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**will.austin@bridport-tc.gov.uk**

24 June 2021

Dear Sir / Madam

**Bridport Town Council  
Year Ending 31 March 2021**

I am now in a position to enclose the Annual Governance and Accountability Return.

The following documents are emailed with this letter: -

1. Completed and signed AGAR Part 3, including Sections 1 and 2 and the Annual Internal Audit Report
2. Addendum to the AGAR – a letter from the Internal Auditor explaining the declaration of "Not Covered" to Control Objective L.
3. A bank reconciliation in support of Section 2, Box 8
4. The notification of the dates of the period for the exercise of public rights
5. An explanation of any significant variances year on year in Section 2
6. A reconciliation between Section 2, Boxes 7 and 8
7. Copies of evidence that the authority is registered as an employer with HMRC
8. Completed contact details form

The following, referred to in your guidance, do not apply to Bridport Town Council:

- Copy of the 2019/20 Section 48 notice
- Explanation of any changes to the council's declaration in respect of trust funds
- Copies of minutes and any agreed plan showing the corrective action taken to address the prior year 'except for' matters

I hope this information is sufficient for you to conclude the audit, but should you require any further information, please do not hesitate to contact myself, or the Responsible Financial Officer, Paul Fuszard ([paul.fuszard@bridport-tc.gov.uk](mailto:paul.fuszard@bridport-tc.gov.uk), or phone as above).

Yours sincerely

**Will Austin  
Town Clerk**

1. Completed and signed AGAR Part 3, including Sections 1 and 2 and the Annual Internal Audit Report

# 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.



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

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		✓

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2020/21

BRIDPORT TOWN COUNCIL

WWW.BRIDPORT-TC.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.	✓		
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)	Yes	No	Not applicable
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

20/10/20 04/02/21 27/05/21

Name of person who carried out the internal audit

TIM LIGHT FMAAT

Signature of person who carried out the internal audit

*Tim Light*

Date

27/05/21

\*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).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

*BRIDPAT 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’ means that this authority:
	Yes	No*	
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
			N/A

\*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:

*22/06/21*

and recorded as minute reference:

*22(ii)*

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

Chairman

*Tom Bush*

Clerk

*[Signature]*



## Section 2 – Accounting Statements 2020/21 for

### BROMFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	771,094	707,945	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	684,179	718,341	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	642,590	350,279	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	617,794	609,131	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	772,124	479,387	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	707,945	688,047	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	772,226	712,052	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	6,885,741	6,923,702	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).
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.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

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

*Paul Fiszand*

Date

22/06/21

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

22/06/21

as recorded in minute reference:

22 (iii)

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

*Ima Bul*

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

In respect of

BROADPORT 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



2. Addendum to the AGAR – a letter from the Internal Auditor explaining the declaration of “Not Covered” to Control Objective L



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

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

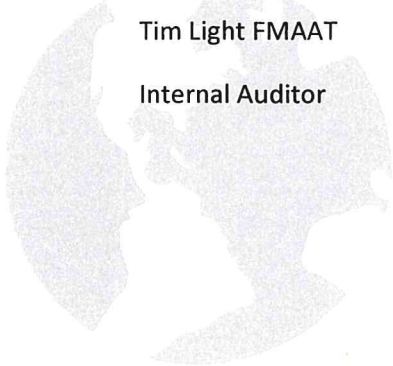
**Explanation to "Not Covered" to Control Objective L**

As this Authority has Income and Expenditure that exceed £25,000, they are not subject to publish information on the Council Website in accordance with the Transparency Code Regulation 2015.

**We have, therefore, assessed the test as 'not covered' for Control Objective L.**

Tim Light FMAAT

Internal Auditor



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3. A bank reconciliation in support of Section 2, Box 8

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column 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 receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Bridport Town Council

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

### Financial year ending 31 March 2021

Prepared by (Name and Role): Paul Fuszard, Finance and Office Manager (RFO)

Date: 18/05/2021

		£	£
<b>Balance per bank statements as at 31/3/21:</b>			
Santander Business Account	10643002	£203,408.20	
HSBC Money Market Account	93663248	£208,462.64	
Barclays Base Rate Reward Account	7300052	£125,000.00	
Barclays Active Saver Account	13791505	£175,102.92	
Barclays Current Account	80036552	£2.54	
	account 6		
	account 7		
	account 8		
			£711,976.30
Petty cash float (if applicable)			£75.70
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)			
	item 1		
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
Add: any un-banked cash as at 31/3/21			-
			-
<b>Net balances as at 31/3/21 (Box 8)</b>			£712,052.00



#### 4. The notification of the dates of the period for the exercise of public rights

# CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS


Name of smaller authority: BRIDPORT TOWN COUNCIL

County Area (local councils and parish meetings only): DORSET

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on Monday 28 June 2021

and ending on Friday 6 August 2021

Signed: \_\_\_\_\_

Role: Town Clerk

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.



