

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- 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 2022.
- 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- 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 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	X	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	X	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	X	
Section 1	For any statement to which the response is 'no', has an explanation been published?	X	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	X	
	Has an explanation of significant variations been published where required?	X	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	X	
	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.		X

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Governance and Accountability Return 2021/22 Form 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 Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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 2022**.
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 2022**. 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 2022
 - 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 2021/22

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 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 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.

Annual Internal Audit Report 2021/22

Ticehurst Parish Council

ENTER PUBLIC WEBSITE ADDRESS <https://ticehurst-pc.org.uk> WEBPAGE ADDRESS

During the financial year ended 31 March 2022, 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 2021/22 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.	X		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	X		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	X		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	X		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	X		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			X
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.	X		
H. Asset and investments registers were complete and accurate and properly maintained.	X		
I. Periodic bank account reconciliations were properly carried out during the year.	X		
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.	X		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			X
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			X
M. The authority, during the previous year (2020-21) 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).		X	
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			X

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

Name of person who carried out the internal audit

DD/MM/YYYY 04/07/2022

ENTER NAME OF INTERNAL AUDITOR Karen Marr

Signature of person who carried out the internal audit



Date

DD/MM/YYYY 04/07/2022

*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 2 – Accounting Statements 2021/22 for

TICEHURST PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	80217	91175	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	146400	147980	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	26899	69143	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	36164	40586	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	126177	135448	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	91175	132264	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	91175	132264	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	278871	289144	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	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			X	N.B. The figures in the accounting statements above do not include any Trust transactions.

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

SIGNATURE REQUIRED

Date 12/07/2022

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

12/07/2022

as recorded in minute reference:

M 3064.0 REFERENCE

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

SIGNATURE REQUIRED

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Ticehurst Parish Council AUTHORITY

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:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	X			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.	X			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 Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	X			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.			X	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.	X			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.	X			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.	X			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.	X			disclosed everything it 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.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			X	

*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:

12/07/2022

and recorded as minute reference:

MIN 3064.0 REFERENCE

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

Chairman

Clerk

<https://ticehurst-pc.org.uk> WEBSITE/WEBPAGE ADDRESS

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

TICEHURST PARISH COUNCIL
ENTER NAME OF AUTHORITY

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 2022; 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 2021/22

(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 2021/22

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 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

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 all Blue highlighted boxes

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);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year.
- 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).

	2020/21 £	2021/22 £	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	80,217	91,175			NO	Explanation of % variance from PY opening balance not required - Balances brought forward agrees	
2 Precept or Rates and Levies	146,400	147,980	1,580	1.08%	NO		
3 Total Other Receipts	26,889	69,143	42,244	157.05%	YES	£40000 Grant from Retiree for village centre 21.5.21	£1548.90 Rate rebate for lavatories 14.6.21 and £820 donation for dog bins 21.2.22
4 Staff Costs	36,164	40,586	4,422	12.23%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	126,177	135,448	9,271	7.35%	NO	VARIANCE EXPLANATION NOT REQUIRED	
7 Balances Carried Forward	91,175	132,264			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	91,175	132,264				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	278,871	289,144	10,273	3.68%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Smaller authority name: **Ticehurst Parish Council** -
**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement _____ 12th July 2022 _____ (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Francesca Nowne The Village Hall, Lower High Street Ticehurst East Sussex TN5 7BB 07850359997 clerk@ticehurstparishcouncil.co.uk</p> <p>commencing on (c) Wednesday 13 July 2022</p> <p>and ending on (d) Wednesday 24th August 2022</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by (e) Francesca Nowne RFO _____</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Date: 27/05/2022

Ticehurst Parish Council Current Year

Time: 10:45

User: FRANKIE

Bank Reconciliation Statement as at 27/05/2022
for Cashbook 1 - Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve Account	31/03/2022	8	93,971.07
LLoyds reserve	31/08/2021	1	25,000.00
Lloyds	31/03/2022	68	18,652.44
			<hr/> 137,623.51
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/12/2021 000849 Football Club		100.00	
31/03/2022 000856 F Nowne		1,436.94	
31/03/2022 DD Salary increase 2021-22		1,387.66	
31/03/2022 DD HM Customs		2,435.37	
			<hr/> 5,359.97
			132,263.54
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<hr/> 0.00
			132,263.54
		Balance per Cash Book is :-	132,263.54
		Difference is :-	0.00

Control	Tests	Yes /No	Comments
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	Y	3-year budget set & reserves ringfenced. Minutes, July 21
Annual Return	Check prior year balances in current year return agree. • Check the current year balances agree to the financial records. • Are the year-end accounts clear and accurate? • Are they prepared on the correct accounting basis? (Receipts and Payments or Income and expenditure) Do they agree with the cashbook?	Y	Per year end return Income and expenditure Bank reconciliation seen
External Audit	Any comment from external last yr and has it been dealt with? Is Council part of 5% spot check? Does it apply to this Council? Has it been applied?	Y	No comments No
Transparency code	Has the Council formally adopted Standing Orders and Financial Regulations? When, check minutes. • What systems are in place for operation of Standing Orders and Financial Regulations? • Were these regulations met? • Have Standing Orders and Financial Regulations been updated with other procedures and contracts? Has a Responsible Financial Officer been appointed?	Y	Yes at lowest level All necessary information publicly available May 21 Yes Full risk assessment carried out, presented to councillors.
Standing Orders and Financial Regulations	Have items or services above a de minimis amount been competitively purchased? Check 2 examples are in minutes Check bank mandates How many Clis sign chgs or e-payments Does the Council have documented procedures in place for dealing with grants made or loans recd? Does the Council have documented procedures in place for dealing with enquiries from the public? Does the Council have documented procedures in place for dealing with responses to consultations	Y	N/a
		Y	2
		Y	No loans, minutes reflect grants made. Letter template.
		Y	Community engagement statement, FOI
		Y	Community engagement statement

