

# Kendal Town Council

Town Hall, Highgate, Kendal LA9 4ED  
www.kendaltowncouncil.gov.uk



11 April 2023

To Members of the Audit Grants and Charities Committee

Cllr S Coleman	Cllr J Dunlop (Chair)
Cllr L Edwards	Cllr D Evans
Cllr M Helme	Cllr C Russell
Cllr D Rathbone (Vice-Chair)	Vacant

You are summoned to a meeting of Kendal Town Council Audit, Grants and Charities Committee on Monday, 17 April 2023, at **7.30 p.m.**, in the Council Chamber at the Town Hall, Highgate, Kendal (**please note start time**).

**(Distributed to other Members of the Council for information only.)**

**On the rising of the Committee, it will reconvene as the delegated managing committee for the School of Science and Art (Sale Proceeds) Charity.**

Yours faithfully

Chris Bagshaw  
Town Clerk

## AGENDA

### Public Participation

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - <http://www.kendaltowncouncil.gov.uk/kendal-town-council/statutory-information/guidance-on-public-participation-at-kendal-town-council-meetings/>. The public are not permitted to speak in other parts of the meeting unless allowed to do so by the chair.

#### 1. Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the council under the terms of Local Government Act 1972, s85.

#### 2. Declarations of Interest

To receive declarations by members and/or co-optees of interests in respect of items on this agenda.

#### 3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and public should be excluded.

**4. Minutes of the Last Meeting**

To receive the minutes of the meeting of the Audits, Grants and Charities Committee held on 20 March 2023 to authorise the Chair to sign them as a true record (see attached).

**5. Minute Action Sheet**

To consider a report on actions taken by officers on resolutions or recommendations made at previous meetings (see attached).

**6. Audit Grants and Charities Overview of Policies and Actions**

To consider any issues relating to the Council's audit procedures and policies and make any necessary decisions or recommendations.

**7. 2022/23 Budget Monitoring**

To receive a report on the Council's budget and expenditure for the fourth quarter, to the end of March 2023 (see attached).

**Background**

There are three budget reports – one is for 'main budget' items, a second is for Development Fund items, and the third combines the two. The year end procedures are not yet complete, and will be presented to the Council in June.

**8. Financial Regulations**

To consider the progress made towards updating the Council's Financial Regulations (see attached).

**Background**

The Committee submitted a paper to the Council for consideration at the start of April, which included a commentary on the proposed amendments. The Council has sent it back to the Committee with the intention of the Committee making a completed recommendation, without a running commentary, to the Council at its next sitting.

## Kendal Town Council

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### Minutes of a meeting of the Audit, Grants and Charities Committee on Monday, 20 March 2023, at 7.45p.m. in the Council Chamber at the Town Hall, Highgate, Kendal.

Cllr S Coleman	Apologies	Cllr J Dunlop (Chair)	Present
Cllr L Edwards	Present	Cllr D Evans	Present
Cllr M Helme	Apologies	Cllr T Perkins	Absent
Cllr D Rathbone (Vice-Chair)	Present	Cllr C Russell	Present

**In attendance:** Chris Bagshaw (Town Clerk)

#### AGC31/2022 Apologies

Apologies for absence were received and accepted from Cllrs S Coleman and M Helme.

#### AGC32/2022 Declarations of Interest

No declarations of interest were raised under this item.

#### AGC33/2022 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

No issues were considered for exclusion.

#### AGC34/2022 Minutes of the Last Meetings

Further to Minute No.AGC24/2022, Members were again asked to receive and accept the minutes of the meeting of the Audit, Grants and Charities Committee, in addition to those of the last meeting held on 19 December 2022. The Clerk reported that he had met with Cllr Evans and they had agreed to propose some wording which they felt which better described the resolutions agreed in Minutes AGC15 and AGC16/2022.

**Resolved:** That additional wording be added to Minutes AGC15 and 16/2022, and the electronic record be amended accordingly. On this basis the Committee received and accepted the minutes of the meetings of the Audit, Grants and Charities Committee held on 13 October and 19 December 2022.

#### AGC35/2022 Minute Action Sheet

Members considered a report on actions taken by officers on resolutions or recommendations made at previous meetings. The Clerk reported that it was understood that the second air ambulance service would not be submitting an application before 1 April. It was noted that the process of earmarking commitments needed to be more transparent and robust, so that the Committee could identify which parts of their available budget were already committed through previous applications.

**Resolved:** To note the report.

### **AGC36/2022 Audit Grants and Charities Overview of Policies and Actions**

The Town Clerk provided a verbal update on issues relating to the Council's audit procedures and policies. He explained that it was clear from the council's working over the previous two years, as it emerged from the turbulence of both Covid and the renovation of the Town Hall that there were several areas in which it needed to tighten up its performance. The recent debates surrounding the setting of the 23-24 budget resulted in the Chair of this committee undertaking a consultation with elected Members and Officers, and reporting to Management, restating the necessary timetable and format for budget-setting, served to emphasise the point. It was observed that the grant making policies of the Council reflected its wider policy aims, and were a visible expression of the Council's imperative to work in partnership with local organisations to deliver important outcomes for the people of Kendal.

**Resolved:** To note the report and to bring the attention of the full council to the necessary timetable for financial planning and monitoring.

### **AGC37/2022 2022/23 Budget Monitoring**

The Committee considered a report on the Council's budget and expenditure as at February 2023. The Clerk drew the Committee's attention to the timing of the meeting, which now appeared out of sync with the Council's financial cycle. Ideally the meeting would be either reviewing the Council's year end statement next month, or the end of the third quarter (31 Dec). However, he confirmed that the Rialtas finance system was reporting transparently and accurately the transactions of the Council and its budgets in a manner that was unavailable before its introduction in the current financial year. He reported that the Council's various outturn predictions had been heavily debated in the process running up to the setting of the budget in the previous month, and there were no other issues he wished to draw to their attention presently.

The Committee welcomed the clarity of the report and drew attention to the need to ensure that all Councillors are familiar with the basic processes involved in budgeting and budget control.

**Resolved:** To note the report, and consider how familiarising Councillors with the Council's financial management processes might be best achieved.

### **AGC38/2022 Grants Funding**

The Committee was presented with details in relation to the current grants budget.

Members then gave consideration to the following four grant applications in the light of the current grants budget:-

- (a) Carer Support South Lakes for a contribution of £4,000 towards rent for new premises.

The Committee observed that the grant was applied for the day-to-day running costs of the organisation, and that this did not usually qualify as the appropriate use of the Council's finance. In turning down the application for grant funding the Committee did not preclude the organisation from coming back to the Council with a grant application for an activity which did comply with the criteria.

Grant offered - £0

(b) Fairoak Housing Association for a contribution of £500 towards the cost of running a variety of activities to engage tenants in Kendal and provide much-needed structure to allow them to meet their contemporaries while learning new skills and developing social skills in a relaxed and friendly environment.

Grant offered - £500

(c) Growing Well for a contribution of £500 towards the ongoing costs of the organisation's core horticultural materials such as seeds, growing media, soils, composts, potting trays, etc.

Although the grant appeared to be for 'core' tasks, the Committee agreed that the output was represented a tangible investment, and could just as well be a project or an In Bloom grant.

Grant offered - £500

(d) Kendal College for a contribution of £1,500 towards an Amazon Wildlife and Ecology Field Trip.

The Committee noted that this application was for payment to a third party, and was also outwith the scope of the Community Grant scheme. Subject to alterations to the recipient, they felt it would be better suited to being an application to the School of Science and Art charity, which the Committee noted would meet on the rising of the next full council meeting.

