

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

Name of smaller authority: WARE TOWN COUNCIL

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

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 2ND JULY 2018

and ending on FRIDAY 10TH AUGUST 2018

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.
We have suggested the following dates: Monday 4 June – Friday 13 July 2018.
The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018.)

Signed: S. Higgs

Role: FINANCE MANAGER

**FOR SMALLER AUTHORITIES SUBJECT TO A REVIEW ONLY:
PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH
THE AGAR PART 3 AND OTHER REQUESTED DOCUMENTATION**

Contact details

Name of smaller authority: WARE TOWN COUNCIL

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

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

	Clerk/RFO (Main contact)	Chair
Name	SEAN HIGGINS	DAVID ODLIDGE
Address	THE PRIORY HIGH STREET WARE HERTS SG12 9AL	THE PRIORY HIGH STREET WARE HERTS SG12 9AL
Daytime telephone number	01920 460316	01920 460316
Mobile telephone number		
Email address	Sean@waretown Council.gov.uk	david.odridge@ware towncouncil.gov.uk

Explanation of variances – pro forma

Name of smaller authority: WALE TOWN COUNCIL

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

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	568,115	584,183	16,068	2.8	
Box 3 Total other receipts	315,984	516,420	200,436	63.4	A CHANGE IN ACCOUNTING PROCEDURE. WE CHARGE A PROPORTION OF SOME STAFF SALARIES TO THE PRIORITY CHARITY, OF WHICH WTC IS THE SOLE TRUSTEE. PREVIOUSLY INCOME AND EXPENDITURE WAS NETTED DOWN. WE ARE NOW INVOICING THE PRIORITY CHARITY SO INCOME AND
Box 4 Staff costs	141,931	163,651	21,720	15.3	EXPENDITURE HAVE BOTH INCREASED. DUE TO STAFF PAY RISE AWARDED BY NALC AND A NEW MEMBER OF STAFF JOINING IN APRIL 2017.
Box 5 Loan interest/ capital repayments	93,282	93,282	0	0	
Box 6 All other payments	549,871	811,146	262,275	47.7	A CHANGE IN ACCOUNTING PROCEDURE. WE CHANGE A PROPORTION OF SOME STAFF SALARIES TO THE PRIORITY CHARITY OF WHICH WTC IS THE SOLE TRUSTEE. PREVIOUSLY INCOME AND EXPENDITURE WAS NETTED DOWN. WE ARE NOW INVOICING THE PRIORITY CHARITY SO INCOME AND
Box 9 Total fixed assets & long term investments & assets	518,347	464,207	54,140	10.4	EXPENDITURE HAS BOTH INCREASED
Box 10 Total borrowings	388,170	312,708	75,462	19.4	THE PWLCB LOAN IS PAID OFF WITH TWO INSTALLMENTS EACH YEAR THIS IS THE REMAINING BALANCE
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				

Bank reconciliation – pro forma

Name of smaller authority: WARE TOWN COUNCIL

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

Financial year ending 31 March 2018

Prepared by SEAN HIGGINS FINANCE MANAGER (Name and role)

Date 21/06/18

Balance per bank statements as at 31 March 2018:

£ £
268,251

Petty cash float (if applicable)

150

Less: any un-presented cheques at 31 March 2018

—

Add: any un-banked cash at 31 March 2018

—

Net balances as at 31 March 2018 (Box 8)

268,401

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)

277,898

Add: Receipts in the year

(1,041,351)

Less: Payments in the year

1,050,848

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

268,401

(See example for guidance if required)

Total	<u>£268,400.72</u>
Uncleared and Unpresented effects	
Statement Closing Balances	
Ordinary Accounts	
Bonus Saver Account - CLOSED 19.6.17	£0.00
Business Reserve Account	£231,745.63
Current Account	£32,162.28
Imprest Account - CLOSED 5.6.15	£0.00
Petty Cash	£150.00
Rent Deposit Account - Authentic Brands	£2,814.66
Rent Deposit Account - Switch Solutions	£0.00
Rent Deposit Account - Thurston Smith	£0.00
Rent Deposit Account - WILLS & WILKINS	£1,528.15
Total	<u>£268,400.72</u>



00555 01

Branch details
 Ware Branch
 59 High Street
 Ware
 Herts
 SG12 9AB

Summary 29 Mar 2018 to 30 Apr 2018
 Sheet 332

Previous balance	231,745.63
Withdrawn	184,969.50
Paid in	302,074.56
New balance	348,850.69

Your deposit is not eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

N35800/00051167/M 602232/00555



MRS J ROWLINSON
 WARE TOWN COUNCIL
 THE PRIORY
 WARE
 HERTFORDSHIRE
 SG12 9AL

INTEREST PAID FOR THIS ACCOUNT DURING TAX YEAR 2017/18 WAS
 GROSS INTEREST 65.74

OUR CREDIT INTEREST RATES: BUSINESS RESERVE AND CLIENT DEPOSIT
 £0-1M 0.05%, £1M+ 0.15%; LIQUIDITY MANAGER 95 DAY NOTICE 0.40%

