

Annual Governance and Accountability Return 2022/23 Form 2

to be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2023**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
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 2023**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2022/23 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

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 Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, Sections 1 and 2

An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2023. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.

- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2023**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- 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.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **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.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
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', is an explanation available for publication?	NA	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	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 been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	NA	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	NA	

**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*

Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

Pillerton Priors Parish Council

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23: **£9,383** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: **£6,072** PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor has not:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

24/05/2023

I confirm that this Certificate of Exemption was approved by this authority on this date:

24/05/2023

Signed by Chairman

Date

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE 61

Generic email address of Authority

pillertonpriors@gmail.com

Telephone number

07513 175168

*Published web address

www.pillertonpriors.com

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

Pillerton Priors Parish Council

www.pillertonpriors.com

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 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

Name of person who carried out the internal audit

21 05 2023

Signature of person who carried out the internal audit

Date

21 05 2023

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 2022/23

We acknowledge as the members of:

Pillerton Priors 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 2023, that:

	Agreed		
	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
	☐	☐	☒

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

24/05/2023

and recorded as minute reference:

MINUTE REFERENCE 6.2

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

Chairman

Clerk

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes ☒ No ☐

www.pillertonpriors.com

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

Pillerton Priors Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	16,991	16,866	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	3,243	3,998	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	0	5,385	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	1,032	2,609	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	2,336	3,463	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	16,866	20,177	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	16,866	20,177	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	7,185	8,791	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

Date 22/05/23

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

24/05/2023

as recorded in minute reference:

6.3

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

PILLERTON PRIORS PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
RECEIPTS		
Stratford DC - precept	3,998	3,243
HMRC VAT refund	0	0
Stratford DC - Section 106	5,385	0
	<u>9,383</u>	<u>3,243</u>
PAYMENTS		
Parish clerks' fees	2609	1032
Computer and website expenses	133	462
Postage, stationery, mobile	0	54
Pillerton Priors Village Hall - Grounds maintenance	250	250
Pillerton Priors Village Hall - donation	220	220
Insurance	214	258
Pillerton PCC - church magazine donation	40	40
Pillerton PCC - grounds maintenance	70	70
Royal British Legion Poppy Appeal - donation	25	25
Ettington CFR - donation	100	100
Speed Gates	0	0
Speed gate planters	1735	0
CPRE membership	36	0
WALC Membership	128	127
WLAC Parish Councillor Training	18	0
Parish plan survey	0	292
Defib expenses	0	320
Recoverable VAT	394	90
Bank charges	100	28
	<u>6072</u>	<u>3,368</u>
SURPLUS / (DEFICIT) FOR THE YEAR	<u><u>3311</u></u>	<u><u>(125)</u></u>

BANK RECONCILIATION AT 31 MARCH 2023

	2023	2022
	£	£
BALANCE BROUGHT FORWARD		
HSBC - current account	16,866	16,991
SURPLUS / (DEFICIT) FOR THE YEAR	3,311	(125)
BALANCE CARRIED FORWARD		
Unity - current account	<u><u>20,177</u></u> ✓	<u><u>16,866</u></u>

Agreed by:

[Redacted Signature]

[Redacted Signature]

Date

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Pillerton Priors Parish Council Cash Book 2022-23

