

Stuart Carter  
Town Clerk



Northampton Town Council  
The Guildhall  
St Giles Square  
Northampton NN1 1DE

Tel: 01604 349310  
[www.northamptontowncouncil.gov.uk](http://www.northamptontowncouncil.gov.uk)

## Extraordinary Council Meeting – Tuesday 28<sup>th</sup> May 2024 – 17:15

**To: All Northampton Town Councillors**

**You are summoned to attend the Extraordinary Meeting of Northampton Town Council to be held in the Court Room at the Guildhall, Northampton at 17:15 on Tuesday 28<sup>th</sup> May 2024 when the business set out below will be transacted.**

Public participation is welcomed in accordance with Standing Orders and the Council's Public Participation Policy

**Stuart Carter**  
Town Clerk  
21<sup>st</sup> May 2024

**Guildhall**  
**Northampton**  
**NN1 1DE**

### AGENDA

- 1. Apologies for Absence**
  - 2. Public Questions/Statement Time:**  
To receive any questions or statements from members of the public  
Please note that in accordance with the Council's Standing Orders a question/statement may only be asked/made if written notice has been given to the Town Clerk by midday on the working day before the meeting.
  - 3. Declarations of Interest**
  - 4. Approval of the Annual Governance Statement and Annual Return (AGAR) 2023/24**
    - a) To approve the Annual Governance Statement (draft enclosed)
    - b) To approve the Accounting Statement (draft enclosed)
-



**Northampton Town Council**

**Council Meeting – 28<sup>th</sup> May 2024**

**APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT AND ANNUAL RETURN (AGAR) FOR  
2023/24 – REPORT OF TOWN CLERK**

Purpose of Report: This report presents the Annual Governance Statement and the Annual Accounting Statements to Full Council, for the financial year 2023/24, in the form of the Annual Governance and Accountability Return (AGAR), attached at Appendix A.

**Recommended:** It is recommended that Councillors follow the order of business as laid down in the Accounts and Audit Regulations Act 2015 and consider and approve the AGAR accordingly

**Requirements of the AGAR**

Smaller authorities are required by law under the Accounts and Audit Regulations 2015 to prepare accounting statements for the year ended 31 March 2024 in the form required by proper practices, as provided in the updated Joint Panel on Accountability & Governance, Governance and Accountability for smaller Authorities in England Practitioners' Guide (JPAG).

The Regulations require smaller authorities to ensure that, prior to 1 July 2024, they submit a completed and approved AGAR to the External Auditor. To achieve completion, the AGAR must be presented to Councillors, to undertake:

- The annual review of the effectiveness of the system of internal control; and
- Review the findings of the review, the internal audit work performed and the internal audit arrangements.

**Annual Governance Statement (AGS)**

In accordance with the Regulations, the Council must consider the internal audit work performed and the internal audit arrangements in place. Members will recall a number of actions and policies undertaken throughout the year to comply with this including the assessment of risk. The town council has a comprehensive process in assessing and monitoring risk, it being a standing item on the Accounts Sub-Committee agenda. This is complemented by an extensive process of councillor internal control checks that take place quarterly.

**Accounting Statements**

The accounting statements are attached for information. These have previously been presented to the Accounts Sub-Committee. They support the information required in the annual return.

Members will note a number of agreed earmarked reserves and a contribution to the general reserves. Any unspent moneys not earmarked go into general reserves.

**Order of Business**

In accordance with the Accounts and Audit Regulations 2015, the Annual Governance Statement must be approved prior to the Accounting Statements, with the correct order of business on the agenda, and this must be evidenced by the meeting minute references and date.

In advance of this meeting of the Full Council, the RFO has signed and dated Section 2 – Accounting Statements 2023/2024 of the AGAR Part 3 as required by the Regulations.

At this approval meeting, Full Council must, in the following order:

- Consider the comments made by the Internal Auditor.
- Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements;
- Consider the Accounting Statements;
- Approve the Accounting Statements by resolution; and
- Ensure the Accounting Statements are signed and dated by the person presiding at the meeting (The Town Mayor) at which that approval is given.

## Annual Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Northampton Town Council		
Name of Internal Auditor:	Mrs TL Charteress	Date of report:	7 <sup>th</sup> May 2024
Year ending:	31 March 2024	Date audit carried out:	7 <sup>th</sup> May 2024

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.*

**The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.**

### To the Mayor of the Council:

Thank you very much to the Town Clerk & RFO for supplying me with the information I requested to carry out this Annual Internal Audit. I have met with both officers via video call and conducted the audit remotely.

