

Annual Internal Audit Report 2021/22

Great Shefford 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

24/05/2022 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

David REXWELLER INTERNAL AUDITOR

Signature of person who carried out the internal audit

David REXWELLER

Date

24/05/2022

*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:

GREAT SHEFFORD 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.	✓		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
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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:

09/06/2022

and recorded as minute reference:

MINUTE 8A REFERENCE

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

Chairman

Clerk

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Section 2 – Accounting Statements 2021/22 for

Great Shefford Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	22,956	20,187	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	16,000	16,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,196	12,177	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	7,734	7,174	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	12,231	11,121	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	20,187	30,069	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	20,187	30,069	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	151,151	151,151	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.
			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

09/06/2022

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

09/06/2022

as recorded in minute reference:

MINUTE REFERENCE 8B

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

 SIGNED REQUIRED

Great Shefford Parish Council Accounts Summary April 2021 - March 2022

Bank account balance

	Community Account		Reserve Account	Totals
Opening balance per account	7,965.48		12,221.59	20,187.07
Income	28,177.14	0.00	0.00	28,177.14
Expenditure	-18,295.09	0.00		-18,295.09
Transfers	0.00	0.00	0.00	0.00
Closing Balance	17,847.53	0.00	12,221.59	30,069.12
Uncleared income	0.00			0.00
Uncleared expenditure	0.00			0.00
Statement balance	17,847.53	0.00	12,221.59	30,069.12

DRW

DRW

DRW

DRW

David R. Wells
24/5/2022

	Payment Date	Cheque No./INT DATE	Item	Payee	Date on Barclays Statement	Total
Community *****396						
Q1	17.05.2021	BACS	Fence Claim	XS Direct Insurance	17.05.2021	7. 2200
	11.05.2021	BACS	Precept	WBDC	11.05.2021	7. 8000
	23.09.2021	BACS	Precept	WBDC	23.09.2021	£ 7,800.00
	02.09.2021	BACS	VAT	HMRC	02.09.2021	£ 1,445.54
	25.10.2021	BACS	CIL	WBDC	26.10.2021	£ 7,239.57
	23.04.2021		rent		23.04.2021	£ 300.00
Q2	07.04.2021	BACS	Newsletter Balance	Newsletter Group	25.03.2021	£ 992.03
Q4						
TOTAL INCOME						£ 28,177.14

DRW

Reserve *****158						
Q1						
Q2						
Q3						
Q4						
TOTAL INCOME						£ -

Q1						
Q4						
TOTAL INCOME						£ -

DRW

David White
24/5/2022

Great Shefford Parish Council

Financial Year End Bank Reconciliation 31 March 2022

Prepared by Kim Lloyd (Clerk/RFO)

Date 31 March 2022

Balance per bank statements as at 31 March 2022

Barclays Community Account £ 17,847.53

Reserve Account £ 12,221.59

£ 30,069.12

Less Unpresented cheques at 31 March 2022

Cheque No

£ -

Add: any un-banked cash at 31 March 2022

£ -

Net balances as at 31 March 2022

(DRW)

£ 30,069.12

Cash Book

Opening Balance as at 1 April 2021

£ 20,187.07

Add: Receipts in the year

(DRW)

£ 28,177.14

Less: Payments in the year

DRW

£ 18,295.09

Closing balance per cash book as at 31 March 2022

£ 30,069.12

(DRW)

(DRW)

Kim Lloyd
24/5/2022

GREAT SHEFFORD PARISH COUNCIL

Budget 2021/2022

Receipts	To Date	Budget 2022/2023
	£	£
Precept	£ 16,000.00	£ 16,000
Allotment	£ 300.00	£ 300
Insurance Claim	£ 2,200.00	
CIL funding	£ 7,239.57	£ -
VAT reclaim 2020/21	£ 1,445.54	
Parish Newsletter Fund	£ 992.03	
Total	£ 28,177.14	£ 16,300

Payments	YTD	Budget
Salaries	£	£
Salary	£ 7,174.44	£ 7,174.44
Pension		£ -
General Office & Administration		
Clerk Expenses	£ 780.00	£ 780.00
Councillor Travel Expenses	£ -	
Postage and Stationery	£ 70.83	£ 40.00
Subscriptions and Training	£ 343.78	£ 580.00
Parish Insurance	£ 729.20	£ 1,500.00
Newsletter		
Hire of Halls	£ -	£ 270.00
Website	£ 229.19	£ 130.00
Payroll - Final invoice	£ 65.45	
Audit	£ 50.00	£ 60.00
GDPR registration	£ 35.00	£ 35.00
	£ -	
	£ -	
Open Spaces		
Churchyard Maintenance	£ 750.00	£ 750.00
Allotments	£ 300.00	£ 300.00
Grass Cutting	£ 1,760.00	£ 2,880.00
Playground Inspection	£ 72.95	£ 100.00
Recreation Park	£ 3,372.82	£ 1,000.00
Dog/Litter Waste Bins	£ 57.11	£ 60.00
Playground Litter Pick	£ 225.00	£ 400.00
Wheelie Bin Waste	£ 233.64	£ 250.00
Street Lights Electricity	£ 678.13	£ 500.00
Grit Bins	£ -	£ 250.00
Village Repairs Budget	£ 33.23	£ 500.00
Donations	£ 60.00	£ 260.00
zoom		£ 30.00
Christmas Members Bid payment	£ 81.12	
By Elections	£ -	
VAT spend	£ 1,193.20	£ -
Total	£ 18,295.09	£ 17,849.44

Reserved Funds	YTD	Budget
Playground Capital Replacement Fund	£ 12,221.59	£ 12,221.59

Great Shefford Parish Council End of Year Report for 2021-2022

At the beginning of the 2021 financial year the funds carried forward were £20,187.

In 2021-22 income was £28,177 and total expenditure was £18,295.

As of 31 March 2022, the Council balance is £30,069 this includes the Reserves of £12,221 towards the Playground Capital Replacement.

This is an increase in balance of £9,882 from last year on 31 March 2021.

The Council overspent in the 2021-22 budget by £445. The biggest expenditure was in the Recreation Ground of £3,372 when £1,000 was budgeted - this extra expenditure was for the fencing and tree inspection.

A saving of £771 on Insurance, £500 of this saving was agreed to allocate towards the Jubilee Celebrations

The Council received an increase of income than forecasted by 73% (£11,877) due to the CIL payment of £7,239, Insurance Claim for the fence damage of £2,200, and the Parish Newsletter fund of £992 (which is designated to the newsletter fund).

Because of the increase in income than forecasted for 2021-2022, the end of year balance is a 49% increase.

The Clerk would also like to say a big thank you to all the Councilors for giving up their own time to be on Council and for supporting the community. Keep up the great work!

Prepared by RFO/ Clerk April 2022

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.