

# Annual Governance and Accountability Return 2021/22 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2022**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
  - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
    - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
    - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
    - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
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 2022**.

## Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2021/22**, page 4
- **Section 1 – Annual Governance Statement 2021/22**, page 5
- **Section 2 – Accounting Statements 2021/22**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2021/22 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

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.



## 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.

Pitcombe 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:

£ 7,343

Total annual gross expenditure for the authority 2021/22:

£ 6,452

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

Date



14.06.22

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

14 06 22

Signed by Chairman

Date



14.06.22

as recorded in minute reference:

2022.48.111

Generic email address of Authority

Telephone number

clerk@pitcombepc.org.uk

07538502812

\*Published web address

PitcombePC.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**



## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Pitlake 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:

14/06/2022

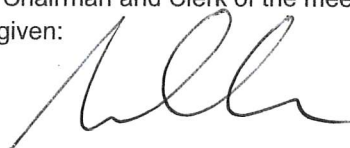

and recorded as minute reference:

2022.48.111

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

Chairman

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
	✓	



## Section 2 – Accounting Statements 2021/22 for

Pitcombe Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	9,800	11,628	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	6,848	7,242	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1	1	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	1,828	2,977	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3,157	3,479	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	11,628	12,515	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	11,628	12,519	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	8,885	8,885	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	0	0	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
			✓
			<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

*Anna*

Date

14/06/2022

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

14/06/22

as recorded in minute reference:

2022.48.111

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

*[Signature]*



# Annual Internal Audit Report 2021/22

Pitcombe Parish Council

Pitcombe PC. org. uk

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.			N/A
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

Name of person who carried out the internal audit

08/06/2022 to 11/06/2022 Paul John Wanny F.C.C.A

Signature of person who carried out the internal audit

*PJ Wanny*

Date

11/06/22

\*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).



Smaller authority name: PITCOMBE PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF ANNUAL GOVERNANCE & ACCOUNTABILITY  
RETURN (EXEMPT AUTHORITY)**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>30.6.2022</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it 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 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>The Parish Clerk, Pitcombe</u> <u>Council</u> <u>clerk@pitcombec.org.uk</u></p> <p>commencing on (c) <u>1st July 2022</u></p> <p>and ending on (d) <u>11th August 2022</u></p> <p>3. Local government electors and their representatives also have:</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>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p>5. This announcement is made by (e) <u>Anne Todd</u> <u>Parish Clerk &amp; RFO</u></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 at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must 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>

**Pitcombe Parish Council**

**Bank Reconciliation 31st March 2022**

Balances at 1st April 2021:

Current Account	8,571.90
Deposit Account	3,056.73
	<u>11,628.63</u>
Receipts per cashbook	7,342.32
Payments per cashbook	-6,451.52
Balance at 31st March 2022	<u><u>12,519.43</u></u>

Current Account	9,486.43
Less outstanding cheques	<u>-24.05</u>
	9,462.38
Deposit Account	3,057.05
	<u><u>12,519.43</u></u>

## **Pitcombe Parish Council**

### **2021/22 Variance List**

Explanations of variations greater than 15% and more than £200 between the 2020/21 and 2021/22 accounts.

- Box 4

Staff costs increased from £1,828 in 2021 to £2,973 in 2022 due to the Clerk post being vacant for part of 2021.