	General £	Parish Plan £	Transparency Fund £	Section 106 Fund £	VAT £	Total £
Starting Balance	3,590.12	1,598.65	1,597.00	10,865.68	(1,189.08)	16,866.37
Income:						
28/04/2022 Stratford on Avon Precept 50%	1,999.00 ✓					1,999.00 ✓
13/06/2022 Stratford on Avon - Section 106 Monies				3,487.84 ✓		3,487.84 ✓
15/09/2022 Stratford on Avon Precept 50%	1,999.00 ✓					1,999.00 ✓
28/11/2022 Stratford on Avon - Section 106 Monies				1,896.77 ✓		1,896.77 ✓
Sub totals	3,998.00	0.00	0.00	5,384.61	0.00	9,382.61
Expenses:						
HSBC:						
19/04/2022 HSBC BANK CHARGES up to 28 March	(6.00) ✓					(6.00) ✓
20/05/2022 HSBC BANK CHARGES up to 28 April	(15.00) ✓					(15.00) ✓
05/05/2022 CHQ100366 - CPRE Annual subscription	(36.00) ✓					(36.00) ✓
05/05/2022 CHQ100367 - WALC Annual subscription	(128.00) ✓					(128.00) ✓
19/06/2022 HSBC BANK CHARGES up to 28 May	(12.00) ✓					(12.00) ✓
20/07/2022 Bank Charges to 28/6/22	(9.00) ✓					(9.00) ✓
26/07/2022 Cheque 100369 Parish Clerk pay	(522.00) ✓					(522.00) ✓
19/08/2022 Bank charges to 28/7/22	(9.00) ✓					(9.00) ✓
06/09/2022 Cheque 100368 - Councillor training	(18.00) ✓					(18.00) ✓
19/09/2022 Bank charges to 28/8/22	(8.00) ✓					(8.00) ✓
28/09/2022 Bank Charges to 28 Sep 22	(9.00) ✓					(9.00) ✓
UNITY:						
02/11/2022 B/P To: S A Greenall Repayment of tax paid to HMRC during bank change over	(130.40) ✓					(130.40) ✓
07/11/2022 B/P To: S A Greenall Parish Clerk pay 1/7/22 - 30/9/22	(522.00) ✓					(522.00) ✓
02/12/2022 B/P To: RBL Poppy Appeal Charity donation	(25.00) ✓					(25.00) ✓
28/12/2022 B/P to: HMRC Cumbemauld Parish Clerk PAYE	(130.01) ✓					(130.01) ✓
31/12/2022 Bank charges 7 Oct 22 - 4 Dec 22	(11.54) ✓					(11.54) ✓
09/01/2023 B/P To: Ian Greenhall Chairman Expenses for website hosting 1/4/22-31/12/22	(522.10) ✓		(132.63) ✓		(26.47) ✓	(522.10) ✓
09/01/2023 B/P To: Sue Greenhall Parish Clerk pay 1/10/22-31/12/22	(214.00) ✓					(214.00) ✓
07/02/2023 B/P to: Zurich Municipal Insurance Premium				(1,332.00) ✓	(266.40) ✓	(1,598.40) ✓
20/02/2023 Thomas Fox				(70.07) ✓	(13.93) ✓	(84.00) ✓
27/02/2023 B/P To: Dave McWhitter Bulbs - expenses payment to D McWhitter						(40.00) ✓
27/02/2023 B/P to PCC Donation to St Marys church for parish magazine	(70.00) ✓					(70.00) ✓
27/02/2023 B/P to PCC Donation to St Marys church for churchyard grounds maintenance	(220.00) ✓					(220.00) ✓
28/02/2023 B/P to PP VH Annual general donation	(250.00) ✓					(250.00) ✓
28/02/2023 B/P to PP VH Donation for grass and hedge cutting	(100.00) ✓					(100.00) ✓
06/03/2023 B/P to Ellington community 1: Annual donation				(333.00) ✓	(66.60) ✓	(399.60) ✓
06/03/2023 Thomas Fox						(130.40) ✓
07/03/2023 B/P to: HMRC Cumbemauld Parish Clerk PAYE	(130.40) ✓					(130.40) ✓
13/03/2023 B/P To: Sue Greenhall Parish Clerk pay 1/01/23-31/03/23	(522.10) ✓					(522.10) ✓
28/03/2023 B/P to: HMRC Cumbemauld Parish Clerk PAYE	(130.40) ✓					(130.40) ✓
31/03/2023 Bank charges 5 Dec 22 - 4 Mar 23	(18.00) ✓					(18.00) ✓
Sub totals	3,789.98	0.00	(172.63)	(1,735.07)	(394.40)	(6,072.06)

Balance	4,218.17	1,598.65	1,424.37	14,518.22	(1,563.48)	20,176.93
31/03/2023 Closing Bank Balance						20,176.93

No value on paymaster details

PAYE x 40
SMAK x 40

Smaller authorities audit guidance

Bank reconciliation template

	£	£
Balance per bank statement at 31 March 2023		20,176.93
Add: outstanding receipts		
Less: outstanding payments		
Balance per cashbook at 31 March 2023		20,176.93

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2023 but which appear on the bank statement after 31 March 2023.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2023 but which appear on the bank statement after 31 March 2023.

Pillerton Priors Parish Council

Fixed Asset Register at 31 March 2023

Date	Description	Cost £
12/10/2018	Computer system (1)	601.00
13/05/2009	Notice-board (2)	480.44
13/12/2011	Grit bin (3)	200.00
10/07/2017	Defib box (4)	490.00
26/11/2021	8 Speed Gates (5)	5,355.00
06/03/2023	4no Speed gate planter boxes with soil/ compost (6)	1,665.00
		<u>8,791.44</u>

(1) Useful life estimate - 6 years

Location - Millfield Farm, Pillerton Priors (parish clerk's home)

(2) Useful life estimate - 10 years

Location - wall of The Old Post Office, Banbury Road, Pillerton Priors

(3) Useful life estimate - 10 years

Location - top of Kiblers Lane, Pillerton Priors

(4) Useful Life estimate - 8 years

Location - wall of The White House, Kineton Road, Pillerton Priors

(5) Located at entry of village on Banbury Road - 2 gates at Ettington and 2 gates at Banbury end
/ 2 gates located at 30 signs on the Banbury / 2 gates located at Kineton Road 30

