

Ansty Parish Council

Annual Governance & Accountability Return 2020/2021

Exercise of Public Rights, commencing 21 June 2021 until 6 August 2021.

During this period the Annual Governance and Accountability Return together with supporting documentation is available for inspection.

This information can be viewed on the Ansty Village website

www.anstywiltspc.org.uk/councillors/

or alternatively it can be made available by contacting the Ansty Parish Clerk.

Requests for the documents, further information or clarification should be sent to the Ansty Parish Clerk who can be contacted as follows:-.

1) by email - anstyclerk@gmail.com or

2) by post - Ansty Parish Clerk, 2 Bridge House, Tisbury, Wiltshire. SP3 6JT

The external auditor is PKF Littlejohn, 15 Westferry Circus, Canary Wharf, London, E14 4HD

Certificate of Exemption – AGAR 2020/21 Part 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 2021, 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 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

ANSTY PARISH COUNCIL

certifies that during the financial year 2020/21, 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 2020/21: 2150.00

Total annual gross expenditure for the authority 2020/21: 1406.28

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 Part 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 2017
- In relation to the preceding financial year (2019/20), 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 2021.

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

Signed by the Responsible Financial Officer

Date

J. A. Murphy

12/05/2021

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

03/06/2021

Signed by Chairman

Date

T. W. Martin

22/05/2021

as recorded in minute reference:

21.06.09

Generic email address of Authority

Telephone number

ANSTYCLERK@GWEL.COM

01747 870812

*Published web address

WWW.ANSTYWILTSPC.ORG.UK

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 2021. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2020/21

ANSTY PARISH COUNCIL

anstywiltspc.org.uk/councillors

During the financial year ended 31 March 2021, 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 2020/21 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.			see Note 1
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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) 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 2019/20 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

17/05/2021

Name of person who carried out the internal audit

JONATHAN GOODING BSc FRICS

Signature of person who carried out the internal audit



Date

17/05/2021

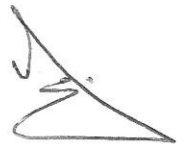
*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**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).

Note 1

17/05/2021.

Ansty Parish Council does not operate a Petty Cash account.

A handwritten signature in dark ink, consisting of a stylized 'J' or 'L' shape with a horizontal line extending to the right.

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ANSTY 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 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

03/06/2021

and recorded as minute reference:

21.06.09

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

Chairman

T. W. Martin

Clerk

J. B. Murphy

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

anstywilts pc.org.uk/councillors/

Section 2 – Accounting Statements 2020/21 for

ANSTY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	4470.69	5252.16	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	2100.00	2150.00	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	200.00		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	929.00	964.00	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	589.53	442.28	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	5252.16	5995.88	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	5252.16	5995.88	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	N/a	N/a	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	N/a	N/a	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	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 2021 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

J.A. Murphy
12/05/2021

Date

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

03/06/2021

as recorded in minute reference:

21.06.09

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

[Signature]

Expenditure 2020/21

Date	Details/Description	Che No	1 Recipients	2 Staff costs	3 Other	4 VAT	5 Total
20/5/20	Plaque for Helen Forshaw	53	M Feltham		27 62	5 62	33 14
26/6/20	JAM Wages	5/0	JAM	216 00			216 00
11/6/20	WALC Subs	54	WALC		44 73	8 95	53 68
26/8/20	JAM Wages	5/0	JAM	216 00			216 00
8/9/20	DM Payroll Services	55	DM Payroll	50 00			50 00
21/9/20	Insurance Com. First	56	Com First		194 06		194 06
16/10/20	ICO	DD	ICO		35 00		35 00
02/11/20	Website host (Kualo)	57	R Wilkinson		49 90	9 98	59 88
19/11/20	DM Payroll Services	58	DM Payroll	50 00			50 00
26/11/20	JAM Wages	56	JAM	216 00			216 00
14/12/20	Domain Fee	FPO	JL Wilkinson		7 19		7 19
26/02/21	JAM Wages	5/0	JAM	216 00			216 00
24/03/21	2nd class Postage stamps	BAC	JAM		7 92		7 92
24/03/21	Walc Subs	DD	WALC		42 84	8 57	51 41
				964 00		Total	1,406 28