	requests?	Y	Standing orders, FOI
	Does the Council have documented procedures in place for dealing with Doc receipt, circulation, response, handling and filing?		
	Does the Council have documented procedures in place for recording members interests, gifts and hospitality received?	Y	Financial Regulations, minutes reflect declarations of interest
	Has the Council adopted a code of conduct for members and employees?	Y	
Agendas / Minutes	Are the minutes signed and dated? Are minutes all held in a minute book Is the agenda and minute format OK Are all items marked for detail or info?	Y Y Y Y	
	Annual meeting – 1 st item	Y	Election of chair
Proper bookkeeping	Is the cashbook maintained and up to date?	Y	
	Is the cashbook arithmetically, correct?	Y	
	Is the cashbook regularly balanced?	Y	Bank rec seen
Bank Rec	How often in Bank rec checked and authorised? Is the year end bank rec completed? • Is there a bank reconciliation for each account? • Is a bank reconciliation carried out regularly and in a timely fashion? • Are there any unexplained balancing entries in any reconciliation? • Is the value of investments held summarised on the reconciliation?	Y Y Y Y N Y	Monthly, signed Deposit accounts
Cash Book Transaction checks	Are payments in the cashbook supported by invoices and have they been authorised and minuted? • Check 3 payment examples Are they supported by an adequate audit trail - Follow through from estimates or quotations (where required as per Standing Orders/Financial Regulations), decision to do work, use of correct powers or S137, work done, invoice, decision to pay, payment made (initialled cheque stub) and shown on bank statement and in the minutes).	Y	Invoices presented & bank payments made by cllr & authorised
VAT	Inv approval signed by Cllrs Has VAT on payments been identified, recorded and reclaimed? How often claimed, Check Vat prior claim and rect. Did claim = rect	Y	Annual VAT reclaim

S137	Is Section 137 expenditure separately recorded and within statutory limits?		N/a
Debtors /creditors	Where appropriate, have debtors and creditors been properly recorded? Is there a clear statement of both What processed are in place to resolve aged debt/cred	Y	HMRC only
Risk Management Arrangements	<ul style="list-style-type: none"> Does a review of the minutes identify any unusual financial activity? Do minutes record the council carrying out an annual risk assessment? Review risk analysis. Is it sufficient and has any action on risks identified Is insurance cover appropriate and adequate? Was it reviewed? Are internal financial controls documented and regularly reviewed? Did the Council conduct an Annual Review of Effectiveness of the Internal ? Do members carry out regular IA checks with the RFO and report back to Council? 	N Y Y Y Y Y Y	Risk assessment written 2021/22 reviewed 2022/23 All pavilions, street lamps etc insured. No action needed Hearing loop insurance amount adjusted Y 4pa Quarterly
Budgetary Controls	<ul style="list-style-type: none"> Has the council prepared an annual budget in support of its precept? Is actual expenditure against the budget regularly reported to the council? How? Are there any significant unexplained variances from budget? What action taken? 	Y Y N	Plus 3 year plan Actual / budget / variance Significant variance eg Village Centre project – but not unexplained
Income Controls	<ul style="list-style-type: none"> Is income properly recorded and promptly banked? Does the precept recorded agree to the Council Tax authority's notification? Are security controls over cash and near-cash adequate and effective? 	Y Y Y	Only non-bank transfers are allotment rents, allotments managed through monitoring system. Form completed for RDC, Minimal cash - £50 of allotment payments
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices/receipts?	N/a	Expenses only
	Is petty cash expenditure reported to Council?	N/a	
	Is petty cash reimbursement carried out regularly?	N/a	

Payroll Controls	<ul style="list-style-type: none"> Do all employees have contracts of employment with clear terms and conditions? Do salaries paid agree with those approved by the council? Are other payments to employees reasonable and approved by the council? Have PAYE/NIC been properly operated by the council as an employer? Check paid and year end statements Are/who/how is HMRC contacted? 	Y Y Y Y	Payroll operated by Honey Barrett
Assets controls	<ul style="list-style-type: none"> Does the council maintain a register of all material assets owned or in its care? Are the assets and Investments registers up to date? Do asset insurance valuations agree with those in the asset register? Does the register agree to the insurance value? When was it last checked? 	Y Y Y	May 2022
Investment Controls	<ul style="list-style-type: none"> Does the Council have an investment policy? Strategy? When was it last reviewed? Are investments in the best place? When was 	N	Discussed by Finance group, recommend adopting an Investment Strategy and Policy Review recommended
Reserves Controls	<ul style="list-style-type: none"> Does the Council review and report on the reserve levels? Are the reserve levels appropriate? When last reviewed and minuted? 	Y Y	Finance group 31/3/22

Actions plan:

It is recommended that the council adopt an Investment Strategy and Policy, ensuring investments are agreed, protected and in the best place.

Audit completed 04/07/2022

Signed KMarr