Grant offered - £0

**Resolved:** To offer the grants listed above, or to engage with applicants where a grant was not to be offered at this time.

**Resolved:** To arrange a meeting of the Trustee body of the School of Science and art at the rising of the next meeting of the full Council.

### **AGC39/2022 Financial Regulations**

Further to AGC28/2022 when the Committee held over reviewing the draft proposals, the Town Clerk reported on the progress made towards updating the Council's Financial Regulations, which were attached to the agenda.

The Committee reviewed the Clerk's amendments to the Model Financial Regulations, and noted their origins with NALC, and the Council's previous decision to begin the review process from the latest model.

**Resolved:** To submit the proposed new Regulations in the form of a report to the Full Council.

### **AGC40/2022 Internal Audit**

The Town Clerk presented a report and specification for the role of the Internal Auditor. The report explained that internal audit reports had to be made available to support and inform Members in considering the Authority's approval of the Annual Governance Statement.

The Council currently engaged RFM of Ulverston as Internal Auditors, but following review in 2022, had agreed to respecify the role to ensure it was continuing to meet the Council's requirements. The report referred to the Practitioners' Guide which included detailed guidance for appointing an internal auditor. The two key principles were independence and competence. There was no requirement for a person providing the internal audit role to be professionally qualified, however, there were a number of essential competencies to be sought from any internal audit service, details of which were provided.

The Town Clerk suggested that the Committee may decide that the timetable for audit was tight for the appointment of a new internal auditor in 2023. However, at the very least, he suggested that a new letter of engagement should be prepared for the existing Internal Auditor, along with a timetable for appointment in good time for 2024.

**Resolved:** To prepare a new letter of engagement for the existing internal auditor for 2022-23, and to prepare for a revised appointment process in a timely manner in the new financial year.

#### **AGC41/2022 External Audit**

The Town Clerk presented the timetable for the Council's External Audit (AGAR) which had been set out by Moore for auditing councils like Kendal Town. The timetable would result in, before 1 October 2023, the authority publishing a notice of the conclusion of the audit, the Annual Governance Statement (including any amendments as a result of the limited assurance review), the Accounting Statements (also including any amendments as a result of the limited assurance review) and the External Auditor Report and Certificate.

**Resolved:** To note the timetable for the Council's AGAR.

#### **AGC42/2022 Risk Assessment**

The Council's audit and governance regime required that it reviewed its risk management procedures on a yearly basis and, to this end, the Town Clerk presented a report on the Council's Risk Management policies. The report provided a matrix which had been developed by the Joint Practitioners Advisory Group (JPAG). Rather than overwhelm councillors with the minutiae of individual process-based risk assessments, it took a much broader view of the concept of risk, and challenged the Council to demonstrate that it was identifying and mitigating risk through its policies and procedures. It included a list of areas where the Council was assisted in this challenge by its internal auditor. In this context, the internal auditor played the vital role of a critical friend.

The report demonstrated areas where the Council used insurance to help it manage risks, areas where the Council could work with others to manage risk and areas where risk could be self-managed by the Council.

**Resolved:** To accept the report and commend it to the Full Council.

The meeting closed at 9.20 p.m.

Audit, Grants and Charities Committee - Minute Action Sheet - as at 11-04-23							
Meeting Date	Minute No.	Title	Action (Resolution)	Officer Responsible	Deadline, if any	Date Actioned	Comments
20/03/2022	AGC34/2022	Minutes of the Last Meetings	That additional wording be added to Minutes AGC15 and 16/2022, and the electronic record be amended accordingly. On this basis the Committee received and accepted the minutes of the meetings of the Audit, Grants and Charities Committee held on 13 October and 19 December 2022	CB		10-Apr-23	Complete
20/03/2022	AGC36/2022	Audit Grants and Charities Overview of Policies and Actions	To note the report and to bring the attention of the full council to the necessary timetable for financial planning and monitoring.	CB		03-Apr-23	
20/03/2022	AGC37/2022	2022/23 Budget Monitoring	To note the report, and consider how familiarising Councillors with the Council's financial management processes might be best achieved.	CB			
20/03/2022	AGC38/2022	Grants Funding	To offer the grants listed above, or to engage with applicants where a grant was not to be offered at this time.	FMcM			w/c 10 Apr 23
20/03/2022	AGC38/2022	Grants Funding	To arrange a meeting of the Trustee body of the School of Science and art at the rising of the next meeting of the full Council.	CB		03-Apr-23	
20/03/2022	AGC39/2022	Financial Regulations	To submit the proposed new Regulations in the form of a report to the Full Council.	CB		03-Apr-23	FRegs returned to Committee for completion
20/03/2022	AGC40/2022	Internal Audit	To prepare a new letter of engagement for the existing internal auditor for 2022-23, and to prepare for a revised appointment process in a timely manner in the new financial year.	CB			w/c 10 Apr 23
20/03/2022	AGC42/2022	Risk Assessment	To accept the report and commend it to the Full Council.	CB		03-Apr-23	Completed

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## Kendal Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100</u> <u>Income</u>							
1076 Precept	0	502,285	502,285	0			100.0%
1077 SLDC Grant	0	34,147	34,147	0			100.0%
1080 Bank Interest	0	132	1,320	1,188			10.0%
1090 CIL Receipts	0	68,176	68,176	(0)			100.0%
1100 Allotment Rent	0	23,671	22,000	(1,671)			107.6%
1999 Other Income	3,600	3,500	0	(3,500)			0.0%
<b>Income :- Income</b>	<b>3,600</b>	<b>631,911</b>	<b>627,928</b>	<b>(3,983)</b>			<b>100.6%</b>
<b>Net Income</b>	<b>3,600</b>	<b>631,911</b>	<b>627,928</b>	<b>(3,983)</b>			
6001 less Transfer to EMR	0	68,176					
<b>Movement to/(from) Gen Reserve</b>	<b>3,600</b>	<b>563,735</b>					
<u>200</u> <u>Staffing Costs</u>							
4000 Staff Gross Pay	21,595	256,103	242,000	(14,103)		(14,103)	105.8%
4055 Travel	0	480	0	(480)		(480)	0.0%
4060 Staff Mobile Phone	0	109	0	(109)		(109)	0.0%
4065 Staff Expenses	0	152	0	(152)		(152)	0.0%
4070 Staff Training	0	1,377	3,000	1,623		1,623	45.9%
<b>Staffing Costs :- Indirect Expenditure</b>	<b>21,595</b>	<b>258,222</b>	<b>245,000</b>	<b>(13,222)</b>	<b>0</b>	<b>(13,222)</b>	<b>105.4%</b>
<b>Net Expenditure</b>	<b>(21,595)</b>	<b>(258,222)</b>	<b>(245,000)</b>	<b>13,222</b>			
<u>210</u> <u>Premises &amp; Accommodation</u>							
4100 Premises - Budget	2,375	13,639	18,000	4,361		4,361	75.8%
4110 Premises Telephones	100	100	0	(100)		(100)	0.0%
4115 Premises Garage Rent	0	1,083	0	(1,083)		(1,083)	0.0%
4120 Premises Garage Electricity	124	242	0	(242)		(242)	0.0%
4130 Premises Other & Gen Equip	34	1,822	0	(1,822)		(1,822)	0.0%
4135 PremisAlarms - Service & Maint	0	1,569	0	(1,569)		(1,569)	0.0%
4140 Premises PPE	0	0	1,000	1,000		1,000	0.0%
4150 Premises Misc	0	365	0	(365)	27	(392)	0.0%
<b>Premises &amp; Accommodation :- Indirect Expenditure</b>	<b>2,633</b>	<b>18,819</b>	<b>19,000</b>	<b>181</b>	<b>27</b>	<b>154</b>	<b>99.2%</b>
<b>Net Expenditure</b>	<b>(2,633)</b>	<b>(18,819)</b>	<b>(19,000)</b>	<b>(181)</b>			
<u>220</u> <u>IT &amp; Communications</u>							
4200 IT Rialtas Costs	0	4,224	0	(4,224)		(4,224)	0.0%
4205 IT Domain/Web (Designworks)	0	1,206	0	(1,206)		(1,206)	0.0%
4210 IT Support ( ITEK/Sage)	323	4,226	0	(4,226)	28	(4,253)	0.0%



