

Annual Governance and Accountability Return 2021/22 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 2021/22

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following 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 2022**. 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 2022**.

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 2021/22**, page 4
- **Section 1 – Annual Governance Statement 2021/22**, page 5
- **Section 2 – Accounting Statements 2021/22**, 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 2021/22 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 **£200 +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.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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) 2021/22, 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 2022. 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 2022**. 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. Avoid making amendments to the completed annual return. 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 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 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?	✓	
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?	✓	
	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?	✓	
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>)	✓	

**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 2021/22 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 2022, 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 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

PILLERTON PRIORS PARISH COUNCIL

certifies that during the financial year 2021/22, 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 2021/22: £ 3,243

Total annual gross expenditure for the authority 2021/22: £ 3,368

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 2018
- In relation to the preceding financial year (2020/21), 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 you are able to confirm that the above statements apply and that 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 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

11/05/2022

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

11/05/2022

Signed by Chairman

Date

11/05/2022

as recorded in minute reference:

6.1

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 2022. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2021/22

PILLERTON PRIORS PARISH COUNCIL

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(PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS)

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

09/05/2022

Name of person who carried out the internal audit

JONATHAN ROBERTS

Signature of person who carried out the internal audit

[Redacted Signature]

Date 10/05/2002

*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:

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 2022, that:

	Agreed		Yes ¹ 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>
			✓	

*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:

11/05/2022

and recorded as minute reference:

6.2

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

Chairman

Clerk

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
✓	

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PUBLICLY AVAILABLE WEBSITE / WEBSITE ADDRESS

Section 2 – Accounting Statements 2021/22 for

PILLERTON PRIORS PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	7,282	16,991	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	2,738	3,243	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	16,566	0	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	980	1,032	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	8,615	2,336	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	16,991	16,866	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	16,991	16,866	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	7,185	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

[Redacted Signature]

Date 11/05/2022

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

11/05/2022

as recorded in minute reference:

6.3

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

[Redacted Signature]

PILLERTON PRIORS PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	2022		2021	
	£	£	£	£
RECEIPTS				
Stratford DC - precept		3,243		2,738
HMRC VAT refund		0		342
Stratford DC - Section 106		0		16,224
		<u>3,243</u>		<u>19,304</u>
PAYMENTS				
Parish clerks' fees	1032		980	
Computer and website expenses	462		501	
Postage, stationery, mobile	54		105	
Pillerton Priors Village Hall - Grounds maintenance	250		250	
Pillerton Priors Village Hall - donation	220		220	
Insurance	258		258	
Pillerton PCC - church magazine donation	40		40	
Pillerton PCC - grounds maintenance	70		70	
Pillerton PCC - Churhyard gate	0		300	
Royal British Legion Poppy Appeal - donation	25		25	
Ettington CFR - donation	100		100	
Speed Gates	0		5355	
CPRE membership	0		36	
WALC Membership	127		148	
Parish plan survey	292		0	
Defib expenses	320		36	
Recoverable VAT	90		1171	
Bank charges	28		0	
		<u>3,368</u>		<u>9,595</u>
SURPLUS / (DEFICIT) FOR THE YEAR		<u><u>(125)</u></u>		<u><u>9,709</u></u>

BANK RECONCILIATION AT 31 MARCH 2022

	2022	2021
	£	£
BALANCE BROUGHT FORWARD		
HSBC - current account	16,991	7,282
SURPLUS / (DEFICIT) FOR THE YEAR	(125)	9,709
BALANCE CARRIED FORWARD		
HSBC - current account	<u><u>16,866</u></u>	<u><u>16,991</u></u>

Agreed by:

..... 