(6) Planter filled with topsoil/ compost located by speed gates:

2no at Kineton Road 30 sign/ 2no at 30 signs within village. 1no at 40 sign Banbury Road

Pillerton Priors Parish Council

Internal Controls

1. HSBC - current account until 18 October 2022 - two cheque signatories – from either the chairman, the treasurer or either of the two Parish Councillors.
2. Change to Unity Trust Bank online banking from 18 October 2022 – second signatory required for authorisation before payment is made.
3. Documentation obtained to support all expenditure - this will be purchase invoice, receipt, acknowledgement, online banking reference, or record of minute.
4. Quarterly treasurer's reports produced listing each individual item of income and expenditure are circulated to council members at quarterly parish council meetings. Each item of expenditure occurring in the last quarter referenced and reviewed at each meeting. Invoices are available at the meeting for review by the Parish council and the electors attending.
5. Each item of expenditure discussed and approved at quarterly parish council meetings.
6. Sufficient insurance cover.
7. Internal audit completed by competent person independent of the parish council.

31 March 2023

Pillerton Priors Parish Council

Review of System of Internal Controls

We have reviewed the system of internal audit and taking into account the relatively small amounts of money passing through Pillerton Priors Parish Council, we believe that the system of controls in place is sufficient.

Pillerton Priors Parish Council

Review of the Effectiveness of Internal Audit

We have reviewed the results of the internal audit for the year ended 31 March 2023. We have reviewed the effectiveness of the system of internal audit and taking into account the relatively small amounts of money passing through Pillerton Priors Parish Council, we believe that the system of internal audit in place is sufficient.

Explanation of variances 2022/23 – pro forma

Name of smaller authority:

Insert figures from Section 2 of the AQAR in all Blue Highlighted boxes

Now, 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 £500);
- variances of more than £100,000 must be explained even where this constitutes less than 15%;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Please ensure variance explanations are quantified to reduce the variance excluding stated items below the 15% / £600 / £100,000 threshold

	2023 £	2022 £	Variance £	Variance %	Explanation Required? Is > 15% Is > £100,000	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation /must include narrative and supporting figures)
1 Balances Brought Forward	16,886	16,886					Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	3,493	3,243	755	23.28%	YES	NO	Precept was increased to cover half of the proposed salary increase for the Parish Clerk. Salary agreed at £2085 p.a. plus PAYE of £521 p.a.
3 Total Other Receipts	5,385	0	5,385	#DIV/0!	#DIV/0!	NO	
4 Staff Costs	2,609	1,932	1,577	152.81%	YES	NO	It was agreed to increase the Parish Clerk Salary by 50% in order to better align to recommended salary levels, and in order to make the position more appealing to prospective future clerk applicants. Salary agreed at £2085 p.a. plus PAYE of £521 p.a.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	NO	
6 All Other Payments	3,463	2,339	1,127	48.24%	YES	NO	The variance is due to the purchase of the planters to augment the speed gates for the village (£1665+VAT)
7 Balances Carried Forward	20,177	18,866	3,311	19.63%	YES	NO	There were payments of £106 monies (£5385) which have not been fully spent yet, as discussions and agreements are ongoing on the best use of the funds.
8 Total Cash and Short Term Investments	20,177	18,866	3,311	19.63%	YES	NO	There were payments of £106 monies (£5385) which have not been fully spent yet, as discussions and agreements are ongoing on the best use of the funds so they remain in the bank as part of the total cash value.
9 Total Fixed Assets plus Other Long Term Investments and Assets	8,791	7,186	1,606	22.35%	YES	NO	The value of fixed assets was increased due to the purchase of 5no planters to augment the speed gates in the village.
10 Total Borrowings	0	0	0	0.00%	NO	NO	

Excessive Reserves Ratio

5.04677

5.20074

PLEASE PROVIDE AN EXPLANATION FOR THE LEVEL OF RESERVES ON THE FOLLOWING TAB

Explanation for 'high' reserves

(Please complete or update the highlighted boxes when the total in Box 7 is greater than 2 times the value of Box 2)

Box 7 is more than twice the value of Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves²:			
Parish Plan	Reserve 1	1599	
Transparency fund	Reserve 2	1424	
Section 106	Reserve 3	14519	
Recoverable VAT	Reserve 4	-1583	
	Reserve 5		
		15959	
General reserve		4218	
		4218	
Total reserves (must agree to Box 7)			20177
Box 7 per Annual Return			20,177
Difference			0

Column B - Reserves should be renamed to show the specific purpose / name given by this authority.

Column D - Earmarked items - a value for the amount earmarked for each specific reserve should be entered. There may be fewer than 5 reserves or more and the number can be reduced or extended as appropriate.

Column D - General reserves - this should relate to normal operating funds and should be the difference between the total of all Earmarked reserves and the value of Box 7 on Section 2 of the AGAR.