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## Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4215 IT Digital Meetings/Admin	0	865	0	(865)		(865)	0.0%
4220 IT ITEK Other Costs	55	4,578	0	(4,578)		(4,578)	0.0%
4225 New IT /Comp/Equip (Assets)	0	4,780	0	(4,780)		(4,780)	0.0%
4230 IT Budget	0	0	17,500	17,500		17,500	0.0%
4235 Newsletter	4,740	14,271	11,500	(2,771)		(2,771)	124.1%
IT & Communications :- Indirect Expenditure	<b>5,118</b>	<b>34,148</b>	<b>29,000</b>	<b>(5,148)</b>	<b>28</b>	<b>(5,176)</b>	<b>117.8%</b>
<b>Net Expenditure</b>	<b>(5,118)</b>	<b>(34,148)</b>	<b>(29,000)</b>	<b>5,148</b>			
<u>230 Insurance &amp; Finance Costs</u>							
4300 Insurance Public Liability	0	5,732	0	(5,732)		(5,732)	0.0%
4305 Insurance & Finance Budget	0	0	12,000	12,000		12,000	0.0%
4310 Finance Costs (Audit Fees)	0	200	0	(200)		(200)	0.0%
4315 Finance - BK & Voucher Fees	69	242	0	(242)		(242)	0.0%
4320 Finance Payroll Costs	103	309	0	(309)	103	(412)	0.0%
Insurance & Finance Costs :- Indirect Expenditure	<b>172</b>	<b>6,484</b>	<b>12,000</b>	<b>5,516</b>	<b>103</b>	<b>5,413</b>	<b>54.9%</b>
<b>Net Expenditure</b>	<b>(172)</b>	<b>(6,484)</b>	<b>(12,000)</b>	<b>(5,516)</b>			
<u>240 Stationery/Office General</u>							
4400 Admin Printing/Stationery/Post	53	1,889	0	(1,889)		(1,889)	0.0%
4405 Admin Office Equip/Consumables	0	326	0	(326)		(326)	0.0%
4420 Photocopier ( Lease & Service)	312	1,329	0	(1,329)		(1,329)	0.0%
4425 Admin Budget	0	263	10,000	9,737		9,737	2.6%
4430 Admin Subscriptions	0	2,657	0	(2,657)		(2,657)	0.0%
4595 Levelling Up Contribution	0	5,000	5,000	0		0	100.0%
4910 Other Expenses	100	100	0	(100)		(100)	0.0%
Stationery/Office General :- Indirect Expenditure	<b>465</b>	<b>11,565</b>	<b>15,000</b>	<b>3,435</b>	<b>0</b>	<b>3,435</b>	<b>77.1%</b>
<b>Net Expenditure</b>	<b>(465)</b>	<b>(11,565)</b>	<b>(15,000)</b>	<b>(3,435)</b>			
<u>250 Vehicle Costs</u>							
4500 Vehicle Fuel	84	1,105	0	(1,105)		(1,105)	0.0%
4505 Vehicle Tracking Fee	0	92	0	(92)		(92)	0.0%
4510 Vehicle Repairs	0	770	0	(770)		(770)	0.0%
4515 Vehicle Van INS/TAX/MOT	0	1,673	0	(1,673)		(1,673)	0.0%
4520 Vehicle Budget	0	0	2,500	2,500		2,500	0.0%
Vehicle Costs :- Indirect Expenditure	<b>84</b>	<b>3,639</b>	<b>2,500</b>	<b>(1,139)</b>	<b>0</b>	<b>(1,139)</b>	<b>145.6%</b>
<b>Net Expenditure</b>	<b>(84)</b>	<b>(3,639)</b>	<b>(2,500)</b>	<b>1,139</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>260 Elections</u>							
4580 Elections - Wards	0	2,777	2,777	0		0	100.0%
4590 Election Fund	0	0	5,000	5,000		5,000	0.0%
Elections :- Indirect Expenditure	<b>0</b>	<b>2,777</b>	<b>7,777</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>35.7%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,777)</b>	<b>(7,777)</b>	<b>(5,000)</b>			
6000 plus Transfer from EMR	(5,000)	(5,000)					
<b>Movement to/(from) Gen Reserve</b>	<b>(5,000)</b>	<b>(7,777)</b>					
<u>270 Mayoralty &amp; Arts</u>							
4700 Mayoral Allowance	0	5,524	5,250	(274)		(274)	105.2%
4705 Mayoral Travel	0	281	800	519		519	35.1%
4720 Mayor Making	0	1,838	0	(1,838)		(1,838)	0.0%
4725 Torchlight	3,092	3,276	0	(3,276)		(3,276)	0.0%
4730 Remembrance Sunday	0	279	0	(279)		(279)	0.0%
4745 Misc. Mayoral Functions & Exp	(1,612)	3,946	7,500	3,554		3,554	52.6%
4750 Twinning	0	930	2,500	1,570		1,570	37.2%
4755 Exhibitions	0	0	2,000	2,000		2,000	0.0%
4760 Museum	0	2,000	2,000	0		0	100.0%
Mayoralty & Arts :- Indirect Expenditure	<b>1,480</b>	<b>18,075</b>	<b>20,050</b>	<b>1,975</b>	<b>0</b>	<b>1,975</b>	<b>90.2%</b>
<b>Net Expenditure</b>	<b>(1,480)</b>	<b>(18,075)</b>	<b>(20,050)</b>	<b>(1,975)</b>			
6000 plus Transfer from EMR	0	4,309					
<b>Movement to/(from) Gen Reserve</b>	<b>(1,480)</b>	<b>(13,766)</b>					
<u>280 Promoting Equality &amp; Diversity</u>							
4596 Promoting Equality & Diversity	0	79	150	71		71	52.5%
Promoting Equality & Diversity :- Indirect Expenditure	<b>0</b>	<b>79</b>	<b>150</b>	<b>71</b>	<b>0</b>	<b>71</b>	<b>52.5%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(79)</b>	<b>(150)</b>	<b>(71)</b>			
<u>300 Kendal Futures &amp; Visit Kendal</u>							
4600 Support Co-Ordinator	0	5,000	0	(5,000)		(5,000)	0.0%
4601 Kendal Futures/Vision Budget	0	0	31,750	31,750		31,750	0.0%
4610 Banners Kendal	0	1,500	0	(1,500)		(1,500)	0.0%
Kendal Futures & Visit Kendal :- Indirect Expenditure	<b>0</b>	<b>6,500</b>	<b>31,750</b>	<b>25,250</b>	<b>0</b>	<b>25,250</b>	<b>20.5%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,500)</b>	<b>(31,750)</b>	<b>(25,250)</b>			

