

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](#).

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?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

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

Annual Internal Audit Report 2021/22

Tivetshall Parish Council

www.tivpc.co.uk

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

05/04/2022 06/04/2022 09/04/2022

Name of person who carried out the internal audit

Kerrie Wilton

Signature of person who carried out the internal audit

Date

09/04/2022

*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 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

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

*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:

14/04/2022

and recorded as minute reference:

S-7

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

Chairman



Clerk



www.tivpc.co.uk

Section 2 – Accounting Statements 2021/22 for

TIVESHALL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	7460	15790	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	10450	20000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	13937	12187	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	5691	6541	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	10366	26209	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	15790	15227	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	15790	15227	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	61208	61208	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	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



Date

04/04/2022

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

14/04/2022

as recorded in minute reference:

S-8

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



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

In respect of

TIVETSHALL PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 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

External Auditor Signature

Date

Section 1	2021	2022	Variance (+/-)	Variance %	Explanation
Box 1 Balances Brought Forward	7,460	15,790	8,330	112%	The Parish Council raised its precept this year by over £9550 to compensate for under budgeting from previous councils
Box 2 Precept	10,450	20,000	9,550	91%	The Parish Council raised its precept this year by over £9550 to compensate for under budgeting from previous councils
Box 3 Other Income	13,937	12,187	- 1,750	-13%	The Council overspent on salaries due to having to employ a locum clerk for 3 months after the previous clerk left meaning the overspend for this was around £1100 plus their was the emploting of a handyman whose salary was £650.
Box 4 Staff costs	5,691	6,812	1,121	20%	Staff costs rose due to employing a locum clerk who cost the Council around £1100 for the three months they were in post.
Box 5 Loan interest/ capital	-	-	-	0%	
Box 6 Other paymen	10,366	25,938	15,572	150%	The council spent £3699 on Village gateways along with over £11,950 on a neighbourhood plan which is ongoing
Box 7 Balances carried forward	15,790	15,227	- 563	-4%	
Box 8 Total value of cash and short term investments	15,790	15,227	- 563	-4%	
Box 9 Total fixed assets plus long term invetsments and assets	61,208	61,208		0%	
Box 10 Total Borrowings	Nil	Nil	#VALUE!	#VALUE!	

Tivetshall Parish Council Year End Reconciliation 2021-2022

Financial year ending 31st March 2022

Prepared by: Alan Arber Clerk/RFO

Date 2nd April 2022

Balance per bank statements as at 31st March 2021

Unity Trust Account		£ 15,227.29
Total		£ 15,227.29
Cheques Not Cashed		
Total of unrepresented cheques		£0.00
Total of both accounts minus unrepresented cheques		£15,227.29
Cashbook		
Opening Balance at 1st April 2021		£15,790.35
Add:	Receipts	£32,187.06
Less:	Payments	£32,750.12
Closing Balance 31st March 2022		£15,227.29

Tivetshall Parish Council

Internal Audit Report

For Tivetshall Parish Council

Financial Year 2021-22

Including Explanatory Notes for Annual Return
(where a 'no' has been marked)

Prepared by Kerrie Wilton
9th April 2022

Mrs K Wilton
Westgrove
9 Rollesby Road
Martham
Gt Yarmouth
Norfolk
NR29 4RU

Wiltonproperties@hotmail.com

I have completed an internal audit of the accounts for Tivetshall Council for the year ending 2021-22. My findings are detailed below using the tests provided in the Governance and Accountability (England) 2016. I would like to thank the Clerk / RFO for providing me with all the information required for the Internal Audit.

Internal Control	Test	Observations / Recommendations
Proper bookkeeping	Is the cash book maintained and up to date?	Not seen. Only payments & Receipts seen.
	Is the cash book arithmetically correct?	Not seen
	Is the cash book regularly balanced?	Not see
Standing Orders, Financial Regulations, and Payment Controls	Has the Council formally adopted Standing Orders and Financial Regulations?	Yes
	Date Standing Orders last reviewed	A bit confused as the ones on the website show adopted May 2019 & subsequently reviewed June 2021, however there is no minute to agree that.
	Date Financial Regulations last reviewed	Adopted May 2019
	Has a Responsible Financial Officer been appointed with specific duties?	Yes
	Have items or services above the de minimus amount been competitively purchased?	N/a

