, R Haine, E Kelly-Wilson, E O'Rourke, U Osumili and Fernandes

**Absent:** Cllrs A Segebrecht and Joshi

**Apologies:** Cllrs S Browne

**In attendance:** Alison Brown (Finance Manager acting as Clerk to the Committee) and Delia Shephard (Town Clerk)

#### Min Ref

- FC23/24-91 **To note apologies for absence**  
It was RESOLVED to note the apologies listed above.
- FC23/24-92 **To note councillors' declarations of interest in matters on the agenda**  
There were no declarations of interest.
- FC23/24-93 **To approve the draft minutes of the previous meeting of the committee**  
It was RESOLVED that the draft minutes of the previous meeting on 9 January 2024 be approved as a correct record.
- FC23/24-94 **Public Speaking Time**  
There were no representations from members of the public.
- FC23/24-95 **To review and comment on any planning applications due for review by Milton Keynes City Council**
- FC23/24-95i **24/00195/FUL - 27 Denbigh Road MK1 1DT**  
It was RESOLVED to make no comments on the planning application.
- FC23/24-96 **24/00253/HOU - 38 Rydal Way MK2 3DL**  
It was RESOLVED to make no comments on the planning application.
- FC23/24-97 **To review and note a financial management information report showing income and expenditure against budget for the year to 31 January 2024**  
It was RESOLVED that the report be noted.
- FC23/24-98 **To review and note cash and investment reconciliations to 31 January 2024**  
It was RESOLVED that the cash and investment reconciliations be noted.
- FC23/24-99 **To review and note the council's balance sheet as at 31 January 2024**  
It was RESOLVED that the balance sheet as at 31 January 2024 be noted.  
It was RESOLVED that the list of individual transactions over £500 for the period be noted.
- FC23/24-100 **To ratify a list of payments made or due to be made to 29 February 2024**  
It was RESOLVED that the list of payments made or due to be made, which had been



## Bletchley and Fenny Stratford Town Council

published with the agenda, be ratified.

**FC23/24-101 To ratify a schedule of accounts to be paid by direct debit during the Financial Year 2024-25**

It was RESOLVED that a schedule of regular direct debits to be paid during the Financial Year 2024-25 which had been published with the agenda be approved with the inclusion of an additional 2 direct debits as listed below:

1. BT – the provision of broadband services to 21 Barton Road
2. SES Water – the provision of water to the Newton Leys Allotments.

**FC23/24-102 To receive a report on progress with Electric Vehicle Charging Points at Newton Leys Pavilion and consider any next steps**

The RFO informed members of the committee, that subsequent to the publishing of the agenda, Believe are now not using the pre-application process with MKCC; Believe are now applying for full planning application process, with an anticipated submission on 28 February 2024. The Clerk has provisionally drafted a letter to the planning department of MKCC in support of the planning application.

It was RESOLVED that the update report be noted.

It was RESOLVED to approve the draft letter (prepared) by the Clerk.

**FC23/24-103 Sycamore Hall Update**

The Clerk gave a verbal report detailing the actions to date since the last Full Council meeting, when it was agreed to proceed with the public consultation. It was noted that a special edition of the Neighbour was in the process of print with delivery to all Bletchley and Fenny Stratford residents. The on-line consultation was already live on the website with a closing date of 24 March 2024. The Clerk reiterated that the council is actively encouraging residents to participate in the consultation and tours of the site can be arranged for members of the public.

It was RESOLVED to note the update.

**FC23/24-104 To review and note the review of the effectiveness of internal audit 2023/24**

Members noted the document reviewing the effectiveness of internal audit and internal controls for the financial year 2023-24. The Clerk and RFO stated that the document should be prepared by the members on the basis that the internal auditor works on their behalf to ensure that the internal controls are put in place to safeguard taxpayers money, compliance to financial regulations and statutory guidance, and that financial risk is minimised.

The RFO brought to the attention of the committee that bank statements should be signed off by a member of the council on a monthly basis ensuring that they reconcile to the cash books.

It was RESOLVED that a member of the Finance and Governance Committee would sign off bank statements and cash books on a monthly basis; this would be done on a rota.

It was RESOLVED to note the review of the effectiveness of internal audit and recommend to Full Council on 2 April 2024.

**FC23/24-105 To note increase of Basic Allowance for Parish/Town Councils agreed on 24**



## Bletchley and Fenny Stratford Town Council

### **January 2024 and to confirm that Bletchley and Fenny Stratford Town Council will pay councillor allowances to elected councillors at the new rate of £1213 per year, from 1 April 2024**

It was RESOLVED to note the report of the local IR panel approved by Milton Keynes City Council on 24 January 2024 which had increased the amounts for basic allowances for Town and Parish Councillors in the area by 4.48%. and the recommendation that Parish / Town Councils who pay allowances should track the MKCC basic allowance, as follows:

- Basic: Up to 10% of the MKC Basic Allowance for Quality Parish / Town Councils = £1,213 **or** Up to 7.5% of the MKC Basic Allowance for Non Quality Parish / Town Councils= £909.75
- Chairs: Up to 20% of the MKC Basic Allowance for Quality Parish / Town Councils= £2,442.60 **or** Up to 15% of the MKC Basic Allowance for Non Quality Parish / Town Councils= £1,831.95

The Finance manager confirmed that the an annual allowance of £1,213 would be reflected in future payments from May 2024 for those elected councillors claiming this allowance.

FC23/24-106

### **To review the annual financial risk assessment**

The Clerk stated that the annual financial risk assessment had been prepared in the same form for a number of years; it has been updated into a more logical format and uploaded to the website. The Clerk highlighted to members the far right column, which detailed any further action required to mitigate the risk to the council. It was pointed out to members the additional risks of the Landscaping Contract and the Sycamore buildings project.

It was RESOLVED to approve the review and authorise officers to implement the actions highlighted in red.

FC23/24-107

### **To review the Asset Register**

Members reviewed the reports providing the detailed asset register. It was RESOLVED to note the reports.

FC23/24-108

### **To approve the write-off of the debts in the attached document**

It was RESOLVED to approve the write-off of the two items of debt totaling £107.84.

The meeting closed at 8.18 pm

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**Detailed Income & Expenditure by Budget Heading 31/03/2024**

**Month No: 12**

**Cost Centre Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b><u>101 Community Grants</u></b>						
1077 Misc Income	1,500	0	(1,500)			
Community Grants :- Income	<u>1,500</u>	<u>0</u>	<u>(1,500)</u>			<u>0</u>
4005 Community Funding	23,994	28,075	4,081		4,081	
4006 Community Larder	13,000	13,000	0		0	
4007 Canal Trust	5,000	5,000	0		0	
Community Grants :- Indirect Expenditure	<u>41,994</u>	<u>46,075</u>	<u>4,081</u>	<u>0</u>	<u>4,081</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>(40,494)</b></u>	<u><b>(46,075)</b></u>	<u><b>(5,581)</b></u>			
<b><u>106 Democratic Services</u></b>						
4522 Councillors Training	0	1,000	1,000		1,000	
4523 Councillor travel expenses	0	300	300		300	
4530 Chairmans Allowance	87	250	163		163	
4531 Members Allowances	1,281	4,386	3,105		3,105	
4590 IT	10,848	10,150	(698)		(698)	
4620 Subscriptions	2,948	3,300	352		352	
Democratic Services :- Indirect Expenditure	<u>15,164</u>	<u>19,386</u>	<u>4,222</u>	<u>0</u>	<u>4,222</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>(15,164)</b></u>	<u><b>(19,386)</b></u>	<u><b>(4,222)</b></u>			
<b><u>107 Planting</u></b>						
4015 Planting	1,533	1,500	(33)		(33)	
Planting :- Indirect Expenditure	<u>1,533</u>	<u>1,500</u>	<u>(33)</u>	<u>0</u>	<u>(33)</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>(1,533)</b></u>	<u><b>(1,500)</b></u>	<u><b>33</b></u>			
<b><u>108 Youth Work</u></b>						
4040 Play Sessions	9,900	16,240	6,340		6,340	
Youth Work :- Indirect Expenditure	<u>9,900</u>	<u>16,240</u>	<u>6,340</u>	<u>0</u>	<u>6,340</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>(9,900)</b></u>	<u><b>(16,240)</b></u>	<u><b>(6,340)</b></u>			
<b><u>109 Dog Bins</u></b>						
4030 Dog Bin Purchases	82	500	418		418	
4031 Dog Bin Emptying	14,768	14,700	(68)		(68)	
Dog Bins :- Indirect Expenditure	<u>14,850</u>	<u>15,200</u>	<u>350</u>	<u>0</u>	<u>350</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>(14,850)</b></u>	<u><b>(15,200)</b></u>	<u><b>(350)</b></u>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>112 Senior Youth Club</u>						
4953 Miscellaneous Costs	17,196	30,450	13,254		13,254	
Senior Youth Club :- Indirect Expenditure	<u>17,196</u>	<u>30,450</u>	<u>13,254</u>	<u>0</u>	<u>13,254</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(17,196)</u>	<u>(30,450)</u>	<u>(13,254)</u>			
<u>120 Spotlight</u>						
1041 Photocopying Income	5	0	(5)			
1075 MKC Grants	2,515	2,470	(45)			
1087 Spotlight hire income	5,689	5,440	(249)			
Spotlight :- Income	<u>8,209</u>	<u>7,910</u>	<u>(299)</u>			<u>0</u>
4012 New Equipment	20	0	(20)		(20)	
4014 Electrical Works	74	0	(74)		(74)	
4100 Licences	159	0	(159)		(159)	159
4551 Water	315	560	245		245	
4555 Rates	5,030	4,790	(240)		(240)	
4570 Cleaning	4,252	4,785	533		533	
4571 Window Cleaning	175	0	(175)		(175)	
4572 Copier Charges	(21)	100	121		121	
4574 Gas	1,975	2,000	25		25	
4575 Electricity	1,425	2,000	575		575	
4576 Fire/Intruder Alarm Maint	475	1,015	541		541	
4577 Telephone/Broadband/Alarms	2,806	2,700	(106)		(106)	
4579 Fire Extinguishers	193	200	7		7	
4581 Health & Safety Advice	200	200	0		0	
4585 General Maintenance	1,002	1,500	498	91	407	
4595 Office Equipment	0	100	100		100	
4964 Waste/Recycling	0	100	100		100	
4965 Hygienic Waste	553	610	57		57	
Spotlight :- Indirect Expenditure	<u>18,632</u>	<u>20,660</u>	<u>2,028</u>	<u>91</u>	<u>1,937</u>	<u>159</u>
<b>Net Income over Expenditure</b>	<u>(10,424)</u>	<u>(12,750)</u>	<u>(2,326)</u>			
6001 plus Transfer from EMR	159					
<b>Movement to/(from) Gen Reserve</b>	<u>(10,265)</u>					
<u>201 Precept/Grant</u>						
1075 MKC Grants	68,907	68,907	(0)			
1076 Precept	1,109,705	1,109,705	(0)			
Precept/Grant :- Income	<u>1,178,613</u>	<u>1,178,612</u>	<u>(1)</u>			<u>0</u>
<b>Net Income</b>	<u>1,178,613</u>	<u>1,178,612</u>	<u>(1)</u>			