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## Kendal Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>310</u> <u>Visit Kendal/Promoting Kendal</u>							
4655 Visit Kendal Website Cont.	1,680	4,580	0	(4,580)		(4,580)	0.0%
4660 Visit Kendal Content Co-ord.	(135)	5,385	5,000	(385)	3,000	(3,385)	167.7%
Visit Kendal/Promoting Kendal :- Indirect Expenditure	<u>1,545</u>	<u>9,965</u>	<u>5,000</u>	<u>(4,965)</u>	<u>3,000</u>	<u>(7,965)</u>	<u>259.3%</u>
<b>Net Expenditure</b>	<b>(1,545)</b>	<b>(9,965)</b>	<b>(5,000)</b>	<b>4,965</b>			
6000 plus Transfer from EMR	(2,450)	(2,450)					
<b>Movement to/(from) Gen Reserve</b>	<b>(3,995)</b>	<b>(12,415)</b>					
<u>320</u> <u>Wainwright Fund</u>							
9900 Wainwright Fund Exp	0	250	250	0		0	100.0%
Wainwright Fund :- Indirect Expenditure	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
<b>Net Expenditure</b>	<b>0</b>	<b>(250)</b>	<b>(250)</b>	<b>0</b>			
6000 plus Transfer from EMR	250	250					
<b>Movement to/(from) Gen Reserve</b>	<b>250</b>	<b>0</b>					
<u>400</u> <u>Audit, Grants &amp; Charities</u>							
4690 AG&C Community Grants	2,000	36,300	41,000	4,700		4,700	88.5%
Audit, Grants & Charities :- Indirect Expenditure	<u>2,000</u>	<u>36,300</u>	<u>41,000</u>	<u>4,700</u>	<u>0</u>	<u>4,700</u>	<u>88.5%</u>
<b>Net Expenditure</b>	<b>(2,000)</b>	<b>(36,300)</b>	<b>(41,000)</b>	<b>(4,700)</b>			
<u>430</u> <u>Christmas Lights &amp; Festivals</u>							
4800 Christmas Lights	0	8,051	17,500	9,449	3,386	6,063	65.4%
4805 CL&F nrastructure Dev & Maint	15	2,909	10,000	7,091		7,091	29.1%
4810 Christmas Electricity	874	874	750	(124)		(124)	116.6%
4815 Christmas Switch On	301	4,394	3,500	(894)		(894)	125.5%
4820 CL&F Bunting	0	1,004	1,250	246		246	80.4%
4825 CL&F Jubilee Platinum	0	3,273	5,000	1,727		1,727	65.5%
4830 CL&F Festival Grants	0	26,000	30,000	4,000		4,000	86.7%
Christmas Lights & Festivals :- Indirect Expenditure	<u>1,190</u>	<u>46,506</u>	<u>68,000</u>	<u>21,494</u>	<u>3,386</u>	<u>18,108</u>	<u>73.4%</u>
<b>Net Expenditure</b>	<b>(1,190)</b>	<b>(46,506)</b>	<b>(68,000)</b>	<b>(21,494)</b>			
<u>440</u> <u>Kendal In Bloom</u>							
4900 KIB Floral Displays	55	21,445	21,500	55		55	99.7%
4905 KIB Projects & Grants	1,990	4,845	8,700	3,855	2,674	1,181	86.4%

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## Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4910 Other Expenses	130	322	0	(322)		(322)	0.0%
Kendal In Bloom :- Indirect Expenditure	<b>2,176</b>	<b>26,612</b>	<b>30,200</b>	<b>3,588</b>	<b>2,674</b>	<b>914</b>	<b>97.0%</b>
<b>Net Expenditure</b>	<b>(2,176)</b>	<b>(26,612)</b>	<b>(30,200)</b>	<b>(3,588)</b>			
<u>500 Allotments</u>							
5000 Allotments Capital Spending	978	25,233	40,000	14,767	101	14,667	63.3%
5005 Allotments Gen Exp	1,000	7,702	8,000	298	58	240	97.0%
5015 Allotment Water	0	1,275	1,800	525		525	70.8%
5020 Allotment Rent	0	840	900	60		60	93.3%
5025 Allotment Pest Control	0	2,076	3,000	924		924	69.2%
Allotments :- Indirect Expenditure	<b>1,978</b>	<b>37,125</b>	<b>53,700</b>	<b>16,575</b>	<b>159</b>	<b>16,416</b>	<b>69.4%</b>
<b>Net Expenditure</b>	<b>(1,978)</b>	<b>(37,125)</b>	<b>(53,700)</b>	<b>(16,575)</b>			
6000 plus Transfer from EMR	24,665	24,665					
<b>Movement to/(from) Gen Reserve</b>	<b>22,687</b>	<b>(12,461)</b>					
<u>600 E&amp;H New Infrastructure/Improve</u>							
1999 Other Income	0	800	0	(800)			0.0%
E&H New Infrastructure/Improve :- Income	<b>0</b>	<b>800</b>	<b>0</b>	<b>(800)</b>			
5107 E&H New Infrastructure	0	3,482	4,642	1,160		1,160	75.0%
5108 E&H Infrastructure Maint	0	2,642	3,937	1,295	960	335	91.5%
5109 E&H	0	0	556	556		556	0.0%
E&H New Infrastructure/Improve :- Indirect Expenditure	<b>0</b>	<b>6,124</b>	<b>9,135</b>	<b>3,011</b>	<b>960</b>	<b>2,051</b>	<b>77.6%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(5,324)</b>	<b>(9,135)</b>	<b>(3,811)</b>			
6000 plus Transfer from EMR	2,374	2,374					
<b>Movement to/(from) Gen Reserve</b>	<b>2,374</b>	<b>(2,950)</b>					
<u>630 E&amp;H SLDC Charges</u>							
5300 SLDC Charges-Footway Lighting	0	3,750	3,751	1		1	100.0%
5305 SLDC Charges-Somervel Maint	0	0	500	500		500	0.0%
5310 SLDC Charges-Bins	0	1,254	2,650	1,396		1,396	47.3%
E&H SLDC Charges :- Indirect Expenditure	<b>0</b>	<b>5,004</b>	<b>6,901</b>	<b>1,897</b>	<b>0</b>	<b>1,897</b>	<b>72.5%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(5,004)</b>	<b>(6,901)</b>	<b>(1,897)</b>			

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**Detailed Income & Expenditure by Budget Heading 11/04/2023****Month No: 12****Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	<b>3,600</b>	<b>632,711</b>	<b>627,928</b>	<b>(4,783)</b>			<b>100.8%</b>
Expenditure	<b>40,436</b>	<b>528,195</b>	<b>596,413</b>	<b>68,218</b>	<b>10,337</b>	<b>57,881</b>	<b>90.3%</b>
<b>Net Income over Expenditure</b>	<b><u>(36,836)</u></b>	<b><u>104,516</u></b>	<b><u>31,515</u></b>	<b><u>(73,001)</u></b>			
plus Transfer from EMR	<b>19,839</b>	<b>24,149</b>					
less Transfer to EMR	<b>0</b>	<b>68,176</b>					
<b>Movement to/(from) Gen Reserve</b>	<b><u>(16,996)</u></b>	<b><u>60,488</u></b>					

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Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