Internal Control	Test	Observations / Recommendations
	<p>Are payments in the cash book supported by purchase orders, invoices, authorised and minuted?</p>	<p>Payment made to Community car scheme was minuted as £3.40, but an additional £10.00 left the accounts on 22/5/2021.</p> <p>The July 2021 minutes referred to payments to be made, but they were not shown in the minutes at all – Appendix 2 was referred to but not published with the minutes. Also, in July delegation was to be sought to pay the handyman in August as there was no scheduled meeting, this was not confirmed in the minutes what the decision had been & he was not paid until 9/9/21 but, the clerk was paid in August.</p> <p>September, October, November the Appendix 1 of payments authorised are not attached to the minutes & no actual amounts of bank balances are in the minutes.</p> <p>In September £192.10 is shown as a receipt from SNDC for CIL, the clerk has confirmed that this was not CIL & was therefore not entered into the accounts. I suggest that the minute is corrected as the next available meeting.</p> <p>On the monthly payment sheets the cheque numbers have not been included, some totals only have been used for receipts & payments but there are no individual items shown.</p>
	<p>Has VAT on payments been identified, recorded and reclaimed?</p>	<p>Yes</p>
	<p>Is S137 expenditure separately recorded and within statutory limits?</p>	<p>Yes</p>

Internal Control	Test	Observations / Recommendations
	Have S137 payments been approved and included in the minutes as such?	Not in the minutes & the payment schedule appendix 1 not seen for that month.
Risk Management Arrangements	Does a review of the minutes identify any unusual financial activity?	No
	Do minutes record the Council carrying out an annual risk assessment or review of their risk management scheme?	Annual Risk assessment was identified in last years internal auditors report, but it is not clear if this has been addressed.
	Is insurance cover appropriate and adequate?	Yes
	Are internal financial controls documented and regularly reviewed?	The November 2021 minutes noted that Councillor Parsons had agreed in a meeting with The Clerk had he would undertake the role of Internal Control Officer. It is noted that in March 2022 an internal controls policy was adopted.
Budgetary Controls	Has the Council prepared an annual budget in support its precept and has this been minuted as being approved?	Yes, found on the website, it was mentioned in the minutes but not detailed.
	Has the precept been calculated from the budget and been approved?	Yes, it should be minuted and also include the Band D equivalent & ideally the % increase.
	Does the budget include an actual completed year?	Yes
	Is actual expenditure against budget regularly reported to the Council?	Yes
	Are there any significant unexplained variances from budget?	Large increase in precept on the previous year reported as due to under budgeting in previous year.
Income Controls	Is income properly recorded and promptly banked?	Yes
	Does the precept recorded agree to the Council Tax authority's notification?	Yes
	Are security controls over cash and near-cash adequate and effective?	No cash handled

Internal Control	Test	Observations / Recommendations
Petty Cash Procedures	Is all petty cash spent recorded and supported by VAT invoices / receipts?	N/a
	Is petty cash expenditure reported to each Council meeting?	N/a
	Is petty cash reimbursement carried out regularly?	N/a
Payroll Controls	Do all employees have contracts of employment with clear terms and conditions?	All staff have NJC standard contracts.
	Do salaries paid agree with those approved by the Council?	Yes
	Are salaries above the National Living Wage / Minimum Wage?	Yes above NM Wage
	Are other payments to employees reasonable and approved by the Council?	Yes
	Have PAYE/NIC been properly operated by the Council as an employer?	Yes, it is processed by an external auditor.
Asset Controls	Does the Council maintain a register of all material assets owned or in its care?	Yes
	Are the assets and investments registers up to date? When were these last reviewed?	Last reviewed May 2021
	Does the asset insurance valuations agree with those in the asset register?	It is unclear when the last property valuation was obtained. It is good practice to review them every 5- 8 years.
Bank Reconciliation	Is there a bank reconciliation for each account and is this reported to Council?	It is reported to council per the minutes, but the amounts are not noted in the minutes.
	Is a bank reconciliation carried out regularly and in a timely fashion?	Yes
	Are there any unexplained balancing entries in any reconciliation?	No
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis? (Receipts and Payments or Income and Expenditure)	Receipts & Payments

Internal Control	Test	Observations / Recommendations
	Do accounts agree with the cash book?	There is no cashbook, which makes things very hard to reconcile.
	Has a year-end bank reconciliation been undertaken?	Yes
	Is there an audit trail from underlying financial records to the accounts?	Yes
	Where appropriate, have debtors and creditors been properly recorded?	Yes
Procedural	Is eligibility for the General Power of Competence properly evidenced?	Not known
	Have points raised on the last Internal Audit report been considered by Council and actioned?	Partly.
Transparency: For smaller councils with turnover under £25,000- Although this PC exceeds it has been noted that most of these have still been complied with.	Are minutes for the whole year on the website?	Yes
	Are agendas for the whole year on the website?	Yes
	Are payments over £100 detailed on the website?	All payments shown
	Have electors' rights been advertised on the website?	Yes
	Are councillors' responsibilities detailed on the website?	No
	Is the last financial year's Annual Return on the website?	Yes
	Are the land and building asset details on the website?	Yes
Councils that are Burial Authorities	Are fees levied in accordance with the Council's approved scale of fees and charges?	N/a
	Have fees for the cemetery been reviewed and agreed by the Council?	N/a
	Were comparisons made with other cemeteries prior to setting the fees?	N/a
	Have burial books been kept up to date and are they safely stored?	N/a