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>301 Bandstand</b>						
4575 Electricity	747	405	(342)		(342)	
4585 General Maintenance	0	760	760		760	
Bandstand :- Indirect Expenditure	<b>747</b>	<b>1,165</b>	<b>418</b>	<b>0</b>	<b>418</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(747)</b>	<b>(1,165)</b>	<b>(418)</b>			
<b>302 Community Engagement</b>						
1000 Grants Received	5,000	0	(5,000)			5,000
1030 The Neighbour Income	557	0	(557)			
1052 Market Events Income	6,747	1,800	(4,947)			126
1075 MKC Grants	10,757	9,690	(1,067)			
Community Engagement :- Income	<b>23,060</b>	<b>11,490</b>	<b>(11,570)</b>			<b>5,126</b>
4100 Licences	360	400	40		40	
4102 Engagement events	48,352	23,000	(25,352)	1,490	(26,842)	9,633
4110 Newsletter/Annual report	11,476	12,000	524		524	
4591 Website/Social Media	949	1,200	251		251	
4635 Distribution Costs	2,975	4,000	1,025		1,025	
Community Engagement :- Indirect Expenditure	<b>64,111</b>	<b>40,600</b>	<b>(23,511)</b>	<b>1,490</b>	<b>(25,001)</b>	<b>9,633</b>
<b>Net Income over Expenditure</b>	<b>(41,051)</b>	<b>(29,110)</b>	<b>11,941</b>			
6001 plus Transfer from EMR	9,633					
6002 less Transfer to EMR	5,126					
<b>Movement to/(from) Gen Reserve</b>	<b>(36,544)</b>					
<b>303 Christmas Lights Overhead Expe</b>						
4014 Electrical Works	0	5,075	5,075		5,075	
4111 Xmas Lights Hire	28,000	15,225	(12,775)		(12,775)	
4114 Tree supply, install & remove	1,670	3,150	1,480		1,480	
4115 Infrastructure costs	0	7,105	7,105		7,105	
4575 Electricity	(9)	2,000	2,009		2,009	
Christmas Lights Overhead Expe :- Indirect Expenditure	<b>29,661</b>	<b>32,555</b>	<b>2,894</b>	<b>0</b>	<b>2,894</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(29,661)</b>	<b>(32,555)</b>	<b>(2,894)</b>			
<b>304 Christmas Event</b>						
1052 Market Events Income	121	0	(121)			
Christmas Event :- Income	<b>121</b>	<b>0</b>	<b>(121)</b>			<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4100 Licences	101	70	(31)		(31)	
4101 Performances	5,578	5,792	214		214	
4103 Security	2,224	3,045	821		821	
4104 First Aid	0	355	355		355	
4953 Miscellaneous Costs	0	0	0	(265)	265	
4954 Equipment hire	12,671	8,628	(4,043)		(4,043)	
Christmas Event :- Indirect Expenditure	<b>20,573</b>	<b>17,890</b>	<b>(2,683)</b>	<b>(265)</b>	<b>(2,418)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(20,453)</b>	<b>(17,890)</b>	<b>2,563</b>			
<u>401 Albert Street Toilets</u>						
1077 Misc Income	12,950	12,950	0			
Albert Street Toilets :- Income	<b>12,950</b>	<b>12,950</b>	<b>0</b>			<b>0</b>
4012 New Equipment	131	500	369	893	(524)	
4525 Staff Uniforms & Equipment	25	0	(25)		(25)	
4551 Water	5,937	6,000	63		63	
4552 Plumbing Works	71	2,500	2,429		2,429	
4567 Cleaning Consumables	1,509	2,500	991		991	
4570 Cleaning	22,619	22,510	(109)		(109)	
4575 Electricity	3,082	1,500	(1,582)		(1,582)	
4585 General Maintenance	877	7,000	6,123		6,123	
4964 Waste/Recycling	1,672	1,520	(152)		(152)	
Albert Street Toilets :- Indirect Expenditure	<b>35,923</b>	<b>44,030</b>	<b>8,107</b>	<b>893</b>	<b>7,214</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(22,973)</b>	<b>(31,080)</b>	<b>(8,107)</b>			
<u>402 Allotments &amp; Community Orchard</u>						
1060 Allotment Rents Manor Fields	5,398	5,226	(172)			
1061 Allotment Rents Larch Grove	994	1,024	30			
1062 Allotment Rents Newton Leys	2,237	2,186	(51)			
1063 Allotment rent Orchardside	1,739	1,624	(115)			10,331
1075 MKC Grants	10,331	0	(10,331)			
Allotments & Community Orchard :- Income	<b>20,700</b>	<b>10,060</b>	<b>(10,640)</b>			<b>10,331</b>
4200 Manor Fields Allotment Costs	1,656	2,000	344		344	
4201 Larch Grove Allotment Costs	1,404	250	(1,154)		(1,154)	
4202 Orchardside Allotment Costs	10,031	1,375	(8,656)		(8,656)	10,010
4203 Newton Leys Allotment Costs	3,037	2,200	(837)		(837)	
4204 Community Orchard	350	1,375	1,025		1,025	
4620 Subscriptions	55	61	6		6	
Allotments & Community Orchard :- Indirect Expenditure	<b>16,533</b>	<b>7,261</b>	<b>(9,272)</b>	<b>0</b>	<b>(9,272)</b>	<b>10,010</b>
<b>Net Income over Expenditure</b>	<b>4,167</b>	<b>2,799</b>	<b>(1,368)</b>			
6001 plus Transfer from EMR	10,010					
6002 less Transfer to EMR	10,331					

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>3,846</b>					
<u>403 War Memorial</u>						
4585 General Maintenance	0	600	600		600	
War Memorial :- Indirect Expenditure	<b>0</b>	<b>600</b>	<b>600</b>	<b>0</b>	<b>600</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(600)</b>	<b>(600)</b>			
<u>405 The Chapel</u>						
4103 Security	913	1,000	87		87	
4575 Electricity	325	750	425		425	
4585 General Maintenance	0	500	500		500	
The Chapel :- Indirect Expenditure	<b>1,238</b>	<b>2,250</b>	<b>1,012</b>	<b>0</b>	<b>1,012</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,238)</b>	<b>(2,250)</b>	<b>(1,012)</b>			
<u>408 Fenny Stratford Community Cent</u>						
1091 FSCC Hire Income	39,358	38,080	(1,278)			
Fenny Stratford Community Cent :- Income	<b>39,358</b>	<b>38,080</b>	<b>(1,278)</b>			<b>0</b>
4012 New Equipment	16	0	(16)		(16)	
4014 Electrical Works	56	0	(56)		(56)	
4100 Licences	0	609	609		609	
4103 Security	6,762	6,090	(672)		(672)	
4551 Water	1,045	1,015	(30)		(30)	
4555 Rates	3,533	2,745	(788)		(788)	
4560 Advertising	0	500	500		500	
4570 Cleaning	11,689	9,600	(2,089)		(2,089)	
4571 Window Cleaning	170	180	10		10	
4574 Gas	6,587	5,000	(1,587)		(1,587)	
4575 Electricity	2,277	3,435	1,158		1,158	
4576 Fire/Intruder Alarm Maint	1,232	1,015	(217)		(217)	
4577 Telephone/Broadband/Alarms	631	1,015	384		384	
4579 Fire Extinguishers	105	203	98		98	
4581 Health & Safety Advice	200	711	511		511	
4585 General Maintenance	5,098	2,000	(3,098)	302	(3,400)	1,600
4964 Waste/Recycling	1,166	1,015	(151)		(151)	
4965 Hygienic Waste	130	508	378		378	
Fenny Stratford Community Cent :- Indirect Expenditure	<b>40,698</b>	<b>35,641</b>	<b>(5,057)</b>	<b>302</b>	<b>(5,360)</b>	<b>1,600</b>
<b>Net Income over Expenditure</b>	<b>(1,340)</b>	<b>2,439</b>	<b>3,779</b>			
6001 plus Transfer from EMR	1,600					
<b>Movement to/(from) Gen Reserve</b>	<b>260</b>					

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>409 Professional Fees</u>						
4583 Legal Fees	8,027	10,000	1,973		1,973	
4594 Prof Financial Advice	1,420	1,421	1		1	
Professional Fees :- Indirect Expenditure	<u>9,447</u>	<u>11,421</u>	<u>1,974</u>	<u>0</u>	<u>1,974</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(9,447)</u>	<u>(11,421)</u>	<u>(1,974)</u>			
<u>410 S106 Funding</u>						
4584 Projects	90,000	0	(90,000)		(90,000)	90,000
S106 Funding :- Indirect Expenditure	<u>90,000</u>	<u>0</u>	<u>(90,000)</u>	<u>0</u>	<u>(90,000)</u>	<u>90,000</u>
<b>Net Expenditure</b>	<u>(90,000)</u>	<u>0</u>	<u>90,000</u>			
6001 plus Transfer from EMR	90,000					
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>					
<u>411 Community Infrastructure Fund</u>						
4115 Infrastructure costs	17,087	13,500	(3,587)		(3,587)	
Community Infrastructure Fund :- Indirect Expenditure	<u>17,087</u>	<u>13,500</u>	<u>(3,587)</u>	<u>0</u>	<u>(3,587)</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(17,087)</u>	<u>(13,500)</u>	<u>3,587</u>			
<u>412 Community Projects/Services</u>						
4012 New Equipment	1,703	1,430	(273)		(273)	
4103 Security	23,200	26,390	3,190		3,190	
4970 Citizens Advice Bureau	0	8,000	8,000		8,000	
4972 Climate Change Initiative	1	0	(1)		(1)	
Community Projects/Services :- Indirect Expenditure	<u>24,904</u>	<u>35,820</u>	<u>10,917</u>	<u>0</u>	<u>10,917</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(24,904)</u>	<u>(35,820)</u>	<u>(10,917)</u>			
<u>415 Well-Being</u>						
4582 Free Swims	25,083	27,000	1,917		1,917	
4971 Health & Wellbeing Project	25,200	25,200	0		0	
Well-Being :- Indirect Expenditure	<u>50,283</u>	<u>52,200</u>	<u>1,917</u>	<u>0</u>	<u>1,917</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(50,283)</u>	<u>(52,200)</u>	<u>(1,917)</u>			
<u>416 Landscaping</u>						
1075 MKC Grants	69,309	43,186	(26,123)			
Landscaping :- Income	<u>69,309</u>	<u>43,186</u>	<u>(26,123)</u>			<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4011 Equipment Maintenance	0	0	0	302	(302)	
4012 New Equipment	20,104	0	(20,104)		(20,104)	
4014 Electrical Works	31	0	(31)		(31)	
4019 Leased Equipment	12,847	13,283	436		436	
4103 Security	4,060	0	(4,060)		(4,060)	
4500 Salaries	50,505	62,925	12,420		12,420	
4501 Employers NI	4,459	0	(4,459)		(4,459)	
4502 Employers Superann	11,970	0	(11,970)		(11,970)	
4525 Staff Uniforms & Equipment	1,252	1,200	(52)		(52)	
4551 Water	174	0	(174)		(174)	
4555 Rates	5,566	4,500	(1,066)		(1,066)	
4556 Lock Up Rent	14,805	29,700	14,895		14,895	
4574 Gas	(0)	1,500	1,500		1,500	
4575 Electricity	594	1,500	906		906	
4577 Telephone/Broadband/Alarms	271	0	(271)		(271)	
4585 General Maintenance	3,126	1,167	(1,959)		(1,959)	
4588 Insurance	83	2,333	2,250		2,250	
4650 Fuel	2,771	6,803	4,032	4,035	(2)	
4652 Vehicle Maintenance	601	0	(601)		(601)	
4954 Equipment hire	4,077	0	(4,077)		(4,077)	
Landscaping :- Indirect Expenditure	<b>137,295</b>	<b>124,911</b>	<b>(12,384)</b>	<b>4,337</b>	<b>(16,721)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(67,986)</b>	<b>(81,725)</b>	<b>(13,739)</b>			
<u>420 Sycamore House (Office)</u>						
4012 New Equipment	1,435	0	(1,435)		(1,435)	
4014 Electrical Works	83	0	(83)		(83)	
4103 Security	99	600	501		501	
4551 Water	0	1,015	1,015		1,015	
4555 Rates	6,156	6,575	419		419	
4570 Cleaning	4,370	4,400	30		30	
4571 Window Cleaning	200	420	220		220	
4574 Gas	608	2,400	1,792		1,792	
4575 Electricity	1,551	2,400	849		849	
4576 Fire/Intruder Alarm Maint	1,701	1,020	(681)		(681)	
4579 Fire Extinguishers	0	200	200		200	
4581 Health & Safety Advice	200	275	75		75	
4584 Projects	90	0	(90)		(90)	
4585 General Maintenance	1,941	1,500	(441)		(441)	950
4964 Waste/Recycling	0	500	500		500	
4965 Hygienic Waste	43	50	7		7	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4968 Renovation Works	3,869	0	(3,869)		(3,869)	3,869
Sycamore House (Office) :- Indirect Expenditure	<b>22,346</b>	<b>21,355</b>	<b>(991)</b>	<b>0</b>	<b>(991)</b>	<b>4,819</b>
<b>Net Expenditure</b>	<b>(22,346)</b>	<b>(21,355)</b>	<b>991</b>			
6001 plus Transfer from EMR	4,819					
<b>Movement to/(from) Gen Reserve</b>	<b>(17,528)</b>					
<u>421 Sycamore Hall</u>						
1092 Sycamore Hire Income	312	0	(312)			
Sycamore Hall :- Income	<b>312</b>	<b>0</b>	<b>(312)</b>			<b>0</b>
4100 Licences	180	600	420		420	
4551 Water	344	2,500	2,156		2,156	
4555 Rates	4,855	4,751	(104)		(104)	
4575 Electricity	823	6,000	5,177		5,177	
4585 General Maintenance	847	0	(847)		(847)	
4968 Renovation Works	12,779	0	(12,779)	58,726	(71,505)	7,894
Sycamore Hall :- Indirect Expenditure	<b>19,828</b>	<b>13,851</b>	<b>(5,977)</b>	<b>58,726</b>	<b>(64,703)</b>	<b>7,894</b>
<b>Net Income over Expenditure</b>	<b>(19,516)</b>	<b>(13,851)</b>	<b>5,665</b>			
6001 plus Transfer from EMR	7,894					
<b>Movement to/(from) Gen Reserve</b>	<b>(11,622)</b>					
<u>501 Staff Costs</u>						
4500 Salaries	366,912	356,948	(9,964)		(9,964)	
4501 Employers NI	37,391	35,475	(1,916)		(1,916)	
4502 Employers Superann	87,663	84,596	(3,067)		(3,067)	
4510 Payroll Costs	1,589	1,218	(371)		(371)	
4520 Staff Travel	507	609	102		102	
4521 Training	5,504	7,105	1,601		1,601	
4525 Staff Uniforms & Equipment	1,305	1,500	195		195	
4528 HR Advisory Services	3,320	2,538	(782)		(782)	
4529 Agency Services - Staff	581	568	(13)		(13)	
4560 Advertising	788	2,000	1,212		1,212	
Staff Costs :- Indirect Expenditure	<b>505,560</b>	<b>492,557</b>	<b>(13,003)</b>	<b>0</b>	<b>(13,003)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(505,560)</b>	<b>(492,557)</b>	<b>13,003</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>502 74/76 Queensway/Library</u>						
4555 Rates	495	0	(495)		(495)	
4585 General Maintenance	6,247	5,000	(1,247)		(1,247)	
<b>74/76 Queensway/Library :- Indirect Expenditure</b>	<b>6,742</b>	<b>5,000</b>	<b>(1,742)</b>	<b>0</b>	<b>(1,742)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,742)</b>	<b>(5,000)</b>	<b>1,742</b>			
<u>503 Council Support Services</u>						
1075 MKC Grants	10,000	0	(10,000)			10,000
1090 Bank Interest Received	65,016	18,400	(46,616)			
<b>Council Support Services :- Income</b>	<b>75,016</b>	<b>18,400</b>	<b>(56,616)</b>			<b>10,000</b>
4012 New Equipment	1,284	1,500	216		216	
4013 Electrical Testing	0	260	260		260	
4021 Bank Charges	507	500	(7)		(7)	
4022 SBP Funding Costs	0	34,000	34,000		34,000	(34,000)
4023 Irrecoverable VAT	28,282	20,000	(8,282)		(8,282)	
4551 Water	982	1,500	518		518	
4572 Copier Charges	989	2,030	1,041		1,041	
4577 Telephone/Broadband/Alarms	1,350	0	(1,350)		(1,350)	
4578 Mobile Phones	4,208	2,245	(1,963)		(1,963)	
4581 Health & Safety Advice	2,485	2,400	(85)		(85)	
4585 General Maintenance	199	500	301		301	
4588 Insurance	8,885	10,150	1,265		1,265	
4590 IT	26,639	23,946	(2,693)	8	(2,701)	
4592 Worldpay	3,060	2,000	(1,060)		(1,060)	
4596 Audit Fees	4,060	2,900	(1,160)		(1,160)	
4601 Refreshments	128	500	372		372	
4610 Postage	90	200	110		110	
4615 Stationery	947	1,000	53	17	36	
4620 Subscriptions	688	711	23		23	
4964 Waste/Recycling	1,238	1,015	(223)		(223)	
4973 Transfer to Capital Fund	0	55,000	55,000		55,000	(55,000)
<b>Council Support Services :- Indirect Expenditure</b>	<b>86,021</b>	<b>162,357</b>	<b>76,336</b>	<b>25</b>	<b>76,311</b>	<b>(89,000)</b>
<b>Net Income over Expenditure</b>	<b>(11,005)</b>	<b>(143,957)</b>	<b>(132,952)</b>			
6001 plus Transfer from EMR	(89,000)					
6002 less Transfer to EMR	10,000					
<b>Movement to/(from) Gen Reserve</b>	<b>(110,005)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>504 Town Council Vehicles</b>						
4588 Insurance	3,101	3,045	(56)		(56)	
4650 Fuel	2,648	1,828	(820)		(820)	
4651 Road Fund Licence	968	325	(643)		(643)	
4652 Vehicle Maintenance	2,473	1,015	(1,458)		(1,458)	
4654 MOT	45	152	107		107	
4655 Breakdown subscription	110	152	42		42	
Town Council Vehicles :- Indirect Expenditure	<b>9,344</b>	<b>6,517</b>	<b>(2,827)</b>	<b>0</b>	<b>(2,827)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(9,344)</b>	<b>(6,517)</b>	<b>2,827</b>			
<b>611 Neighbourhood Plan</b>						
1000 Grants Received	4,325	0	(4,325)			
Neighbourhood Plan :- Income	<b>4,325</b>	<b>0</b>	<b>(4,325)</b>			<b>0</b>
4589 Neighbourhood Plan	15,223	15,000	(223)		(223)	
Neighbourhood Plan :- Indirect Expenditure	<b>15,223</b>	<b>15,000</b>	<b>(223)</b>	<b>0</b>	<b>(223)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10,898)</b>	<b>(15,000)</b>	<b>(4,102)</b>			
<b>622 Newton Leys Pavilion</b>						
1077 Misc Income	170	0	(170)			
1084 Footbal Pitch Rents	4,500	5,000	500			
1088 N Leys Pavilion hire income	69,607	70,000	393			
1093 BP Pulse	873	0	(873)			
Newton Leys Pavilion :- Income	<b>75,151</b>	<b>75,000</b>	<b>(151)</b>			<b>0</b>
4011 Equipment Maintenance	3,300	3,000	(300)		(300)	
4012 New Equipment	8,855	500	(8,355)	25,083	(33,438)	6,757
4014 Electrical Works	699	500	(199)		(199)	
4100 Licences	1,961	609	(1,352)		(1,352)	
4103 Security	10,036	10,000	(36)		(36)	
4401 Football Pitch Maintenance	10,904	19,900	8,996		8,996	
4551 Water	803	3,553	2,750		2,750	
4555 Rates	18,598	15,305	(3,293)		(3,293)	
4570 Cleaning	12,114	13,195	1,082		1,082	
4571 Window Cleaning	335	305	(30)		(30)	
4573 Sanitary disposal	0	609	609		609	
4574 Gas	10,172	9,190	(982)		(982)	
4575 Electricity	21,217	20,000	(1,217)		(1,217)	
4576 Fire/Intruder Alarm Maint	1,476	1,827	351		351	
4577 Telephone/Broadband/Alarms	3,835	2,700	(1,135)		(1,135)	



