

# Annual Governance and Accountability Return 2020/21 Part 3

**To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:**

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

# Annual Internal Audit Report 2020/21

FEERDOWN TOWN COUNCIL

WWW.FEERDOWN.GOV.UK

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A NONE NEEDED
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.		✓	
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (if the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14/08/20 05/02/21 07/05/21

Name of person who carried out the internal audit

TIM LIGHT FMAAT

Signature of person who carried out the internal audit

T. Light

Date

07/05/21

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).





7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.  
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

**Ferndown Town Council - Internal Audit Report 2020 -21**

**Explanation of No to Control Objective C**

It came to the attention of the Internal Auditor that although the risk assessment was reviewed and updated by the Finance and General Purposes Committee and subsequently taken to a Town Council meeting for adoption, the Town Council did not minute the review of the Town Council risks has been carried out during 2020/2021.

The Town Clerk will need to produce a 2020/2021 Risk Assessment, and this will need to be presented to the Town Council during 2020/2021 to ensure compliance with the Accounts and Audit Regulations 2015 requirements.

**We have therefore assessed the test as "No" to Control Objective C**

**Explanation of "No" to Control Objective H**

It came to the attention of the Internal Auditor that the Town Council has not reviewed or updated the Asset Register in 2020/2021. It is agreed that the Town Clerk will ensure that all assets are reviewed and agreed during 2020/2021 when transferring information on to a new financial software package.

**We have therefore assessed the test as "No" to Control Objective H**

**Explanation to "Not Covered" to Control Objective L**

This Authority has Income and Expenditure that exceed £25,000 and is not required to publish information on its website in accordance with the Transparency Code for Smaller Authorities 2015.

**We have therefore assessed the test as 'not covered' to Control Objective L**

**Explanation of "No" to Objective M**

To test compliance with the Council's requirement for the Exercise of Public Rights, we checked the Council's Website to confirm the statutory Public Rights period and agree that the required items had been published. As the information on the Website shows the announcement date and the commencement date as the same for 2020 this does not comply with the requirements of the Local Audit and Accountability Act 2014 Sections 26 and 27 The Accounts and Audit Regulations 2015 (SI 2015/234).

**We have therefore assessed the test as "No" to Control Objective M.**

**Tim Light FMAAT and Bridget Bowen FCA- Internal Auditor**

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## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### FERNDOWN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

17/05/21

and recorded as minute reference:

FTC/2021/0064

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

Chairman

Clerk

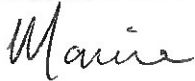
www.ferndown.gov.uk

Explanation for "No" responses on Section 1 Annual Governance Statement 2020/21 page 4

Response to 5 - No

Ferndown Town Council's Finance and General- Purpose Committee reviewed and adopted an amended financial risk assessment at its meeting on 11 January 2021 (minute reference 282/5508).

Ferndown Town Council Full Council subsequently "noted" the amended financial risk assessment at its meeting on 25 January 2021 (minute reference 326/5518 25) having been provided with the amended financial risk assessment document (appendix 10). The meeting should have made a resolution to adopt the amended financial risk assessment rather than note. This will be rectified at the next Full Council meeting when the financial risk assessment is reviewed in 2021/22.



Louise Harrison

Town Clerk and RFO, Ferndown Town Council, 21 May 2021



## Section 2 – Accounting Statements 2020/21 for

### FERNDOWN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	595,712	864,944	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	653,480	794,762	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	687,502	202,366	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	412,649	243,943	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	57,840	59,272	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	601,261	799,196	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	864,944	789,661	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	907,888	776,851	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	420,922	420,992	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,156,500	1,129,206	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N.B. The figures in the accounting statements above do not include any Trust transactions.

21/5/21

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*M. A. A.*

Date 17/05/21

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

17/05/21

as recorded in minute reference:

FTC/2021/006B

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

*[Signature]*

Smaller authority name: \_\_\_\_\_

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>17 May 2021</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Louise Harrison, Town Clerk, Ferndown</u> <u>Town Council, Barrington Centre, Pennys</u> <u>Walk Ferndown, Dorset BH22 9TH.</u></p> <p>commencing on (c) <u>Monday 14 June 2021</u></p> <p>and ending on (d) <u>Friday 23 July 2021</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) <u>L. HARRISON, RFO I.T.C.</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

FEARN DOWN TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2020/21

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date



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

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

Please complete the highlighted boxes.

