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## DAVENTRY TOWN COUNCIL – QUARTERLY FINANCIAL CHECK - FINANCIAL YEAR 2023/2024

Internal Checking is an independent and objective assurance and consulting activity that is guided by philosophy of adding value to improve operations of Daventry Town Council.

This internal financial check is carried out by two councillors appointed by the Finance & Policy Committee on a quarterly basis and no two councillors shall carry out the internal financial check consecutively.

The Clerk/RFO shall not carry out the internal check.

Activity	Action Complete	Action Incomplete	Action Required	Frequency Per annum	Comments
Check annual budget produced for revenue and capital expenditure and approved by Council for precepting.	✓		NO	1	
Check that following financial reports are included on every F&P Agenda and approved by Committee: <ul style="list-style-type: none"> <li>• Income and expenditure (budget)</li> <li>• List of payments</li> <li>• Balances and reconciliation</li> <li>• Petty Cash payments</li> <li>• Inter account transfers</li> </ul>	20/11/24 ✓ ✓ ✓ ✓ ✓		NO	4	
Undertake minimum of 5 checks on the bank cheque book/ bill payments and invoices to ensure following: <ul style="list-style-type: none"> <li>• Payee detail on bill payment / cheque stub</li> <li>• Amount on bill payment / cheque stub</li> <li>• Initials of two authorised signatories on bill payment /</li> </ul>	✓ ✓ ✓			4	NO CHEQUES IN THIS PERIOD.

DAVENTRY TOWN COUNCIL – QUARTERLY FINANCIAL CHECK - FINANCIAL YEAR 2023/2024

Activity	Action Complete	Action Incomplete	Action Required	Frequency per annum	Comments
cheque stub • Invoice, cross referenced to bill payment / cheque stubs and initialled by same signatories. • Requisition form attached (where appropriate). • Authorised for accuracy and payment, by Chief Officer/RFO	✓		NO		
Check petty cash account balance.	✓		YES	4	BALANCE WAS £0.01p Short. Topped up from Staff coffee fund.
Check the paying in book against income.	✓		NO	4	
Check receipts banked regularly.	✓		NO	4	
Check VAT claimed regularly.	✓		NO	4	
Check financial records backed up and stored with the cloud / off-site?	✓			4	SARAH WILL <del>EMAIL</del> EMAIL I.T. to ask them to verify a back up is a working file.
Check insurance schedule/certificates to include amounts insured for <ul style="list-style-type: none"> <li>• Buildings/Contents</li> <li>• Public Liability</li> <li>• Employers Liability</li> <li>• Museum Artefact including Civic Regalia</li> <li>• Playground Equipment</li> <li>• CCTV</li> <li>• Fidelity guarantee</li> </ul>	✓		NO	1	NO CHANGE UNTIL MARCH 24.

**DAVENTRY TOWN COUNCIL – QUARTERLY FINANCIAL CHECK - FINANCIAL YEAR 2023/2024**

Activity	Action Complete	Action Incomplete	Action Required	Frequency per annum	Comments
Check financial regulations and standing orders have been approved by Council in current financial year?	✓		NO	1	
Check staff appraisals been carried out.	✓		NO	1	

Signed by: 

Print Name: SCOTT CAMERON  
 Designation COUNCILLOR

Signed by: 

Print Name: M Arnold  
 Designation Cllr,

Date Internal checks completed on: 28/2/24

## Council Income & Expenditure – February 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Finance &amp; Policy</u></b>						
Income	1,552,913	1,544,646	(8,267)			100.5%
Expenditure	580,638	642,956	62,318	0	62,318	90.3%
Net Income over Expenditure	972,275					
plus Transfer from EMR	0					
less Transfer to EMR	9,000					
Movement to/(from) Gen Reserve	963,275					
<b><u>Community Services</u></b>						
Income	13,745	0	(13,745)			0.0%
Expenditure	105,563	87,350	(18,213)	0	(18,213)	120.9%
Net Income over Expenditure	(91,818)	(87,350)	4,468			
plus Transfer from EMR	33,597					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	(58,221)					
<b><u>Museum</u></b>						
Income	622	0	(622)			0.0%
Expenditure	5,578	7,990	2,412	0	2,412	69.8%
Net Income over Expenditure	(4,956)	(7,990)	(3,034)			
plus Transfer from EMR	1,185					
less Transfer to EMR	622					
Movement to/(from) Gen Reserve	(4,393)					
<b><u>Planning &amp; Licensing</u></b>						
Income	0	0	0			0.0%
Expenditure	500	0	(500)	0	(500)	0.0%
Net Income over Expenditure	(500)					
plus Transfer from EMR	500					
Movement to/(from) Gen Reserve	0					