### Results

The work completed is identified in the table below and action required is highlighted:

Area of Work	Observations/Points
Adoption of Policies	A review of policies was conducted at the May meeting of the Policy & Finance Committee meeting. The Minutes of which were received at full council in July 2023 and decisions adopted accordingly
Accounting Records	The Accounts were properly maintained during the financial year and the correct carry forward figure was rolled over.
Asset Register	The Asset Register was reviewed and approved at the Policy & Finance Sub-Committee meeting in October and appears to be an accurate reflection of Council owned assets
Bank reconciliations	Bank reconciliations were reviewed and confirmed to be done on a regular basis with due care and attention and were reported to the Accounts Sub-Committee. Bank balances were confirmed to statements as at the 31 <sup>st</sup> March 2024

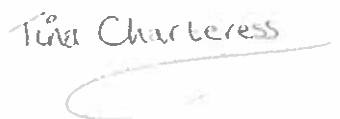
Budget	The Town Council followed due process for the agreement of the Budget of £2,064,077.00 at the full Council meeting in January. Progress against the budget was regularly monitored through the Accounts Sub-Committee
Due process	The Council agreed to use a credit card in April 2022 to prevent using the goodwill of staff to make purchases. <b>NOTE: Control of this process was tested and found to be very good</b>
Earmarked Reserves	Earmarked reserves were reported to full council at the January meeting
Insurance	Insurance cover was reviewed and increased slightly due to some key factors being updated
Internal Control	Internal Control was found to be regular with reports being made to the Policy & Finance Committee. <b>NOTE: It was pleasing to read that an internal payroll check had been set up by officers to ensure hours worked were paid correctly in accordance with calculations</b>
Minutes of Meetings	Minutes were reviewed and were found to be in good order
PAYE	Payments to HMRC are being paid monthly and are following correct procedures
Payments	Payments followed due process and have been accounted for correctly
Precept	The Town Council followed the correct procedure to agree the Precept Demand of £1,811,000.00 at the January full Council meeting
Risk Assessments	The Town Council's Risk Register was regularly reviewed at the Policy & Finance Sub-Committee
VAT return	The balance as at 31 <sup>st</sup> March 2024. No errors were observed, and the balance corrected following the Interim Internal Audit; the issue just being date related
Website	For transparency the website needs to show Terms of Reference for committees & sub-committees and schemes of delegation. <b>NOTE: the Clerk has advised this will be attended to as soon as possible</b>
Year-end procedures	Year-end procedures were carried out in the correct manner.

### Summary

In my opinion the Council's books and records are in very good order and follow due process in all elements.

I wish the Town Council a very successful 2024/2025 and look forward to returning later in 2024 to carry out the Interim Internal Audit.

Yours sincerely,



Mrs Tina L Charteress CILCA  
Internal Auditor to the Council  
07818 084231  
tcharteress@gmail.com

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2023	Year ending 31 March 2024
1. Balances brought forward	1,158,435	2,003,626
2. Annual precept	1,793,300	1,807,837
3. Total other receipts	282,961	248,888
4. Staff costs	399,863	498,439
5. Loan interest/capital repayments	0	0
6. Total other payments	831,207	904,321
7. Balances carried forward	2,003,626	2,657,591
8. Total cash and investments	1,974,639	2,672,941
9. Total fixed assets and long-term assets	23,814	74,256
10.Total borrowings	0	00

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/uploads/practitioners-guide-2020-2.pdf>





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

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

# Annual Internal Audit Report 2023/24

## NORTHAMPTON TOWN COUNCIL

<https://www.northamptontowncouncil.gov.uk/> LE WEBSITE/WEBPAGE ADDRESS

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. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 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).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) 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

12/01/2024 07/05/2024

Name of person who carried out the internal audit

NORTHANTS CALC LTD  
INTERNAL AUDIT  
MRS TL CHARTELES

Signature of person who carried out the internal audit

SIGNED: T. Charteles Date

07/05/2024

\*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:

### NORTHAMPTON 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
			✓

**\*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:

DD/MM/YYYY

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

<https://www.northamptontowncouncil.gov.uk/> THE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

### NORTHAMPTON TOWN COUNCIL

	Year ending		Notes and guidance
	1 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,158,435	2,003,626	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	1,793,300	1,807,837	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	282,961	248,888	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	399,863	498,439	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	831,207	904,321	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	2,003,626	2,657,591	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	1,974,639	2,672,941	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	23,814	74,256	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

*Chachelle*

Date

21/05/2024

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

DD/MM/YYYY

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

NORTHAMPTON 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

DD/MM/YYYY

Northampton Town Council

31st March 2024

31st March 2023

2024

2023

**for the Year End 31 March 2024**





**Northampton Town Council**

**Statement of Accounts**

**(Not Subject to Audit)**

**31st March 2024**



# Northampton Town Council

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31st March 2024

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2	Income And Expenditure Account and Annual Return Reconciliation
3	Balance Sheet
4	Annual Return