Name of smaller authority: Ferndown Town Council

County area (local councils and parish meetings only): Dorset

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

		£	£
<b>Box 7: Balances carried forward</b>			<b>759,660.60</b>
<b>Deduct: Debtors (enter these as negative numbers)</b>			
	1	(780.21)	
	2	(9,052.77)	
	3		
		(9,832.98)	
<b>Deduct: Payments made in advance (prepayments) (enter these as negative numbers)</b>			
	1	0.00	
	2		
		-	
<b>Total deductions</b>			<b>(9,832.98)</b>
<b>Add:</b>			
<b>Creditors (must not include community infrastructure levy (CIL) receipts)</b>			
	1	6,406.99	
	2	20,616.69	
		27,023.68	
<b>Add:</b>			
<b>Receipts in advance (must not include deferred grants/loans received)</b>			
	1		
	2		
		-	
<b>Total additions</b>			<b>27,023.68</b>
<b>Box 8: Total cash and short term investments</b>			<b>776,851.30</b>

## Explanation of variances – pro forma

Name of smaller authority: **Ferndown Town Council**  
County area (local councils and parish meetings only): **Dorset**

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

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

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

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	595,713	864,944				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	655,480	794,762	141,282	21.62%	YES		FTC took over the operational management of a community hall called the Barrington Centre in September 2019 after the keys were handed back to Council by a local charity that was operating it. As a result FTC increased its precept requirement to cover the operating costs for the financial year.
3 Total Other Receipts	687,503	202,366	-485,137	70.57%	YES		The income for the Barrington Centre for 2019/20 was £182,805.97 and for 2020/21 was £485.76 a difference of £182,120.21. The income for the Youth Centre for 2019/20 was £17653.18 and for 2020/21 was £17653.18 a difference of £10,546.90. Both variances are due to the impact of Covid on the hire revenue for both facilities, a total difference of £192,667.11. In 2019/20 FTC received £399,822.56 2nd part of PwL loan for the KGV re-development and in 2020/21 the Skatepark received a one off payment of £107,500 making a difference of £292,322.56. Total variation between 2019/20 and 2020/21 is £484,389.67
4 Staff Costs	412,649	243,843	-168,706	40.88%	YES		The Barrington Centre closed in March 2020 due to a programme of refurbishment work by its landlord (county council) & as a result 14 staff were made redundant - this is the reason for the reduction in salary costs 2020/21
5 Loan Interest/Capital Repayment	57,841	59,272	1,431	2.47%	NO		
6 All Other Payments	601,261	799,196	197,935	32.92%	YES		The increase in 2020/21 is due to the new playground development at FTCs Charity King George V Field Charity to which FTC are trustees
7 Balances Carried Forward	864,944	799,661			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	907,888	776,851				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	420,922	420,992	70	0.02%	NO		
10 Total Borrowings	1,156,500	1,129,206	-27,294	2.36%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree with the accounts headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a cash basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Ferndown Town Council

County area (local councils and parish meetings only): Dorset

Financial year ending 31 March 2021

Prepared by (Name and Role): Louise Harrison - RFO

Date: 05/05/2021

		£	£
<b>Balance per bank statements as at 31/3/21:</b>			
	account 1	232,756.70	
	account 2	65,476.49	
	account 3	478,618.11	
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
			776,851.30

Petty cash float (if applicable) -

Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)

	item 1	0.00
	item 2	0.00
	item 3	0.00
	item 4	0.00
[add more lines if necessary]	item 5	0.00
	item 6	0.00
	item 7	0.00
	item 8	0.00

Add: any un-banked cash as at 31/3/21

	-
	-
	-

Net balances as at 31/3/21 (Box 8)

776,851.30



# PAYE for employers: annual statements

## Current tax year

£111.17 of unallocated payments

- ▶ What are 'unallocated payments'

How long does it take for a [submission or payment to appear](#)?

- ▶ What this table shows

Tax period	Charges	Credits	Payments	Owed
<a href="#">6 Apr to 5 May (month 1)</a>	£1,481.07	£540.27	£940.80	£0.00
<b>Total PAYE charges</b>	<b>£1,481.07</b>	<b>£540.27</b>	<b>£940.80</b>	<b>£0.00</b>

## Previous years statements

Previous years statements are available for up to 6 years

- ▶ [View your previous years statements](#)

## Your payments

[View payments history](#)

[Harrisons](#)

## PAYE records

[Annual statements](#)

[Payment history](#)

[Upcoming payments](#)

[Overdue payments](#)

[Employment Allowance status](#)

[Coronavirus \(COVID-19\) business support](#)

## Client references

Employer PAYE reference: 049/GA26951

Accounts Office reference: 049PE00161386

Client name: KING GEORGE'S FIELD

CHARITY

Your ref: -

[Client details](#)

## PAYE services

[Appeal a penalty](#)

[File a return](#)

## Notices

[RTI notices](#)

[Tax code notices](#)

[Student loan notices](#)

[Employer notices](#)

[Generic notifications](#)

# PAYE for employers: annual statements

## Current tax year

- £186.17 of unallocated payments
- ▶ What are 'unallocated payments'

How long does it take for a [submission or payment to appear?](#)

- ▶ What this table shows

Tax period	Charges	Credits	Payments	Owed
<a href="#">6 Apr to 5 May (month 1)</a>	£3,930.22	£0.00	£3,930.22	£0.00
Total PAYE charges	£3,930.22	£0.00	£3,930.22	£0.00

## Previous years statements

Previous years statements are available for up to 6 years

- ▶ [View your previous years statements](#)

## Your payments

[View payments history](#)