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## Council Income & Expenditure – February 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Community Infrastructure Levy</u></b>						
Income	91,207	0	(91,207)			0.0%
Expenditure	0	0	0	0	0	0.0%
Net Income over Expenditure	91,207	0	(91,207)			
plus Transfer from EMR	0					
less Transfer to EMR	91,207					
Movement to/(from) Gen Reserve	0					
<b><u>Parks, Open Spaces &amp; Environ</u></b>						
Income	102,630	82,665	(19,965)			124.2%
Expenditure	774,567	889,015	114,448	0	114,448	87.1%
Net Income over Expenditure	(671,937)					
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	(671,937)					
<b>Grand Totals:-</b>						
Income	1,761,117	1,627,311	(133,806)			108.2%
Expenditure	1,466,846	1,627,311	160,465	0	160,465	90.1%
Net Income over Expenditure	294,272	0	(294,272)			
plus Transfer from EMR	35,282					
less Transfer to EMR	100,829					
Movement to/(from) Gen Reserve	228,724					

**Earmarked Reserves 2023/2024**

	Balance as at 31st March 2023	2023/2024 Budget Allocation	2023/2024 Spend	Balance
<b><u>Restricted Funds</u></b>				
Community Infrastructure Levy	£ 44,671.83	£ 91,207.01	£ -	£ 135,878.84
Healthy Young Daventry Grant	£ 9,935.41	£ -	£ 3,636.63	£ 6,298.78
Public Works Loan	£ 6,642.00	£ -	£ -	£ 6,642.00
S106 - Allotments	£ 5,148.74	£ -	£ -	£ 5,148.74
S106 - Grounds Maint - Middlemore	£ 6,203.00	£ -	£ -	£ 6,203.00
S106 - POS - Dennetts Close	£ 15,254.04	£ -	£ -	£ 15,254.04
	<b>£ 87,855.02</b>	<b>£ 91,207.01</b>	<b>£ 3,636.63</b>	<b>£ 175,425.40</b>
<b><u>Earmarked Reserves</u></b>				
Museum Equipment	£ 1,215.59	£ -	£ 1,185.00	£ 30.59
Museum Donations	£ 1,507.21	£ 622.20	£ -	£ 2,129.41
Planning Consultant	£ 2,331.68	£ -	£ 500.00	£ 1,831.68
Mayors Chain of Office	£ 6,987.00	£ -	£ -	£ 6,987.00
Open Spaces	£ 46,592.64	£ -	£ -	£ 46,592.64
Devolution	£ 7,466.62	£ -	£ -	£ 7,466.62
Christmas Lights Scheme	£ 27,614.10	£ -	£ -	£ 27,614.10
Building Repairs	£ 15,000.00	£ 5,000.00	£ -	£ 20,000.00
War Memorial	£ 7,296.00	£ -	£ -	£ 7,296.00
Events	£ 5,250.68	£ -	£ 550.00	£ 4,700.68
Community Transport	£ 8,061.52	£ -	£ 7,500.00	£ 561.52
Elections	£ 4,000.00	£ 4,000.00	£ -	£ 8,000.00
Cemeteries	£ 35,404.40	£ -	£ -	£ 35,404.40
Litter Campaign	£ 1,000.00	£ -	£ -	£ 1,000.00
Street Lighting	£ 2,000.00	£ -	£ -	£ 2,000.00
Play Equipment	£ 10,000.00	£ -	£ -	£ 10,000.00
Crime & Disorder	£ 27,605.38	£ -	£ 21,910.00	£ 5,695.38
	<b>£ 209,332.82</b>	<b>£ 9,622.20</b>	<b>£ 31,645.00</b>	<b>£ 187,310.02</b>
	<b>£ 297,187.84</b>	<b>£ 100,829.21</b>	<b>£ 35,281.63</b>	<b>£ 362,735.42</b>

**Daventry Town Council Annual Community Infrastructure Levy Report****Report for the period 1st April 2023 to 31st March 2024**

A	Total CIL Income carried over from previous years	£44,671.83
B	Total CIL Income received for 2023/24	£91,207.01
C	Total CIL Expenditure for 2023/24 as listed below	£0.00
D	Total CIL repaid following a repayment notice	£0.00
E	<b>Total CIL Retained at year end (A+B-C-D)</b>	<b>£135,878.84</b>

