

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

SHOSCOMBE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything 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
			✓

*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:

12/05/2022

and recorded as minute reference:

FINANCIAL MATTERS ①

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

Chairman

IP Cannock

Clerk

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Section 2 – Accounting Statements 2021/22 for

SHOSCOMBE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	7331.00	9481.00	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	10,522.00	10,522.00	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	25,541.00	8411.00	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	3143.00	3366.00	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	30,769.00	19,548.00	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	9482.00	5500.00	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	9481.00	12316.00	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	442,908.00	466,020.00	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	NIL	NIL	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.
			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

S Mforaceo

Date

12/05/22

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

12/05/22

as recorded in minute reference:

FINANCIAL MATTERS ②

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

IP Cannock

Annual Internal Audit Report 2021/22

SHOSCOMBE PARISH COUNCIL
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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.	✓		
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 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")	✓		
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	✓		
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).	✓		
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.	Yes	No	Not applicable
			✓

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

29/01/2022

Name of person who carried out the internal audit

BETH CREED

Signature of person who carried out the internal audit

BCreed

Date

29/01/2022

*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).

SHOSCOMBE PARISH COUNCIL - RECEIPTS AND PAYMENTS - 2021/2022

RECEIPTS

Precept	£10,522.20
VAT Refund	£5,480.55
Village Hall Fundraising	£2,014.02
B&NES Empowerment Fund	£300.00
Climate Nature Fund Raising	£231.00
Church Contribution to Newsletter	£100.00
Parish Council Training Reimbursement	£85.71
Cancellation of unrepresented cheque	£200.00
TOTAL	£18,933.48

PAYMENTS – CURRENT ACCOUNT

Staff Costs	£2,390.00
HMRC	£536.00
Clerk's Expenses (Including internal audit fees/defibrillator spray	£262.02
New Printer	£67.67
Insurance (BHIB)	£571.87
PKF Littlejohn (Audit Fees)	£240.00
ICO Subscription	£40.00
ALCA Subscription	£99.59
Dunkley's payroll	£177.60
McAfee	£89.99
Website Expenses	£19.19
Village Hall Donations	£6,533.16
Play Area Repairs	£1,128.36
Play Area Inspections	£404.45
ALCA Booklets and Training	£218.00
Climate and Nature Group expenses	£476.34
New Picnic Bench and Installation	£514.00
Newsletter contribution	£250.00
Clerk's training	£144.00
Transfers to Deposit Account	£6,814.90
Triodos Bank Charges	£17.00

Total **£20,994.14**

Retained Surplus Brought Forward **£9,481.48**

Retained Surplus Carry Forward from current account - **£7,420.82**

Less Grass Cutting Invoice paid by BACS 31/3/22

not cleared until 1/4/22 **£1,920.00**

Final Retained Surplus Carry Forward from current account **£5,500.82**

DEPOSIT ACCOUNT

Monies transferred from current account **£6,814.90**

Interest **£1.13**

Balance **£6,816.03**

TOTAL CARRY FORWARD **£12,316.85**

*S. Fornaceo - JEAN FORNACEO
clerk & RFO*

Bank Reconciliation

Shoscombe Parish Council

Financial Year Ending March 2022

Prepared by Mrs. J. Fossaceco (Clerk) April 2022

Balance as per current account bank statement 31st March 2022 £

	£7,420.82
Less BACS payment made 31/3/22 but cleared 1/4/22:	(£1,920.00)
Net balance as at March 2021	£5,500.82

CASH BOOK

Opening Balance	£9,481.48
Receipts	£18,933.48
Less payments	£20,994.14
Less BACS Payment paid 31/3/22 cleared 1/4/22	£1,920.00
Closing Balance as per cash book	<u>£5,500.82</u>

Balance of Deposit Account **£6816.03**

Therefore, Total Carry Forward **£12,316.85**

Explanation of difference between Box 7 and 8

Deposit account holds earmarked £4,000 fund for play area improvements (due to take place in the next quarter), funds towards costs should we require an election and a Community Fund (from which local community organisations can apply for financial support for specific projects such as the Jubilee Celebrations)

J Fossaceco - JEAN FOSSACECO
Clerk - RFO

Name of smaller authority:

County Area (local councils and parish meetings only):

Commencing on **MONDAY 13TH JUNE 2022**

and ending on FRIDAY 22ND JULY 2022

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

Signed: Stefano

Role: clerk

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