## Harrisons

### PAYE records

- [Annual statements](#)
- [Payment history](#)
- [Upcoming payments](#)
- [Overdue payments](#)
- [Employment Allowance status](#)
- [Coronavirus \(COVID-19\) business support](#)

### Client references

Employer PAYE reference: 049/F152  
Accounts Office reference: 049PK00008353  
Client name: FERNDOWN TOWN COUNCIL  
Your ref: -  
[Client details](#)

### PAYE services

- [Appeal a penalty](#)
- [File a return](#)

### Notices

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# PAYE for employers: annual statements

## 2020 to 2021 Tax Year

How long does it take for a [submission or payment to appear?](#)

► What this table shows

Tax period	Charges	Credits	Payments	Owed
<a href="#">6 Mar to 5 Apr (month 12)</a>	£4,004.83	£0.00	£4,004.83	£0.00
<a href="#">6 Feb to 5 Mar (month 11)</a>	£3,766.98	£0.00	£3,766.98	£0.00
<a href="#">6 Jan to 5 Feb (month 10)</a>	£3,720.18	£0.00	£3,720.18	£0.00
<a href="#">6 Dec to 5 Jan (month 9)</a>	£4,270.17	£0.00	£4,270.17	£0.00
<a href="#">6 Nov to 5 Dec (month 8)</a>	£3,777.18	£0.00	£3,777.18	£0.00
<a href="#">6 Oct to 5 Nov (month 7)</a>	£4,637.70	£0.00	£4,637.70	£0.00
<a href="#">6 Sep to 5 Oct (month 6)</a>	£3,673.46	£0.00	£3,673.46	£0.00
<a href="#">6 Aug to 5 Sep (month 5)</a>	£3,435.41	£0.00	£3,435.41	£0.00
<a href="#">6 Jul to 5 Aug (month 4)</a>	£3,435.21	£0.00	£3,435.21	£0.00
<a href="#">6 Jun to 5 Jul (month 3)</a>	£4,550.12	£0.00	£4,550.12	£0.00
<a href="#">6 May to 5 Jun (month 2)</a>	£3,435.01	£0.00	£3,435.01	£0.00
<a href="#">6 Apr to 5 May (month 1)</a>	£8,454.26	£0.00	£8,454.26	£0.00
<b>Total PAYE charges</b>	<b>£51,160.51</b>	<b>£0.00</b>	<b>£51,160.51</b>	<b>£0.00</b>

### Harrisons

#### PAYE records

- [Annual statements](#)
- [Payment history](#)
- [Upcoming payments](#)
- [Overdue payments](#)
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- [Coronavirus \(COVID-19\) business support](#)

#### Client references

Employer PAYE reference: 049/F152  
Accounts Office reference: 049PK00008353  
Client name: FERNDOWN TOWN COUNCIL  
Your ref: -  
[Client details](#)

#### PAYE services

- [Appeal a penalty](#)
- [File a return](#)

#### Notices

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#### Notice settings

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- [Generic notices](#)



# PAYE for employers: annual statements

## 2020 to 2021 Tax Year

How long does it take for a submission or payment to appear?

► What this table shows

Tax period	Charges	Credits	Payments	Owed
<a href="#">6 Mar to 5 Apr (month 12)</a>	£1,541.41	£0.00	£1,541.41	£0.00
<a href="#">6 Feb to 5 Mar (month 11)</a>	£1,541.61	£0.00	£1,541.61	£0.00
<a href="#">6 Jan to 5 Feb (month 10)</a>	£1,541.81	£0.00	£1,541.81	£0.00
<a href="#">6 Dec to 5 Jan (month 9)</a>	£1,541.21	£139.89	£1,401.32	£0.00
<a href="#">6 Nov to 5 Dec (month 8)</a>	£1,541.61	£594.49	£947.12	£0.00
<a href="#">6 Oct to 5 Nov (month 7)</a>	£1,675.49	£544.27	£1,131.22	£0.00
<a href="#">6 Sep to 5 Oct (month 6)</a>	£1,519.35	£544.27	£975.08	£0.00
<a href="#">6 Aug to 5 Sep (month 5)</a>	£1,521.18	£544.27	£976.91	£0.00
<a href="#">6 Jul to 5 Aug (month 4)</a>	£1,519.55	£544.27	£975.28	£0.00
<a href="#">6 Jun to 5 Jul (month 3)</a>	£1,519.35	£544.27	£975.08	£0.00
<a href="#">6 May to 5 Jun (month 2)</a>	£1,524.48	£544.27	£980.21	£0.00
<a href="#">6 Apr to 5 May (month 1)</a>	£1,531.22	£0.00	£1,531.22	£0.00
<b>Total PAYE charges</b>	<b>£18,518.27</b>	<b>£4,000.00</b>	<b>£14,518.27</b>	<b>£0.00</b>

Harrisons

### PAYE records

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### Client references

Employer PAYE reference: 049/GA26951  
Accounts Office reference: 049PE00161386  
Client name: KING GEORGE'S FIELD  
CHARITY  
Your ref: -  
[Client details](#)

### PAYE services

- [Appeal a penalty](#)
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### Notices

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### Notice settings

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