Cost Centre Report Development Fund only

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>900 Action Plans Climate Change</u>							
9040 Climate Town Centre Recom.Hub	0	0	10,000	10,000		10,000	0.0%
9050 Climate Solar Audit Campaign	0	0	4,565	4,565		4,565	0.0%
9055 Climate Jury Website	0	398	398	0		0	100.0%
9060 Climate Zero Carbon Kendal	0	396	1,000	604		604	39.6%
9130 New Projects TBC	0	1,195	1,121	(74)		(74)	106.6%
Action Plans Climate Change :- Indirect Expenditure	0	1,989	17,084	15,095	0	15,095	11.6%
Net Expenditure	0	(1,989)	(17,084)	(15,095)			
6000 plus Transfer from EMR	1,989	1,989					
Movement to/(from) Gen Reserve	1,989	0					
<u>910 Action Plans - Biodiversity</u>							
9120 Bio Dark Skies Campaign	0	0	5,000	5,000		5,000	0.0%
9125 Bio 2nd Round-Biod Grants	0	1,000	3,400	2,400		2,400	29.4%
9126 Bio Living Roof Bus Shelter	0	0	2,500	2,500		2,500	0.0%
9127 Bio Wildflowers Kendal Green	0	789	1,300	512	640	(129)	109.9%
9129 Bio Canal Head Wetlands	0	0	1,300	1,300		1,300	0.0%
9130 New Projects TBC	0	0	500	500		500	0.0%
Action Plans - Biodiversity :- Indirect Expenditure	0	1,789	14,000	12,212	640	11,572	17.3%
Net Expenditure	0	(1,789)	(14,000)	(12,212)			
6000 plus Transfer from EMR	1,789	1,789					
Movement to/(from) Gen Reserve	1,788	0					
<u>920 Action Plans - 20MPH</u>							
9200 20 MPH	0	0	18,400	18,400		18,400	0.0%
9201 20 MPHContri to Data Collectio	0	1,000	1,000	0		0	100.0%
Action Plans - 20MPH :- Indirect Expenditure	0	1,000	19,400	18,400	0	18,400	5.2%
Net Expenditure	0	(1,000)	(19,400)	(18,400)			
6000 plus Transfer from EMR	1,000	1,000					
Movement to/(from) Gen Reserve	1,000	0					
<u>930 Action Plans-Cycling &amp; Walking</u>							
1999 Other Income	0	1,000	0	(1,000)			0.0%
Action Plans-Cycling & Walking :- Income	0	1,000	0	(1,000)			
9300 C&W Footpath Quality Audit	0	0	12,000	12,000		12,000	0.0%

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Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

Cost Centre Report Development Fund only

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9305 C&WKirkbarrow Connections	0	186	10,300	10,114		10,114	1.8%
9307 C&W Kendal Castle Pump Track	0	2,000	4,000	2,000		2,000	50.0%
9308 C&W Cllrs Contributions	0	0	5,700	5,700		5,700	0.0%
9310 C&W Signage Improvements	0	0	4,000	4,000		4,000	0.0%
9315 C&W 22/23 LCRP Cont	0	0	5,000	5,000		5,000	0.0%
Action Plans-Cycling & Walking :- Indirect Expenditure	0	2,186	41,000	38,814	0	38,814	5.3%
Net Income over Expenditure	0	(1,186)	(41,000)	(39,814)			
6000 plus Transfer from EMR	2,186	2,186					
6001 less Transfer to EMR	1,000	1,500					
Movement to/(from) Gen Reserve	1,186	(500)					
<u>935 River Corridor Connectivity</u>							
9600 River Corridor Connectivity	0	28,292	31,000	2,708		2,708	91.3%
River Corridor Connectivity :- Indirect Expenditure	0	28,292	31,000	2,708	0	2,708	91.3%
Net Expenditure	0	(28,292)	(31,000)	(2,708)			
6000 plus Transfer from EMR	28,292	28,292					
Movement to/(from) Gen Reserve	28,292	(0)					
<u>940 Green Spaces Improvements</u>							
1999 Other Income	0	500	0	(500)			0.0%
Green Spaces Improvements :- Income	0	500	0	(500)			
9130 New Projects TBC	125	775	3,500	2,725		2,725	22.1%
9400 Green Bowling Fell Project	0	0	7,000	7,000		7,000	0.0%
9405 Green Sepentine Woods Trail	0	1,000	1,000	0		0	100.0%
9410 Green Fellside Play Provision	0	0	5,000	5,000		5,000	0.0%
9411 Green Mintsfeet Development	0	0	7,500	7,500		7,500	0.0%
9412 DNU	(125)	0	0	0		0	0.0%
9415 Fetcher Park	0	397	607	210		210	65.4%
Green Spaces Improvements :- Indirect Expenditure	0	2,172	24,607	22,435	0	22,435	8.8%
Net Income over Expenditure	0	(1,672)	(24,607)	(22,935)			
6000 plus Transfer from EMR	2,172	2,172					
6001 less Transfer to EMR	500	500					
Movement to/(from) Gen Reserve	1,672	0					

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## Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

## Cost Centre Report Development Fund only

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>950 Public Realm Enhancements</u>							
9505 PR Further Ivy Screening Proj	0	0	5,500	5,500		5,500	0.0%
9506 Kendal Yards	0	0	2,500	2,500		2,500	0.0%
9507 Oxenholme Signage	0	0	4,014	4,014		4,014	0.0%
9510 Public Realm Nobles Rest	0	0	5,000	5,000	5,000	0	100.0%
Public Realm Enhancements :- Indirect Expenditure	0	0	17,014	17,014	5,000	12,014	29.4%
Net Expenditure	0	0	(17,014)	(17,014)			
<u>960 FRSWG</u>							
9610 FRSWG Scheme (Reserve Pot)	0	0	40,000	40,000		40,000	0.0%
FRSWG :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%
Net Expenditure	0	0	(40,000)	(40,000)			
6000 plus Transfer from EMR	(40,000)	(40,000)					
Movement to/(from) Gen Reserve	(40,000)	(40,000)					
Grand Totals:- Income	0	1,500	0	(1,500)			0.0%
Expenditure	0	37,428	204,105	166,677	5,640	161,037	21.1%
Net Income over Expenditure	0	(35,928)	(204,105)	(168,177)			
plus Transfer from EMR	(2,573)	(2,573)					
less Transfer to EMR	1,500	2,000					
Movement to/(from) Gen Reserve	(4,073)	(40,500)					



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Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