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4579 Fire Extinguishers	395	508	113		113	
4581 Health & Safety Advice	350	711	361		361	
4585 General Maintenance	11,288	3,045	(8,243)	91	(8,334)	4,633
4590 IT	0	152	152		152	
4953 Miscellaneous Costs	0	0	0	1,010	(1,010)	510
4964 Waste/Recycling	3,345	2,538	(807)		(807)	
<b>Newton Leys Pavilion :- Indirect Expenditure</b>	<b>119,681</b>	<b>108,147</b>	<b>(11,534)</b>	<b>26,184</b>	<b>(37,718)</b>	<b>11,901</b>
<b>Net Income over Expenditure</b>	<b>(44,531)</b>	<b>(33,147)</b>	<b>11,384</b>			
6001 plus Transfer from EMR	11,901					
<b>Movement to/(from) Gen Reserve</b>	<b>(32,630)</b>					
<u>700 Market</u>						
1050 Market Income	1,734	1,700	(34)			
Market :- Income	<b>1,734</b>	<b>1,700</b>	<b>(34)</b>			<b>0</b>
4555 Rates	1,729	1,726	(3)		(3)	
4575 Electricity	1,554	1,523	(31)		(31)	
4620 Subscriptions	384	0	(384)		(384)	
Market :- Indirect Expenditure	<b>3,667</b>	<b>3,249</b>	<b>(418)</b>	<b>0</b>	<b>(418)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,933)</b>	<b>(1,549)</b>	<b>384</b>			
Grand Totals:- Income	<b>1,510,357</b>	<b>1,397,388</b>	<b>(112,969)</b>			
Expenditure	<b>1,446,181</b>	<b>1,397,388</b>	<b>(48,793)</b>	<b>91,783</b>	<b>(140,577)</b>	
<b>Net Income over Expenditure</b>	<b>64,176</b>	<b>0</b>	<b>(64,176)</b>			
plus Transfer from EMR	<b>47,015</b>					
less Transfer to EMR	<b>25,457</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>85,733</b>					

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
312 EMR - Elections	10,000.00		10,000.00
322 EMR - Neighbourhood Plan Fund	16,565.95		16,565.95
325 EMR - S106 Newton leys Pavilio	60,685.58	-7,715.83	52,969.75
326 EMR - S106 Newton Leys Allotme	69,489.00		69,489.00
327 EMR - S106 MKC Arts Funding	90,000.00	-90,000.00	0.00
328 EMR - S106 Allotment Fencing	0.00	321.00	321.00
353 EMR - Climate Change	48,335.00		48,335.00
354 EMR - Rolling Capital Program	497,283.84	70,502.49	567,786.33
355 EMR - Canals & Waterways Trust	10,000.00		10,000.00
356 EMR - Warm Spaces Grant	2,640.51	334.91	2,975.42
357 EMR - Digital Trail	0.00	5,000.00	5,000.00
	<b><u>804,999.88</u></b>	<b><u>-21,557.43</u></b>	<b><u>783,442.45</u></b>

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**Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 1 - Unity Trust Bank Current A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Current A/C	31/03/2024		39,846.18
			<hr/> 39,846.18
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			39,846.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			39,846.18
		<b>Balance per Cash Book is :-</b>	<b>39,846.18</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

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## Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Unity Trust Bank Current A/C

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/03/2024	BACS	8.77		8.77		R <input checked="" type="checkbox"/>	HMCTS
01/03/2024	764607106	4,060.90		4,060.90		R <input checked="" type="checkbox"/>	Mr & Mrs Ghey - 21 Barton Road
01/03/2024	440491119	288.00		288.00		R <input checked="" type="checkbox"/>	ISE Fire
01/03/2024	838706616	60.00		60.00		R <input checked="" type="checkbox"/>	National Association of Local
01/03/2024	423747037	753.84		753.84		R <input checked="" type="checkbox"/>	Acorn MK Nurseries
01/03/2024	321704405	774.16		774.16		R <input checked="" type="checkbox"/>	Mariee Wymer - Expenses
01/03/2024	275871877	115.00		115.00		R <input checked="" type="checkbox"/>	ORCA
01/03/2024	252762856	336.00		336.00		R <input checked="" type="checkbox"/>	Tull Industrial Doors
01/03/2024	DD	100.00		100.00		R <input checked="" type="checkbox"/>	24854 Hawes
01/03/2024	01/03/2024		50,000.00	50,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/03/2024	MV-2702		260.00	260.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/03/2024	01/03/2024		188.00	188.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/03/2024	294409260	500.00		500.00		R <input checked="" type="checkbox"/>	YMCA Milton Keynes
04/03/2024	DD01	2,532.86		2,532.86		R <input checked="" type="checkbox"/>	Tatry Group Ltd
04/03/2024	dDD02	203.16		203.16		R <input checked="" type="checkbox"/>	Fuelcard Services Ltd
04/03/2024	MV-2802		17.65	17.65		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2024	05/03/2024		517.08	517.08		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2024	05/03/24		49.50	49.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2024	MV-2902		225.00	225.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/03/2024	557012430	86.94		86.94		R <input checked="" type="checkbox"/>	Eastern Shires Purchasing Orga
06/03/2024	DD03	448.34		448.34		R <input checked="" type="checkbox"/>	Vodafone Ltd
06/03/2024	06/03/24		297.50	297.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/03/2024	MV-0103		148.50	148.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/03/2024	MV-0103		150.00	150.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/03/2024	MV-0203		712.00	712.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/03/2024	06/03/2024		82.50	82.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/03/2024	06/03/2024		148.00	148.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/03/2024	DD	250.00		250.00		R <input checked="" type="checkbox"/>	Worldpay Refunds
07/03/2024	MV-0403		376.00	376.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/03/2024	122191697	275.00		275.00		R <input checked="" type="checkbox"/>	Prestige OH Ltd
08/03/2024	801200894	1,898.50		1,898.50		R <input checked="" type="checkbox"/>	InspireAll Leisure and Family
08/03/2024	315513995	4.40		4.40		R <input checked="" type="checkbox"/>	Rialtas Business Solutions
08/03/2024	316136872	1,036.80		1,036.80		R <input checked="" type="checkbox"/>	MK Council
08/03/2024	306040817	283.93		283.93		R <input checked="" type="checkbox"/>	Total Gas & Power Ltd
08/03/2024	795401972	33.54		33.54		R <input checked="" type="checkbox"/>	BT Telephone Payment Services
08/03/2024	GP01138060	-0.03		-0.03		R <input checked="" type="checkbox"/>	BT Telephone Payment Services
08/03/2024	MV-0503		199.00	199.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2024	59173344	1,140.00		1,140.00		R <input checked="" type="checkbox"/>	Ravenscroft Environmental Serv
11/03/2024	961815574	412.48		412.48		R <input checked="" type="checkbox"/>	Bike2Work Exclusive Limited
11/03/2024	569554801	358.21		358.21		R <input checked="" type="checkbox"/>	Octopus Energy
11/03/2024	169165228	385.19		385.19		R <input checked="" type="checkbox"/>	Agrigem
11/03/2024	827147756	1,939.50		1,939.50		R <input checked="" type="checkbox"/>	InspireAll Leisure and Family
11/03/2024	820718941	400.00		400.00		R <input checked="" type="checkbox"/>	MK Money Lifeline
11/03/2024	557420478	1,417.38		1,417.38		R <input checked="" type="checkbox"/>	Cloudy Group Ltd
11/03/2024	587208411	642.81		642.81		R <input checked="" type="checkbox"/>	Mariee Wymer - Expenses

## Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Unity Trust Bank Current A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
11/03/2024	DD04	72.21		72.21		R <input type="checkbox"/>	British Gas Business
11/03/2024	DD05	271.25		271.25		R <input type="checkbox"/>	British Gas Business
11/03/2024	DD06	172.75		172.75		R <input type="checkbox"/>	Fuelcard Services Ltd
11/03/2024	MV-0603		218.94	218.94		R <input type="checkbox"/>	Receipt(s) Banked
11/03/2024	521419490		50,000.00	50,000.00		R <input type="checkbox"/>	Receipt(s) Banked
12/03/2024	MV-0703		230.00	230.00		R <input type="checkbox"/>	Receipt(s) Banked
13/03/2024	88922501	117.50		117.50		R <input type="checkbox"/>	Shred-It
13/03/2024	23/03/24		2,324.22	2,324.22		R <input type="checkbox"/>	Receipt(s) Banked
13/03/2024	MV-0803		103.00	103.00		R <input type="checkbox"/>	Receipt(s) Banked
13/03/2024	13/03/2024		88.00	88.00		R <input type="checkbox"/>	Receipt(s) Banked
14/03/2024	76127174	5,760.00		5,760.00		R <input type="checkbox"/>	Zodiac Media Ltd
14/03/2024	DD	400.00		400.00		R <input type="checkbox"/>	Worldpay Refunds
14/03/2024	14/03/2024		495.06	495.06		R <input type="checkbox"/>	Receipt(s) Banked
14/03/2024	14/03/2024		271.00	271.00		R <input type="checkbox"/>	Receipt(s) Banked
14/03/2024	14/03/24		136.00	136.00		R <input type="checkbox"/>	Receipt(s) Banked
15/03/2024	445394887	635.46		635.46		R <input type="checkbox"/>	Securitas Security Serves (UK)
15/03/2024	228899448	25.02		25.02		R <input type="checkbox"/>	NPower
15/03/2024	564183125	72.17		72.17		R <input type="checkbox"/>	NPower
15/03/2024	385317021	24.99		24.99		R <input type="checkbox"/>	NPower
15/03/2024	573172876	25.62		25.62		R <input type="checkbox"/>	NPower
15/03/2024	872572518	170.98		170.98		R <input type="checkbox"/>	NPower
15/03/2024	557614395	31.33		31.33		R <input type="checkbox"/>	NPower
15/03/2024	328223830	606.18		606.18		R <input type="checkbox"/>	NPower
15/03/2024	762732298	2,250.00		2,250.00		R <input type="checkbox"/>	Saf's Kitchen
15/03/2024	656620194	31.99		31.99		R <input type="checkbox"/>	NPower
15/03/2024	DD07	255.17		255.17		R <input type="checkbox"/>	BT Telephone Payment Services
15/03/2024	DD08	119.00		119.00		R <input type="checkbox"/>	Wave - Anglian Water Business
15/03/2024	89493674	5,415.00		5,415.00		R <input type="checkbox"/>	The Palatial Hall
15/03/2024	360095737	997.75		997.75		R <input type="checkbox"/>	Bletchley Youth Centre
15/03/2024	90161160	315.60		315.60		R <input type="checkbox"/>	B Kent Electrical Limited
15/03/2024	60312853	772.69		772.69		R <input type="checkbox"/>	Mariee Wymer - Expenses
15/03/2024	15/03/2024		240.00	240.00		R <input type="checkbox"/>	Receipt(s) Banked
15/03/2024	15/03/2024		5,000.00	5,000.00		R <input type="checkbox"/>	Receipt(s) Banked
15/03/2024	15/03/24		538.92	538.92		R <input type="checkbox"/>	Receipt(s) Banked
15/03/2024	15/03/2024		99.00	99.00		R <input type="checkbox"/>	Receipt(s) Banked
18/03/2024	DD09	53.94		53.94		R <input type="checkbox"/>	BT Telephone Payment Services
18/03/2024	18/03/2024		646.35	646.35		R <input type="checkbox"/>	Receipt(s) Banked
18/03/2024	000317		82.52	82.52		R <input type="checkbox"/>	Receipt(s) Banked
18/03/2024	18/03/2024		82.50	82.50		R <input type="checkbox"/>	Receipt(s) Banked
19/03/2024	DD15	1,989.49		1,989.49		R <input type="checkbox"/>	British Gas Business
19/03/2024	BACS	11,700.41		11,700.41		R <input type="checkbox"/>	Bucks Pension
19/03/2024	BACS	9,527.52		9,527.52		R <input type="checkbox"/>	HMRC
19/03/2024	DD10	41.40		41.40		R <input type="checkbox"/>	Worldpay Ltd
19/03/2024	DD11	12.00		12.00		R <input type="checkbox"/>	Worldpay Ltd
19/03/2024	DD12	156.08		156.08		R <input type="checkbox"/>	Worldpay Ltd



## Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Unity Trust Bank Current A/C

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/03/2024	DD13	15.00		15.00		R <input type="checkbox"/>	Worldpay Ltd
19/03/2024	DD14	1,301.20		1,301.20		R <input type="checkbox"/>	British Gas Business
19/03/2024	MV-1403		50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
20/03/2024	BACS	28,072.24		28,072.24		R <input type="checkbox"/>	Net Pay March 2024
20/03/2024	DD17	23.94		23.94		R <input type="checkbox"/>	Worldpay Ltd
20/03/2024	DD18	1,537.67		1,537.67		R <input type="checkbox"/>	George Browns
20/03/2024	20/03/2024		2,872.40	2,872.40		R <input type="checkbox"/>	Receipt(s) Banked
20/03/2024	MV-1503		1,059.00	1,059.00		R <input type="checkbox"/>	Receipt(s) Banked
21/03/2024	DD19	30.45		30.45		R <input type="checkbox"/>	E-on
21/03/2024	DD	600.00		600.00		R <input type="checkbox"/>	Worldpay Refunds
21/03/2024	21/03/2024		33.00	33.00		R <input type="checkbox"/>	Receipt(s) Banked
22/03/2024	768146533	555.60		555.60		R <input type="checkbox"/>	Expert Security
22/03/2024	199859248	108.00		108.00		R <input type="checkbox"/>	Bucks Pest Control
22/03/2024	877078321	531.00		531.00		R <input type="checkbox"/>	Neath Hill Indian Takeaway
22/03/2024	565245847	710.38		710.38		R <input type="checkbox"/>	Securitas Security Servs (UK)
22/03/2024	496292397	1,039.20		1,039.20		R <input type="checkbox"/>	B Kent Electrical Limited
22/03/2024	38844264	1,980.00		1,980.00		R <input type="checkbox"/>	MK Play Association
22/03/2024	124152046	1,560.00		1,560.00		R <input type="checkbox"/>	RCOH Oneill Homer
22/03/2024	28569983	25.00		25.00		R <input type="checkbox"/>	Rachel Burgess Expenses
22/03/2024	446782993	870.77		870.77		R <input type="checkbox"/>	Mariee Wymer - Expenses
22/03/2024	338257968	120.00		120.00		R <input type="checkbox"/>	ALR Training
22/03/2024	DD20	782.86		782.86		R <input type="checkbox"/>	Barton Petroleum
22/03/2024	DD21	1,219.38		1,219.38		R <input type="checkbox"/>	British Gas Business
22/03/2024	TRANSFER	100.00		100.00		R <input type="checkbox"/>	Jukebox Junction Damage to I&E
22/03/2024	22/03/2024		192.00	192.00		R <input type="checkbox"/>	Receipt(s) Banked
22/03/2024	22/03/24		65.04	65.04		R <input type="checkbox"/>	Receipt(s) Banked
22/03/2024	MV-1903		110.00	110.00		R <input type="checkbox"/>	Receipt(s) Banked
22/03/2024	22/03/2024		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
25/03/2024	DD22	130.00		130.00		R <input type="checkbox"/>	Wave - Anglian Water Business
25/03/2024	DD23	2,550.31		2,550.31		R <input type="checkbox"/>	Multipay Card
25/03/2024	MV-20-03		132.00	132.00		R <input type="checkbox"/>	Receipt(s) Banked
25/03/2024	MV-2003		327.00	327.00		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2024	250299729	1,788.00		1,788.00		R <input type="checkbox"/>	XLPRESS
26/03/2024	DD24	59.17		59.17		R <input type="checkbox"/>	British Gas Business
26/03/2024	MV-2103		366.67	366.67		R <input type="checkbox"/>	Receipt(s) Banked
26/03/2024	26/03/2024		108.00	108.00		R <input type="checkbox"/>	Receipt(s) Banked
27/03/2024	DD25	57.34		57.34		R <input type="checkbox"/>	PHS Group plc
27/03/2024	DD	10.24		10.24		R <input type="checkbox"/>	Unity Trust Bank
27/03/2024	27/03/24		570.60	570.60		R <input type="checkbox"/>	Receipt(s) Banked
28/03/2024	932134499	330.63		330.63		R <input type="checkbox"/>	Tudor Environmental
28/03/2024	896064891	2,352.07		2,352.07		R <input type="checkbox"/>	Hygeniq Solutions
28/03/2024	2341507	290.00		290.00		R <input type="checkbox"/>	Corina's Cool Kids
28/03/2024	321090521	1,250.00		1,250.00		R <input type="checkbox"/>	Mr & Mrs Ghey - 21 Barton Road
28/03/2024	899703468	1,522.56		1,522.56		R <input type="checkbox"/>	Marcus Young
28/03/2024	20513099	736.00		736.00		R <input type="checkbox"/>	Pink Ladies Cleaning Services

**Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Unity Trust Bank Current A/C**

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
28/03/2024	779134191	1,164.00		1,164.00		R <input type="checkbox"/>	Sports Ground Services
28/03/2024	621930715	274.76		274.76		R <input type="checkbox"/>	Suez Recycling and Recovery
28/03/2024	848627909	125.22		125.22		R <input type="checkbox"/>	Suez Recycling and Recovery
28/03/2024	386046468	156.00		156.00		R <input type="checkbox"/>	Society of Local Council Clerk
28/03/2024	572587606	420.00		420.00		R <input type="checkbox"/>	MK Council
28/03/2024	DD	0.60		0.60		R <input type="checkbox"/>	Unity Trust Bank
28/03/2024	116257579	690.00		690.00		R <input type="checkbox"/>	South East Security
28/03/2024	931885834	5,850.00		5,850.00		R <input type="checkbox"/>	Stenton Obhi Architects
28/03/2024	DD26	142.94		142.94		R <input type="checkbox"/>	Payroll Options
28/03/2024	DD	150.00		150.00		R <input type="checkbox"/>	25391 Ahmed
28/03/2024	BACS	300.00		300.00		R <input type="checkbox"/>	Deposit Refunds
28/03/2024	815586129	939.97		939.97		R <input type="checkbox"/>	Mariee Wymer - Expenses
28/03/2024	838112181	75.00		75.00		R <input type="checkbox"/>	MK Panjabi Samosa and Sweets
28/03/2024	845914342	127.20		127.20		R <input type="checkbox"/>	B Kent Electrical Limited
28/03/2024	969852650	572.40		572.40		R <input type="checkbox"/>	Alexander Systems
28/03/2024	605736464	153.00		153.00		R <input type="checkbox"/>	Acorn MK Nurseries
28/03/2024	167954344	3,925.92		3,925.92		R <input type="checkbox"/>	Martin Kemp Insurance Services
28/03/2024	426831584	45.00		45.00		R <input type="checkbox"/>	ORCA
28/03/2024	428512714	1,000.00		1,000.00		R <input type="checkbox"/>	MK Goan Community
28/03/2024	MV-2503		321.40	321.40		R <input type="checkbox"/>	Receipt(s) Banked
31/03/2024	DD	79.05		79.05		R <input type="checkbox"/>	Unity Trust Bank
		<u>131,219.25</u>	<u>120,233.35</u>				

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**Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 2 - Unity Trust Bank Deposit A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Reserve a/c	31/03/2024		360,761.89
			<u>360,761.89</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			360,761.89
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			360,761.89
		<b>Balance per Cash Book is :-</b>	<b>360,761.89</b>
		<b>Difference is :-</b>	<b>0.00</b>

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Bank Reconciliation up to 31/03/2024 for Cashbook No 2 - Unity Trust Bank Deposit A/C

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/03/2024	01/03/2024	50,000.00		50,000.00		R <input type="checkbox"/>	Unity Trust Bank Current A/C
01/03/2024	MV-2702	260.00		260.00		R <input type="checkbox"/>	Unity Trust Bank Current A/C
01/03/2024	MV-2702		260.00	260.00		R <input type="checkbox"/>	Receipt(s) Banked
11/03/2024	521419490	50,000.00		50,000.00		R <input type="checkbox"/>	Unity Trust Bank Current A/C
21/03/2024	TRANSFER	322.50		322.50		R <input type="checkbox"/>	DVLA
21/03/2024	CC		322.50	322.50		R <input type="checkbox"/>	Receipt(s) Banked
31/03/2024	31/03/2002		3,305.91	3,305.91		R <input type="checkbox"/>	Receipt(s) Banked
		<u>100,582.50</u>	<u>3,888.41</u>				

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**Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 4 - Multipay Card**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Multipay Card	31/03/2024		-1,607.52
			<hr/> -1,607.52
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-1,607.52
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			-1,607.52
		<b>Balance per Cash Book is :-</b>	<b>-1,607.52</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**Bank Reconciliation up to 31/03/2024 for Cashbook No 4 - Multipay Card**

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
29/02/2024	TRANSFER	385.19		385.19		R <input checked="" type="checkbox"/>	Agrigem
29/02/2024	CCC	208.32		208.32		R <input checked="" type="checkbox"/>	Venesta
05/03/2024	TRANSFER	3.96		3.96		R <input checked="" type="checkbox"/>	Microsoft
06/03/2024	TRANSFER	10.74		10.74		R <input checked="" type="checkbox"/>	Amazon
06/03/2024	TRANSFER	32.67		32.67		R <input checked="" type="checkbox"/>	Amazon
11/03/2024	TRANSFER	3.00		3.00		R <input checked="" type="checkbox"/>	LLoyds Bank
12/03/2024	TRANS	45.00		45.00		R <input checked="" type="checkbox"/>	Thurlow Nunn
12/03/2024	TRANSFER	378.99		378.99		R <input checked="" type="checkbox"/>	Cadbury's Gifts
13/03/2024	TRANSFER	97.39		97.39		R <input checked="" type="checkbox"/>	Lidl
13/03/2024	TRANSFER	21.99		21.99		R <input checked="" type="checkbox"/>	Amazon
13/03/2024			24.68	24.68		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/03/2024	TRANSFER	95.90		95.90		R <input checked="" type="checkbox"/>	Amazon
20/03/2024	TRANSFER	199.82		199.82		R <input checked="" type="checkbox"/>	Buildbase
21/03/2024	CC	322.50		322.50		R <input checked="" type="checkbox"/>	Unity Trust Bank Deposit A/C
21/03/2024	TRANSFER	38.18		38.18		R <input checked="" type="checkbox"/>	Amazon
21/03/2024	TRANSFER	6.29		6.29		R <input checked="" type="checkbox"/>	Amazon
21/03/2024	TRANSFER	9.77		9.77		R <input checked="" type="checkbox"/>	Amazon
22/03/2024	TRANSFER	7.90		7.90		R <input checked="" type="checkbox"/>	Homebargains
22/03/2024	TRANSFER	16.98		16.98		R <input checked="" type="checkbox"/>	Dobbies Garden Centres
22/03/2024	TRANSFER	125.21		125.21		R <input checked="" type="checkbox"/>	European Food
25/03/2024	DD23		2,550.31	2,550.31		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/03/2024	TRANSFER	24.98		24.98		R <input checked="" type="checkbox"/>	Amazon
26/03/2024	TRANSFER	74.95		74.95		R <input checked="" type="checkbox"/>	Amazon
26/03/2024	TRANSFER	14.99		14.99		R <input checked="" type="checkbox"/>	Amazon
26/03/2024	TRANSFER	28.78		28.78		R <input checked="" type="checkbox"/>	Amazon
26/03/2024	TRANSFER	29.98		29.98		R <input checked="" type="checkbox"/>	Amazon
31/03/2024	Credit Car	92.60		92.60		R <input checked="" type="checkbox"/>	BAKER ROSS
		<u>2,276.08</u>	<u>2,574.99</u>				

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**Bank Reconciliation Statement as at 31/03/2024  
for Cashbook 3 - Council Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Council Petty Cash	31/03/2024		337.46
			<hr/> 337.46
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			337.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			337.46
		<b>Balance per Cash Book is :-</b>	<b>337.46</b>
		<b>Difference is :-</b>	<b>0.00</b>

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Bank Reconciliation up to 31/03/2024 for Cashbook No 3 - Council Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
11/03/2024	TRANSFER	29.70		29.70		R <input type="checkbox"/>	The Soul Man
11/03/2024	TRANSFER	6.00		6.00		R <input type="checkbox"/>	Co-Operative Group Ltd
22/03/2024	TRANSFER	3.50		3.50		R <input type="checkbox"/>	Co-Operative Group Ltd
25/03/2024	TRANSFER	3.78		3.78		R <input type="checkbox"/>	Lidl
28/03/2024	TRANSFER	20.00		20.00		R <input type="checkbox"/>	Tescos
		<u>62.98</u>	<u>0.00</u>				

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**Bletchley & Fenny Stratford Town Council****Bank - Cash and Investment Reconciliation as at 31 March 2024**

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	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/03/2024 Unity Trust Bank Current A/C	39,846.18	
2	31/03/2024 Unity Trust Bank Reserve a/c	360,761.89	
3	31/03/2024 Council Petty Cash	337.46	
4	31/03/2024 Multipay Card	-1,607.52	
			<b>399,338.01</b>
<u>Other Cash &amp; Bank Balances</u>			
	CCLA - Parish Savings Dep Fund	1,012,118.60	
			<b>1,012,118.60</b>
			<b>1,411,456.61</b>
<u>Receipts not on Bank Statement</u>			
0	31/03/2024 All Receipts Cleared	0.00	
			<b>0.00</b>
<b>Closing Balance</b>			
			<b>1,411,456.61</b>
<u>All Cash &amp; Bank Accounts</u>			
1	Unity Trust Bank Current A/C	39,846.18	
2	Unity Trust Bank Deposit A/C	360,761.89	
3	Council Petty Cash	337.46	
4	Multipay Card	0.00	
5	CCLA - Allotment Deposit Fund	0.00	
	Other Cash & Bank Balances	1,012,118.60	
	<b>Total Cash &amp; Bank Balances</b>		<b>1,413,064.13</b>

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04/04/2024

## Bletchley & Fenny Stratford Town Council

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### Cashbook transactions totalling £500.00 or more for the period 01/03/2024 to 31/03/2024

#### Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Unity Trust Bank Current	12	19/03/2024	BACS	Bucks Pension	11,700.41
1	Unity Trust Bank Current	12	19/03/2024	BACS	HMRC	9,527.52
1	Unity Trust Bank Current	12	08/03/2024	801200894	InspireAll Leisure and Family	1,898.50
1	Unity Trust Bank Current	12	08/03/2024	316136872	MK Council	1,036.80
1	Unity Trust Bank Current	12	11/03/2024	59173344	Ravenscroft Environmental Serv	1,140.00
1	Unity Trust Bank Current	12	15/03/2024	445394887	Securitas Security Serves (UK)	635.46
1	Unity Trust Bank Current	12	15/03/2024	328223830	NPower	606.18
1	Unity Trust Bank Current	12	01/03/2024	764607106	Mr & Mrs Ghey - 21 Barton Road	4,060.90
1	Unity Trust Bank Current	12	15/03/2024	762732298	Saf's Kitchen	2,250.00
1	Unity Trust Bank Current	12	01/03/2024	423747037	Acorn MK Nurseries	753.84
1	Unity Trust Bank Current	12	04/03/2024	294409260	YMCA Milton Keynes	500.00
1	Unity Trust Bank Current	12	22/03/2024	768146533	Expert Security	555.60
1	Unity Trust Bank Current	12	01/03/2024	321704405	Mariee Wymer - Expenses	774.16
2	Unity Trust Bank Deposit	12	01/03/2024	01/03/2024	Unity Trust Bank Current A/C	50,000.00
1	Unity Trust Bank Current	12	04/03/2024	DD01	Tatry Group Ltd	2,532.86
1	Unity Trust Bank Current	12	28/03/2024	896064891	Hygeniq Solutions	2,352.07
1	Unity Trust Bank Current	12	28/03/2024	321090521	Mr & Mrs Ghey - 21 Barton Road	1,250.00
1	Unity Trust Bank Current	12	28/03/2024	899703468	Marcus Young	1,522.56
1	Unity Trust Bank Current	12	28/03/2024	20513099	Pink Ladies Cleaning Services	736.00
1	Unity Trust Bank Current	12	28/03/2024	779134191	Sports Ground Services	1,164.00
1	Unity Trust Bank Current	12	26/03/2024	250299729	XLPRESS	1,788.00
1	Unity Trust Bank Current	12	11/03/2024	827147756	InspireAll Leisure and Family	1,939.50
1	Unity Trust Bank Current	12	11/03/2024	557420478	Cloudy Group Ltd	1,417.38
1	Unity Trust Bank Current	12	14/03/2024	76127174	Zodiac Media Ltd	5,760.00
1	Unity Trust Bank Current	12	11/03/2024	587208411	Mariee Wymer - Expenses	642.81
2	Unity Trust Bank Deposit	12	11/03/2024	521419490	Unity Trust Bank Current A/C	50,000.00
1	Unity Trust Bank Current	12	15/03/2024	89493674	The Palatial Hall	5,415.00
1	Unity Trust Bank Current	12	15/03/2024	360095737	Bletchley Youth Centre	997.75
1	Unity Trust Bank Current	12	15/03/2024	60312853	Mariee Wymer - Expenses	772.69
1	Unity Trust Bank Current	12	19/03/2024	DD14	British Gas Business	1,301.20
1	Unity Trust Bank Current	12	19/03/2024	DD15	British Gas Business	1,989.49
1	Unity Trust Bank Current	12	20/03/2024	BACS	Net Pay March 2024	28,072.24
1	Unity Trust Bank Current	12	20/03/2024	DD18	George Browns	1,537.67
1	Unity Trust Bank Current	12	21/03/2024	DD	Worldpay Refunds	600.00
1	Unity Trust Bank Current	12	22/03/2024	877078321	Neath Hill Indian Takeaway	531.00
1	Unity Trust Bank Current	12	28/03/2024	116257579	South East Security	690.00
1	Unity Trust Bank Current	12	22/03/2024	565245847	Securitas Security Serves (UK)	710.38
1	Unity Trust Bank Current	12	22/03/2024	496292397	B Kent Electrical Limited	1,039.20
1	Unity Trust Bank Current	12	22/03/2024	38844264	MK Play Association	1,980.00
1	Unity Trust Bank Current	12	28/03/2024	931885834	Stenton Obhi Architects	5,850.00
1	Unity Trust Bank Current	12	22/03/2024	124152046	RCOH Oneill Homer	1,560.00
1	Unity Trust Bank Current	12	22/03/2024	446782993	Mariee Wymer - Expenses	870.77
1	Unity Trust Bank Current	12	22/03/2024	DD20	Barton Petroleum	782.86
1	Unity Trust Bank Current	12	22/03/2024	DD21	British Gas Business	1,219.38
1	Unity Trust Bank Current	12	25/03/2024	DD23	Multipay Card	2,550.31
1	Unity Trust Bank Current	12	28/03/2024	815586129	Mariee Wymer - Expenses	939.97
1	Unity Trust Bank Current	12	28/03/2024	969852650	Alexander Systems	572.40
1	Unity Trust Bank Current	12	28/03/2024	167954344	Martin Kemp Insurance Services	3,925.92

04/04/2024

**Bletchley & Fenny Stratford Town Council**

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**Cashbook transactions totalling £500.00 or more  
for the period 01/03/2024 to 31/03/2024**

**Payments**

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Unity Trust Bank Current	12	28/03/2024	428512714	MK Goan Community	1,000.00

**Receipts**

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Unity Trust Bank Current	12	01/03/2024	50,000.00
1	Unity Trust Bank Current	12	05/03/2024	517.08
1	Unity Trust Bank Current	12	06/03/2024	712.00
1	Unity Trust Bank Current	12	11/03/2024	50,000.00
1	Unity Trust Bank Current	12	13/03/2024	2,324.22
1	Unity Trust Bank Current	12	15/03/2024	5,000.00
1	Unity Trust Bank Current	12	15/03/2024	538.92
1	Unity Trust Bank Current	12	18/03/2024	646.35
1	Unity Trust Bank Current	12	20/03/2024	2,872.40
1	Unity Trust Bank Current	12	20/03/2024	1,059.00
4	Multipay Card	12	25/03/2024	2,550.31
1	Unity Trust Bank Current	12	27/03/2024	570.60
2	Unity Trust Bank Deposit	12	31/03/2024	3,305.91
4	Multipay Card	12	31/03/2024	1,607.52