Date

..... 11/05/2022

Pillerton Priors Parish Council Cash book - 2021 - 2022

	General £	Parish Plan £	Transparency Fund £	Section 106 Fund £	VAT £	Total £		
Income								
26/04/2021 Stratford on Avon First 50% of precept	1,621.50					1,621.50		
20/09/2021 Stratford on Avon Second 50% of Precept	1,621.50					1,621.50		
Total	3,243.00	0 00	0.00	0.00	0 00	3,243.00		
Expenses								
14/04/2021 CHQ 100347 WALC Membership fee	(127.00)				(21 00)	(148.00)		
23/08/2021 CHQ 100348 Parish Clerk salary	(392.00)					(392.00)		
23/08/2021 CHQ 100349 Stratford-on-Avon District Council		(291.60)			(5 94)	(297.54)		
23/08/2021 CHQ100350 Ian Greenall expenses			(230.44)			(230.44)		
13/10/2021 CHQ100351 - HMRC PAYROLL	(98.00)					(98.00)		
06/11/2021 CHQ100352 - The Royal British Legion - Poppy Appeal	(25.00)					(25.00)		
12/01/2022 CHQ100353 - Parish Clerk Salary	(433.60)					(433.60)		
12/01/2022 CHQ100354 - Dominic Sant - Expenses for Defib battery	(245.63)				(49.13)	(294.76)		
19/01/2022 Bank Charges 29/11/21 - 28/12/21	(9.00)					(9.00)		
23/01/2022 CHQ100355 - Zurich Insurance renewal	(257.60)					(257.60)		
19/02/2022 Bank Charges 29/12/21 - 28/01/22	(11.00)					(11.00)		
21/03/2022 Bank Charges 29/01/21 - 27/02/22	(8.00)					(8.00)		
24/03/2022 CHQ100356 - Village Hall donation	(220.00)					(220.00)		
24/03/2022 CHQ100357 - Village Hall ground maintenace	(250.00)					(250.00)		
24/03/2022 CHQ100358 - Pillerton PCC - Parish Newsletter	(40.00)					(40.00)		
24/03/2022 CHQ100359 - Pillerton PCC - Churchyard Maintenance	(70.00)					(70.00)		
24/03/2022 CHQ100360 - Ettington Community First Responders donation	(100.00)					(100.00)		
24/03/2022 CHQ100361 - Ian Greenall Expenses	(44.48)		(26.37)			(70.85)		
24/03/2022 CHQ100362 - Dominic Sant - Defib payments	(73.95)				(13.79)	(87.74)		
29/03/2022 CHQ100363 - Ian Greenall Expenses			(106 36)			(106.36)		
06/04/2022 CHQ100364 - HMRC Payroll	(108.40)					(108.40)		
31/03/2022 CHQ100365 - Ian Greenall Expenses	(10.00)		(99.42)			(109.42)		
	(2,523.66)	(291.60)	(462.59)	0.00	0 00	(89 86)	0.00	(3,367.71)

BREAKDOWN	
Clerk fees	-1,032
Computer	-463
Postage / MOBILE	-54
VH Gorunds	-250
VH don	-220
Insurance	-258
Pillerton PCC newsletter	-40
Pillerton PCC grounds	-70
Poppy	-25
ECFR	-100
WALC	-127
Parish Plan	-292
Defib	-320
VAT	-90
Bank	-28

Pillerton Priors Parish Council
Warwickshire
Bank Reconciliation Year Ended 31 March 2022

	<u>£</u>
HSBC - current account	
Balance as per statement 31 March 2022	17,851.93
Cheque after date	
24/03/2022 CHQ100356 - Village Hall donation	(220.00)
24/03/2022 CHQ100357 - Village Hall ground maintenace	(250.00)
24/03/2022 CHQ100358 - Pillerton PCC - Parish Newsletter	(40.00)
24/03/2022 CHQ100359 - Pillerton PCC - Churchyard Maintenance	(70.00)
24/03/2022 CHQ100360 - Ettington Community First Responders donation	(100.00)
24/03/2022 CHQ100362 - Dominic Sant - Defib payments	(87.74)
31/03/2022 CHQ100364 - HMRC Payroll	(108.40)
31/03/2022 CHQ100365 - Ian Greenall Expenses	(109.42)
Balance as per proof	<u>16,866.37</u>

Pillerton Priors Parish Council

Internal Controls

1. HSBC - current account - two cheque signatories – from either the chairman, the treasurer or either of the two Parish Councillors.
2. Documentation obtained to support all expenditure - this will be purchase invoice, receipt or record of minute.
3. 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 meetings. Invoices are available at the meeting for review by the Parish council and the electors attending.
4. Each item of expenditure discussed and approved at quarterly parish council meetings.
5. Sufficient insurance cover.
6. Internal audit completed by competent person independent of the parish council.

31 March 2022

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 2022. 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 – pro forma

Name of smaller authority: **Pilkington Priory Parish Council**

County area (local councils and parishes): **Walsley**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, 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 £200);
- **New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	7,282	16,991					
2 Precept or Rates and Levies	2,738	3,243	505	18.44%	YES		E500 COVID Contingency in 2021/22 / Nil in 2020/21
3 Total Other Receipts	16,586	0	-16,586	100.00%	YES		Section 106 money received of £16224 on (30/6/20). No Section 106 monies received 2021/22. VAT refund £342 in 2020/21 / nil in 2021/22
4 Staff Costs	980	1,032	52	5.31%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	8,615	2,338	-6,279	72.88%	YES		Purchase of speed gates with section 106 monies - total £6426 inc £1071 recoverable VAT (26/11/20) in 2020/21 Nil in 2021/22
7 Balances Carried Forward	16,991	16,866			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	16,991	16,866				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and As	7,185	7,185	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

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:				
parish Plan	Reserve 1	1598.65		
Transparency	Reserve 2	1597.00		
Section 106	Reserve 3	10869.68		
Recoverable VAT	Reserve 4	-1189.08		
	Reserve 5			
	Reserve 6			
	Reserve 7			
			<u>12876.25</u>	
General reserve		<u>3990.12</u>	<u>3990.12</u>	
Total reserves (must agree to Box 7)				<u><u>16866.37</u></u>

Pillerton Priors Parish Council

Fixed Asset Register at 31 March 2022

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
		<u><u>7,126.44</u></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