Cost Centre Report Total Budget

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Income</u>							
1076 Precept	0	502,285	502,285	0			100.0%
1077 SLDC Grant	0	34,147	34,147	0			100.0%
1080 Bank Interest	0	132	1,320	1,188			10.0%
1090 CIL Receipts	0	68,176	68,176	(0)			100.0%
1100 Allotment Rent	0	23,671	22,000	(1,671)			107.6%
1999 Other Income	3,600	3,500	0	(3,500)			0.0%
Income :- Income	<u>3,600</u>	<u>631,911</u>	<u>627,928</u>	<u>(3,983)</u>			<u>100.6%</u>
Net Income	<u>3,600</u>	<u>631,911</u>	<u>627,928</u>	<u>(3,983)</u>			
6001 less Transfer to EMR	0	68,176					
Movement to/(from) Gen Reserve	<u>3,600</u>	<u>563,735</u>					
<u>200 Staffing Costs</u>							
4000 Staff Gross Pay	21,595	256,103	242,000	(14,103)		(14,103)	105.8%
4055 Travel	0	480	0	(480)		(480)	0.0%
4060 Staff Mobile Phone	0	109	0	(109)		(109)	0.0%
4065 Staff Expenses	0	152	0	(152)		(152)	0.0%
4070 Staff Training	0	1,377	3,000	1,623		1,623	45.9%
Staffing Costs :- Indirect Expenditure	<u>21,595</u>	<u>258,222</u>	<u>245,000</u>	<u>(13,222)</u>	<u>0</u>	<u>(13,222)</u>	<u>105.4%</u>
Net Expenditure	<u>(21,595)</u>	<u>(258,222)</u>	<u>(245,000)</u>	<u>13,222</u>			
<u>210 Premises &amp; Accommodation</u>							
4100 Premises - Budget	2,375	13,639	18,000	4,361		4,361	75.8%
4110 Premises Telephones	100	100	0	(100)		(100)	0.0%
4115 Premises Garage Rent	0	1,083	0	(1,083)		(1,083)	0.0%
4120 Premises Garage Electricity	124	242	0	(242)		(242)	0.0%
4130 Premises Other & Gen Equip	34	1,822	0	(1,822)		(1,822)	0.0%
4135 PremisAlarms - Service & Maint	0	1,569	0	(1,569)		(1,569)	0.0%
4140 Premises PPE	0	0	1,000	1,000		1,000	0.0%
4150 Premises Misc	0	365	0	(365)	27	(392)	0.0%
Premises & Accommodation :- Indirect Expenditure	<u>2,633</u>	<u>18,819</u>	<u>19,000</u>	<u>181</u>	<u>27</u>	<u>154</u>	<u>99.2%</u>
Net Expenditure	<u>(2,633)</u>	<u>(18,819)</u>	<u>(19,000)</u>	<u>(181)</u>			
<u>220 IT &amp; Communications</u>							
4200 IT Rialtas Costs	0	4,224	0	(4,224)		(4,224)	0.0%
4205 IT Domain/Web (Designworks)	0	1,206	0	(1,206)		(1,206)	0.0%
4210 IT Support ( ITEK/Sage)	323	4,226	0	(4,226)	28	(4,253)	0.0%

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Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

Cost Centre Report Total Budget

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4215 IT Digital Meetings/Admin	0	865	0	(865)		(865)	0.0%
4220 IT ITEK Other Costs	55	4,578	0	(4,578)		(4,578)	0.0%
4225 New IT /Comp/Equip (Assets)	0	4,780	0	(4,780)		(4,780)	0.0%
4230 IT Budget	0	0	17,500	17,500		17,500	0.0%
4235 Newsletter	4,740	14,271	11,500	(2,771)		(2,771)	124.1%
IT & Communications :- Indirect Expenditure	5,118	34,148	29,000	(5,148)	28	(5,176)	117.8%
Net Expenditure	(5,118)	(34,148)	(29,000)	5,148			
<u>230 Insurance &amp; Finance Costs</u>							
4300 Insurance Public Liability	0	5,732	0	(5,732)		(5,732)	0.0%
4305 Insurance & Finance Budget	0	0	12,000	12,000		12,000	0.0%
4310 Finance Costs (Audit Fees)	0	200	0	(200)		(200)	0.0%
4315 Finance - BK & Voucher Fees	69	242	0	(242)		(242)	0.0%
4320 Finance Payroll Costs	103	309	0	(309)	103	(412)	0.0%
Insurance & Finance Costs :- Indirect Expenditure	172	6,484	12,000	5,516	103	5,413	54.9%
Net Expenditure	(172)	(6,484)	(12,000)	(5,516)			
<u>240 Stationery/Office General</u>							
4400 Admin Printing/Stationery/Post	53	1,889	0	(1,889)		(1,889)	0.0%
4405 Admin Office Equip/Consumables	0	326	0	(326)		(326)	0.0%
4420 Photocopier ( Lease & Service)	312	1,329	0	(1,329)		(1,329)	0.0%
4425 Admin Budget	0	263	10,000	9,737		9,737	2.6%
4430 Admin Subscriptions	0	2,657	0	(2,657)		(2,657)	0.0%
4595 Levelling Up Contribution	0	5,000	5,000	0		0	100.0%
4910 Other Expenses	100	100	0	(100)		(100)	0.0%
Stationery/Office General :- Indirect Expenditure	465	11,565	15,000	3,435	0	3,435	77.1%
Net Expenditure	(465)	(11,565)	(15,000)	(3,435)			
<u>250 Vehicle Costs</u>							
4500 Vehicle Fuel	84	1,105	0	(1,105)		(1,105)	0.0%
4505 Vehicle Tracking Fee	0	92	0	(92)		(92)	0.0%
4510 Vehicle Repairs	0	770	0	(770)		(770)	0.0%
4515 Vehicle Van INS/TAX/MOT	0	1,673	0	(1,673)		(1,673)	0.0%
4520 Vehicle Budget	0	0	2,500	2,500		2,500	0.0%
Vehicle Costs :- Indirect Expenditure	84	3,639	2,500	(1,139)	0	(1,139)	145.6%
Net Expenditure	(84)	(3,639)	(2,500)	1,139			

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Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

Cost Centre Report Total Budget

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>260 Elections</u>							
4580 Elections - Wards	0	2,777	2,777	0		0	100.0%
4590 Election Fund	0	0	5,000	5,000		5,000	0.0%
Elections :- Indirect Expenditure	0	2,777	7,777	5,000	0	5,000	35.7%
Net Expenditure	0	(2,777)	(7,777)	(5,000)			
6000 plus Transfer from EMR	(5,000)	(5,000)					
Movement to/(from) Gen Reserve	(5,000)	(7,777)					
<u>270 Mayoralty &amp; Arts</u>							
4700 Mayoral Allowance	0	5,524	5,250	(274)		(274)	105.2%
4705 Mayoral Travel	0	281	800	519		519	35.1%
4720 Mayor Making	0	1,838	0	(1,838)		(1,838)	0.0%
4725 Torchlight	3,092	3,276	0	(3,276)		(3,276)	0.0%
4730 Remembrance Sunday	0	279	0	(279)		(279)	0.0%
4745 Misc. Mayoral Functions & Exp	(1,612)	3,946	7,500	3,554		3,554	52.6%
4750 Twinning	0	930	2,500	1,570		1,570	37.2%
4755 Exhibitions	0	0	2,000	2,000		2,000	0.0%
4760 Museum	0	2,000	2,000	0		0	100.0%
Mayoralty & Arts :- Indirect Expenditure	1,480	18,075	20,050	1,975	0	1,975	90.2%
Net Expenditure	(1,480)	(18,075)	(20,050)	(1,975)			
6000 plus Transfer from EMR	0	4,309					
Movement to/(from) Gen Reserve	(1,480)	(13,766)					
<u>280 Promoting Equality &amp; Diversity</u>							
4596 Promoting Equality & Diversity	0	79	150	71		71	52.5%
Promoting Equality & Diversity :- Indirect Expenditure	0	79	150	71	0	71	52.5%
Net Expenditure	0	(79)	(150)	(71)			
<u>300 Kendal Futures &amp; Visit Kendal</u>							
4600 Support Co-Ordinator	0	5,000	0	(5,000)		(5,000)	0.0%
4601 Kendal Futures/Vision Budget	0	0	31,750	31,750		31,750	0.0%
4610 Banners Kendal	0	1,500	0	(1,500)		(1,500)	0.0%
Kendal Futures & Visit Kendal :- Indirect Expenditure	0	6,500	31,750	25,250	0	25,250	20.5%
Net Expenditure	0	(6,500)	(31,750)	(25,250)			

