

Ansty Parish Council

Annual Governance & Accountability Return 2021/2022

Exercise of Public Rights, commencing 20 June 2022 until 8 August 2022.

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, c/o Long Ash, High Street, Ansty, Wilts, SP3 5QD

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

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.

ANSTY 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: 10,128 08

Total annual gross expenditure for the authority 2021/22: 1,412 49

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

S. A. Murphy

Date

14/4/2022

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

23/05/2022

Signed by Chairman

TW Martin

Date

31/5/2022

as recorded in minute reference:

9

Generic email address of Authority

ANSTYCLERK@GMAIL.COM

Telephone number

01747870812

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

Annual Internal Audit Report 2021/22

ANSTY PARISH COUNCIL

WWW.anstywiltsPC.org.uk (councillors/

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.	✓		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 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

12/05/2022

Name of person who carried out the internal audit

JONATHAN GOODING

Signature of person who carried out the internal audit

Date

12/05/2022

*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).

14/4/22

Note 1

Anstey Parish council does not operate a Petty Cash account.

J. A. Whalley.

Section 1 – Annual Governance Statement 2021/22

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 2022, 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:

23/05/2022

and recorded as minute reference:

9

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

Chairman

[Signature]

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

www.anstywiltspe.org.uk/councillors/

Section 2 – Accounting Statements 2021/22 for

Austy Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	5252.16	5995.88	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	2150.00	2200.00	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts		7928.08	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	964.00	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	442.28	448.49	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	5995.88	14,711.47	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	5995.88	5995.88 14,711.47	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. <i>Sam</i>
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	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

J. A. Murphy *Sam*

Date

14/4/2022

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

23/05/2022

as recorded in minute reference:

9

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

Sam *Sam*

Ansty Parish Council

Explanation of Significant Variation

A CIL (Community Infrastructure Levy) payment of £7,774.32 was paid to Ansty Parish Council on 14 April 2021, which significantly increased the account balance.



Treasurers Account Statement

Printed: 11 April 2022

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

Sort code 30-97-41
BIC: LOYDGB21063

Account number 02656528
IBAN: GB06 LOYD 3097 4102 6565 23

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, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or
Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
28 Mar 22	000260	CHQ		50.00	14711.47
17 Mar 22	IVYBLUE LTD 300000000908254951 IV 2022 JF 309037 10 17MAR22 10:20	FPO		45.50	14761.47
28 Feb 22	JULIE ANN MURPHY	SO		216.00	14806.97
13 Dec 21	JL WILKINSON & RG 600000000859064275 APC KUALO 2022-23 070436 10 13DEC21 15:44	FPO		10.79	15022.97
26 Nov 21	JULIE ANN MURPHY	SO		216.00	15033.76
18 Oct 21	ICO ZA436401	DD		35.00	15249.76
11 Oct 21	JL WILKINSON & RG 100000000824740112 APC KUALO 070436 10 11OCT21 18:25	FPO		59.88	15284.76
20 Sep 21	AE MARTIN & TW MAR 400000000821214321 FOR APC COST 09D134 10 19SEP21 18:17	FPO		70.80	15344.64
31 Aug 21	000259	CHQ		50.00	15415.44
26 Aug 21	JULIE ANN MURPHY	SO		216.00	15465.44
23 Aug 21	COMMUNITY FIRST TR 600000000802490962 ANSTY PC 405240 10 21AUG21 14:20	FPO		188.52	15681.44
29 Jul 21	DDREFUND3000001227	TFR	38.00		15869.96
28 Jul 21	BAUER CONSUMER MED 3000000122711	DD		38.00	15831.96
02 Jun 21	HMRC VTR XGV126000111507	BGC	115.76		15869.96
26 May 21	JULIE ANN MURPHY	SO		216.00	15754.20
26 Apr 21	WILTSHIRE COUNCIL 20048562612021	BGC	2200.00		15970.20

Date	Description	Type	In (£)	Out (£)	Balance (£)
14 Apr 21	WILTSHIRE COUNCIL 20048411992021	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 5000000000688961161 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

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN, Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

May Day 2021/22

2021/22	Item	Carry over	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Year Totals
No event in May 2021	Income														
	May Day stalls														-
	Plants						79.50								79.50
	Direct debit					(30.00)			30.00						-
	Total Income		0.00	0.00	0.00	-30.00	79.50	0.00	30.00	0.00	0.00	0.00	0.00	0.00	79.50
	Outgoings														
	MC's hat													(43.90)	(43.90)
	Licence, sticky lettering, tape													(42.55)	(42.55)
															-
															-
															-
	Total		0	0	0	0	0	0	0	0	0	0	0	-86.45	(86.45)
	Bank balance Statement	4,969.31	4,969.31	4,969.31	4,969.31	4,939.31	5,018.81	5,018.81	5,048.81	5,048.81	5,048.81	5,048.81	5,048.81	4,962.36	(6.95)

Treasurers Account Statement

Printed: 26 April 2022

Ansty Maypole Committee Sort code 30-93-45 Account number 01638468
 LONG ASH BIC: LLOYGB21284 IBAN: GB39 LLOYD 3093 4501 6384 68
 HIGH STREET
 ANSTY
 SAUSBURY
 WILTSHIRE
 SP3 5QD

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 Telephone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
30 Mar 22	000492	CHQ		42.55	4962.36 ←
08 Mar 22	000491	CHQ		43.90	5004.91
07 Oct 21	DDREFUND3000001227	TFR	30.00		5048.81
16 Aug 21	500005	DEP	79.50		5018.81
28 Jul 21	BAUER CONSUMER MED 300000122710	DD		30.00	4939.31
09 Sep 20	DD REFUND 04253470	DEP	45.09		4969.31
09 Sep 20	DD REFUND 04227093	DEP	49.09		4924.22
17 Aug 20	BG SERVICES 911004227093	DD		24.50	4875.13
17 Aug 20	BG SERVICES 911004253470	DD		22.50	4899.63
29 Jul 20	BG SERVICES 911004253470	DD		22.59	4922.13
15 Jul 20	BG SERVICES 911004227093	DD		24.59	4944.72
03 Jun 20	SHAFESBURY	DEP	155.00		4969.31
01 Jun 20	000490	CHQ		21.00	4814.31
24 Apr 20	000489	CHQ		100.00	4835.31
16 Jan 20	DD REFUND 91100361	DEP	123.67		4935.31