**Summary of CIL Expenditure during the year 2023/24**

Item / Purpose	Amount Spent
<b>Total Spent</b>	£0.00

**Balance Sheet – As at 29<sup>th</sup> February 2024**

<b>A/c</b>	<b>Description</b>	<b>Actual</b>
<i>Current Assets</i>		
105	VAT Control A/c	35,650
110	Prepayments	89,819
200	HSBC Current/Deposit A/c	684,093
205	Unity Trust Current/Deposit	100,422
215	Public Sector Deposit Fund	81,382
250	Petty Cash	5
<b>Total Current Assets</b>		<b>991,370</b>
<i>Current Liabilities</i>		
500	Creditors	115,197
510	Accruals	15,004
560	Receipts In Advance	5,652
<b>Total Current Liabilities</b>		<b>135,853</b>
<b>Net Current Assets</b>		<b>855,517</b>
<b>Total Assets less Current Liabilities</b>		<b>855,517</b>
<i>Represented by :-</i>		
300	Current Year Fund	294,272
310	General Fund	198,510
321	EMR - Healthy Young Daventry G	6,299
322	EMR - Museum Equipment	31
323	EMR - Museum Donations	2,129
324	EMR - Planning Consultant	1,832
325	EMR - Mayors Chain of Office	6,987
326	EMR - Open Spaces	46,593
327	EMR - Devolution	7,467
328	EMR - Community Infrastructure	135,879
329	EMR - Christmas Lights Scheme	27,614
330	EMR - Building Repairs	20,000
332	EMR - S106 Allotments	5,149
333	EMR - S106 Grounds Maint Middl	6,203
334	EMR - S106 POS - Dennetts Clos	15,254
335	EMR - Civic - War Memorial	7,296
336	EMR - Cemeteries	35,404
337	EMR - Events	4,701
338	EMR - Community Transport	562
339	EMR - Elections	8,000
340	EMR - Public Works Loan	6,642
341	EMR - Litter Campaign	1,000
343	EMR - Street Lighting	2,000
344	EMR - Play Equipment	10,000
345	EMR - Crime & Disorder	5,695
<b>Total Equity</b>		<b>855,517</b>

**Note:** The bank accounts were reconciled as at 29<sup>th</sup> February 2024 and agree with the statement of balances detailed above by the Chairman of the Finance & Policy Committee, in the presence of the Chief Officer.

Submitted to the Finance & Policy Committee at its meeting on 11<sup>th</sup> March 2024 and

Approved .....

Date .....



