

Ansty Parish Council

Annual Governance & Accountability Return 2022/2023

Exercise of Public Rights, commencing 26 June 2023 until 11 August 2023.

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 - Martelli Cottage, Church Street, Tisbury, SP3 6NH

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

Certificate of Exemption – AGAR 2022/23 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 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

ANSTY PARISH COUNCIL

certifies that during the financial year 2022/23, 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 2022/23:

£ 2,688

Total annual gross expenditure for the authority 2022/23:

£ 2,993

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 **£210 +VAT** will be payable. By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
 - In relation to the preceding financial year (2021/22), 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 the above statements apply and 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 2023. **Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

15/5/23

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

15/5/23

Signed by Chairman

Date

15/5/23

as recorded in minute reference:

15-085.07

Generic email address of Authority

Telephone number

07555 436805

anstywiltspc.org.uk

*Published web address

anstyclerk@gmail.com

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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

Ansty Parish Caneil
anstywiltspec.org.uk

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).	✓		
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

2ND MAY 2023

Name of person who carried out the internal audit

JONATHAN GOODING FRICS

Signature of person who carried out the internal audit

Date 2nd May 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:

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 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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:

15 May 2023

and recorded as minute reference:

15.05.07

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

Chairman

[Signature]

Clerk

[Signature]

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 ☐

anstywiltspc.org.uk

Section 2 – Accounting Statements 2022/23 for

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	5,996	14,711	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	2,200	2,200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,928	488	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	1,030	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	/	/	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	448	1,963	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	14,711	14,406	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	14,711	14,406	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	/	/	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	/	/	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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



Date 27 April 2023

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

15 May 2023

as recorded in minute reference:

15.07 15.05.07

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



Treasurers Account Statement

Printed: 16 June 2023

Ansty 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, 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 (£)
13 Jun 23	TD CULVER-JAMES	SO		86.67	16521.12
15 May 23	TD CULVER-JAMES	SO		86.67	16607.79
15 May 23	ANSTY PAROCHIAL CH 600000001131540131 MEETING HIRE 544119 10 14MAY23 21:38	FPO		75.00	16694.46
12 May 23	ANSTY MAYPOLE COMM 200000001126972547 ANSTY PC SUMUP 309345 10 12MAY23 17:39	FPO		1255.17	16769.46
05 May 23	SUMUP PAYMENTS ACC PID286578-SUMUP ZOWENZQR3ME5PNMDQK 041401 10 05MAY23 17:45	FPI	174.99		18024.63
03 May 23	SUMUP PAYMENTS ACC PID285439-SUMUP ZLW5NPLK4GD7G214JM 041401 10 03MAY23 17:49	FPI	86.41		17849.64
02 May 23	SUMUP PAYMENTS ACC PID284881-SUMUP 8M3P2M3KYPKPEN7JXD 041401 10 02MAY23 21:13	FPI	993.77		17763.23
26 Apr 23	WILTSHIRE COUNCIL 20058588782023	BGC	2450.00		16769.46
13 Apr 23	TD CULVER-JAMES	SO		86.67	14319.46
13 Mar 23	TD CULVER-JAMES	SO		86.67	14406.13
03 Mar 23	WILTSHIRE COUNCIL 500000001091390664 90437035 404433 10 03MAR23 16:50	FPO		625.00	14492.80
24 Feb 23	DM PAYROLL SERVICE 400000001091131545 ANSTY PARISH COUNC 402608 10 24FEB23 14:13	FPO		50.00	15117.80
13 Feb 23	TD CULVER-JAMES	SO		86.67	15167.80
13 Jan 23	TD CULVER-JAMES	SO		86.67	15254.47
10 Jan 23	JL WILKINSON & RG 500000001062366292 DOMAIN NAME 070436 10 10JAN23 16:47	FPO		10.79	15341.14
13 Dec 22	TD CULVER-JAMES	SO		86.67	15351.93
14 Nov 22	TD CULVER-JAMES	SO		86.67	15438.60
18 Oct 22	ICO ZA436401	DD		35.00	15525.27
13 Oct 22	TD CULVER-JAMES	SO		86.67	15560.27

May Day 2022 Stall Incomes & Profits	Money in tubs	Add card payments	Deduct float	Deduct stall expenses	Profit by Stall
Programme sales	193.50	2.00	80		115.50
Childrens tombola	135.50		60		75.50
Adult tombola	196.40		60		136.40
Teddy auction	282.00				282.00
Childrens area	136.00		60	20.99	55.01
Plants	356.70		60		296.70
Cakes	245.00		60		185.00
Hats & scarves	280.31	17.50	80		217.81
Bar	866.20	468.63	150	477.36	707.47
TOTALS	2,691.61	488.13	610	498.35	2,071.39
Sponsorship income					
Boatwrights					200.00
Rural View					150.00
					350.00
Total Income					2,421.39
Less shared costs					614.08
PROFIT					1,807.31
6 wines refund (21/04/23)	48.00				48.00
ADJUSTED PROFIT					1,855.31

May Day 2022 - Bank Statement Reconciliation		
Opening balance	5,048.81	Bank statement 1 March 2022
Add May Day 2022 profit	1,807.31	
New balance	6,856.12	As bank statement 30 May 2022
Less Julia's House donation	800.00	
New balance	6,056.12	As bank statement 5 April 2023
21/04/2023 wine refund	48.00	

LLOYDS BANK



J31D62013FQMCA0000106684001002 403 000

ANSTY MAYPOLE COMMITTEE
LONG ASH
HIGH STREET
ANSTY
SALISBURY
SP3 5QD



Your account statement

Issue date: 1 June 2023

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: GILLINGHAM DORSET

Sort code: 30-93-45 Account number: 01638468

BIC: LOYDGB21284

IBAN: GB39 LOYD 3093 4501 6384 68



TREASURERS ACCOUNT

ANSTY MAYPOLE COMMITTEE

Account summary

Balance On 01 Sep 2022	£6,056.12
Total Paid In	£5,223.65
Total Paid Out	£3,486.62
Balance On 19 May 2023	£7,793.15

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Sep 22		STATEMENT OPENING BALANCE			
06 Apr 23	FPO	MRS NICOLE MITCHEL 100000001107155817 WILTSCOUNCIL 308760 10 06APR23 11:19		21.00	6,056.12 6,035.12
12 Apr 23	CHQ			225.00	5,810.12
21 Apr 23	FPI		48.00		5,858.12
28 Apr 23	PAY			210.00	5,648.12
28 Apr 23	PAY			1,000.00	4,648.12
02 May 23	FPO			362.40	4,285.72
02 May 23	FPO			84.00	4,201.72
02 May 23	FPI		189.78		4,391.50
03 May 23	DEP		1,000.00		5,391.50
03 May 23	DEP		2,730.70		8,122.20
12 May 23	FPO			1,455.53	6,666.67
12 May 23	FPI		1,255.17		7,921.84
18 May 23	CHQ			39.00	7,882.84
19 May 23	FPO			39.69	7,843.15
19 May 23	FPO			50.00	7,793.15
19 May 23		STATEMENT CLOSING BALANCE	5,223.65	3,486.62	7,793.15

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPO - Faster Payment

CHQ - Cheque

FPI - Faster Payment

PAY - Payment

DEP - Deposit