We acknowledge as the members of:

# WHITEHAVEN 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 2022, that:

***Agreed***

***'Yes·means that this authority:***

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** We have put in place arrangements for effective financialmanagement during the year, and for the preparation of the accounting statements. | I |  | *prepared its accounting statements in accordance with the Accounts and Audit Regulations.* |
| 2. *We* maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. |  |  | made *proper arrangements and accepted responsibility for safeguarding the public money and resources in**its charge.* |
| 3. We took all reasonable steps to assure ourselves that there *are* no matters of actual or potential non-compliance with laws. regulations and ProperPractices that could have a significant financial effect on the ability of this authority to conduct itsbusiness or manage its finances. |  |  | *has only done what it has the legal power to do and has complied with Proper Practices in doing* so |
| 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. |  |  | *during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.* |
| 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. |  |  | *considered and documented the financial and other risks it faces and dealt with them properly.* |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. |  |  | *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.* |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. |  |  | *responded to matters brought to its attention by internal and external audit.* |
| 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. |  |  | *disclosed everything ii should have about its business activity during the year including events taking place after the year end if relevant.* |
| 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. | *has met all of its responsibilities where,* as *a body corporate, it is a sole managing trustee of a local trust or trusts.* |

\*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:

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and recorded as minute reference:

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

Chairman Clerk

**c:::::** <

# [www.whitehaventowncouncil.co.uk](http://www.whitehaventowncouncil.co.uk/)

WHITEHAVEN TOWN COUNCIL

Year ending Notes and guidance

*Please round all figures* to *nearest £1.* Do *not leave any*

*boxes blank and report £0 or Nil balances. All figures must*

31 March

31 March

2021 2022

£ £

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*agree* to *underlying financial records.*

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| --- | --- | --- | --- |
| 1. Balances broughtforward | 355,334 | 475,142 | *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.** (+)Preceptor Rates and Levies | 437,769 | 433,574 | *Total amount* of *precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| 3. (+) Total other receipts | 55,783 | 55,703 | *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 | 87,769 | 91,707 | *Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension**contributions, gratuities and severance payments.* |
| **5.** (-) Loan interest/capital repayments | 0 | 0 | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)* |
| **6.** (-) All other payments | 285,975 | 298,521 | *Total expenditure or payments as recorded in the cash-**book less staff costs (line 4) and loan interest/capital repayments (line 5).* |
| 7. (=) Balances carried forward | 475,142 | 574,191 | *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 | **471,050** | **572,013** | *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 | **286,613** | **316,645** | *The value of all the property the authority owns* - *it is made up of all its fixed assets and long term investments as at**31 March.* |
| **10.** Total borrowings | 0 | 0 | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

*The Council,* as *a body corporate, acts* as *sole trustee for and is responsible for managing Trust funds or assets.*

*N.B. The figures in the accounting statements above do not include any Trust transactions*

**11.** (For Local Councils Only) Disclosure note re Trust funds (including charitable)

I certify that for the year ended 31 March 2022 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

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

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asrecorded in minute reference:

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

Date