BANK RECONCILIATION

SOMERFORD PARISH COUNCIL

CHESHIRE EAST COUNCIL

FINANCIAL YEAR ENDING 31ST MARCH 2023

BALANCE PER BANK STATEMENTS AS AT 31ST MARCH 2023 £30,393

Prepared by; Mr Carlton Evans - Clerk

Cash book balance brought forward	45,729
Plus receipts	46,106
Less payments	61,442
Total	
NatWest	30,393
TOTAL	30,393

Unpreceded cheques /online payments

Nil

Signed 26/06/2023 by:

Chairman - Geoff Bell

Clerk and RFO – Carlton Evans

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

SOMERFORD PARISH COUNCIL

CHESHIRE EAST

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on: Friday 3 July

and ending on: Friday 11 August

Signed:

Clerk to the Parish Council

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – <u>this form is not for publication on your website</u>.

Explanation of variances – pro forma

Name of smaller authority: SOMERFORD PARISH COUNCIL
County area (local councils and parish meetings only CHESHIRE EAST

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).

	2021/22 £	2022/23 £	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	25,375	45,729				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	40,000	40,000	0	0.00%	NO		
3 Total Other Receipts	21,376	6,106	-15,270	71.44%	YES		The primary reason for the variance is a large VAT reclaim in 21/22 totalling £17,729, due to large one off payments in 2020/21. VAT for 22/23 was not received until 23/24. We also received a s106 payment in 22/23 for £4,900
4 Staff Costs	11,575	7,661	-3,914	33.81%	YES		The previous Clerk and new Clerk had a handover period in early FY 2021/22 which meant two salaries were being paid, plus there was a payment error of approx £1,700 inflating the staff costs, which was repaid. Staff costs in 22/23 are for one salary only.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	29,448	53,781	24,333	82.63%	YES		There were some large payments relating to the completion of hard landscaping, fencing and pathways at Blackfirs Wood of approx £23,000. The Parish also replaced two noticeboards (£3,400), and purchased a phone kiosk for a defibrillator (£5,700).
7 Balances Carried Forward	45,729	30,393			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	45,729	30,393				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	12,902	24,692	11,790	91.38%	YES		Commemorative Benches (approx £2,400) were purchased plus, as above, a kiosk and defibrillator (£5,700) and noticeboards (£3,400).
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Signed 26/06/2023

Chairman, Geoff Bell
Clerk and RFO, Carlton Evans

28, Nantwich Road
Audley,
STOKE ON TRENT,
ST7 1BA.

07955 463985 garycroberts@hotmail.com

INTERNAL AUDIT REPORT 2022/23
SOMERFORD PARISH COUNCIL

The internal audit of Somerford Parish Council was undertaken using the following tests in the AGAR Annual Return for Local Councils in England and Wales:

A) Appropriate accounting records have been kept throughout the year.
B) The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
C) The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
D) The annual precept requirement, resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves 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 Council approvals, and PAYE and NI requirements were properly applied.
H) Assets and investments registers were complete and accurate and properly maintained.
I) Periodic and year-end bank account reconciliations were properly carried out.
J) Accounting statements prepared during the year were prepared on the correct accounting basis (receipts & payments), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.

Re C) No internal risk assessment was minuted for the year (01/04/2022 to 31/03/2023). Such a review is a statutory requirement. However, as the Council reviewed its Financial Regulations in May 2022 and undertook an internal risk assessment in April 2023, I have signed off the AGAR. Future action: An annual internal risk assessment must be conducted and minuted *within* each financial year.

It is noted that VAT has not been reclaimed. VAT 126 reclaims should be submitted to HMRC at least annually.

On the basis of the internal audit work carried out, which was limited to the tests listed above, in my view the Council's system of internal controls is in place which is adequate for purpose and is effective.

Gary Roberts B.A.(Hons) B.A (Hons) GDL PGD (Legal Practice) LLM 22/06/2023

Somerford Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement: 30/06/2023

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.
Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:

Clerk, Carlton Evans
1 Overton Meadow
Overton Green,
Smallwood, Cheshire CW11 2UP

Tel: 07734 808 677

Email: clerk@somerfordparishcouncil.co.uk

commencing on: **Monday 3 July 2023**

and ending on: **Friday 11 August 2023**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-l.com)

5. This announcement is made by: Carlton Evans