04/04/2024

## Bletchley &amp; Fenny Stratford Town Council

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Purchase Ledger Invoices totalling £500.00 or more  
for the period 01/03/2024 to 31/03/2024

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	12	01/03/2024	31/03/2024	28/03/2024	BR0058	GHEY	Mr & Mrs Ghey - 21 Barton Road	1,250.00	0.00	1,250.00
1	12	01/03/2024	31/03/2024	28/03/2024	4303	MYOUNG	Marcus Young	1,268.80	253.76	1,522.56
1	12	01/03/2024	31/03/2024		INV-3037	TATRY	Tatry Group Ltd	1,828.73	365.75	2,194.48
1	12	01/03/2024	01/03/2024	22/03/2024	409583	BARTON	Barton Petroleum	745.58	37.28	782.86
1	12	01/03/2024	01/03/2024	11/03/2024	INV-D-02968	CLOUDYIT	Cloudy Group Ltd	1,181.15	236.23	1,417.38
1	12	01/03/2024	14/03/2024	14/03/2024	20240301001	ZODIAC	Zodiac Media Ltd	4,800.00	960.00	5,760.00
1	12	05/03/2024	05/04/2024	28/03/2024	CB0224	HYGENIQ	Hygeniq Solutions	1,977.03	375.04	2,352.07
1	12	05/03/2024	19/03/2024	19/03/2024	490721117	BRITISHGAS	British Gas Business	1,657.91	331.58	1,989.49
1	12	05/03/2024	19/03/2024	19/03/2024	490721116	BRITISHGAS	British Gas Business	1,084.34	216.86	1,301.20
1	12	05/03/2024	22/03/2024	22/03/2024	800262573	BRITISHGAS	British Gas Business	1,016.15	203.23	1,219.38
1	12	06/03/2024	31/03/2024	20/03/2024	812803	GEORGE BRO	George Browns	1,281.39	256.28	1,537.67
1	12	06/03/2024	06/03/2024	11/03/2024	BLC012114	INSPIREALL	InspireAll Leisure and Family	1,939.50	0.00	1,939.50
1	12	07/03/2024	07/03/2024	11/03/2024	07/03/2024	WYMER	Mariee Wymer - Expenses	603.34	39.47	642.81
1	12	11/03/2024	11/03/2024	15/03/2024	176	BLETCHLEY	Bletchley Youth Centre	997.75	0.00	997.75
1	12	12/03/2024	30/04/2024		11863	CME	CME Heating Ltd	1,070.00	214.00	1,284.00
1	12	12/03/2024	30/04/2024		11861	CME	CME Heating Ltd	421.32	84.26	505.58
1	12	13/03/2024	12/04/2024		S-SIN1466992	SECURITAS	Securitas Security Serves (UK) Ltd	507.98	101.60	609.58
1	12	14/03/2024	14/03/2024	15/03/2024	14/03/2024	WYMER	Mariee Wymer - Expenses	700.97	71.72	772.69
1	12	14/03/2024	14/03/2024		53453	5ONIT	5 On It Foundation	4,500.00	0.00	4,500.00
1	12	15/03/2024	22/03/2024	20/03/2024	008	PALATIAL	The Palatial Hall	6,315.00	0.00	6,315.00
1	12	15/03/2024	15/03/2024	22/03/2024	INV-11943	MKPLAY	MK Play Association	1,980.00	0.00	1,980.00
1	12	17/03/2024	14/04/2024		S-SIN1468008	SECURITAS	Securitas Security Serves (UK) Ltd	582.51	116.50	699.01
1	12	18/03/2024	17/04/2024		SHSI 3201	LEONSCHOO	Leon School Leisure Centre	980.00	196.00	1,176.00
1	12	19/03/2024	19/03/2024	28/03/2024	6877007	ALEXANDER	Alexander Systems	477.00	95.40	572.40
1	12	21/03/2024	21/03/2024	22/03/2024	21/03/24	WYMER	Mariee Wymer - Expenses	832.86	37.91	870.77
1	12	21/03/2024	21/03/2024	22/03/2024	21/03/2024	NEATHHILL	Neath Hill Indian Takeaway	531.00	0.00	531.00
1	12	26/03/2024	25/04/2024		1552	RCOH	RCOH Oneill Homer	650.00	130.00	780.00
1	12	26/03/2024	25/04/2024		1551	RCOH	RCOH Oneill Homer	3,575.00	715.00	4,290.00
1	12	26/03/2024	26/03/2024	28/03/2024	532032986	MARTINKEMP	Martin Kemp Insurance Services	3,925.92	0.00	3,925.92
1	12	26/03/2024	26/03/2024	28/03/2024	FC23/24-124	MKGOAN	MK Goan Community	1,000.00	0.00	1,000.00

04/04/2024

**Bletchley & Fenny Stratford Town Council**

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**Purchase Ledger Invoices totalling £500.00 or more  
for the period 01/03/2024 to 31/03/2024**

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<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	12	28/03/2024	28/03/2024	28/03/2024	28/03/24	WYMER	Mariee Wymer - Expenses	849.58	90.39	939.97

## Balance Sheet as at 31st March 2024

31/03/2023		31/03/2024
	<b>Current Assets</b>	
2,845	Debtors	4,901
34,671	Vat Control	26,531
7,510	Prepayments	16,118
0	Rent Deposit	4,500
83,782	Unity Trust Bank Current A/C	39,846
324,143	Unity Trust Bank Deposit A/C	360,762
963,721	CCLA - Parish Savings Dep Fund	1,012,119
143	Multipay Card	0
181	Council Petty Cash	337
0	Bike2Work Scheme	344
<b>1,416,996</b>		<b>1,465,457</b>
<b>1,416,996</b>	<b>Total Assets</b>	<b>1,465,457</b>
	<b>Current Liabilities</b>	
50	Sundry Creditors	50
13,937	Creditors	16,861
112,024	Accruals	82,877
16,193	Payroll Control Account	21,431
16,000	Receipts in Advance	22,500
6,503	Holding Deposits	4,632
7,808	Damage Deposits	8,447
<b>172,514</b>		<b>156,799</b>
<b>1,244,482</b>	<b>Total Assets Less Current Liabilities</b>	<b>1,308,658</b>
	<b>Represented By</b>	
439,482	General Reserve	525,215
10,000	EMR - Elections	10,000
16,566	EMR - Neighbourhood Plan Fund	16,566
60,686	EMR - S106 Newton leys Pavilio	52,970
69,489	EMR - S106 Newton Leys Allotme	69,489
90,000	EMR - S106 MKC Arts Funding	0
0	EMR - S106 Allotment Fencing	321
48,335	EMR - Climate Change	48,335
497,284	EMR - Rolling Capital Program	567,786
10,000	EMR - Canals & Waterways Trust	10,000
2,641	EMR - Warm Spaces Grant	2,975
0	EMR - Digital Trail	5,000

**Balance Sheet as at 31st March 2024**

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**31/03/2023**

**31/03/2024**

1,244,482

1,308,658

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :

Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :

Responsible

Financial

\_\_\_\_\_ Date : \_\_\_\_\_

04/04/2024

## Bletchley & Fenny Stratford Town Council

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### Invoices Due for Payment by 30 April 2024

#### For Purchase Ledger

#### Pay by Direct Debit

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
<b>Wave - Anglian Water Business [ANGLIANWAT]</b>								
16/10/2023	ON ACC 362		<i>Purchase Ledger DDR Payment</i>		16/10/2023	-119.00		0.00
17/10/2023	12682148		<i>12682148/Wave - Anglian Water</i>		16/11/2023	48.24		0.00
15/11/2023	ON ACC 367		<i>Purchase Ledger DDR Payment</i>		15/11/2023	-119.00		0.00
15/12/2023	ON ACC 372		<i>Purchase Ledger DDR Payment</i>		15/12/2023	-119.00		0.00
11/01/2024	13020371		<i>13020371/Wave - Anglian Water</i>		10/02/2024	-113.46		0.00
15/01/2024	13035345		<i>13035345/Wave - Anglian Water</i>		14/02/2024	-506.65		0.00
16/01/2024	ON ACC 383		<i>Purchase Ledger DDR Payment</i>		16/01/2024	-119.00		0.00
13/02/2024	13147074		<i>13147074/Wave - Anglian Water</i>		04/03/2024	-58.96		0.00
15/02/2024	ON ACC 393		<i>Purchase Ledger DDR Payment</i>		15/02/2024	-119.00		0.00
02/03/2024	13223054		<i>13223054/Wave - Anglian Water</i>		25/03/2024	79.31		0.00
15/03/2024	ON ACC 398		<i>Purchase Ledger DDR Payment</i>		15/03/2024	-119.00		0.00
25/03/2024	ON ACC 400		<i>Purchase Ledger DDR Payment</i>		25/03/2024	-130.00		0.00
Telephone :0345 070 4158						<b>-1,395.52</b>	<b>0.00</b>	<b>0.00</b>
<b>Fuelcard Services Ltd [BPFUEL]</b>								
24/03/2024	9007088043		<i>9007088043/Fuelcard Services L</i>		31/03/2024	116.36		116.36
Telephone :01282 838800						<b>116.36</b>	<b>0.00</b>	<b>116.36</b>
<b>BT Telephone Payment Services Ltd [BT]</b>								
08/03/2024	ON ACC 396		<i>P/Ledger Electronic Payment</i>		08/03/2024	0.03		0.03
						<b>0.03</b>	<b>0.00</b>	<b>0.03</b>
<b>PHS Group plc [PHS]</b>								
29/02/2024	70418828		<i>70418828/PHS Group plc</i>		30/03/2024	142.99		142.99
26/03/2024	70468057		<i>70468057/PHS Group plc</i>		25/04/2024	421.32		421.32
Telephone :029 2085 1000						<b>564.31</b>	<b>0.00</b>	<b>564.31</b>
<b>Trade UK [SCREWFIX]</b>								
19/02/2024	1466547766		<i>1466547766/Trade UK</i>		31/03/2024	19.47		19.47
21/02/2024	1467421049		<i>1467421049/Trade UK</i>		31/03/2024	54.99		54.99
26/02/2024	1469136104		<i>1469136104/Trade UK</i>		31/03/2024	11.98		11.98
05/03/2024	1472184238		<i>1472184238/Trade UK</i>		30/04/2024	16.31		16.31
06/03/2024	1472642392		<i>1472642392/Trade UK</i>		30/04/2024	14.98		14.98
06/03/2024	1472643313		<i>1472643313/Trade UK</i>		30/04/2024	6.79		6.79
15/03/2024	1475796641		<i>1475796641/Trade UK</i>		30/04/2024	4.69		4.69
15/03/2024	1475796633		<i>1475796633/Trade UK</i>		30/04/2024	5.84		5.84
18/03/2024	1476446113		<i>1476446113/Trade UK</i>		30/04/2024	31.48		31.48
Telephone :01908 630213						<b>166.53</b>	<b>0.00</b>	<b>166.53</b>

## Invoices Due for Payment by 30 April 2024

## For Purchase Ledger

## Pay by Direct Debit

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
<b>Tatry Group Ltd [TATRY]</b>								
01/03/2024	INV-3037		INV-3037/Tatry Group Ltd		31/03/2024	2,194.48		2,135.12
01/03/2024	CN-3065		CN-3065/Tatry Group Ltd		31/03/2024	-59.36		0.00
Total of Invoices Due (TATRY)						<b>2,135.12</b>	<b>0.00</b>	<b>2,135.12</b>
<b>Vodafone Ltd [VODAFONE]</b>								
11/03/2024	B10-320640699		B10-320640699/Vodafone Ltd		04/04/2024	459.24		459.24
Telephone :08704 500010			Total of Invoices Due (VODAFONE)			<b>459.24</b>	<b>0.00</b>	<b>459.24</b>
Total of Invoices Due (Purchase Ledger)						<b>2,046.07</b>	<b>0.00</b>	<b>3,441.59</b>
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>2,046.07</b>	<b>0.00</b>	<b>3,441.59</b>