5. An explanation of any significant variances year on year in Section 2

# Explanation of variances – pro forma

Name of smaller authority:  
County area (local councils and parish meetings only):  
Insert figures from Section 2 of the AGAR in a Bridport Town Council  
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);  
• 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).

Bridport Town Council  
Dorset

	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	771,094	707,945				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	684,179	718,341	34,162	4.98%	NO		
3 Total Other Receipts	642,590	350,279	-292,311	45.49%	YES		See attached breakdown
4 Staff Costs	617,794	609,131	-8,663	1.40%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	772,124	479,387	-292,737	37.91%	YES		See attached breakdown
7 Balances Carried Forward	707,945	688,047			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	772,226	712,052				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	6,885,741	6,923,702	37,961	0.55%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**Bridport Town Council**  
**County of Dorset**

**Explanation of significant variances year on year in Section 2 (2020-21)**

	2019/20	2020/21	Difference
	£	£	£
Box 3 - Total Other Receipts	642,590	350,279	292,311
Box 6 - All Other Payments	772,124	479,387	292,737



<b>Box 3</b>			
Tourist Information Centre	295,213	38,200	257,013
Market	81,354	38,399	42,955
Events	3,089	0	3,089
CoVid-19 grants and donations	0	11,450	-11,450
	<b>379,656</b>	<b>88,049</b>	<b>291,607</b>
			<b>99.76%</b>

<b>Box 6</b>			
Tourist Information Centre	397,837	177,592	220,245
Market	10,804	5,973	4,831
Civic	6,294	4,414	1,880
Grants and Donations	54,627	44,796	9,831
Community Bus	14,896	7,349	7,547
Town Plan Projects	28,007	19,144	8,863
Climate / Capital reserves	83,062	34,144	48,918
CoVid-19 direct expenses	0	17,913	-17,913
	<b>595,527</b>	<b>311,325</b>	<b>284,202</b>
			<b>97.08%</b>



6. A reconciliation between Section 2, Boxes 7 and 8

## 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:

Bridport 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>			£688,047.14
Deduct: Debtors (enter these as negative numbers)			
Debtors	1	-£37,759.06	
Stock	2	-£5,655.30	
	3		
		-£43,414.36	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)			
Prepayme	1	-£12,843.71	
	2		
		-£12,843.71	
<b>Total deductions</b>			-£56,258.07
Add:			
Creditors (must not include community infrastructure levy (CIL) receipts)			
Creditors	1	£71,453.98	
	2		
		£71,453.98	
Add:			
Receipts in advance (must not include deferred grants/loans received)			
	1	8,808.95	
	2		
		8,808.95	
<b>Total additions</b>			£80,262.93
<b>Box 8: Total cash and short term investments</b>			£712,052.00

7. Copies of evidence that the authority is registered as an employer with HMRC



▶ Your HMRC services

THE TREASURER BRIDPORT TOWN COUNCIL  
PAYE Employer reference: 503/A1104

PAYE

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About your organisation

Name and address

THE TREASURER  
BRIDPORT TOWN COUNCIL

Add trade name ▶

MOUNTFIELD  
RAX LANE  
BRIDPORT  
DT6 3JP

Change business address ▶

Add communication details ▶

Reference numbers

PAYE Employer  
reference 503/A1104

Contact details

Telephone number: Not held

Fax: Not held

Email: [paul.fuszard@bridport-tc.gov.uk](mailto:paul.fuszard@bridport-tc.gov.uk)

Change contact details

Online Agent details

HM Revenue & Customs doesn't have a record of an Online Agent for you. Please follow this link to [authorise an Online Agent](#)

## 8. Completed contact details form

## Contact details

Name of smaller authority: **BRIDPORT TOWN COUNCIL**

County Area (local councils and parish meetings only): **DORSET**

**Please complete this form and send it back to us with the AGAR or exemption certificate**

	<b>Clerk/RFO (Main contact)</b>	<b>Chair</b>
<b>Name</b>	<b>Will Austin (Town Clerk)</b>	<b>Cllr Ian Bark</b>
<b>Address</b>	<b>Mountfield Rax Lane Bridport Dorset DT6 3JP</b>	<b>2, Westlands Court 13B Crock Lane Bridport Dorset DT6 4DE</b>
<b>Daytime telephone number</b>	<b>01308 456722</b>	<b>01308 420941</b>
<b>Mobile telephone number</b>	<b>07972 240447</b>	<b>07870 414222</b>
<b>Email address</b>	<b>will.austin@bridport-tc.gov.uk</b>	<b>ianbark@icloud.com</b>