

# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
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 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- 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.
- **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.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

| Completion checklist – 'No' answers mean you may not have met requirements |  | Yes | No |
|--|--|-----|----|
| All sections   | Have all highlighted boxes have been completed?  | ✓   |    |
|  | Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?                | ✓   |    |
| 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', has an explanation been published?  | ✓   |    |
| Section 2  | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?  | ✓   |    |
|  | 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?  | ✓   |    |
|  | Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?   | ✓   |    |
|  | Has an explanation of any difference between Box 7 and Box 8 been provided?  | N/A |    |
| Sections 1 and 2   | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested. | N/A |    |

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

MANCETTER PARISH COUNCIL

www.mancetter.org.uk ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")  |     |     | ✓              |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.   |     |     | ✓              |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓   |     |                |
| N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).   | ✓   |     |                |
| <b>O. (For local councils only)</b><br>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

Name of person who carried out the internal audit

DD/MM/YYYY 8th JUNE 2023

NIGEL LANE C.P.F.A.

Signature of person who carried out the internal audit

SIGNATURE REQUIRED  
N. Lane

Date 9th JUNE 2023

\*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 2022/23

We acknowledge as the members of:

MANCETTER 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 2023, 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.  | ✓      |     | <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>   |

**\*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:

22/06/2023

and recorded as minute reference:

6

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

Chairman

Clerk

*www.mancetter.org.uk*

## Section 2 – Accounting Statements 2022/23 for

MANCETTER PARISH Council

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2022<br>£ | 31 March 2023<br>£ |   |
| 1. Balances brought forward                                 | 50029              | 47822              | 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                          | 30000              | 32000              | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts                                 | 14593              | 22418              | 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  | 17685              | 20770              | 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                     | NIL                | NIL                | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments                                   | 29116              | 23289              | 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                             | 47822              | 58181              | 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           | 47822              | 58181              | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>  |
| 9. Total fixed assets plus long term investments and assets | 34794              | 34794              | 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  | NIL                | NIL                | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

| For Local Councils Only                                    | Yes | No | N/A |   |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) |     | ✓  |     | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) |     |    | ✓   | The figures in the accounting statements above do not include any Trust transactions.                         |

I certify that for the year ended 31 March 2023 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

E. Z. Flynn

Date 22/06/2023

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

22/06/2023

as recorded in minute reference:

7

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

[Signature]

## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

MANCETTER PARISH COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

MOORE

External Auditor Signature

Date

## Additional information to be submitted with Part 3 AGAR

### Basic and Intermediate levels

| Item required.  | Yes or No      |
|---|----------------|
| 1. State the basis of accounts – Income and Expenditure (I&E) or Receipts and Payments (R&P).   | R&P            |
| 2. Bank reconciliation (N.B. a <a href="#">pro-forma</a> document is available online).   | YES            |
| 3. Explanations of significant variances – with a numerical support:<br><br>For boxes 2 – 10 in the Accounting Statements, where the 2023 figure is 15% greater than, or 15% less than, the 2022 figure <b>unless</b> the variance is less than £500.<br><br>Please also provide an explanation if the variance is greater than £100,000 regardless of whether this is less than 15%. | YES<br><br>N/A |
| 4. A reconciliation between boxes 7 and 8 – this must be quantified.  | YES            |
| 5. An explanation of any 'No' answers in Section 1 (Annual Governance Statement).   | N/A            |
| 6. An explanation of any 'No' answers in the Annual Internal Audit Report.  | N/A            |
| 7. An explanation of the level of reserves held if more than twice the precept of the Authority.  | NO             |
| 8. Whether you use the general power of competence.   | NO             |
| 9. The dates for the period for the exercise of public rights (N.B. a <a href="#">pro-forma</a> document is available online).  | YES            |
| 10. This sheet should also be submitted, duly completed.  | YES            |

