

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Exton & Horn 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.
			✓	

*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:

12/05/2022

and recorded as minute reference:

15.e.

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

Chairman

T. HE Cooper

Clerk

A. Ducheryng

Other 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.exton.org

Section 2 – Accounting Statements 2021/22 for

Exton & Horn Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	33067	27987	<i>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.</i>
2. (+) Precept or Rates and Levies	12922	12922	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	8058	2550	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	6060	4321	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	20000	5985	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	27987	33153	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	27987	33153	<i>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.</i>
9. Total fixed assets plus long term investments and assets	5562	6550	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PwL.B).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			<i>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>

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

12/05/2022

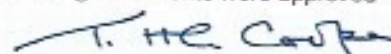
I confirm that these Accounting Statements were approved by this authority on this date:

12/05/2022

as recorded in minute reference:

15.F.

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



Annual Internal Audit Report 2021/22

Exton & Horn Parish Council

www.exton.org

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.			✓

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

02/05/2022

Name of person who carried out the internal audit

PORTIA RAWDEN

Signature of person who carried out the internal audit

P. Rawden

Date 02/05/2022

*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).

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as n

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 2022

Prepared by (Name and Role):

Date:

		£	£
Balance per bank statements as at 31/3/22:			
Lloyds Bank 45983968	account 1	£33,343.21	
	account 2		
	account 3		
	account 4		
[add more accounts if necessary]	account 5		
	account 6		
	account 7		
	account 8		
		£33,343.21	
Petty cash float (if applicable)			£0.00
Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)			
HMRC PAYE Q4	item 1	-£190.80	
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
		-£190.80	
Add: any un-banked cash as at 31/3/xx			
		£0.00	
Net balances as at 31/3/22 (Box 8)			£33,152.41

Explanation of variances – pro forma

For the year ended 31/12/2021

Pro forma figures for 2021/22

Current year total assets of £1,100,000

Estimated figures for Section 2 of the Act are in all £100,000 rounded figures

What please provide full explanation, including numerical values, for the following that will be flagged in the Green boxes where relevant:

- Variances of more than 15% between stated financials based on total valuation of total £1200.
- More than 2020/21 onwards, variances of £150,000 or more require equivalent explanation regarding the % variation per on pro forma
- A breakdown of ignored reasons on the next slide the total reasons (Box 7 figure) of more than twice the annual percentage allows (Box 21)

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	
1 Balance Brought Forward	33,867	27,887			NO	Explanation of % variance below based on figures input. DO NOT OVERWRITE THESE RULES . Explanation from member authority must include analysis and supporting evidence
2 Proceed or Pensions etc Levies	18,883	12,482		0.00%	NO	Explanation of % variance below based on figures input. DO NOT OVERWRITE THESE RULES . Explanation from member authority must include analysis and supporting evidence
3 Total Other Receipts	3,858	2,659	-8,208	68.50%	YES	of new members - total £1792 2021/22 only action from retained VAT of £1166
4 Staff Costs	6,666	4,381	-1,739	26.75%	YES	2021/22
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	20,836	1,483	-14,119	70.65%	YES	£1097 & £453 Total £1493 either cover expenditure
7 Balance Carried Forward	37,887	33,453			YES	EXPLANATION REQUIRED ON RESERVES TAB AS TO
8 Total Debt and Short Term Investments	21,987	31,453			YES	EXPLANATION REQUIRED ON RESERVES TAB AS TO
9 Total Fixed Assets plus Other Long Term Investments and Assets	6,882	4,888	988	17.25%	YES	£688 purchase of wild pools for what £100 added to Assesing SW
10 Total Borrowings	0	0	0	0.00%	NO	

Rounding errors of up to £2 are acceptable

Variances of £200 or less are tolerable

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

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

	£	£	£
Earmarked reserves:			
playpark Reserve 1	15000		
Reserve 2			
Reserve 3			
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
		15000	
General reserve	18153		
		18153	
Total reserves (must agree to Box 7)			<u><u>33153</u></u>

Finances April 2021- March 2022

The financial year is divided into six two-month periods.

		CURRENT PERIOD: 6			
		2021-22	Year to date:		Current period: 6
INCOME					
Precept:		12,922.00	12,922.00	12,922.00	
Interest:					
VAT:			2,199.84	2,199.84	
Sundries:			350.00		
TOTAL:			15,471.84		
EXPENSES:					
Clerk's Salary:		3,900.00	4,009.28	-4,009.28	650.00
Clerk's Expenses:		312.00	312.00	-312.00	52.00
Street Lights - electricity:		650.00	601.59	-601.59	108.33
Town pump:		855.00			142.50
Insurance:		500.00	333.01	-333.01	83.33
Website:		100.00	310.00	-310.00	16.67
Play area:		3,205.00	2,225.00	-2,225.00	534.17
Audit:		300.00	270.00	-270.00	50.00
Subscriptions:		350.00	353.15	-353.15	58.33
Room hire:		100.00	30.00	-30.00	16.67
Donations:		100.00	50.00	-50.00	16.67
Spinney:		100.00			16.67
Defibrillator:		200.00	365.00	-365.00	33.33
Contingency:		2,000.00	1,138.32	-1,138.32	333.33
Sundries:		250.00	95.06	-95.06	41.67
VAT:			214.14	-214.14	
TOTAL:		12,922.00	10,306.55	*****	2,153.67
OVERALL SURPLUS/DEFICIT:		-12,922.00		-10,306.55	-2,153.67
					2,153.67

Current a/c: at 1 Apr 2021:	27,987.12	
Savings a/c: at 1 Apr 2021:		
Adjustments:		
2021/22 opening balance:	27,987.12	27,987.12
Income to date:	15,471.84	
Expenditure to date:	10,306.55	
Surplus/deficit to date:	5,196.11	5,165.29
Bank balance at period end:		<u>33,152.41</u>