PITCOMBE PARISH COUNCIL 2021-22															
Date	Recon	Voucher No	Cheque No	Payee	Details	TOTAL COST	PAYE	Reclaim VAT	Employer pension contributions	Mileage	Clerks Salary	Training	Fees/ Subs/Audit	Grants	
13.04.21	Y	Prev yr	617	SALC	From 20/21 cleared in 21/22	£ 25.00						25.00			
28.04.21	Y	CA/001	627	Hoblake Services	Locum fees	99.59					99.59				
29.06.21	Y	CA/002	628	Came and Co	Insurance Renewal	332.84									
13.7.21		CA003	629	P.Pender Cudlip	clerk mar – june	739.92					739.92				
13.7.21		CA004	630	HMRC	PAYE/NI	210.70									
13.7.21		CA005	631	R Currie	Defib batteries	276.00		46.00							
13.7.21		CA006	632	Light touch	internal audit	250.00									
13.7.21		CA007	633	Countryside Charity	membership	36.00									
13.7.21		CA008	634	K Sheehan	locum clerk	150.30					150.30				
14.9.21		CA009	635	Jimmy Flynn Web Services	Web support	100.00									
14.9.21		CA010	636	SALC	Affiliation fee	103.04									
14.9.21		CA011	637	Z Godden	Zoom meetings x 3	43.17		7.20							
14.9.21		CA012	638	R Currie	Defib Pads	54.00		9.00							
14.9.21		CA013	639	Allen Computer Services	Lap top repairs, battery/hard drive	165.00		27.50							
14.9.21		CA014	640	K Sheehan	locum clerk	277.83					277.83				
14.9.21		CA015	641	Friends of Castle Cary Library	Grant	100.00								100.00	
14.9.21		CA016	642	ST Leonards Church PCC	Grant	1,000.00								1,000.00	
14.9.21		CA017	643	Pitcombe Events	Grant	250.00								250.00	
14.9.21		CA018	644	SSCAT bus	Grant	200.00								200.00	
14.12.21		CA019	645	A Tuck	Salary	633.50					633.50				
14.12.21		ca019	646	atuck	Expenses	32.32									
14.12.21		CA020	647	milborne port computers	web fees	108.00		18.00							
14.12.21		CA021	648	A Tuck – Ink & Toners	printer ink	23.16		3.86							
14.12.21		CA022	649	HMRC	TAX	158.20									
11.1.22		CA023	650	A Tuck	salary	181.00					181.00				
11.1.22		ca024	651	HMRC	TAX	45.20									
7.2.22		Ca 025	652	milborne port computers	Live Drive annual back up	48.00		8.00							
7.2.22		ca026	653	Hadspen Village Hall	hall rental	210.00							210.00		
7.2.22		ca027	654	A Tuck	salary	180.80					180.8				
7.2.22		ca028	655	A Tuck	Expenses inc printer ink	29.89		3.79							
7.2.22		ca029	656	HMRC	TAX	45.40									
8.3.22		ca030	657	Mrs A Tuck	Salary	180.80					180.80				
8.3.22		CA031	658	Mrs A Tuck	Expenses	49.51		6.65							
8.3.22		ca032	659	milborne port computers	ESET internet security -3 years	67.90		11.32							
8.3.22		ca033	660	HMRC	tax on clerks salary	45.40									
31.3.22		661/662	661/662	cancelled	Back pay – salary increase	19.45					19.45				
31.3.22		ca034	663	mrs a tuck	tax on back pay	4.60									
31.3.22		ca035	664	HMRC		4.60									
						6,476.52	509.50	141.32	0.00	0.00	2,463.19	25.00	599.04	1,550.00	
						Total other expenses (col l,n,o,p,q,r)									£ 3,563.83

7,418.83

cheques yet to be presented

Property maintenance	Office/ running costs	Line total
		25.00
		99.59
	332.84	332.84
		739.92
		210.70
230.00		276.00
		250.00
		36.00
		150.30
	100.00	100.00
		103.04
	35.97	43.17
45.00		54.00
	137.50	165.00
		277.83
		100.00
		1,000.00
		250.00
		200.00
		633.50
	32.32	32.32
	90.00	108.00
	19.30	23.16
		158.20
		181.00
		45.20
	40.00	48.00
		210.00
		180.80
	26.10	29.89
		45.40
		180.80
	42.86	49.51
	56.58	67.90
		45.40
		19.45
		4.60
275.00	913.47	6,476.52



Pitcombe Parish Council 2021-22

DATE	Payer	DETAILS	Bank Rec	PRECEPT	Grants	S106	Vat Refund	Interest	Other Income	Rents	Totals
09.04.21	SSDC	Precept	✓	£ 7,342.00							£ 7,342.00 ✓
6.06.21	Barclays	Interest	✓					£ 0.08			£ 0.08 ✓
7.9.21	Barclays	Interest	✓					£ 0.08			£ 0.08 ✓
6.12.21	barclays	Interest	✓					£ 0.08			£ 0.08 ✓
31.3.22	barclays	interest	✓					£ 0.08			£ 0.08 ✓
				£ 7,342.00	-	£ -	£ -	£ 0.32	£ -	£ -	£ 7,342.32 ✓
				£ 7,342.32							

EOY Bank Rec

A/c as at 1st April 2021

Receipts per cashbook

Payments per cashbook

£ 11,653.63 ✓ 11,623 - 63  
£ 7,342.32 ✓  
£ 6,476.52 ✓ 6,451 - 52  
**£ 12,519.43**

Barclays Bank A/c

Minus Unpresented Chq

Available funds

£ 12,543.48 ✓  
£ 24.05 ✓  
**£ 12,519.43**

'AT TO BE CLAIMED BACK AT YEAR END