**Mancetter Parish Council**

**Bank Reconciliation**

**Financial Year Ending 31st March 2023**

Prepared by Karen Meads - Finance Assistant

Date: 31st March 2023

| <b>Balance per Bank Statements as at</b> | <b>31st March 2023</b> |           |                  |
|--|------------------------|-----------|------------------|
| Treasurer's Account                      | 01373722               | 2,233.82  |                  |
| Clerk's Account                          | 01373730               | 0.00      |                  |
| Business Money Manager                   | 41373757               | 30,947.54 |                  |
| CCLA Bond                                |                        | 25,000.00 |                  |
|  |                        |           | <b>58,181.36</b> |
| Petty Cash Float (NO Petty Cash held)    |                        |           | 0.00             |
| LESS any un-presented cheques as at      | 31st March 2023        | 0.00      | 0.00             |
|  | Sub total              |           | 58,181.36        |
| ADD any un-banked cash or cheques as at  | 31st March 2023        | 0.00      | 0.00             |
| NO un-banked cash or cheques             |                        |           |                  |
| <b>Net balances as at</b>                | <b>31st March 2023</b> |           | <b>58,181.36</b> |

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

| <b>Cash Book</b>                           |                        | £                |
|--|------------------------|------------------|
| Opening Balance                            | 1st April 2022         | 47,822.37        |
| <b>Receipts</b>                            |                        |                  |
| Treasurer's Account                        | 01373722               | £ 43,058.32      |
| Clerk's Account                            | 01373730               | 0.00             |
| Business Money Manager                     | 41373757               | 53,941.54        |
| CCLA Bond                                  |                        | 0.00             |
|  |                        | 96,999.86        |
| <b>Payments</b>                            | Sub total              | 144,822.23       |
| Treasurer's Account                        | 01373722               | 43,573.55        |
| Clerk's Account                            | 01373730               | 67.32            |
| Business Money Manager                     | 41373757               | 43,000.00        |
| CCLA Bond                                  |                        | 0.00             |
|  |                        | 86,640.87        |
| <b>Closing balance per Cash Book as at</b> | <b>31st March 2023</b> | <b>58,181.36</b> |



**Explanation of variances 2022/23 – pro forma**

Name of smaller authority: **MANCETTER PARISH COUNCIL**

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

Now, 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 £500);
- variances of more than £100,000 must be explained even where this constitutes less than 15%;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Please ensure variance explanations are quantified to reduce the variance excluding stated items below the 15% / £500 / £100,000 threshold

|  | 2023<br>£ | 2022<br>£ | Variance<br>£ | Variance<br>% | Explanation Required?<br>Is > 15%<br>Is > £100,000 | DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN | Explanation (must include narrative and supporting figures)   |
|--|-----------|-----------|---------------|---------------|--|---|---|
| 1 Balances Brought Forward                                       | 47,822    | 50,029    |               |               |  |   |   |
| 2 Precept or Rates and Levies                                    | 32,000    | 30,000    | 2,000         | 6.67%         | NO   |   | Explanation of % variance from PY opening balance not required - Balance brought forward agrees   |
| 3 Total Other Receipts   | 22,418    | 14,593    | 7,825         | 53.62%        | NO   |   | Bank & Bond Interest in 21/22 was £20,462,223 this increased to £514,658. Income from the Cemetery went from £11,262.27 to £18,852.83 due to a high number of burials and cremations.   |
| 4 Staff Costs  | 20,770    | 17,685    | 3,085         | 17.44%        | YES  |   | Salary Review uplifted pay scales and a backdated Local Authority Pay Award received by both Clerks accounted for the £3085 variance of 17.44%  |
| 5 Loan Interest/Capital Repayment                                | 0         | 0         | 0             | 0.00%         | NO   |   |   |
| 6 All Other Payments   | 23,289    | 28,116    | -5,827        | 20.01%        | YES  |   | Some office costs have increased but were offset by a reduction in bank charges, less councillor travel and training costs and no set up fees. Less expenditure was planned in preparation for forthcoming cemetery work. Lots of small variances over 15% but all items well under £500.00 |
| 7 Balances Carried Forward                                       | 58,181    | 47,322    | 10,359        | 21.66%        | YES  |   |   |
| 8 Total Cash and Short Term Investments                          | 58,181    | 47,322    | 10,359        | 21.66%        | YES  |   | Unexpected income increase of nearly 70% on the previous year from the management of the cemetery equating to £7590   |
| 9 Total Fixed Assets plus Other Long Term Investments and Assets | 34,794    | 34,794    | 0             | 0.00%         | NO   |   |   |
| 10 Total Borrowings  | 0         | 0         | 0             | 0.00%         | NO   |   |   |
|  | 1,81816   | 1,59407   |               |               |  |   |   |


