

## Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

31st March 2021		31st March 2022	
<b>Current Assets</b>			
1,266	VAT Control A/c	1,658	
192,480	Current/Business Saver Account	239,642	
3,195	Mixed Payments Account	5,581	
50,000	Investment Bonds	50,000	
169	Petty Cash	93	
0	Floats	150	
<b>247,111</b>			<b>297,124</b>
<b>247,111</b>	<b>Total Assets</b>		<b>297,124</b>
<b>Current Liabilities</b>			
9,680	Accruals	5,756	
873	Allotment Key Deposits	1,170	
<b>10,553</b>			<b>6,926</b>
<b>236,557</b>	<b>Total Assets Less Current Liabilities</b>		<b>290,198</b>
<b>Represented By</b>			
116,549	General Reserves		166,518
3,450	EMR - Allotment		4,000
4,977	EMR - Building Maintenance		4,977
12,065	EMR - Election Reserve		17,065
9,450	EMR - Skatepark Festival		10,744
44	EMR - ICT		594
5,115	EMR - Memorials Reserve		5,115
9,503	EMR - Hill School Restoration		12,003
15,000	EMR - Platinum Jubilee		12,836
0	EMR - Community Initiative Fun		3
(576)	EMR - S106 grant		(576)
5,173	EMR - Allotment Key Priority S		5,173
1,000	EMR - Putting Green Signage		0
906	EMR - Youth projects		906
440	EMR - GDPR		0
18,700	EMR - Christmas Lights		18,700
5,000	EMR - Flood Memorial Garden		5,000
3,953	EMR - Staff Succession Plannin		0
485	EMR - National Events		251
943	EMR - HCP s137 grant		280
10,000	EMR - Covid-19 Business Recove		9,566

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## 31st March 2021

## 31st March 2022

14,380	EMR - Boundary Wall Repairs	14,380
0	EMR - Apprenticeship Incentive	2,000
0	EMR - Writing on the Sea Wall	663
<u>236,557</u>		<u>290,198</u>

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

PJH

Date: 7th June 2022

Signed :  
Responsible  
Financial  
Officer

T. G. G. G.

Date: 7/6/22

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to B headed "Year ending 31 March 2022" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a re basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **HARWICH TOWN COUNCIL**

County area (local councils and parish meetings only): **ESSEX**

Financial year ending 31 March 2022

Prepared by (Name and Role): **Lucy Ballard (Clerk to the Council and Responsible Financial Officer)**

Date: **07/04/2022**

	£	£
<b>Balance per bank statements as at 31/3/22:</b>		
Business Saver Account	236642.00	
Current Account	3000.00	
NS&I	50000.00	
Mixed Payments Account	5581.00	
[add more accounts if necessary]		
		295223.00
Petty cash float (if applicable)		243.00
<b>Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)</b>		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary]		
item 5		
item 6		
item 7		
item 8		
		0.00
Add: any un-banked cash as at 31/3/22		
		0.00
<b>Net balances as at 31/3/22 (Box 8)</b>		<b>295466.00</b>

## Explanation of variances – pro forma

Name of smaller authority: **HARWICH TOWN COUNCIL**  
 County area (local councils and

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

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

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

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	205,975	236,537				Explanation of % variation from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	207,908	205,864	-2,047	0.98%	NO		
3 Total Other Receipts	23,267	20,629	-2,428	10.44%	NO		
4 Staff Costs	77,014	74,760	-5,254	6.82%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	123,189	101,289	-21,880	17.76%	YES		Increase in expenditure on: Schemes & Projects inc. skate park festival (£8714); s137 (£8709); Training (£1683); Utilities (£798); Health & Safety, Fire & Safety and external meeting room hire for Covid safety (£1348); Economic Development (£903); Civic Expenditure (£615). Decrease in expenditure on: Repairs & Maintenance (£40195); ICT (£2668). The remaining £213 variance is made up of a combination of other minor increases and decreases
7 Balances Carried Forward	236,557	290,198			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	246,844	295,466				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	1,372,216	1,373,399	683	0.05%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

HARWICH TOWN COUNCIL

County area (local councils and parish meetings only):

ESSEX

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Box 7: Balances carried forward</b>		<b>290,198.11</b>
Deduct: Debtors (enter these as negative numbers)		
Debtors	0.00	
VAT Control A/c	(1,658.21)	
	(1,658.21)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
N/A	N/A	
	-	
<b>Total deductions</b>		<b>(1,658.21)</b>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Accruals	5,755.68	
Allotment Key Deposits	1,170.35	
	6,926.03	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
N/A	N/A	
	-	
<b>Total additions</b>		<b>6,926.03</b>
<b>Box 8: Total cash and short term investments</b>		<b>295,465.93</b>

Name of Smaller Authority: **HARWICH TOWN COUNCIL**

County Area: **ESSEX**

**Where the internal auditor has answered 'No'/'N/A'/'Not Covered' to any objectives on the AIAR, an explanation of these answers.**

**K. *If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick 'not covered'.***

Harwich Town Council had a limited assurance review of its 2020/21 AGAR and therefore the 'not covered' box was ticked.

**L. *The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.***

According to the Practitioners' Guide 2021/22, This test applies only to those councils covered by the £25,000 External Audit exemption. Harwich Town Council is not covered by the exemption and therefore the 'not covered' box was ticked.

**O. (For local councils only)**

***Trust fund (including charitable) - The council met its responsibilities as a trustee.***

Harwich Town Council is not a trustee and therefore the 'Not applicable' box was ticked.