Treasurers Account Statement

Printed: 04 May 2021

Anstey Parish Council
1 Bridge House
Tisbury
Salisbury
Wiltshire
SP3 6JT

Sort code 30-97-41
BIC: LOYDGB21063

Account number 02656526
IBAN: GB06 LOYD 3097 4102 6565 26

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 9:00am - 2:00pm; Saturday, 9:00am - 8:00pm; Sunday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or
Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
26 Apr 21	WILTSHIRE COUNCIL 2004-8562612021	BGC	2200.00		15970.20
14 Apr 21	WILTSHIRE COUNCIL 2004-8411992021	BGC	7774.32		13770.20
24 Mar 21	MRS J A MURPHY 200000000730451241 FOR POSTAGE STAMPS 404758 10 24MAR21 15:23	FPO		7.92	5995.88
24 Mar 21	WILTSHIRE ASSOCIAT 400000000737179651 SUBSCRIPTION 21/22 200506 10 24MAR21 15:07	FPO		51.41	6003.80
26 Feb 21	JULIE ANN MURPHY	SO		216.00	6055.21
14 Dec 20	JL WILKINSON & RG 500000000688961161 APC DOMAIN FEE 070436 10 12DEC20 17:27	FPO		7.19	6271.21
26 Nov 20	JULIE ANN MURPHY	SO		216.00	6278.40
19 Nov 20	000258	CHQ		50.00	6494.40
02 Nov 20	000257	CHQ		59.88	6544.40
16 Oct 20	ICO ZA436401	DD		35.00	6604.28
21 Sep 20	000256	CHQ		194.06	6639.28
08 Sep 20	000255	CHQ		50.00	6833.34
26 Aug 20	JULIE ANN MURPHY	SO		216.00	6883.34
11 Jun 20	000254	CHQ		53.68	7099.34
26 May 20	JULIE ANN MURPHY	SO		216.00	7153.02
20 May 20	000253	CHQ		33.14	7369.02

MAYPOLE ACCOUNT

Date of cheque/deposit	Paid to	Purpose	Cheque no.	Credit	Debit	Balance
5/4/20						£4,935.31
24/4/20	ACP, reimbursing payment made to	Dancing tuition	489		£100.00	
	Wendy Spencer-Smith					
3/5/20	AM, reimbursing payment made to	Bar Licence	490		£21.00	
	Wilts Council prior to cancellation					
3/6/20		Plant sale		£155.00		
Balance at 5/4/21						£4,969.31
Notes:-	ACP = Caroline Plumptre					
	AM = Anne Martin					
	18/6/19155					

MAYPOLE ACCOUNT

LLOYDS BANK



J31B5H02BF8MBA0000007515001001 403 C 000

Mrs A Martin Ansty Maypole Committee
LONG ASH
HIGH STREET
ANSTY
SALISBURY
WILTSHIRE SP3 5QD

To contact us about this letter
either visit any branch or write to us at:
Lloyds Bank
Lloyds Bank
Business Banking
BX1 1LT

or call us on: 0345 0725555
Our reference: AK229 / RBB

Letter Date: 17 May 2021

Dear Mrs Martin

We are pleased to confirm the following details, as at 5th April 2021.

Date	Sort Code	Account Number	Balance
5th April 2021	309345	01638468	£4969.31 Credit

If we can help you with anything else, please get in touch.

Yours sincerely

Manager

PLEASE CONTACT US IF YOU'D LIKE THIS LETTER IN BRAILLE, LARGE PRINT OR ON AUDIO.

If you have a hearing or speech impairment and would prefer to use Textphone, please feel free to contact us on 0345 300 2281 (or 01733 347500 for International customers) or via Text Relay.

www.lloydsbank.com

Calls may be monitored or recorded in cases we need to check we have carried out your instructions correctly and to help improve our quality of service.

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Eligible deposits with us are protected by the Financial Services Compensation Scheme. We are covered by the Financial Ombudsman Service.

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