

Annual Internal Audit Report 2021/22

Longborough Parish Council

www.longborough-pc.gov.uk WEBSITE 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)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

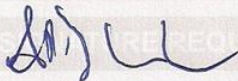
Date(s) internal audit undertaken

25/04/22

Name of person who carried out the internal audit

ANTHONY P.D. COOMBS

Signature of person who carried out the internal audit



Date

25/04/22

*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:

LONGBOROUGH 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 respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		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 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.
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 authority, to give an objective assurance that internal controls meet the needs of this small 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 financial position during the year including events taking place at the 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 in respect of the trust funds it manages. THE COUNCIL TRUST FUND

*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:

09/05/2022

and recorded as minute reference:

9(i) REFERENCE

Signed by the Chairman and Clerk of the meeting. Approval was given:

Chairman

T. G. Halse

Clerk

J. Swain

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.

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Section 2 – Accounting Statements 2021/22 for

LONGBOROUGH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	18,834	18,512	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	15,540	15,885	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	171	1,061	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	5,537	6,104	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	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	10,495	8,472	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	18,512	20,883	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	18,512	20,883	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	26,483	26,147	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	—	—	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 HAS NO TRUST FUNDS			
			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

JSwaker
Date 09/05/2022

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

09/05/2022

as recorded in minute reference:

9(i)

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

7 6/5/2022

**Longborough Parish Council
Receipts and Payments Account
for year ended 31st March 2022**

RECEIPTS	<u>2022</u>	<u>2021</u>
Precept	15,885.00	15,540.00
Grants	500.00	0.00
Misc	0.00	0.00
VAT	561.35	170.55
	<u>16,946.35</u>	<u>15,710.55</u>
PAYMENTS		
Staff costs	6,104.28	5,537.25
Audit	59.85	60.00
Poppy wreath	0.00	71.98
Dog/litter bins	90.00	0.00
Maintenance	431.83	1,847.50
Xmas tree	100.00	90.00
Services	0.00	0.00
Rent/hire village hall	24.00	8.00
Training	0.00	0.00
Grass/grounds	2,711.00	2,655.00
Ashwell	359.90	300.00
Insurance	423.68	412.80
War memorial	0.00	805.00
Streetlighting	0.00	0.00
Councillors exp	0.00	0.00
Donations	2,750.00	2,850.00
Stationery/IT	755.11	699.17
Miscellaneous	192.80	0.00
Subscriptions	263.36	134.00
VAT recoverable	310.05	561.35
	<u>14,575.86</u>	<u>16,032.05</u>
Surplus for year	2,370.49	-321.50
Balance b/fwd	18,512.35	18,833.85
£	<u>20,882.84</u>	<u>18,512.35</u>

REPRESENTED BY

Lloyds bank 1	£	<u>20,882.84</u>	<u>18,512.35</u>
00056300 30-95-75			
31/03/2022		<u>20,882.84</u>	<u>18,512.35</u>

V. H. H. H. H.
9/5/22

Monies Received Current Account 00056300

CASH BOOK SUMMARY 2021 22

Date	Received	Bank	Total	VAT	Precept	Int	Misc	Ttf	Grants	Totals
01-Apr	B'forward		18,512.35							18,512.35
06-Apr	GCC		500.00				500.00			500.00
22-Apr	Cotswold DC		11,914.00		11,914.00					11,914.00
09-Jul	HMRC VAT ref		561.35	561.35						561.35
23-Sep	Cotswold DC		3,971.00		3,971.00					3,971.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
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										0.00
		0.00	16,946.35	561.35	15,885.00	0.00	500.00	0.00	0.00	16,946.35

Cash Book

Opening balance at start of year 18,512.35
 Receipts to date 16,946.35
 Less expenditure to date 14,575.86
 Uncleared items 0.00

Balance in Current Account

20,882.64

statement @ 31st Mar 2022

check

20,882.84

LONGBOROUGH PARISH COUNCIL			EXPLANATION OF VARIANCES ANNUAL RETURN 2021/22				
		2020 21	2021 22	variance %	Explanation		
Box 3 - Other receipts	£	171.00	1,061.00	520%	Grant from CDC and VAT refund		
Box 4 - Staff costs		5,537.00	6,104.00	10.20%	Increase hours for Clerk, backdated pay award 2021		
Box 6 - Other payments		10,495.00	8,472.00	decrease 19.2%	Fewer R&M needed, £500 ring fenced for play/youth in 2022		