Excessive Reserves Ratio

Smaller authority name: **MANCETTER 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  | NOTES  |
|---|--|
| <p><b>1. Date of announcement</b> <u>Thursday 22<sup>nd</sup> June 2023</u> (a)</p> <p><b>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.</b><br/>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:</p> <p>(b) <u>Mrs E Higgins Parish Clerk</u><br/>Mancetter Memorial Hall Old Farm Road Mancetter CV9 1QN<br/>07368 265051 <a href="mailto:parishclerk@mancetter.org.uk">parishclerk@mancetter.org.uk</a></p> <p>commencing on (c) <u>Friday 23<sup>rd</sup> June 2023</u></p> <p>and ending on (d) <u>Thursday 3<sup>rd</sup> August 2023</u><br/>[the 30<sup>th</sup> working day after (c) above]</p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>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:</b></p> <div style="text-align: center;"></div> <p>Moore (Ref AP/HD)<br/>Rutland House<br/>Minerva Business Park<br/>Lynch Wood<br/>Peterborough<br/>PE2 6PZ</p> <p><b>5. This announcement is made by (e) Mrs E Higgins Parish Clerk / RFO</b></p> | <p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p> |

Internal control

Yes ( / )/No ( x )

|   |   |     |                             |
|---|---|-----|-----------------------------|
| Proper Book keeping   | Is the cashbook maintained and up to date   | ✓   | May 2022 & next<br>May 2023 |
|   | Is the cashbook arithmetic correct  | ✓   |                             |
|   | Is the cashbook regularly balanced  | ✓   |                             |
| a) Standing orders and Financial Regulations adopted & applied, and | Has the council formally adopted standing orders and financial regulations            | ✓   |                             |
|   | Has a responsible Financial Officer been appointed with specified duties              | ✓   |                             |
|   | Have items or services above a de minimus amount been competitively purchased         | ✓   |                             |
|   | Are payments in the cashbook supported by invoices, authorised and minuted            | ✓   |                             |
| b) Payments control   | Has VAT on payments been identified, recorded and reclaimed                           | ✓   |                             |
|   | Is S 137 expenditure separately recorded and within statutory limits                  | N/A |                             |
| Risk management arrangements  | Does a scan of the minutes identify any unusual financial activity                    | ✗   |                             |
|   | Do the minutes record the council carrying out an annual risk management              | ✓   |                             |
|   | Is insurance cover appropriate and adequate   | ✓   |                             |
| Budgetary controls  | Are internal financial controls documented and regularly reviewed                     | ✓   |                             |
|   | Has the council prepared an annual budget in support of its precept                   | ✓   |                             |
|   | Is actual expenditure against the budget regularly reported to the council            | ✓   |                             |
| Income controls   | Are there any significant unplanned variances from budget                             | ✗   |                             |
|   | Is income properly recorded and supported by VAT invoices/receipts                    | ✓   |                             |
|   | Does the precept recorded in the cashbook agree to the District councils notification | ✓   |                             |
| Petty Cash Procedures   | Are security controls over cash adequate and effective                                | ✓   |                             |
|   | Is all petty cash spent recorded and supported by VAT receipts/invoices               | N/A |                             |
|   | Is petty cash expenditure reported to each council meeting                            | N/A |                             |
| Payroll controls  | Is petty cash reimbursement carried out regularly                                     | N/A |                             |
|   | Do salaries paid agree with those approved by the council                             | ✓   |                             |
|   | Are other payments to the Clerk reasonable and approved by the council                | ✓   |                             |
| Asset controls  | Has PAYE/NIC been properly operated by the council as an employer                     | ✓   |                             |
|   | Does the Council keep an asset register of all material assets owned                  | ✓   |                             |
|   | Is the Asset/Investment register up to date   | ✓   |                             |
| Bank reconciliation   | Do asset insurance valuations agree with those in the asset register                  | ✓   |                             |
|   | Is there a bank reconciliation for each account                                       | ✓   |                             |
|   | Is bank reconciliation carried out regularly on the receipt of statements             | ✓   |                             |
| Year end procedures   | Are there any unexplained balancing entries in any reconciliation                     | ✗   |                             |
|   | Are year end accounts prepared on the correct accounting basis                        | ✓   |                             |
|   | Do accounts agree with the cash book  | ✓   |                             |
|   | Is there an audit trail from underlying financial records to the accounts             | ✓   |                             |
|   | Where appropriate, have debtors and creditors been properly recorded                  | N/A |                             |