## Invoices Due for Payment by 30 April 2024

## For Purchase Ledger

## Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>5 On It Foundation [5ONIT]</b>									
14/03/2024	53453		53453/5 On It Foundation		14/03/2024	4,500.00		4,500.00	
Telephone :07754341558						<b>Total of Invoices Due (5ONIT)</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>
<b>Amazon</b>									
14/03/2024	GB41QES6HAEUI		GB41QES6HAEUI/Amazon		14/04/2024	14.86		14.86	
						<b>Total of Invoices Due (AMAZON)</b>	<b>14.86</b>	<b>0.00</b>	<b>14.86</b>
<b>Aubergine 262 Ltd [AUBERGINE]</b>									
18/03/2024	AUB12298		AUB12298/Aubergine 262 Ltd		15/04/2024	72.00		72.00	
						<b>Total of Invoices Due (AUBERGINE)</b>	<b>72.00</b>	<b>0.00</b>	<b>72.00</b>
<b>CME Heating Ltd [CME]</b>									
12/03/2024	11862		11862/CME Heating Ltd		30/04/2024	90.00		90.00	
12/03/2024	11863		11863/CME Heating Ltd		30/04/2024	1,284.00		1,284.00	
12/03/2024	11861		11861/CME Heating Ltd		30/04/2024	505.58		505.58	
12/03/2024	11864		11864/CME Heating Ltd		30/04/2024	102.00		102.00	
Telephone :01582 618288						<b>Total of Invoices Due (CME)</b>	<b>1,981.58</b>	<b>0.00</b>	<b>1,981.58</b>
<b>Hygeniq Solutions [HYGENIQ]</b>									
28/06/2023	E250623		E250623/Hygeniq Solutions		30/07/2023	0.20		0.20	
						<b>Total of Invoices Due (HYGENIQ)</b>	<b>0.20</b>	<b>0.00</b>	<b>0.20</b>
<b>Leon School Leisure Centre [LEONSCHOOL]</b>									
18/03/2024	SHSI 3201		SHSI 3201/Leon School Leisure		17/04/2024	1,176.00		1,176.00	
Telephone :01908 624720						<b>Total of Invoices Due (LEONSCHOOL)</b>	<b>1,176.00</b>	<b>0.00</b>	<b>1,176.00</b>
<b>LGRC Associates [LGRC]</b>									
14/11/2022	ON ACC 266		P/Ledger Electronic Payment		14/11/2022	8.00		8.00	
Telephone :01404 45973						<b>Total of Invoices Due (LGRC)</b>	<b>8.00</b>	<b>0.00</b>	<b>8.00</b>
<b>City Glass Stony Stratford [MKGLAZIER]</b>									
04/10/2023	ADJUSTMENT		ADJUSTMENT/City Glass Stony St		04/10/2023	-22.84		0.00	
Telephone :01908 760544						<b>Total of Invoices Due (MKGLAZIER)</b>	<b>-22.84</b>	<b>0.00</b>	<b>0.00</b>
<b>The National Allotment Society [NATALLOT]</b>									
19/03/2024	S3756A24/25		S3756A24/25/The National Allot		19/03/2024	66.00		66.00	
Telephone :01536 266576						<b>Total of Invoices Due (NATALLOT)</b>	<b>66.00</b>	<b>0.00</b>	<b>66.00</b>

## Invoices Due for Payment by 30 April 2024

## For Purchase Ledger

## Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>NPower</b>									
16/03/2024	IN10005700		IN10005700/NPower		15/04/2024	29.48		29.48	
16/03/2024	IN10005699		IN10005699/NPower		15/04/2024	23.40		23.40	
16/03/2024	10005698		10005698/NPower		15/04/2024	52.08		52.08	
16/03/2024	10040295		10040295/NPower		15/04/2024	23.37		23.37	
16/03/2024	10005696		10005696/NPower		15/04/2024	23.91		23.91	
16/03/2024	10005653		10005653/NPower		15/04/2024	150.85		150.85	
16/03/2024	10005651		10005651/NPower		15/04/2024	29.15		29.15	
16/03/2024	10005647		10005647/NPower		15/04/2024	305.67		305.67	
Telephone :0845 070 9494						<b>Total of Invoices Due (NPOWER)</b>	<b>637.91</b>	<b>0.00</b>	<b>637.91</b>
<b>OVO Energy [OVO]</b>									
12/02/2024	CREDIT ADJ		CREDIT ADJ/OVO Energy		12/02/2024	-364.43		0.00	
11/03/2024	11/03/24		11/03/24/OVO Energy		11/03/2024	91.39		0.00	
						<b>Total of Invoices Due (OVO)</b>	<b>-273.04</b>	<b>0.00</b>	<b>0.00</b>
<b>RCOH Oneill Homer [RCOH]</b>									
26/03/2024	1552		1552/RCOH Oneill Homer		25/04/2024	780.00		780.00	
26/03/2024	1551		1551/RCOH Oneill Homer		25/04/2024	4,290.00		4,290.00	
						<b>Total of Invoices Due (RCOH)</b>	<b>5,070.00</b>	<b>0.00</b>	<b>5,070.00</b>
<b>Securitas Security Serves (UK) Ltd [SECURITAS]</b>									
14/02/2024	S-SIN1460160		S-SIN1460160/Securitas Securit		15/03/2024	609.58		0.00	
16/02/2024	ON ACC 386		P/Ledger Electronic Payment		16/02/2024	-609.59		0.00	
09/03/2024	S-SIN1466272		S-SIN1466272/Securitas Securit		08/04/2024	52.80		52.79	
09/03/2024	S-SIN1466271		S-SIN1466271/Securitas Securit		08/04/2024	52.80		52.80	
13/03/2024	S-SIN1466992		S-SIN1466992/Securitas Securit		12/04/2024	609.58		609.58	
17/03/2024	S-SIN1468008		S-SIN1468008/Securitas Securit		14/04/2024	699.01		699.01	
						<b>Total of Invoices Due (SECURITAS)</b>	<b>1,414.18</b>	<b>0.00</b>	<b>1,414.18</b>
<b>SES Business Water [SES]</b>									
20/12/2023	974421-611		974421-611/SES Business Water		20/12/2023	-255.94		0.00	
26/01/2024	974421-612		974421-612/SES Business Water		26/01/2024	21.96		0.00	
26/02/2024	974421-613		974421-613/SES Business Water		26/02/2024	21.96		0.00	
						<b>Total of Invoices Due (SES)</b>	<b>-212.02</b>	<b>0.00</b>	<b>0.00</b>
<b>Shred-It</b>									
11/03/2024	9506276571		9506276571/Shred-It		10/04/2024	118.00		118.00	
Telephone :0800 028 1164						<b>Total of Invoices Due (SHRED-IT)</b>	<b>118.00</b>	<b>0.00</b>	<b>118.00</b>

## Invoices Due for Payment by 30 April 2024

## For Purchase Ledger

## Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
<b>Suez Recycling and Recovery [SUEZ]</b>									
31/12/2023	33178933		33178933/Suez Recycling and Re		30/01/2024	0.02		0.02	
Telephone :08000830504									
						<b>Total of Invoices Due (SUEZ)</b>	<b>0.02</b>	<b>0.00</b>	<b>0.02</b>
<b>Total Gas &amp; Power Ltd [TOTALGAS]</b>									
12/03/2024	333899076/24		333899076/24/Total Gas & Power		09/04/2024	199.35		199.35	
Telephone :01737 275800									
						<b>Total of Invoices Due (TOTALGAS)</b>	<b>199.35</b>	<b>0.00</b>	<b>199.35</b>
<b>Tudor Environmental [TUDOR]</b>									
22/03/2024	IN0307625		IN0307625/Tudor Environmental		30/04/2024	65.22		65.22	
Telephone :02476856846									
						<b>Total of Invoices Due (TUDOR)</b>	<b>65.22</b>	<b>0.00</b>	<b>65.22</b>
						<b>Total of Invoices Due (Purchase Ledger)</b>	<b>14,815.42</b>	<b>0.00</b>	<b>15,323.32</b>
						<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>	<b>14,815.42</b>	<b>0.00</b>	<b>15,323.32</b>

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# **BLETCHLEY & FENNY STRATFORD TOWN COUNCIL**

# **FINANCIAL REGULATIONS 2024**

**Adopted**

**Review date: Annual Meeting of Council May 2025**

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## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Finance Manager has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

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<sup>1</sup> Standing Orders for Bletchley and Fenny Stratford Town Council 2024 are contained in a separate document available on our website

- determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:



- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference. In other words salaries of employees may be delegated to a nominated committee.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Smaller Authorities in England A Practitioners' Guide to Proper Practices to be applied to the preparation of statutory annual accounts and governance statements* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent those such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors unless this correspondence is purely an administrative matter (eg confirms receipt of information).

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the finance committee not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £20,000;
  - a duly delegated committee of the council for items over £3,000; or
  - the Clerk, for any items below £3,000 for routine expenditure (and £5,000 for emergency expenditure see below).

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement'). The Clerk is authorised to vire monies within budgets to a maximum of £2,000.
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the finance committee. The finance committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance Committee meeting.
- 5.5. The Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk /RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
  - c) fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ,or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk /RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by internet bank transfer or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or a duly delegated committee. Evidence should be retained showing which members approved the payment. A member who is a bank signatory, having a connection by virtue of

family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil if relevant.
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.8. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.9. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.10. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.11. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.12. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.13. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a Member. A programme of regular checks of standing data with suppliers will be followed.
- 6.14. Any Debit Card issued for use will be specifically restricted to the Clerk [and will also be restricted to a single transaction maximum value of £1,500 unless authorised by council or finance committee in writing before any order is placed. On-line purchases for software that are in excess of £1,500, delegated officer powers should be used (RFO or Proper Officer) in consultation with the Chair and Vice-Chair of Finance and Governance whose approval would be sought in advance.
- 6.15. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any authorised employee and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.16. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
  - a) The RFO shall maintain a petty cash float of £500 for the purpose of defraying operational and other expenses.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and



on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee. Changes to monthly payments following payment of authorised overtime and the like are to be authorised by the Clerk.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council and/or the relevant committee acting under delegated powers.
- 7.8. Before employing interim staff the council must consider a full business case. This may then be considered and approved by either a Committee or the Clerk in conjunction with the Chair or Vice-chair of the Council.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be

subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person

is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The Clerk shall verify the lawful nature of any proposed purchase before the issue of any order.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds specified by the Office of Government Commerce is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement)<sup>2</sup>.
  - c. Where the value of a contract is likely to exceed the threshold specified by the Office of Governments Commerce , the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Regulations 2016 apply to the contract and, if either of those regulations apply, the Council must comply with procurement rules When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
  - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
  - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
  - f. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d, and shall refer to the terms of the Bribery Act 2010.
  - g. When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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<sup>2</sup> Thresholds currently applicable are:

Public supply and public service contracts £214,904 (inclusive of VAT)

Public works contracts £5,372,609 (inclusive of VAT)

- h. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The Clerk and other employees shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

## **16. RISK MANAGEMENT**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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## Annual Governance and Accountability Return 2023/24 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 2023/24

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 2024**.
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 2024**. 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 2024
  - 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 2023/24

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 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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) 2023/24

- 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 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

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



# Annual Internal Audit Report 2023/24

## Bletchley and Fenny Stratford Town Council

www.bletchleyfennystratford-tc.gov.uk

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick 'not covered')</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b>	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

11/10/2023 17/04/2024

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit



Date

17/04/2024

\*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 2023/24

We acknowledge as the members of:

Bletchley and Fenny Stratford 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 2024, 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:

DDMMYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

[www.bletchleyfennystratford-tc.gov.uk](http://www.bletchleyfennystratford-tc.gov.uk)

WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2023/24 for

### Bletchley and Fenny Stratford Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,277,168	1,244,482	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	963,259	1,109,705	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	289,451	400,652	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	434,787	558,900	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	850,609	887,281	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,244,482	1,308,658	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	1,371,970	1,413,064	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	707,774	687,651	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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**

SIGNATURE REQUIRED  
Date

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

ADMINISTRATIVE

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Bletchley and Fenny Stratford 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 2024; 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 2023/24

(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 2023/24

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 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DATE REQUIRED



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**Bletchley & Fenny Stratford Town Council**

*Internal Audit Report 2023-24: Final*

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*Adrian Shepherd-Roberts*

*For and on behalf of  
Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Bletchley & Fenny Stratford Town Council since 2013.

This report sets out the work undertaken in relation to the 2023-24 financial year which were completed by the 11th October 2023 and 17th April 2024. We have again undertaken our final review for the year remotely: we wish to thank the Clerk and the Finance Officer in assisting the process, providing all necessary documentation in electronic format to facilitate completion of our reviews for the year. We have examined various aspects of the Council management and administration and a sample of payments ensuring governance and financial controls remain effective.

## **Internal Audit Approach**

In undertaking our reviews for the financial year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

No significant issues have been identified during the course of the reviews and we are able to conclude that, in the areas examined, effective systems of financial control continue to operate and help to ensure that transactions and have been reflected accurately in the year-end Annual Governance and Accountability Return for 2023-24.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.