Internal Control	Test	Observations / Recommendations
Councils with Allotments	Has a list of allotment holders with amounts paid to Council been submitted?	N/a
	Have fees for the allotments been reviewed and agreed by Council?	N/a
Councils with Charities	Have Charities reported and accounted separately?	N/a
	Have Charity accounts been independently audited?	N/a
	Have the Charity accounts and Annual Return been filed within the legal time limit?	N/a
General Data Protection Regulation	Has the Council adopted a Data Protection Policy?	Yes
	Has the Council put in place Privacy Notices?	Yes
	Has the Council put in place Privacy Notices?	Yes – however the address & Data Protection Officer shown on the document on the website is for a previous clerk rather than the current one.
	Has Data Protection been built into the general procedures, processes and policies of the Council?	Yes. A Data protection audit has been cancelled out already on the recommendation of the internal auditor.

Summary of Recommendations:

This audit has been conducted in accordance to the latest JPAG;

https://saaa.co.uk/Governance_and_Accountability_Practitioners_Guide_2021.pdf?fbclid=IwAR0UmWBjMvZqLBzJO-kQbUJmOXTO30qhLkoEchix4f9BrsO8f5hGTatoF4

Firstly, the use of a Cashbook would have made the clerks & my job a lot easier. This will also help mitigate any errors in the formulas used in the EXCEL spreadsheet that may accidentally occur during the year & give reference to reconcile the receipts, payments this would give an anticipated balance & this can be compared to the actual bank account balance. I can not see how during the year the accounts have been referenced with the actual bank account on a month by month basis during the year.

The AGAR presented is incorrect in BOX 4 as £6812 *Staff costs 2.16. This cell shows all the costs to the authority relating to the employment of its staff. Staff costs for the purpose of Line 4 include gross salary of employees, employer's national insurance contributions, employers pension contributions, gratuities for employees or former employees and severance or termination payments*

to employees. The following are not staff costs for the purpose of Line 4; mileage and other travelling and subsistence allowances, "Home working allowance" that is, an allowance paid to cover the extra costs of working from home, the provision of work related training, the reimbursement of childcare or other carers costs, the reimbursement of a staff members subscription to the Society of Local Council Clerks, the provision of office supplies such as laptop, scanner or stationery and consultants and agency staff. The definition of "staff costs" for the purposes of Line 4 may differ from what is, or is not, treated as taxable earnings by HMRC. In as much as this is a change of reporting basis, corresponding figures from the preceding year must be restated in a similar basis. This has now been re-sent to the clerk showing a figure of £6541 used.

I would recommend that the actual bank balances as reported at each meeting & are noted in the minutes.

All payments made should be included in both the Agenda & the Minutes, there are some references to Appendixes in the agendas of payments to be made, however these can not be seen on the website & these need to be added.

The Privacy Statement needs updating to the current clerk's information rather than a former one from 2019.

There were policy updates referred to in the minutes, but you didn't state which policies these were.

A list of names of current councillors is more user friendly that simply directing people to SNDC's declarations of interest's.

As referred to in the latest version of JPAG, you should have a balance at the end of the year of at least three to six month of your annual expenses which are not included in earmarked reserves & earlier in the financial year you were using earmarked reserves to fund the day to day spend of the PC. 5.32. General Reserve — *The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent General Reserve. In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities.*

I note that the purchase of hand driers & covid stations were donated to the village hall & funded by the PC's Covid grant, however the costs exceed the maximum spend agreed of £250.

Do you annually nominate any Cllrs to sit on the Village hall Committee? if so they should declare an interest when items relating to that are discussed.

If you pay your ICO membership by annual direct debit you save £5, you can download the form on their website.

I note that you are backing up your records & accounts on to a hard drive, it would be very simple to operate a Onedrive account which are usually free & use cloud storage.

There is no confirmation that the Clerk satisfactorily passed their probation period, although they were awarded a 2 point salary increase in November 2021.

Signed:..... Date: