

ABINGDON-ON-THAMES TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

WEDNESDAY 13th JANUARY 2021

Agenda item 8: Report of the Deputy Town Clerk / RFO

Financial Report

1. Introduction

- 1.1 The purpose of this report is to:
- (i) Approve the management accounts for the period 1st April–30th November 2020.
 - (ii) Approve the payment listings for the period 1st September – 30th November 2020.
 - (iii) Approve the interim report of the Internal Auditor.

2. Management Accounts

- 2.1 Please find attached the management accounts for this committee (**APPENDIX A**). Income and expenditure are reported in the 2020-21 Actual YTD column (column 4).
- 2.2 Expenditure as of 30th November 2020 is £435,041. This represents 51.4% of the full year budget of £846,759.
- 2.3 Income received as of 30th November 2020 is £1,680,373 (£1,633,160 of this being the precept). This represents 97.7% of the income budget. Any lost income in relation to the COVID-19 pandemic is reported directly to the relevant committees and not in this report.
- 2.4 Ignoring the precept, the overall position as of 30th November 2020 is reported as a net spend of £387,828, which is 51% of the net budget £760,654.
- 2.5 The management accounts for the Full Council for the period ending 30th November 2020 are attached in **APPENDIX B**. Expenditure is reported as £975,449 (47.6% of the annual budget £2,049,761) and income received is £1,739,627 (86.8% of £2,004,465 budget).
- 2.6 The management accounts include additional costs due to the COVID-19 pandemic. As of 30th November 2020, the cost to the Council has been calculated as:

Additional expenditure (PPE, security, market management etc)	£38,967
Lost income e.g., museum takings, ticket sales, market tolls	£47,984
The Abbey Cinema – rent, rates, and other recharges holiday	£41,096
Cost savings due to events not taking place	<u>£58,635</u>
➔ Total additional costs	<u>£69,412</u>

- 2.7 ***Members are requested to approve the management accounts for the period 1st April 2020 to 30th November 2020.***

3. Payment schedules

- 3.1 The list of payments made between 1st September and 30th November 2020 are attached in **APPENDIX C**.
- 3.2 It should be noted that the schedules are imported into excel directly from the Council's computer cashbook. They are then edited to an appropriate level to assist in the understanding of the payment, but it would be very time consuming to include all the desired detail. You may have some queries and where possible it is requested that any queries are addressed to the Treasurer prior to the meeting.
- 3.3 Please note that in many cases the payments shown include V.A.T This is reclaimable subject to the rules of partial exemption, but unfortunately the computer programme does not allow the VAT element to be shown on the payments schedule. It is standard Council practice to refer to all expenditures as excluding VAT and so this means that it will often be the case that where an expenditure had been approved for, say, £1,000 it will show in the cashbook as £1,200.
- 3.4 Payments for which income is derived are noted accordingly: e.g., recharges are indicated with "R;" and payments relating to goods for sale are marked "S."
- 3.5 ***Members are requested to approve the schedule of accounts for the period 1st September to 30th November 2020.***

4. Internal Audit

- 4.1 The Council's internal auditors, Auditing Solutions Limited, carried out their interim visit "virtually" during November and December. Please find attached their interim report (**APPENDIX D**).

- 4.2 The auditor concluded that, based on work undertaken, the Council has maintained adequate and effective internal control arrangements.
- 4.3 ***Members are requested to approve the Internal Auditor's report.***

Susan Whipp – Deputy Town Clerk / RFO
7th January 2021