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## Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

## Cost Centre Report Total Budget

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>310 Visit Kendal/Promoting Kendal</u>							
4655 Visit Kendal Website Cont.	1,680	4,580	0	(4,580)		(4,580)	0.0%
4660 Visit Kendal Content Co-ord.	(135)	5,385	5,000	(385)	915	(1,300)	126.0%
Visit Kendal/Promoting Kendal :- Indirect Expenditure	<u>1,545</u>	<u>9,965</u>	<u>5,000</u>	<u>(4,965)</u>	<u>915</u>	<u>(5,880)</u>	<u>217.6%</u>
Net Expenditure	<u>(1,545)</u>	<u>(9,965)</u>	<u>(5,000)</u>	<u>4,965</u>			
6000 plus Transfer from EMR	<u>(2,450)</u>	<u>(2,450)</u>					
Movement to/(from) Gen Reserve	<u>(3,995)</u>	<u>(12,415)</u>					
<u>320 Wainwright Fund</u>							
9900 Wainwright Fund Exp	0	250	250	0		0	100.0%
Wainwright Fund :- Indirect Expenditure	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
Net Expenditure	<u>0</u>	<u>(250)</u>	<u>(250)</u>	<u>0</u>			
6000 plus Transfer from EMR	<u>250</u>	<u>250</u>					
Movement to/(from) Gen Reserve	<u>250</u>	<u>0</u>					
<u>400 Audit, Grants &amp; Charities</u>							
4690 AG&C Community Grants	2,000	36,300	41,000	4,700		4,700	88.5%
Audit, Grants & Charities :- Indirect Expenditure	<u>2,000</u>	<u>36,300</u>	<u>41,000</u>	<u>4,700</u>	<u>0</u>	<u>4,700</u>	<u>88.5%</u>
Net Expenditure	<u>(2,000)</u>	<u>(36,300)</u>	<u>(41,000)</u>	<u>(4,700)</u>			
<u>430 Christmas Lights &amp; Festivals</u>							
4800 Christmas Lights	0	8,051	17,500	9,449	3,386	6,063	65.4%
4805 CL&F nrastructure Dev & Maint	15	2,909	10,000	7,091		7,091	29.1%
4810 Christmas Electricity	874	874	750	(124)		(124)	116.6%
4815 Christmas Switch On	301	4,394	3,500	(894)		(894)	125.5%
4820 CL&F Bunting	0	1,004	1,250	246		246	80.4%
4825 CL&F Jubilee Platinum	0	3,273	5,000	1,727		1,727	65.5%
4830 CL&F Festival Grants	0	26,000	30,000	4,000		4,000	86.7%
Christmas Lights & Festivals :- Indirect Expenditure	<u>1,190</u>	<u>46,506</u>	<u>68,000</u>	<u>21,494</u>	<u>3,386</u>	<u>18,108</u>	<u>73.4%</u>
Net Expenditure	<u>(1,190)</u>	<u>(46,506)</u>	<u>(68,000)</u>	<u>(21,494)</u>			
<u>440 Kendal In Bloom</u>							
4900 KIB Floral Displays	55	21,445	21,500	55		55	99.7%
4905 KIB Projects & Grants	1,990	4,845	8,700	3,855	2,487	1,368	84.3%

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## Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

## Cost Centre Report Total Budget

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4910 Other Expenses	130	322	0	(322)		(322)	0.0%
Kendal In Bloom :- Indirect Expenditure	2,176	26,612	30,200	3,588	2,487	1,101	96.4%
Net Expenditure	(2,176)	(26,612)	(30,200)	(3,588)			
<u>500 Allotments</u>							
5000 Allotments Capital Spending	978	25,233	40,000	14,767	101	14,667	63.3%
5005 Allotments Gen Exp	1,000	7,702	8,000	298	58	240	97.0%
5015 Allotment Water	0	1,275	1,800	525		525	70.8%
5020 Allotment Rent	0	840	900	60		60	93.3%
5025 Allotment Pest Control	0	2,076	3,000	924		924	69.2%
Allotments :- Indirect Expenditure	1,978	37,125	53,700	16,575	159	16,416	69.4%
Net Expenditure	(1,978)	(37,125)	(53,700)	(16,575)			
6000 plus Transfer from EMR	24,665	24,665					
Movement to/(from) Gen Reserve	22,687	(12,461)					
<u>600 E&amp;H New Infrastructure/Improve</u>							
1999 Other Income	0	800	0	(800)			0.0%
E&H New Infrastructure/Improve :- Income	0	800	0	(800)			
5107 E&H New Infrastructure	0	3,482	4,642	1,160		1,160	75.0%
5108 E&H Infrastructure Maint	0	2,642	3,937	1,295	960	335	91.5%
5109 E&H	0	0	556	556		556	0.0%
E&H New Infrastructure/Improve :- Indirect Expenditure	0	6,124	9,135	3,011	960	2,051	77.6%
Net Income over Expenditure	0	(5,324)	(9,135)	(3,811)			
6000 plus Transfer from EMR	2,374	2,374					
Movement to/(from) Gen Reserve	2,374	(2,950)					
<u>630 E&amp;H SLDC Charges</u>							
5300 SLDC Charges-Footway Lighting	0	3,750	3,751	1		1	100.0%
5305 SLDC Charges-Somervel Maint	0	0	500	500		500	0.0%
5310 SLDC Charges-Bins	0	1,254	2,650	1,396		1,396	47.3%
E&H SLDC Charges :- Indirect Expenditure	0	5,004	6,901	1,897	0	1,897	72.5%
Net Expenditure	0	(5,004)	(6,901)	(1,897)			

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Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

Cost Centre Report Total Budget

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>900 Action Plans Climate Change</u>							
9040 Climate Town Centre Recom.Hub	0	0	10,000	10,000		10,000	0.0%
9050 Climate Solar Audit Campaign	0	0	4,565	4,565		4,565	0.0%
9055 Climate Jury Website	0	398	398	0		0	100.0%
9060 Climate Zero Carbon Kendal	0	396	1,000	604		604	39.6%
9130 New Projects TBC	0	1,195	1,121	(74)		(74)	106.6%
Action Plans Climate Change :- Indirect Expenditure	0	1,989	17,084	15,095	0	15,095	11.6%
Net Expenditure	0	(1,989)	(17,084)	(15,095)			
6000 plus Transfer from EMR	1,989	1,989					
Movement to/(from) Gen Reserve	1,989	0					
<u>910 Action Plans - Biodiversity</u>							
9120 Bio Dark Skies Campaign	0	0	5,000	5,000		5,000	0.0%
9125 Bio 2nd Round-Biod Grants	0	1,000	3,400	2,400		2,400	29.4%
9126 Bio Living Roof Bus Shelter	0	0	2,500	2,500		2,500	0.0%
9127 Bio Wildflowers Kendal Green	0	789	1,300	512	640	(129)	109.9%
9129 Bio Canal Head Wetlands	0	0	1,300	1,300		1,300	0.0%
9130 New Projects TBC	0	0	500	500		500	0.0%
Action Plans - Biodiversity :- Indirect Expenditure	0	1,789	14,000	12,212	640	11,572	17.3%
Net Expenditure	0	(1,789)	(14,000)	(12,212)			
6000 plus Transfer from EMR	1,789	1,789					
Movement to/(from) Gen Reserve	1,788	0					
<u>920 Action Plans - 20MPH</u>							
9200 20 MPH	0	0	18,400	18,400		18,400	0.0%
9201 20 MPHContri to Data Collectio	0	1,000	1,000	0		0	100.0%
Action Plans - 20MPH :- Indirect Expenditure	0	1,000	19,400	18,400	0	18,400	5.2%
Net Expenditure	0	(1,000)	(19,400)	(18,400)			
6000 plus Transfer from EMR	1,000	1,000					
Movement to/(from) Gen Reserve	1,000	0					
<u>930 Action Plans-Cycling &amp; Walking</u>							
1999 Other Income	0	1,000	0	(1,000)			0.0%
Action Plans-Cycling & Walking :- Income	0	1,000	0	(1,000)			
9300 C&W Footpath Quality Audit	0	0	12,000	12,000		12,000	0.0%