# Detailed Report

## Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Checked and agreed the opening Trial Balance for 2023-24 to the closing Financial Statements for 2022-23 to ensure that all the detailed balances have been accurately rolled forward;
- Ensured that the coding structure is appropriate for purpose and provides appropriate detail to assist in the preparation of the Council's year-end Annual Return;
- Checked and agreed transactions in the Council's Unity Bank Current and Deposit account cashbooks to the relevant bank statements for April and September 2023 and March 2024;
- Checked and agreed all transactions, comprising inter account transfers and other sundry receipts and payments on the Unity Trust bank account cashbooks against the relevant bank statements for the year; and
- Checked detail on the bank reconciliations and nominal ledgers for the Current & Deposit accounts as at April and September 2023 and March 2024 to ensure that no long-standing uncleared cheques or other anomalous entries exist.

### *Conclusions*

*We are pleased to report that no significant issues have been identified in this area.*

## Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance documentation and processes in place; that Council and Committee (where appropriate) meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted that the Standing Orders and Finance Regulations were reviewed and re-adopted by the Council in May 2023; and
- Examined the Council's minutes for the current year to determine whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability.

### *Conclusions*

*We are pleased to report that no significant issues have been identified in this area*

## Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed;
- All payments have been reported to Council; and
- VAT has been appropriately identified and continues to be reclaimed quarterly.

We have selected a sample of payments for examination to ensure compliance with the above criteria from the Current Account cashbook transactions, excluding salary related payments, irrespective of value processed in the year to March 2024.

We are pleased to note that members are provided routinely with and approve a schedule of payments, including detail of petrol card purchases and Direct Debits, together with monthly bank reconciliation detail, also that the Council's signatories sign the schedule of payments as confirmation that they have reviewed and agreed the content to the supporting invoices.

Finally, in this area, we have examined the content of the VAT reclaims submitted to HMRC for the year to March 2024, agreeing the returns to the underlying control account detail and the sample invoices that we have reviewed.

### *Conclusions*

*We are pleased to record that no significant issues have been identified in this area of review.*

## Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

- We note that the Financial Risk Assessment programme was reviewed and adopted by the Council for 2023-2024;
- We also note that the Council has contracted with Ellis Whittam as a provider for both Health & Safety and Human Resources support.; and

- We have examined the current year's insurance with the Zurich noting that Employer's and Public Liability cover are each in place at £10 million, with Fidelity Guarantee cover at £2 million.

### ***Conclusions***

*No issues have arisen in this area warranting formal comment or recommendation currently with appropriate insurance cover in place.*

## **Precept Determination and Budget Control**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on Milton Keynes Council, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that the Council, at its 30th January 2024 meeting, approved a precept of £1,234,426-74.

We are also pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### ***Conclusions***

*No issues have been identified in this area warranting formal comment or recommendation.*

## **Review of Income**

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that the income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council. We have;

- At the interim review, we reviewed the cash book and nominal ledgers entries in respect of the market;
- Reviewed the collection of rentals, the management controls and the subsequent banking of fees;
- We have also completed a sample review of the invoicing of the market stall holders, the Fenny Stratford Community Centre and the Newton Leys Pavilion together with the sales receipts ledger; and
- Also noted that members had previously reviewed the fees and the method of calculation for the Halls and market for 2023-24.

### *Conclusions*

*There are no issues arising from our examination of the operational controls and reviews undertaken in this area.*

## **Petty Cash Account**

We note that the Council continues to operate a limited petty cash account in the administration office and at Spotlight.

We note that a payment card is now being used and we have completed a sample check of the cash book entries. We have also checked a sample of the petrol card payment through the cashbook.

We have not physically checked the cash but have reviewed the holding from the information that we have been provided and we consider that it continues to operate effectively. As we are working remotely, we suggest that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. This should be minuted accordingly.

### *Conclusions*

*No matters arise in this area warranting formal comment or recommendation.*

## **Salaries and Wages**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1<sup>st</sup> April 2021 in relation to employee percentage bandings; we have

- Ensured that the Council reviews and approves pay scales for staff as appropriate;
- Agreed the gross salary payment to each individual on the payroll as compiled by Payroll Options for September 2023 by reference to the Council's approved pay scales. Also verifying that the net payments corresponded to the salary return settlement statement for the month; and
- Checked to ensure that the correct Tax codes, National Insurance tables and LGPS salary banding pension rates have been accurately applied and that the deductions arising therefrom have been paid over to the respective agencies in a timely manner.

### *Conclusions*

*No significant matters arise warranting formal comment or recommendation.*

## **Fixed Asset Registers**

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

### ***Conclusion***

*No issues require formal comment or recommendation.*

## **Investments and Loans**

The Council has no investments requiring separate disclosure, any "surplus" funds being held are deposit accounts with Unity Trust Bank: we have, as noted above, verified detail of transactions for the year to date from bank statements to the cash books. We have also reviewed the deposit held with the CCLA.

The Council has no loans in place, either repayable by or to it.

### ***Conclusions***

*No matters arise in this area of our review for the year. We will undertake further work at our final review.*

## **Annual Governance and Accountability Return**

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

### ***Conclusions***

*No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.*

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# Heads of Terms



**Subject to contract and council approval**

<b>Transaction Type:</b>	Full Repairing and Insuring Lease
<b>Premises:</b>	Albert Street Public Conveniences Albert Street Bletchley Milton Keynes
<b>Landlord:</b>	Milton Keynes City Council Civic Offices Saxon Gate East Milton Keynes MK9 3EJ
<b>Tenant:</b>	Bletchley & Fenny Stratford Town Council Sycamore House Drayton Rd Bletchley Milton Keynes MK2 3RR  Bletchley & Fenny Stratford Town Council Clerk <a href="mailto:clerk@bletchleyfennystratford-tc.gov.uk">clerk@bletchleyfennystratford-tc.gov.uk</a>
<b>Demise:</b>	As per attached plan – red line drawing
<b>Rent:</b>	£1 (if demanded)  Payment date – 1 <sup>st</sup> day of January in each year
<b>Rent Deposit</b>	n/a
<b>Guarantor/Surety:</b>	n/a
<b>Term:</b>	5 years
<b>Break Options:</b>	Landlords break option at anytime after the 2 <sup>nd</sup> year of the term with 3 months prior written notice
<b>Security of Tenure:</b>	Outside the Act
<b>Rent Reviews:</b>	n/a

<b>Sub-letting and assignment:</b>	Not to assign, underlet or charge the whole or any part of the premises.
<b>Service charge:</b>	n/a
<b>Statutory Compliance:</b>	Tenants responsibility to undertake all statutory compliance responsibilities throughout the term of the lease
<b>Repairs:</b>	Tenant responsible for all internal and external repairs and maintenance to the property
<b>Decoration:</b>	Tenant – 6 months prior to lease expiry (internal and external)
<b>Alterations:</b>	<ul style="list-style-type: none"> <li>• Internal non-structural and structural – subject to formal landlords approval</li> <li>• External structural - not permitted</li> <li>• External non-structural – subject to Landlords approval</li> </ul>
<b>Permitted Use:</b>	Public conveniences for use by the general public
<b>Trading Hours:</b>	6am to 11pm, Monday to Saturday inclusive and on such occasion and times on Sunday as the Tenant may reasonably require for specific community-based events
<b>Insurance:</b>	<p>Landlord to insure the building and Tenant to reimburse the annual buildings insurance premium</p> <p>Tenant to obtain glass insurance, public liability at a minimum of £5m, employees' liability, and contents insurance.</p>
<b>Rates/Utilities/other outgoings:</b>	Tenants' responsibility
<b>Investment in improvements:</b>	Town Council to provide a fully costed proposal of the works to be completed and a detailed specification, both to be agreed by MKCC prior to completion of the lease. This information will be appended to the lease.
<b>Repayment of investment monies:</b>	<p>If the lease is terminated after the 2<sup>nd</sup> anniversary of the term by the Landlord activating the break clause, the Landlord is to repay the investment made in the toilet improvements as per the below sliding scale:</p> <p>yr 3 – 30%</p> <p>yr 4 – 20%</p> <p>yr 5 – 10%</p>



	Evidence of the capital investment made up to the date of the break clause being activated will need to be provided by the Town Council and the sliding scale for reimbursement adopted.
<b>Rights reserved:</b>	Usual standard rights reserved
<b>Rights granted:</b>	Usual standard rights granted
<b>Costs:</b>	WCC to meet the Councils professional fees involved in this matter. Legal fees - £1,090 Surveyors fees - £ nil
<b>Landlord's Solicitors:</b>	Legal Services 1 Saxon Gate East Central Milton Keynes MK9 3ER <a href="mailto:LegalProperty@milton-keynes.gov.uk">LegalProperty@milton-keynes.gov.uk</a>
<b>Tenant's Solicitors:</b>	To be confirmed.
<b>Tenants Acceptance:</b>	

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## **Albert Street Toilet Refurbishment Project**

Bletchley and Fenny Stratford Town Council (BFSTC) is looking for a supplier to provide a full refurbishment to the male and female public toilets at Albert Street Bletchley.

This will include strip out, removal and disposal of all old existing sanitaryware, cubicles, flooring, pipework etc. Elements of the plumbing will need renewal, full redecoration will be required and new flooring, sanitaryware, lighting and cubicles will need installing.

The aim is to both refresh the ageing toilets to bring them up to date and make them more inviting and also to make them less vulnerable to vandalism which has been an ongoing problem.

Bletchley & Fenny Stratford Town Council's requirements for the refurbishment have been broken down into several elements listed below.

### **Project Overview**

#### **Strip out removal and disposal of existing elements to include**

- Sanitaryware and existing cisterns
- Plumbing back to main drain
- Flooring
- Cubicles
- Baby Changing units

#### **Plumbing Works**

- Renew all existing waste pipework ensuring maximum drop down to drain.
- Replace cisterns with those appropriate for new installations
- Improve flow to gents toilet cistern to speed filling

#### **Flooring**

- Make good/level floor as required with appropriate waterproof screed.
- Supply and install HSE compliant heavy duty, slip resistant, vinyl, safety flooring suitable for high level of footfall
- Capped and coved skirting detail with welded joins

#### **Decoration**

- Fill/sand/make good all wall and ceiling surfaces to be decorated
- Apply two coats of exterior grade, brilliant white satin paint to ceilings
- Apply two coats of exterior grade, satin paint to walls to colour chosen by BFSTC
- Supply any necessary towers required for safe painting at high level

#### **Electrical**

- Replace existing lighting with modern LED fittings appropriate for the lighting of the space

- Ensure safe wiring to hand dryers, renewing high level switches
- Install wiring necessary for automatic PIR urinal flush controls

## Wall Panelling

- To supply and install a full hygienic PVC wall panelling system throughout each washroom in BFSTC's choice of colour to similar height as existing tiling
- To install all relevant trims and joints to include watertight transitions between cladding and flooring

## Toilet Cubicles

- To supply and install washroom cubicle systems in the same layout as current (1 cubicle in gents and 4 in ladies) using 13mm solid/compact grade laminate
- Cubicles should be approximately 2000mm high including a 150mm floor clearance and include all doors, pilasters and dividers plus vandal resistant furniture in a stainless-steel finish
- A selection of colours/finishes should be available to choose from

## Toilets - Pans

- To supply and install 5x floor standing stainless steel wc pans with concealed flushing rims and plumbing connections
- Cisterns to be installed in the service void as per existing with adjustable 6lt flush complete with heavy duty push buttons and quality commercial flush valves

## Urinals

- To supply and install 3x quality urinal bowls with concealed pipework and traps
- To install replacement auto cistern in service void with PIR sensor urinal flush control.
- To supply and fit vandal resistant modesty panels between

## Hand Washing

- To supply and install 2x stainless wash troughs with 3 quality non concussive taps on each trough
- To supply and install Washroom vanity under frames constructed from 13mm solid/compact grade laminate with lockable access panels for access to concealed pipework/drainage
- To install concealed tap within vanity unit for connection to hose for cleaning activities

## Additional Requirements

- Vandal resistant vanity mirrors
- Fitting of vandal resistant mini jumbo toilet roll holders – to be supplied by BFSTC
- Fitting of Soap dispensers as supplied by client
- Supply and fit heavy duty, easy clean baby changing station

- Fit existing hand dryers or those supplied by BFSTC

## **Tender Format**

Tenders should be submitted by 16:00 on .....

The tender documentation should provide details of how all the requirements above will be met. It should also include a copy of the contractors public liability insurance and method statements.

There should be thorough details of the products that would be used, the lead time and expected length of closure necessary to complete all works.

A minimum of 3 references relating to similar works should be supplied as part of the tender documentation.

## **Scoring**

The scoring of tender submissions will be done according to the four elements and the weighting shown below:

**Price 40%**– Total cost to deliver the refurbishment

**Tender documentation 25%**– how thorough and detailed the provided documentation is.

**Quality and Design 25%** – The quality and overall look of the planned scheme

**Timing 10%** – Lead time and length of closure necessary

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