If you have changed your address or telephone number,
 please let us know

For Bank use

Account Number 49344110
 Branch sort code 60-22-32
 National Westminster Bank Plc

WARE TOWN COUNCIL

BIC NWBK GB 2L
 IBAN GB15 NWBK 6022 3249 3441 10

00051168
 0001/0001
 00555 0001/0001



Date	Details	Withdrawn	Paid in	Balance
29 Mar 2018	BROUGHT FORWARD			231,745.63
3 Apr	Bill Payment WARE TOWN COUNCIL TFR FROM BR	100,000.00 <i>3TR</i>		
	Bill Payment THE PRIORY CHAR PRECEPT 1ST 1/4	84,969.50 <i>56868</i>		46,776.13
27 Apr	Automated Credit EAST HERTS COUNCIL		302,070.00 <i>9876</i>	348,846.13
30 Apr	Interest 30APR-GRS 49344110		4.56 <i>9879</i>	348,850.69

Account Number 49344110
 (332) Branch sort code 60-22-32

WARE TOWN COUNCIL

Branch details
 Ware Branch
 59 High Street
 Ware
 Herts
 SG12 9AB

Summary

29 Mar 2018 to 30 Apr 2018
 Sheets 326 to 329

04 MAY 2018

Previous balance	32,162.28
Withdrawn	44,940.25
Paid in	103,002.00
New balance	90,224.03

Your deposit is not eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

N35800/00051162/M 602232/00555

MRS J ROWLINSON
 WARE TOWN COUNCIL
 THE PRIORY
 WARE
 HERTFORDSHIRE
 SG12 9AL

If you have changed your address or telephone number, please let us know

For Bank use

Account Number 35219963
 Branch sort code 60-22-32
 National Westminster Bank Plc

WARE TOWN COUNCIL

BIC NNBK GB 2L
 IBAN GB73 NNBK 6022 3235 2199 63

Date	Details	Withdrawn	Paid in	Balance
29 Mar 2018	BROUGHT FORWARD			32,162.28
3 Apr	Automated Credit KINDLEYSIDES A/T E KINDLEYSIDES FP 03/04/18 1737 RP4679967911267900		330.00	
	Bill Payment WARE T C BR TFR FROM BR		100,000.00	132,492.28
4 Apr	Direct Debit XEROX FINANCE LIM 5004150597215192	665.69		131,826.59
6 Apr	Credit No.103871 602232		169.00	131,995.59
9 Apr	Direct Debit AFFINITY FOR BUSIN 49364812	39.04		131,956.55
10 Apr	Direct Debit NATWEST ONECARD 5569510107511503	344.88		131,611.67
12 Apr	Automated Credit MV- 16444335 -0904 16444335		35.00	
	Direct Debit PB PURCHASE POWER 6335052000482103	15.70		131,630.97
13 Apr	Credit No.103872 602232 Bill Payment WTCSAL130418.TXT WARE TOWN COUNCIL FP / /		170.00	
16 Apr	Debit BANKLINE	19,508.35		112,292.62
	Direct Debit EAST HERTS COUNCIL 101016634	64.40		
19 Apr	Automated Credit MV- 16444335 -1604 16444335	238.23		111,989.99
			726.00	
	CARRIED FORWARD			112,715.99

Account Number 35219963
 (326) Branch sort code 60-22-32

WARE TOWN COUNCIL

00452 01

Branch details
Ware Branch
59 High Street
Ware
Herts
SG12 9AB

- 9 APR 2018

Summary

5 Jan 2018 to 5 Apr 2018
Sheet 46

Previous balance	1,527.96
Withdrawn	0.00
Paid in	0.19
New balance	1,528.15

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

N35800/00044143/M 602232/00452

MRS J ROWLINSON
WARE TOWN COUNCIL
THE PRIORY
WARE
HERTFORDSHIRE
SG12 9AL

OUR CREDIT INTEREST RATES: BUSINESS RESERVE AND CLIENT DEPOSIT
£0-1M 0.05%, £1M+ 0.15%; LIQUIDITY MANAGER 95 DAY NOTICE 0.40%

If you have changed your address or telephone number,
please let us know

For Bank use

Account Number 71029281
Branch sort code 60-22-32
National Westminster Bank Plc

WARE TOWN COUNCIL
WILLS & WILKIN
RENT DEPOSIT ACCOUNT

BIC NWBK GB 2L
IBAN GB61 NWBK 6022 3271 0292 81

00044144
00452 0001/0001

Date	Details	Withdrawn	Paid in	Balance
5 Jan 2018	BROUGHT FORWARD			1,527.96
31 Jan	Interest 31JAN-GRS 71029281		0.07	1,528.03
28 Feb	Interest 28FEB-GRS 71029281		0.06	1,528.09
29 Mar	Interest 29MAR-GRS 71029281		0.06	1,528.15

9805

Account Number 71029281
Branch sort code 60-22-32

WARE TOWN COUNCIL
WILLS & WILKIN
RENT DEPOSIT ACCOUNT