**Detailed areas to check on Audit - 01/04/22 to 31/03/23**

**Proper Book Keeping**

Are books checked regularly ?  
 Are books arithmetically correct and checked ?  
 Are all items regularly reconciled to the bank Statements etc ?

**Purchase orders**

Are there the correct number of estimates, quotes etc (as per standing orders) ?  
 That proper purchase authority by council or officers (under clear delegated powers) is in place ?  
 Has proper legal power been identified for the expenditure ?

**Purchase payments**

That the supporting paperwork confirms that there is a fully approved invoice and authorisation for the payment ?

Are there separate records kept for Section 137 expenditure ?  
 Is Section 137 expenditure within set limits (check annually) ?

Check that payments of interest and principal in respect of loans are in accordance with agreed schedules ?

**Official order/ Creditor Payments**

Date ?  
 Name of supplier ?  
 Details of goods &/or services ?  
 Does order have estimated value of invoice ?  
 Is order signed by authorised Finance Officer etc ?  
 Is order marked when invoice paid ?

Are payments detailed in minutes for authorisation to pay ?

Is invoice recorded in Receipts & Payments record ?  
 Is VAT accounted for correctly in Receipts & Payments ?  
 Is VAT accounted for correctly in the VAT return ?

Is cheque signed by authorised signatures ?  
 Is the Cheque made out to name on order/invoice ?

**Insurance & Risk Arrangements**

Does the Parish hold valid insurance certificates ?  
 Are insurance levels and types annually reviewed at council meetings ?  
 Does insurance cover all risks adequately ?  
 Are all systems regularly reviewed at council meetings (annually) ?

**Budget setting/ monitoring**

Is there a formal procedure for budget setting ?  
 How many people involved ?  
 Is budget to actual monitored on a regular/ongoing basis ?  
 Are variances from budget investigated/checked ?  
 Is a budget set for 137 Expenditure (check value calc) can't over spend ?  
 Is section 137 expenditure monitored ?  
 Check adequate level of reserves (should not be more than precept unless for specific purpose) ?  
 Are reserves general or for specific schemes ?

| Yes ( / )<br>No ( x ) | Notes  |
|-----------------------|--|
| ✓                     |  |
| ✓                     |  |
| ✓                     | Monthly  |
| ✓                     |  |
| ✓                     |  |
| ✓                     |  |
| ✓                     |  |
| ✓                     |  |
| N/A                   | No expenditure on section 137 incurred or budgeted for.  |
| N/A                   | No expenditure on section 137 incurred or budgeted for.  |
| X                     | Do not have any loans, Only investment Bond which they receive interest on and bank accounts   |
|                       | No official printed orders with sequential numbering   |
|                       | All invoices paid are passed through Clerk & Parish meetings   |
|                       |  |
|                       |  |
| N/A                   |  |
| ✓                     |  |
| ✓                     |  |
| ✓                     | Claim for 2022-23 completed and submitted in April 23  |
| ✓                     | Main account 3 signatures. Clerks account has been closed from April 22. All payments now made by online banking / DD's with full checking process undertaken at meetings. |
| ✓                     |  |
| ✓                     | At insurance renewal date (May each year)  |
| ✓                     | All items fully covered  |
| ✓                     | Last reviewed May 2022, next due May 2023  |
| ✓                     | Clerk and assistant completes, discusses with Chairman then presents to council for authorisation. Authorisation within the minutes.                                       |
| 2                     |  |
| ✓                     |  |
| ✓                     |  |
| N/A                   |  |
| N/A                   |  |
| ✓                     | £58.2K as per 2022/23 annual return of which £19.8K identified for specific future projects  |
| Mixture               | See above  |