**Northampton Town Council**

**Income and Expenditure Account**

**for the Year End 31 March 2024**

<b>2023</b>		<b>2024</b>	<b>2024</b>	<b>2024</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>
<b>Net</b>		<b>Gross</b>	<b>Income</b>	<b>Net</b>
<b>Expenditure</b>		<b>Expenditure</b>	<b>Income</b>	<b>Expenditure</b>
<b>DIRECT SERVICES TO THE PUBLIC</b>				
(66,998)	The Guildhall	(68,575)	-	(68,575)
(53,326)	Open Spaces and Environment	(72,168)	23,021	(49,147)
(23,045)	Allotments	(16,199)	-	(16,199)
(96,415)	Community Grants	(79,824)	-	(79,824)
(113,511)	Community Services	(59,672)	-	(59,672)
(303,246)	Public Events	(408,297)	89,431	(318,866)
<b>DEMOCRATIC, CIVIC AND CENTRAL COSTS</b>				
(460,838)	Central Administration	(570,638)	-	(570,638)
(8,896)	Corporate Management	(9,997)	-	(9,997)
(104,794)	Civic and Democratic	(113,520)	-	(113,520)
-	Planning	(3,870)	-	(3,870)
282,961	Other Costs and Income	-	136,436	136,436
(948,108)		(1,402,760)	248,888	(1,153,872)
1,793,300	Annual Precept			1,807,837
(411,301)	Transfer (to) from Earmarked Reserves			(301,592)
433,891	Net (Deficit) Surplus for the year			352,373

**Reserve Movements**

	<b>Balance</b>	<b>Movement</b>	<b>Balance</b>
	<b>2023</b>	<b>for Year</b>	<b>March 2024</b>
General Fund	988,364	352,373	1,340,737
Earmarked Reserves	1,015,262	301,592	1,316,854
	2,003,626	653,965	2,657,591
	<b>Box 1</b>		<b>Box 7</b>



**Northampton Town Council**

**Income And Expenditure Account and Annual Return Reconciliation**

**for the Year End 31 March 2024**

	Income			Expenditure			
	Box 2	Box 3		Box 4	Box5	Box 6	
Annual Return Box Numbers	Precept	Other Income	Total	Staff Costs	Loans Repaid	Other Costs	Total
<b>Direct Services</b>							
The Guildhall						68,575	68,575
Open Spaces and Environment		23,021	23,021			72,168	72,168
Allotments						16,199	16,199
Community Grants						79,824	79,824
Community Services						59,672	59,672
Public Events		89,431	89,431			408,297	408,297
<b>Democratic, Management and Civic</b>							
Central Administration		-	-	498,439		72,199	570,638
Corporate Management						9,997	9,997
Civic and Democratic						113,520	113,520
Planning						3,870	3,870
Democratic, Civic and Ceremonial		136,436	136,436			-	-
Precept	1,807,837		1,807,837			-	
<b>Totals Carried to Annual Return</b>	<b>1,807,837</b>	<b>248,888</b>	<b>2,056,725</b>	<b>498,439</b>	<b>-</b>	<b>904,321</b>	<b>1,402,760</b>





**Northampton Town Council**

**Balance Sheet**

**as at 31 March 2022**

<b>2023</b>		<b>2024</b>	<b>2024</b>
<b>£</b>		<b>£</b>	<b>£</b>
	<b>Current Assets</b>		
4,228	Debtors	84,852	
<u>1,192,853</u>	Cash at Bank and In-hand	<u>2,672,941</u>	
1,197,081			<u>2,757,793</u>
	<b>Current Liabilities</b>		
25,263	Creditors and accrued expenses	88,018	
6,767	Paye/National Insurance Due	-	
6,211	Pension Due	-	
<u>405</u>	mayors Gala	<u>12,183</u>	
38,646			<u>100,201</u>
<u>1,158,435</u>			<u>2,657,592</u>
	<b>Financed by:</b>		
	<b>Reserves available to the Council</b>		
1,015,262	Funds Earmarked for Future Projects		1,316,854
988,364	General Reserve		1,340,737
<u>2,003,626</u>			<u>2,657,591</u>



**Northampton Town Council**

**Annual Return**

**for the year ended 31st March 2024**

	2023	2024
Box 1 Balances Brought Forward	1,158,435	2,003,626
Box 2 Annual Precept	1,793,300	1,807,837
Box 3 Other Receipts	282,961	248,888
Box 4 Staff Costs	(399,863)	(498,439)
Box 5 Loan interest/Capital	-	-
Bpx 6 Other Payments	(831,207)	(904,321)
Box 7 Balances Carried Forward	2,003,626	2,657,591
Box 8 Total Cash & Investments	1,974,639	2,672,941
Box 9 Total Fixed Assets (Cost)	23,814	74,256
Box 10 Loans Outstanding	0	0