REF	SUPPLIER	Ex VAT	VAT	TOTAL	DETAILS
231101	ADT	£ 272.00	£ 54.40	£ 326.40	To reset system after temporary mains fail
231102	Anglian Water	£ 115.58	£ -	£ 115.58	Water - 3 New Street - 03/12/2023 to 02/03/2024
231103	Aperture	£ 27.00	£ -	£ 27.00	Window Cleaning 22/02/2024
231104	Aviva Pension	£ 3,715.15	£ -	£ 3,715.15	Pension 2022-23 February 2024
231105	Blizzard Telecom	£ 57.65	£ 11.53	£ 69.18	Mobile Phone Contract - Operations Feb'24 & Broadband provision Feb'24
231106	Clear Insurance Management Ltd	£ 7,417.92	£ -	£ 7,417.92	Local Councils Insurance Renewal 2024
231107	Cottons	£ 75.00	£ 15.00	£ 90.00	Payroll Processing Fees Feb'24
231108	Crimesecure Ltd	£ 3,460.00	£ 692.00	£ 4,152.00	CCTV Infrastructure Repairs - FIBRE
231109	Crimesecure Ltd	£ 16,125.00	£ 3,225.00	£ 19,350.00	Monitoring of CCTV Apr-Jun'24
231110	CYPN	£ 1,000.00	£ -	£ 1,000.00	Health, Mindset, Nutrition & Team Works Sessions - Healthy Young Daventry
231111	CYPN	£ 1,787.50	£ 357.50	£ 2,145.00	Youth Inspired Sessions Term Jan-Feb 2024 at Southbrook Community Centre
231112	D & K Heating Services	£ 375.00	£ 75.00	£ 450.00	Annual Boiler Service - 2024
231113	Dauphin Acrylic Design Limite	£ 1,185.00	£ 237.00	£ 1,422.00	Cover for Romain Mosaic
231114	DTC	£ 27,250.00	£ -	£ 27,250.00	Salaries and NIC/NI liabilities March 2024
231115	eAutomotive	£ 38.40	£ 7.68	£ 46.08	Trend x 13 Mar 2024 & Cemeteries Software Backup Feb 24
231116	eBay	£ 10.00	£ -	£ 10.00	Replacement Push Button
231117	Engie Power Limited	£ 207.90	£ 10.40	£ 218.30	Electricity Market Trader Toilet Jan'24
231118	Hawk Pest Control	£ 170.00	£ -	£ 170.00	Pest control service Feb'24 for DE,DW &WR
231119	Hawk Pest Control	£ 150.00	£ -	£ 150.00	Rat treatment outside the Abbey Centre (CCTV Fibre Repairs)
231120	Hayley Guest	£ 1,680.00	£ -	£ 1,680.00	Communication Officer Maternity Cover February 2024
231121	Hootsuite	£ 1,068.00	£ 213.60	£ 1,281.60	Hootsuite Annual Professional Plan 27/02/2024 to 26/02/2025
231122	HSBC	£ 9.00	£ -	£ 9.00	Bank Charges Feb'24
231123	Iland Cleaning Services	£ 288.00	£ -	£ 288.00	Cleaning Jan'24
231124	Iland Cleaning Services	£ 256.00	£ -	£ 256.00	Cleaning Feb'24
231125	Legal & General	£ 100.53	£ -	£ 100.53	Group Life Assurance Benefit 23/24 - Sweep Up Premium
231126	Matterport	£ 9.99	£ 2.00	£ 11.99	Matterport Subscription March 2024
231127	Midrepro	£ 83.24	£ 16.65	£ 99.89	Photocopies Feb'24
231128	Museum Officer	£ 32.84	£ -	£ 32.84	Expenses - Mileage NHF Mtg (Sulgrave Manor) - Refreshments for Volunteers
231129	N&J Draper	£ 408.00	£ -	£ 408.00	Mayfield Park - Knee Rail Section replacement
231130	Northampton Town Council	£ 100.00	£ -	£ 100.00	Northampton Mayor Charity Dinner x 2 tickets
231131	Northamptonshire Mind	£ 50.00	£ -	£ 50.00	Teen Clinic use of building 05/02/2024
231132	Personnel Solutions	£ 100.00	£ 20.00	£ 120.00	HR Consultancy Fees Feb'24
231133	Post Office	£ 3.45	£ -	£ 3.45	Postage - Signed for 1st Class
231134	Service Six - G Muscutt	£ 55.19	£ -	£ 55.19	Train Fair - Best Practice Conference - Teen Clinic Daventry
231135	Southern Electric	£ 207.18	£ 41.44	£ 248.62	CCTV Electricity Dec'23
231136	Southern Electric	£ 207.18	£ 41.44	£ 248.62	CCTV Electricity Jan'24
231137	Southern Electric	£ 199.76	£ 11.53	£ 211.29	Street Lighting Electricity Dec'23
231138	Southern Electric	£ 199.76	£ 11.53	£ 211.29	Street Lighting Electricity Jan'24
231139	Sutcliffe Play	£ 139.20	£ 27.84	£ 167.04	Antiwrap swing bearing - Fishponds Play Equipment
231140	Tony Macaroni	£ 250.00	£ -	£ 250.00	Childrens Entertainer - Easter Market - April 2024
231141	Total Gas & Power	£ 29.14	£ 1.45	£ 30.59	Feeder Pillar(Market) Elec Jan'24
231142	Total Gas & Power	£ 128.36	£ 6.41	£ 134.77	Summer Haze Elec Jan'24
231143	Total Gas & Power	£ 18.64	£ 0.94	£ 19.58	Gazebo Elec Jan'24

231144 Total Gas & Power	£	174.79	£	8.74	£	183.53	Electricity January 2024 - 3 New Street
231145 Travis Perkins	£	300.66	£	60.13	£	360.79	Materials to repair fence - Rowallen Way Play Area
231146 UK Pos	£	89.75	£	17.95	£	107.70	31 x A4 Acrylic Stands - Musuem Exhibitions
231147 Vitality	£	276.89	£	-	£	276.89	Employee Health Insurance 07/03/24-06/04/24
231148 Vizard	£	275.00	£	-	£	275.00	Face Painter - Easter Market - April 2024
231149 VoiceHost	£	24.70	£	4.94	£	29.64	Calls & Charges February 2024
231150 West Northants Norse	£	25.19	£	5.04	£	30.23	Trade Waste Collection Feb'24
231151 West Northants Norse	£	67,984.55	£	13,596.91	£	81,581.46	Open Spaces Contract Mar'24
231152 Woodbine Farms	£	1,450.00	£	290.00	£	1,740.00	Family Friendly Entertainment - Christmas Event 2024

**Total Invoices** £ 139,664.09 £ 19,064.05 £ 158,728.14

**Invoices Paid via DTC Card**

231153 Amazon	£	13.74	£	2.75	£	16.49	Zoetrope & Optical Illusions Game - British Science Week Event
231154 Land Registry	£	6.00	£	-	£	6.00	1 x Land & Property Search
231155 Amazon	£	34.67	£	6.93	£	41.60	Zoetrope for British Science Week Event and Window Envelopes

**Total Card Payments**

£ 54.41 £ 9.68 £ 64.09

Approved.....

Date.....