**Income**

- Are all bookings kept in a diary ?
- Are all invoices raised from information contained in diary ?
- Does the value of invoice match to fees & charges list ?
- Are hall hiring / fees etc paid in advance ?
- Are hall hiring / fees etc paid on the day of event ?
- Are there any long term debtors ?
- If any long term debtors, are they being investigated to recover money ?
- Is all income entered into Rec. & Payments cash book promptly ?
- Are receipts issued for all monies received as proof of receipt ?
- Is Vat accounted for correctly ?
- Is precept received and banked promptly ?
- Is all other income banked promptly ?

|     |  |
|-----|--|
| N/A | No buildings / Room hire as have no buildings                      |
| ✓   | For burial details only, as paper work acts as invoice and receipt |
| ✓   | Burials  |
| N/A |  |
| N/A |  |
| N/A |  |
| N/A |  |
| N/A |  |
| ✓   |  |
| ✓   |  |
| ✓   |  |
| ✓   | Bacs   |
| ✓   |  |

**Petty Cash**

- Does the council operate a Petty Cash float ?
- Is all expenditure incurred fully recorded and approved at council meetings ?
- Is reimbursement of petty cash float completed regularly ?
- Is physical petty cash value checked to records by independent person ?
- Are there any parish council employees ?
- Are they paid regularly ? (weekly/monthly)
- Have any pay increases / changes to contracts had the approval of the council before being actioned ?
- Is the pay a set amount per month ?
- Is it documented in the minutes (each payment) ?
- Has Tax & National Insurance been calculated and accounted for correctly ?
- Have all entries been entered into Rec. & Payments book ?
- Has Tax & National Insurance been paid over on time to relevant department ?

|         |   |
|---------|---|
| No      | Stamps float only                             |
| N/A     |   |
| N/A     |   |
| N/A     |   |
| ✓       | Clerk and Assistant Clerk                     |
| Monthly |   |
| ✓       |   |
| ✓       | Plus expenses, Phone & Sundry Stationary etc. |
| ✓       |   |
| ✓       |   |
| ✓       |   |
| ✓       |   |

**Asset control**

- Is there an asset register ?
- Is it updated regularly ?
- Is insurance cover adequate for asset values ?
- Are details reported to Parish council meetings ? (minimum annually)

|   |  |
|---|--|
| ✓ |  |
| ✓ |  |
| ✓ |  |
| ✓ |  |

**Bank Reconciliation**

- Does the balance on Bank Reconciliation match bank statement ?
- Does balance on Receipts & Payments match bank statement balance ?
- If not, has it been reconciled ?
- Verify figures used for Receipts & Payments match to cash book ?
- Are there any out of date cheques or cheques above one month old outstanding ?

|     |  |
|-----|--|
| ✓   |  |
| ✓   |  |
| N/A |  |
| ✓   |  |
| ✓   |  |

**Year end procedures**

- Is appropriate accounting basis used ?
- Can all figures in the Financials Statements be followed from the working papers ?
- Check lists of Creditors ? (validity)
- Check lists of Debtors ? (validity)

|     |  |
|-----|--|
| ✓   |  |
| ✓   |  |
| N/A |  |
| N/A |  |

**VAT Return**

- Are they completed regularly & on time ?
- Do figures used match receipts & payments book ?
- Are the claim totals & Rec. & payments totals checked cumulatively to avoid any errors ?

|   |   |
|---|---|
| ✓ | Claim for 2022-23 completed and submitted in April 23 |
| ✓ |   |
| ✓ |   |