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Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

Cost Centre Report Total Budget

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9305 C&WKirkbarrow Connections	0	186	10,300	10,114		10,114	1.8%
9307 C&W Kendal Castle Pump Track	0	2,000	4,000	2,000		2,000	50.0%
9308 C&W Cllrs Contributions	0	0	5,700	5,700		5,700	0.0%
9310 C&W Signage Improvements	0	0	4,000	4,000		4,000	0.0%
9315 C&W 22/23 LCRP Cont	0	0	5,000	5,000		5,000	0.0%
<b>Action Plans-Cycling &amp; Walking :- Indirect Expenditure</b>	<b>0</b>	<b>2,186</b>	<b>41,000</b>	<b>38,814</b>	<b>0</b>	<b>38,814</b>	<b>5.3%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,186)</b>	<b>(41,000)</b>	<b>(39,814)</b>			
6000 plus Transfer from EMR	2,186	2,186					
6001 less Transfer to EMR	1,000	1,500					
<b>Movement to/(from) Gen Reserve</b>	<b>1,186</b>	<b>(500)</b>					
<b>935 River Corridor Connectivity</b>							
9600 River Corridor Connectivity	0	28,292	31,000	2,708		2,708	91.3%
<b>River Corridor Connectivity :- Indirect Expenditure</b>	<b>0</b>	<b>28,292</b>	<b>31,000</b>	<b>2,708</b>	<b>0</b>	<b>2,708</b>	<b>91.3%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(28,292)</b>	<b>(31,000)</b>	<b>(2,708)</b>			
6000 plus Transfer from EMR	28,292	28,292					
<b>Movement to/(from) Gen Reserve</b>	<b>28,292</b>	<b>(0)</b>					
<b>940 Green Spaces Improvements</b>							
1999 Other Income	0	500	0	(500)			0.0%
<b>Green Spaces Improvements :- Income</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>(500)</b>			
9130 New Projects TBC	125	775	3,500	2,725		2,725	22.1%
9400 Green Bowling Fell Project	0	0	7,000	7,000		7,000	0.0%
9405 Green Sepentine Woods Trail	0	1,000	1,000	0		0	100.0%
9410 Green Fellside Play Provision	0	0	5,000	5,000		5,000	0.0%
9411 Green Mintsfeet Development	0	0	7,500	7,500		7,500	0.0%
9412 DNU	(125)	0	0	0		0	0.0%
9415 Fetcher Park	0	397	607	210		210	65.4%
<b>Green Spaces Improvements :- Indirect Expenditure</b>	<b>0</b>	<b>2,172</b>	<b>24,607</b>	<b>22,435</b>	<b>0</b>	<b>22,435</b>	<b>8.8%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,672)</b>	<b>(24,607)</b>	<b>(22,935)</b>			
6000 plus Transfer from EMR	2,172	2,172					
6001 less Transfer to EMR	500	500					
<b>Movement to/(from) Gen Reserve</b>	<b>1,672</b>	<b>0</b>					

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Detailed Income &amp; Expenditure by Budget Heading 11/04/2023

Month No: 12

Cost Centre Report Total Budget

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>950 Public Realm Enhancements</u>							
9505 PR Further Ivy Screening Proj	0	0	5,500	5,500		5,500	0.0%
9506 Kendal Yards	0	0	2,500	2,500		2,500	0.0%
9507 Oxenholme Signage	0	0	4,014	4,014		4,014	0.0%
9510 Public Realm Nobles Rest	0	0	5,000	5,000	5,000	0	100.0%
Public Realm Enhancements :- Indirect Expenditure	0	0	17,014	17,014	5,000	12,014	29.4%
Net Expenditure	0	0	(17,014)	(17,014)			
<u>960 FRSWG</u>							
9610 FRSWG Scheme (Reserve Pot)	0	0	40,000	40,000		40,000	0.0%
FRSWG :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%
Net Expenditure	0	0	(40,000)	(40,000)			
6000 plus Transfer from EMR	(40,000)	(40,000)					
Movement to/(from) Gen Reserve	(40,000)	(40,000)					
Grand Totals:- Income	3,600	634,211	627,928	(6,283)			101.0%
Expenditure	40,436	565,623	800,518	234,895	13,705	221,191	72.4%
Net Income over Expenditure	(36,836)	68,588	(172,590)	(241,178)			
plus Transfer from EMR	17,267	21,576					
less Transfer to EMR	1,500	70,176					
Movement to/(from) Gen Reserve	(21,069)	19,988					





# Kendal Town Council

## DRAFT FINANCIAL REGULATIONS 2023

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These Financial Regulations are based on the NALC model Financial Regulations 2019. They were adopted by the council at its meeting held on 2 May 2023. They will be reviewed no later than September 2025.

## 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 Clerk has been appointed as RFO for this council, assisted by the Finance Officer, and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;

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<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- 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 £10,000; 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.

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 Local Councils - a Practitioners’ Guide (England)* 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 [or a cheque signatory] 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 Audit 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
- has 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 that 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.

### **3. Annual estimates (budget) and forward planning**

[3.1. Each committee (if any) shall review its one-to-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 council 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 committee 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 £10,000;
- a duly delegated committee of the council for items over £750; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £750.

Such authority is to be evidenced by a minute or by the notes with the Schedule of Payments presented to the next meeting.

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').

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 line with contracts 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 £750. 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.

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 made, forming part of the Agenda for the Meeting and present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall accept the report by a resolution of the council [or finance committee]. 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.

5.5. The Clerk and RFO 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 and RFO certify 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 council [or 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
- c) fund transfers within the councils banking arrangements up to the sum of £30,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

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 council [or 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. Any Revenue or Capital Grant in excess of £15,000 shall before payment, be subject to ratification by resolution of the 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.

## **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 or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].

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 [one] two member[s] of council [and countersigned by the Clerk,] 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.

6.6 Not in use

6.7. 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.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. 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.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. 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.

6.13. 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.

6.14. 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.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] 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.

6.16. 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.

6.17. 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 [two of] the Clerk [the RFO] [a member]. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] 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.

6.21. Not in use

6.22. 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 up to £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

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 [council] [relevant committee].

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.

7.8. Before employing interim staff, the council must consider a full business case.

## **8. Loans and investments**

8.1. All borrowings shall be affected 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. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. 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.

8.5. 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.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. 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.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

## **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 RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **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 legal professionals acting in disputes;
- 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) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.

d) 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.

e) 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.

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

- f) 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.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18, and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 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.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) 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**

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 £500.

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 [in consultation with the Clerk].

[15.2. The Clerk 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 [annually] by the council, or duly delegated committee.

## **16. Charities**

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17. Risk management**

17.1. 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.

17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **18. Suspension and revision of Financial Regulations**

18.1. 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.

18.2. 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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